

In the name of God, the Most Beneficent, the Most Merciful



MODEL PRIVATE SCHOOL

Since 1987

(K.G to Grade XII)

(Affiliated to the Central Board of Secondary Education, Delhi

Govt. of Kerala for S.S.L.C and Higher Secondary Examinations.

Recognised by the Abu Dhabi Department of Education & Knowledge - U.A.E.)

PARENT HANDBOOK


Tel.: 02-5527200


E-mail: info@themodel.ae

Website: themodel.ae

 [ModelPrivateSchool.AbuDhabi](https://www.facebook.com/ModelPrivateSchool.AbuDhabi)

 [tmsauh](https://www.instagram.com/tmsauh)

 [tmsauh](https://twitter.com/tmsauh)

 [the modelschool](https://www.youtube.com/channel/UC...)

CONTENTS

1. PRINCIPAL MESSAGE
2. OUR VISION AND MISSION
3. GENERAL INFORMATION FOR PARENTS
 - ADMISSIONS
 - FEE STRUCTURE
 - GUIDELINES
4. SCHOOL POLICIES
 - ATTENDANCE POLICY
 - BEHAVIOUR POLICY
 - ANTIBULLY POLICY
 - CHILD PROTECTION POLICY
 - DISCIPLINE POLICY
 - HEALTH AND SAFETY POLICY
 - FOOD AND NUTRITION POLICY
 - INCLUSIVE EDUCATION POLICY
 - CULTURAL CONSIDERATION POLICY
 - STUDENT COUNCIL POLICY
 - PARENT COUNCIL POLICY
 - TRANSPORTATION POLICY
5. SCHOOL UNIFORM
6. ACADEMIC CALENDAR
7. PARENT-SCHOOL AGREEMENT

An appeal to the parents

Dear Parent,

It's an awe-inspiring fact that today's young generation is the most promising generation in the history of the world. They stand at the peak of civilizations. Technically today's school going children are known as post millennials or Gen Z. In fact they are born and brought up in the digital era. It's a challenging task to take up the responsibility of nurturing their potentials. As we all know the society is changing accordingly we all have modify ourselves to meet the requirements of the changed world and children.

Wholesome development of personality of your child can be sustained only by perceptive co-ordination between you and the teachers.

The child can imbibe admirable moral values only when you exercise vibrant vigilance over integral growth of your child in addition to the efforts put in by the teachers.

As a matter of fact, the child progresses to become a responsible citizen only if the parent and the teacher interact with avowed objectives. I need hardly reiterate that it is a joint endeavour and hence we look forward to your active and pragmatic co-operation in our continued efforts for physical and intellectual excellence of your ward.

Principal



Our Guiding Philosophy

Education that makes a difference

UAE Vision 2030 & 2050

Entitled ‘Abu Dhabi Economic Vision 2030’, it identifies the following as the Government’s immediate economic priorities:
Building an open, efficient, effective and globally integrated business environment. Adopting a disciplined fiscal policy that is responsive to economic cycles.

In 2017, the UAE launched ‘Energy Strategy 2050’, which is considered the first unified energy strategy in the country that is based on supply and demand. The strategy aims to increase the contribution of clean energy in the total energy mix from 25 percent to 50 percent by 2050 and reduce carbon footprint of power generation by 70 percent, thus saving AED 700 billion by 2050. It also seeks to increase consumption efficiency of individuals and corporates by 40 percent.

The strategy targets an energy mix that combines renewable, nuclear and clean energy sources to meet the UAE’s economic requirements and environmental goals as follows:

- 44 percent clean energy
- 38 percent gas
- 12 percent clean coal
- 6 percent nuclear.

The UAE government aims to invest AED 600 billion by 2050 to meet the growing energy demand and ensure a sustainable growth for the country’s economy.



SUSTAINABLE DEVELOPMENT GOALS



SUSTAINABLE
DEVELOPMENT
GOALS

Why do the Sustainable Development Goals Matter?

