

مدرسة ليوا الدولية
Liwa International School
فلج هزاع Falaj Hazza

PARENT INVOLVEMENT AND FAMILY RIGHTS POLICY AND PROCEDURE



ليوا للتعليم
Liwa Education

2023

1. SCHOOL HOURS

Our school week is Monday to Friday.

	Monday to Thursday	Friday
Gr. 1 to 12 – Own transport	7:30 AM to 2:45 PM	7:30 AM to 11:30 PM
Gr. 1 to 12 – School bus	7:30 AM (bus arrival) to 2:40 PM (bus departure)	7:30 AM (bus arrival) to 11:25 PM (bus departure)
Gr. 1 to 12 – Own transport	7:30 AM to 1:15PM	7:30 AM to 11:30 PM
Gr. 1 to 12 – Own transport	7:30 AM (bus arrival) to 1:00 PM (bus departure)	7:30 AM (morning assembly) to 11:25 PM (bus departure)

Parents should collect their children on time at the end of the school day. Should you anticipate that for any reason you will be late in collecting your child, you are kindly requested to inform the school administration. Please refer to the school's communication channels document.

1.1 Punctuality, Late coming

All students must be in school by 7:30am for Gr. K-12. There will be a log for students who are late in the morning. The total will be recorded in the school register. Please refer to the Attendance and Punctuality Policy.

1.2 Permission to leave school early

The school Administration will not give permission for students to leave during school hours except in the presence of a written appointment form to be presented to the school's reception. Parents are kindly requested to consider this when they make arrangements for medical checkups, or plans for external outings.

1.3 Absences

The attendance log is entered in the eSIS system and parents of absent students receive messages from ADEK. If a student is absent for more than one day, s(he) should provide a written note from the parents or a medical report clarifying the reason for the absence. There may be certain circumstances when it becomes necessary for a student to be absent from the school for a period of time. Parents should in this case obtain a written consent from Abu Dhabi Department of Education and Knowledge (Al Ain Regional Office) and submit the same to the school reception.

The parents should also bear in mind that such absenteeism will cause disruption in the student's studies. The school will attempt to provide a reasonable schedule of work to be covered during the absence.

1.4 Recess

- KG1 & KG2 students have one 45-minute snack and playground break and one 15-minute lunch break per day from Monday to Thursday, and one 20-minute snack break on Friday.
- Grades 1-4 have one 45-minutes snack and playground break per day from Monday to Thursday, and one 20-minute snack break on Friday.
- Grades 5-12 have one 30-minutes snack and playground break and one 10-minute break per day from Monday to Thursday, and one 15-minute snack break on Friday.
- The school has three cafeterias selling snacks and drinks, which are always open at break times.
- We do advise that you provide some substantial mid-morning food and drinks to sustain your child throughout the school day. Please make sure to send a filled water flask with your child each day.
- We recommend that your child eats a healthy breakfast prior to school. Chocolate, chocolate products, and fizzy drinks are not permitted. Please be aware that the school does not allow the use of any Isotonic/ Energy Drinks/ bars on its premises due to their negative side effects. It will confiscate any such drinks / bars if found with the students.

2. THE SCHOOL YEAR

You will find enclosed a copy of the School Calendar. Please refer to it for holidays and dates that you should note in your planners. Note that the school operates on three terms per year as indicated in the calendar.

3. SCHOOL TRANSPORTATION

For a certain fee, the school provides supervised transportation in air-conditioned buses. It is possible to book for one way transportation only, bearing in mind that the transport fees are fixed (i.e., the same) irrespective of whether the student uses the bus one way or two ways. Charges may be obtained from the school accountant.

3.1 All students are expected to behave well on board school buses. Students who misbehave and are disobedient to the supervisor or driver will be excluded from using this service.

3.2 Once the bus routes and timings have been settled at the beginning of the academic year, students will be informed about the time when they should wait for the bus in the mornings. It is expected that those traveling by buses will be waiting for the bus to arrive in order to have the buses arrive at school before morning assembly. The buses will not wait for students who are late.

3.3 Students who are registered in the school bus service are expected to go home by bus at all times. These students may NOT use any other transport unless permission is granted by the Administration, based on parents' written consent letter in this regard.

3.4 Students who are not registered in the bus service are not allowed to use the bus under any circumstances. Likewise, students who are registered in the bus service are NOT allowed to switch buses on any day.

