



مدرسة الشروق الدولية
SUNRISE INTERNATIONAL SCHOOL
Abu Dhabi, UAE

In-school Specialist Services Policy

Purpose of Policy	To define the school's obligations in providing and overseeing in-school specialist services, ensuring accountability for service quality and student progress. The policy also regulates the access and involvement of external centers and specialists within the school premises in alignment with monitoring and reporting requirements.
Approval for this policy given by	Principal
Responsibility for its update	Head of Inclusion
Policy applies to	All staff of Sunrise International School
Introduced on	April 2025
Compliance From	AY 2025/26
1st Review Date	November 2025
Next Review Date	April 2026
Principal's Signature	

School Seal



Centers and Center Specialists

This policy is applicable to all MoCD and DoH-licensed centers in the emirate of Abu Dhabi and any specialists affiliated with these centers.

1. Centers in other emirates or those without a MoCD or DoH license are not permitted to offer in-school specialist services.
2. Schools that have a MoCD or DoH Rehabilitation Center license fall outside the scope of this policy as they are permitted to hire specialists directly through their centre.

Students: This policy is applicable to any student who may require in-school specialist services.

School-Based In-School Specialist Services Policy

Sunrise International School shall develop and implement a policy for in-school services. The policy shall include the following elements at a minimum:

1. An outline of the referral process from the identification of students in need of specialist services to the start of services in school.
2. Details of the contractual agreements between the three parties: schools, centers, and parents, clearly outlining the roles and responsibilities of each party.
3. Provision of accommodations (dedicated spaces within the school premises for the duration of the session) for these services for students aligned with their individual needs.

Identification & Documentation Students who may benefit from specialist services may be identified by their teachers or parents. The entire referral process shall be documented from when the teacher/parent raises a concern to the start of service delivery. The documentation needs to include the following elements, as a minimum:

1. The type of service the student will receive, including frequency and duration.
2. An evaluation of the student's current situation (including the level of functioning of a student with additional learning needs) and the planned intervention goals written as SMART (specific, measurable, achievable, relevant, and timely) targets.
3. The intervention goals, where appropriate, need to be included in the student's documented learning plan (DLP).
4. All progress reports.
5. Specific advice for the student's teachers, where applicable.

Registration Requirements

Registration with ADEK

It is mandatory for centers wishing to provide specialist services in schools to register themselves and their specialist(s) on the ADEK website.

Selecting Centers

Centers shall refer to the In-School Services Policy Guidance to access the link for registered centers and their specialists. Schools are given the option to select multiple centers and are

required to carry out further due diligence such as meeting directly with the specialists and reviewing reports.

Selecting a Center not on the School's List

Parents are permitted to select a center not on a school's list as per the options below:

1. If the center is already registered with ADEK, it will be up to the school and parents to reach an agreement about selecting the new center.
2. If the center is not known to ADEK, and the school accepts to select them, then the center will need to go through the ADEK registration process.
3. If a specialist is not included in the In-School Specialist system and parents wish to select services from such therapists, the school is required to apply for an ADEK external visitor's pass via the Private Schools Staff Information System (PASS).

School-Center Contractual Agreements Stipulations

Schools and centers are mutually accountable for the quality of service provided and shall draft a contractual agreement, which at a minimum shall cover the following elements:

1. Identify the expectations, roles, and responsibilities of each party (school, parents, and the center) in detail.
2. Indicate how confidential information is managed, documented, and stored in line with the ADEK Records Policy.
3. Stipulate how damages will be covered and dealt with as per applicable regulations and laws.
4. Outline and document the entire referral process from when the teacher/parent raises a concern to the start of service delivery.
5. Describe the services students will receive, including how student baselines will be established.
6. Define the duration of the agreement, payment, grievance procedures, and terms for the termination of the contractual agreement.
7. Explain how the quality and progress of the service will be monitored and communicated between the parties.

Management of Payments

Parent-School Payments: Parents shall pay for services directly to the center or the school or through any other agreed method between parents and the school. Management Fee: Schools are permitted to charge optional management fees of up to 10% of the center's service fees (per session or package).

Student Progress

Ensuring Student Progress: The Head of Inclusion in each school shall be responsible for monitoring and evaluating student progress in regular consultation with the specialists and parents. **Sharing Reports with Students and Parents:** Schools shall share evidence of student progress along with school report cards, to be discussed during parent conferences. Schools shall engage students and parents through direct communications and training sessions to develop their understanding of the progress results and next steps for learning. **Parents Sharing Reports with Schools:** Any report issued by the In-School Specialist that concerns or has a direct impact on a student's learning shall be shared with the school. The school has the right to request any other reports from parent and inform them that any report withheld may impact the quality of the support that the school can provide to their child. **Annual Reviews:** Schools shall be responsible for conducting annual reviews and involving all stakeholders (Head of Inclusion, teachers, specialists, parents, etc.) in this process.

In-School Dedicated Spaces

Responsibility of Maintaining a Dedicated Space: The school shall maintain a safe dedicated space, and, where applicable, adhere to the requirements of the DoH and any other relevant government entity for the duration of the session (e.g., sufficient space for the storage of resources, availability of rooms in proportion to the number of students requiring these services, etc.).

Student Protection

Agreement to School's Student Protection Policy: The specialist shall agree and sign each school's Student Protection Policy. **Adherence to ADEK Policies:** The specialist shall be subject to any further student protection requirements as announced by ADEK.

Information Security

Security and Integrity of Assessment Resources and Data: Schools shall ensure the integrity and security of assessment resources (instruments, confidential assessment materials) and data (individual and school-level data and records) provided to them.

Liability

All specialists providing in-school specialist services shall be covered under their center's professional indemnity insurance before commencing work in schools.

Monitoring and Evaluation

Sunrise International School shall develop internal indicators to monitor and evaluate the effectiveness of the in-school specialist services. This exercise shall inform any future reviews of their policy and processes. Overall Quality of Service Provision: The Head of Inclusion in each school shall facilitate, monitor, and coordinate with the centers for the overall quality of service provision at their school, in regular communication with the school leadership and parents. Schools shall complete the In-School Specialist Service log monthly that is held in the In-School Specialist system.