Our world is more innovative, connected and fast-growing than ever before. We can solve global challenges like poverty, inequality and climate change only by working together – the SDGs provide the framework for that to happen.

A unified and unifying plan of action

The SDGs focus global development efforts on common objectives. It is essential that development work be oriented in the same direction in order to focus on what really matters and ensure no one is being left behind. The Goals can be achieved with enough political will, investment and action at all levels.

Holding governments accountable

The SDGs are a way to hold governments to account, with every UN Member States (193) agreeing to the framework. Citizens, including educators, young people and even children will play an important role in monitoring Goal implementation and putting pressure on governments to ensure the most marginalised groups are reached. Your participation in teaching the Goals to students and encouraging their support is a vital part of this effort.

Bringing the World together

The SDGs are built on the idea of partnership. Achieving the Goals will be impossible without the cooperation and participation of everyone. These Goals were created by the people for the people through one of the widest participation processes in history. Civil society (people like you simply getting involved) played an important role in the design phase of the Goals (over 500,000 people participated through debates and consultations).

Universality

The SDGs concern each and every one of us. The 2030 Agenda demonstrates that for all our cultural, economic, and political differences, certain ideals and rights are universally shared. The SDGs are an opportunity to change the world for the better but they depend on action. They depend on joint, sustained and early action.

SUSTAINABLE DEVELOPMENT GOALS (SDGs)

SCHOOL SDG CLUB & INTERNATIONAL COLLABORATION

The Sustainable Development Goals (SDGs) by the United Nations are the global blueprint of action for Sustainable Development. The 17 goals that were initiated in 2015 are targeting the most pressing issues in the world and aiming to alleviate poverty, hunger and inequality as well as environmental degradation.

Education about and for the SDGs can support young people in bringing about change in the world, both now and in the future. The school climate strikes around the world are examples of young people learning about the serious challenge of climate change and deciding to take action. That said, there is a careful balance to be struck between emphasizing the need for action and clarifying who is responsible for making changes. It is important not to place too heavy a burden on the shoulders of the young – these global challenges will only be solved if all generations work together now, and big business and governments have a crucial role to play.

The SDGs framework can support a more critical and engaged approach towards learning. It is useful to differentiate between education about the SDGs and education for the SDGs. The SDGs topics and themes can be linked to all curriculum subjects and areas. There are also opportunities to move from learning and thinking to taking action for sustainable development and well-being, whether at a school, local community or global-linking level.

Model Private School SDGs Club provides a framework to guide students on their sustainable journey. It empowers them to have deep inference about the significance of SDGs. It also enables the students to think globally and act locally eventually their mental horizon becomes wide and broad.

The International SDGs collaboration is also led by Model Private School, wherein many schools from different countries participate and collaborate.

SCHOOL HOURS

MORNING SHIFT

I - XII 6.50 a.m - 12.10 p.m

K.G. 7.10 a.m - 11:45 a.m

AFTERNOON SHIFT

I - XII 12.20 p.m - 5.45 p.m

K.G. 12.30 p.m - 5.15 p.m

* timings subjected to change upon MOE/ADEK Guidelines

School timing under bad weather conditions

Revised class timing and bus pick-up timings will be announced in the event of unexpected and harsh weather conditions. The change will be announced through the Website/ Social Media/ SMS. Parents are requested to make follow ups during such conditions.

THE SCHOOL WILL REMAIN CLOSED ON SATURDAYS & SUNDAYS

Visiting Hours:

Principal	11.00 am to 12.30 pm & 4.00 pm to 05.00 pm.	Vice Principal	10.00 am to 11.30 am & 03.00 pm to 04.00 pm.
Head of Section (FN)	11.30 am to 1.30 pm.	Head of Section (AN)	12.00 pm to 2.00 pm
Supervisors (FN)	10.00 am to 12.30 pm	Supervisors (AN)	11.00 am to 12.30 pm

GENERAL INFORMATION

Academic Year

The Academic Year of the School begins in the First Week of April and ends on 31st March (as per the direction from ADEK). The School breaks for Summer Vacation for approximately two months, in July and August and Winter Vacation for 16 days in Dec - Jan, as announced by ADEK / Ministry of Education.