3.5 As per the requirements of ADEK and the Department of Transport, we would like to inform you of the following:

- There will be frequent inspections on board of school buses in order to make sure that the drivers are committed to ensuring that all students are seated properly at all times.
- Drivers who do not comply with this requirement will be fined in accordance with Law no. 8 (Reckless driving) the amount of 1000 Dhs, and the bus will be confined for a month. In the event of a traffic accident, the driver will be requested to appear in the traffic department's courts. Regarding any bus supervisor who does not ensure the safety of students on board of her bus, a detailed report will be compiled on any specific incident, including her name, the bus number, the day, and the date of the incident. The report will be submitted to the concerned Authorities.
- In case a student defies the bus rules and regulations, his/her parents will be required to pay the fine corresponding to the infraction.

4. TEXTBOOKS AND SUPPLIES

Recommended textbooks may be purchased from the school at the beginning of the academic year. You will be responsible for supplying your child with sufficient notebooks, files and stationery. You will be informed about the requirements at the beginning of the school year. In line with the international advances in technology, the school is carrying on with its e-learning initiative where i-Pads (for KGs), school Chromebooks (for grades 1-8) and either own MacBooks, or school Chromebooks (for grades 9-12) are used by students throughout the school year.

4.1 A replacement cost plus postage will be applicable in the event of loss of books or damage to books. Should the loss of one book mean that a whole set has to be replaced, then a charge will be made for the whole set, plus postage.

4.2 All books which are school property and on loan from the school should be returned, at the latest, on the day of examination for which that book is required for studying.

4.3 Details pertinent to Chromebooks use/ misuse/loss are included in the e-Learning Policy.

5. STUDENT PROGRESS & STUDENT REPORTS

Assessments and Examinations

Students will be assessed continually in each subject during the school term. The continuous assessment and final examinations schedules are made available for parents within a timeframe of at least 3 weeks prior to exams.. Marks for each component will be accumulated by each teacher. For further information, please refer to the school's Assessment Policy.

6. PARENTS – TEACHERS MEETINGS

These will be held twice per year as indicated in the school calendar in order to give parents the opportunity to meet with teachers. Parents are welcome to contact the school reception to arrange mutually convenient appointments with social workers and staff at any time throughout the school year to discuss the student's academic and behavioral levels.

7. ILLNESS

You will be notified if your child falls ill during the school hours. It is therefore vital that you keep us informed of any changes to the data provided by you regarding emergency contact numbers.

7.1 Any student attending the KG section, who is unwell due to coughing, cold, fever, etc., should not be sent to school for the duration of the illness.

Any student found to be suffering from an infectious disease will not be permitted in school until s(he) is fully recovered and checked by the school doctor.

7.2 Students from Grades 1 and upwards who have been absent, must provide an explanatory note or a doctor's certificate upon their return to school. This should be handed to the school secretary.

7.3 It is the responsibility of the parents to update their child's health record as the need arises. All students who require medication given by the school doctor/nurse should have the related doctor's prescription handed over to the school clinic. We regret that if there is no prescription, the nurse will not give the medication.

You will be notified if your child falls ill during school hours. It is therefore vital that you keep us informed of any changes to the data provided by you regarding emergency contact numbers. Please read the Clinic Rules for more information.

8. APPEARANCE

All students are expected to follow the below uniform guidelines:

- The wearing of school uniforms is compulsory. Uniforms are outsourced and available for purchasing at the start of the academic year.
- Wear the school uniform items of clothing as stated in the School's Uniform Policy and provided in the relevant store.
 - A. Only Liwa Education jackets are permitted.
 - B. For Grade 12 students, the senior jacket can be worn.
 - C. Only the LISF striped pants are permitted. No other types of pants are permitted even if they are the same color as the LISF pants.
 - D. Students may wear the PE uniform to school on the days they have PE in their timetable or a sporting event.
 - E. The P.E Uniform should match the LISF House that you belong to as shown here:

Maqam

Oasis

Hili

Hafeet

- Wear the School's Uniform neatly and presentably. For example, the shirt clean, ironed, and with buttons fastened
- Wear the appropriate footwear as stated in the School's Uniform Policy.
- Wear hair in a hairstyle and colour which meets the requirements of the Policy and the regular reminders and updates about this in school.
- Where appropriate, students can draw attention to issues and requests for possible changes to the uniform rules and expectations via the student council groups, advisors, and social workers.