Academic Structure of the School

The School has four sections: Kindergarten (KG1 & KG2), Cycle 1 (Grades I–V), Cycle 2 (Grades VI-VIII) & Cycle 3 (Grades XI to XII).

Following are the scheme of subjects taught at different levels:

- **Kindergarten (KG 1 & KG 2):-** Language Development, Mathematical Development, Understanding the World, Arabic Language, Islamic Education/ Moral Studies, Drawing, Physical Education.
- **Cycle 1 (Grade I - Grade V):-** English, Malayalam, Maths, General Science/ EVS, Social Studies, Islamic Education / Moral Studies, Arabic, MSCS, Computer, Hindi, & Physical Education.
- **Cycle 2 (Grade VI - Grade VIII):-** English, Malayalam/Add.Eng/Sp.English, Hindi, Physics, Chemistry, Biology, Social Studies, Mathematics, Islamic Education/ Moral Studies, Arabic, MSCS, Moral Education, & Physical Education.
- **Cycle 3 (Grade IX - Grade XII):-** English, Hindi, Malayalam, Mathematics, Physics, Chemistry & Biology, Computer Science, Computer Application, Business Studies, Accountancy, Economics, Islamic Education & Arabic.
- **Islamic Education** is compulsory for Muslim students.

- **Arabic Language, Moral Social & Cultural Studies (MSCS)** are compulsory subjects for all students as per the regulations of the Ministry of Education, ADEK & NEP 2020.

Medical Inspections

Medical inspections of the students are held periodically and the reports are sent to the parents regularly for follow-up.

School Transport

The School Buses are operated from designated areas. The demands for the change of bus pick-up points due to change of residence etc. shall be considered on the merits. The School Transport is maintained as per the rules & regulations set by ADEK/DoT.

Students are expected to be in the assigned pick-up points at least 5 minutes before the given time. Buses will not wait for the students at the pick-up points.

School Stores

The School makes available the prescribed text books and necessary stationery at the school store. School ID, calendars, note books, work books etc are made available for sale in the store. Such purchases are to be made as per the programme announced in the beginning of the academic year and during the recess only when the school runs its regular sessions.

ADMISSIONS

New admissions are generally accepted in the beginning of the academic year up to 30th April. Following procedure has been adopted to facilitate the parents / guardians seeking admission to their wards.

Registration

Parents seeking admission to their wards are requested to register the names through the school website. The date of commencement of registration will be announced through school circular and shall be shared through the school website and through school social media accounts.

Admission

A. Parents have to submit the following documents:

1. Passport copy of the child with valid visa page.
2. Passport copy of the father with valid visa page.
3. Copy of attested Birth Certificate (Home Department, Consulate Embassy, Foreign Affairs).
4. Original Transfer Certificate (attested by District Educational Officers / CBSE Board, Embassy and Foreign Affairs).
5. Two Photographs.
6. Original Mark list.
7. Emirates ID.

Class /grade

Admissions will be offered to the applicants based on the performance in the entrance test (except KG) and as per the availability of seats.

Criteria for Admission:

Grade	Age
KG 1	4 years completed as on 31 st March of the year
KG 2	5 years completed as on 31 st March of the year
Grade 1	6 years completed as on 31 st March of the year.

- B. Admissions of students coming from local school following different pattern/ syllabus or from the schools that are not recognized in India are granted subject to admission tests and Transfer Certificate of subsequent approval of the Ministry of Education.
- C. The students already schooling in India in recognized institutions or in the schools affiliated to the Central Board of Secondary Education, New Delhi are admitted in the same class for which they hold the certificate provided their Transfer / School Leaving Certificates are countersigned by the Educational Officer of the Zone.

Withdrawals

1. Application for withdrawals should be made in the prescribed form and submitted to the Principal at least 30 days of preceding month from which the pupil is to be discontinued. Failure to do so entails liability for payment of the next months' fee. A student who attends the class for the five working days of a month has to pay the fee for that month or as guided by ADEK.
2. The Transfer Certificate (Leaving Certificate) is issued only if all school fee dues have been cleared. Transfer Certificate will be issued only after 15 days of the receipt of the application.

FEE STRUCTURE

The school website provides a thorough pricing structure in accordance with ADEK regulations.

Fees rules

1. Installment Pattern: Fees can be paid in three installments following a 3-4-3 pattern:
 - First Term (April, May, June)
 - Second Term (September, October, November, December)
 - Third Term (January, February, March)
2. Due Dates: Payments must be made by the following dates:
 - 15th April (First Term)
 - 15th September (Second Term)
 - 15th January (Third Term)
3. No Fee Reductions: Fees will not be reduced for partial attendance or absence.
4. Payment Timings: Fees are accepted only during designated payment hours.
5. Non-Refundable Fees: Once paid, fees will not be refunded under any circumstances.
6. Fee Obligation: Fees must be paid for all months in which a student's name is on the class register, even if the student is absent.

POLICY OF NON PAYMENT OF FEES

The policy of fee defaulters will be as per ADEK rules.

GUIDELINES FOR PARENTS

1. Parental Cooperation: Parents and guardians are expected to work alongside the school for the growth and development of the child.
2. Uniform & Discipline: Parents must ensure their wards:
 - Wear the proper school uniform
 - Arrive punctually at school
 - Bring the necessary books and stationery
 - Maintain discipline and participate in school activities
3. Home Study: Regular study hours at home help children develop good study habits.
4. School Communication:
 - The school will send messages, notices, and monthly progress reports regularly.
 - Parents must check and sign these documents. Failure to do so may cause inconvenience to students and teachers.
5. Parent-School Interaction:

- Parents, guardians, or any other persons are not allowed to meet their children or teachers during school hours without the permission of the Head of the School.
- Periodic parent meetings will be held to discuss general and specific student concerns.
- 6. Student Dismissal and Safety
 - Parents and guardians must ensure that their children return home immediately after school hours unless they are participating in co-curricular activities.
 - The school's responsibility ceases immediately after school hours.
- 7. Health and Illness Policy
 - Parents must not send their children to school if they are medically unfit or until the incubation period is over for infectious diseases like chickenpox, measles, mumps, etc.
 - If a student is absent for more than 3 days due to illness, the Head of the school must be informed immediately.
 - A fitness certificate must be provided upon returning to class.
- 8. School Liability Disclaimer
 - The school does not accept responsibility for accidents or illnesses that may occur during or after school hours or on any other occasion.
 - Parents assume full responsibility when sending their children to school.
- 9. Medical Facilities
 - The school has a well-equipped clinic with a trained nurse for treating minor injuries.
 - In case of serious accidents, state Medical Authorities will be contacted as soon as possible.
 - However, the school is not responsible for summoning medical authorities or for any treatment provided.
- 10. Parental Feedback
 - Constructive and cooperative suggestions from parents are welcome and will be given due consideration.
- 11. Admission and School Policies
 - The School Management reserves the right to admit or not admit any child.
 - The school may revise rules and regulations as necessary.
- 12. Contact Information Updates
 - Parents must notify the school immediately about any changes in residential address or telephone number.

Update Emirates ID

- Parents must ensure that the Emirates ID of both the child and parents is updated whenever renewed.
- The update should be completed through the 'eSIS system' available at the school.