School Uniform Description

You can refer to our Uniform Catalog here:

<https://liwaschool.ae/wp-content/uploads/2020/08/Catalog-copy.pdf>

HAIRSTYLES

- Students' hair must be of a natural colour rather than bright flashy colours.
- Short hair for boys
- For girls, long hair should be tied back fully off the face.
- Sensible use of hair accessories is acceptable to keep hair orderly and neat, plain and of a matching school colour, i.e. blue

MAKEUP

- No Make-up is to be worn by the students.

SHOES

- Only closed black, grey shoes are allowed.
- Shoes with flashy bright colors are not allowed.

9. GIFTS

It is a school policy that teachers and staff are not permitted to accept gifts. We therefore request that you avoid putting staff in an embarrassing position of having to return gifts.

10. HOMEWORK

A weekly overview is provided on the school's portal and homework for grades 5-12 is noted on the overview. Homework tasks are also posted on the school platform (Schoology). At the MS/HS homework is assigned based on the needs of the students, but may not be assigned daily.

Elementary School Homework: There will be a weekly homework schedule which will be shared with parents in Week 1. Homework assignments will be shared with parents on the Weekly Newsletter for each Grade.

10.1 It is a school policy that homework is set appropriately for all classes. Homework serves the purpose of providing opportunities for teachers to check on and reinforce class work, and to develop students' independent study skills.

10.2 Appropriate measures are taken to deal with students who do not complete homework. As part of their education, students have to be made aware of the value that the school assigns to homework. Any problem cases are drawn to the attention of the social worker.

11. DISCIPLINE

Parents and students are expected to strictly observe Discipline Guidelines set by the school in line with ADEK Code of Conduct. Please refer to the school's Code of Conduct.

12. MOBILE PHONES

Mobile phones are strictly forbidden in school regardless of circumstances based on Ministry Memo No. (40 year 2007) that prohibits students from using mobile phones on school campuses as per Ministry decree number (2/454) for 1998. Any student caught with a mobile will receive a reprimand and the mobile will be confiscated until the end of the academic year.

13. FEES

All fees and charges due must be paid in full at the required times of the year (as indicated below). Failure to pay fees will result in not registering the student in school for next academic year. Transfer Certificate will not be issued unless all school fees are paid - through three (3) installments as follows:

- First installment is 33% of school tuition fees in addition to books to be paid between August 22 and September 12 .
- Second installment is 33% of school tuition fees to be paid between December 1 and December 12.
- Third installment is 29% of school tuition fees to be paid between February 2 and February 14.
- 5% of tuition fees: Non-refundable re-registration fee paid during April & May from each academic year and this will be deducted from the tuition fees for the forthcoming academic year.

14. CO & EXTRA CURRICULAR ACTIVITIES

You will be notified of the activities available to students at the beginning of each term and/or prior to each activity/function. Please refer to the LISF Co & Extra Curricular Activities Policy

15. USAGE OF SCHOOL FACILITIES

Liwa International School will provide its students with state-of-art facilities. The use of these facilities shall be granted to the extent that there is no interference with the educational programs.

The complete control of school buildings and equipment is vested in the School Administration. The related rules and regulations are displayed in corresponding school premises.

16. COMMUNICATION

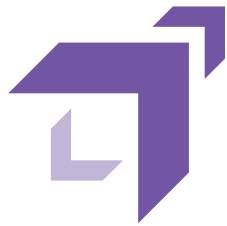
In your communication with/within the school, kindly refer to the right staff member/s (as detailed in the table) to have any issue resolved properly and promptly.

17. CONTACT DETAILS

Please do not hesitate to contact us if you have any queries:

Department	Number / E-mail
Main building (Gr. 5-12)	03-7810444 (For calls and WhatsApp service) secondary@liwaschool.com
Junior building (KG-Gr. 4)	03-7810444 (For calls and WhatsApp service) secondary@liwaschool.com
Technical issues for all grades	it_support@liwaschool.com
Accounts 1	WhatsApp: 056-7248810
Accounts 2	WhatsApp: 056-2534501

School Name	Liwa International School Falaj Hazza	Issue Date	
Policy Name		Revision Date	
Prepared By		Policy Number	
Approved By	Mr. Neil Murphy, Principal		



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