SCHOOL POLICY HIGHLIGHTS

1. Pupils must come in time to school. Late comers will not be admitted in the classes.
2. Every pupil must possess a copy of School Diary which should be brought to school daily
3. Speaking English is enforced in the school and within the School premises and bus.
4. Personal cleanliness and hygiene are expected from all. Shabby uncombed hair will not be permitted. Only normal hair-cut is permitted.
5. Every child admitted in the school must have the complete school uniform exact in colour and pattern and to be worn after pressed. A pupil without uniform and shoes may be asked to return home.
6. Running, playing and shouting inside the school building are not allowed. Perfect silence must be observed when changing classes. They should behave well while travelling in the school bus.
7. Pupils are not permitted to remain absent from school on working days. Leave is granted only in the circumstances beyond control like sickness etc. Application for such leave should be presented in person to the Head of the Institution.
8. If a pupil is late or absent he/ she must fill the 'Absent Record/Late coming Record' in his/her diary
9. Pupils must return after the holidays on the pointed day. In case of sickness, the Doctor's Certificate must be produced with the leave application.
10. Pupils who have been absent from school for two weeks or more without permission are liable to be

- removed from the rolls and may not be readmitted
11. Pupil should not leave the school premises except those with special permission of the Principal/HoS/Supervisor
 12. The School is not responsible for books, money, clothes and other articles that are lost. Pupils must look after their own possessions. It is not advisable to have money or valuable articles with them. All are advised to bring their books etc in a bag or a case that can be securely locked.
 13. Presents are not to be given to the teachers.
 14. Student must not litter the school premises use the baskets and dust bins specially provided for this purpose.
 15. Letters received in the school, addressed to pupils will not be delivered.
 16. Strict discipline should be maintained in and outside the school. Disciplinary action will be taken for any reported or observed objectionable conduct.
 17. Disrespect and disobedience to superiors, abusive and obscene words and other habit or behavior considered as not suitable to a student will be met with dismissal.
 18. Pupils with irregular attendance, habitual idleness, disobedience or conduct injurious to the moral tone of the school justify their dismissal.
 19. Every pupil should endeavour to keep up the high tone and good name of the school by excelling in fine manners and deportment.
 20. The school is always looking forward to hear suggestions and feedback as it is the most valuable way to maintain the smooth functioning of the school.

ATTENDANCE POLICY

Attendance and punctuality are vital for your child's success, responsibility, and wellbeing. No student should miss class or keep away from other curricular and co-curricular activities conducted in the school.

KG: Students can avail a maximum of **18 days** (10%) of leave in an academic year.

Grades 1–12: Students can avail a maximum of **9 days** (5%) of leave in an academic year.

Absences taken immediately before or after approved leave (weekends, breaks, and holidays) will be considered as part of the leave.

Excused Absences

- Illness
- Emergency medical appointments
- Family bereavement (1st/2nd degree relatives)
- Official duties, competitions, and events
- Government-declared holidays
- ADEK-approved study/exam leave
- Government-mandated closure

Unexcused Absences

- Family vacations during school days
- Staying home without prior notification
- Non-emergency medical appointment.
- Non-severe weather conditions.

Application for Leave

- A parent-written sick note is required for up to 3 consecutive days of absence.
- From the 4th consecutive day, a medical certificate from a DOH-licensed physician is required.
- A maximum of 12 medical absence days per year is allowed.
- Students with chronic illness, who require more than 12 days of leave, must submit official medical reports.
- Condonation in deserving cases is granted only when parents apply for leave for their ward in emergency situations.

- Exceeding the permissible number of absences may affect promotion.
- In such a case, if the child wishes to continue in school, re-registration as a new admission will be required following standard procedures.

Punctuality

- Late arrivals must sign in at reception.
- 3 or more late arrivals in a year may result in disciplinary action, including restrictions on re-registration.

Parent Responsibilities

- You must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorised).
- Ensure the child completes all missed classwork, homework, and assessments.

BEHAVIOUR POLICY

This policy sets out the expectations at **Model Private School** for the Governing Body, staff members, and students to act and behave in a manner that promotes positive behaviour and a respectful school culture. It aims to strengthen good conduct and positive attitudes in compliance with the Code of Conduct issued by ADEK and the Ministry of Education (UAE).

The Code of Conduct applies while students and staff members are on the school premises, on school buses, during school-related activities, on school-led field trips, and while participating in extra-curricular activities both inside and outside the school. It also applies to all school-related digital interactions.

Principles of the Policy

- Ensure consistent implementation of the Code of Conduct at all times.
- Inculcate respect, cooperation, and mutual support among peers, staff, and seniors, in line with UAE culture and values.
- Guide and support students to develop academically, socially, emotionally, and ethically.
- Recognise and celebrate students' achievements and positive behavior.
- Encourage all members of the school community to care for the school environment and school property.
- Ensure the safety and well-being of all students and staff..
- Assess, address, and respond to both positive and inappropriate behaviour in a fair and consistent manner..
- Students must demonstrate respect, responsibility, honesty, safety, and excellence at all times.
 - Attendance, punctuality, academic integrity, and adherence to the prescribed dress code are mandatory.
 - Responsible behaviour is expected in classrooms, during activities, online, and at all school events.
 - Electronic devices must be used strictly in accordance with school guidelines and cultural norms.
 - Bullying, harassment, vandalism, fighting, possession or use of drugs or alcohol, and misuse of digital platforms are strictly prohibited.
 - Misconduct is managed through a four-level disciplinary system. Serious Level 4 offences may result in immediate suspension, formal investigation, and possible reporting to ADEK.
 - Positive behaviour is encouraged and rewarded through verbal praise, classroom recognition, school assemblies, newsletters, and leadership opportunities.
 - Prohibited disciplinary actions include physical punishment, group punishment, humiliation, or denial of food or washroom access.
 - Restorative practices, cultural sensitivity, and collaboration with parents guide all disciplinary interventions.
 - Examination misconduct may result in a zero score, suspension, or expulsion in accordance with UAE Decree No. 33/2023.
 - Behaviour-related cases are handled confidentially. Parents have the right to appeal decisions within stipulated timelines. Appeals are reviewed by an independent committee, and unresolved cases may be escalated to ADEK.
 - The school promotes inclusion, cultural diversity, respect for UAE values, and a safe, positive learning environment for all.

ANTI BULLY POLICY

Model Private School is committed to providing a safe, value-based, respectful, and peaceful learning environment. All students, staff, parents, and guardians must understand the harmful impact of bullying and work together to ensure that every child can learn without fear.

The school will take all necessary measures within its jurisdiction to prevent, identify, and address bullying. Bullying in any form is strictly prohibited under UAE Federal Law and school policy.

Principles of the Policy

- Zero tolerance for bullying in all forms, including physical, verbal, social, and cyber.
- Continuous monitoring of student behaviour in classrooms, hallways, playgrounds, and school buses.
- Prompt identification of bullying incidents and taking professional, evidence-based action.
- Awareness campaigns and anti-bullying activities conducted regularly.
- Regular sessions for students on respectful behaviour, empathy, and cyber safety.
- Careful review of any reported case to understand the situation fully before taking action.
- Collaboration and communication with parents to guide resolution and support.
- Counselling support provided to both the affected student and the student involved in bullying behaviour.
- Anti-bullying reporting procedures are followed as per school policy and ADEK guidelines.

CHILD PROTECTION POLICY

Our school is committed to ensuring the safety, well-being, and rights of every student. We adhere to the provisions of Federal Law No. (3) of 2016 (Wadeema's Law), its implementing regulations, and all relevant international conventions ratified by the UAE.

The school aims to enable every child to exercise his or her rights, particularly the right to education, safety, and protection. We strive to provide a safe, supportive, and inclusive environment for all students. Regular awareness sessions are conducted for students, staff members, and parents on child rights, well-being, and reporting concerns.

The school ensures that any child protection concerns, including cases of maltreatment or neglect, are identified and reported promptly to the relevant Local authorities in accordance with ADEK guidelines.

Principles of the Policy

- All decisions, interventions, and actions prioritize the child's safety, well-being, and developmental needs.
- Every student has the right to live and learn in an environment free from abuse, neglect, discrimination, exploitation, and harm.
- Any information related to child protection concerns is handled with strict confidentiality and shared only with relevant authorities.
- Staff members are trained to recognize early warning signs of abuse or neglect and to take timely and appropriate action.
- The school does not tolerate any form of physical, emotional, or sexual abuse, bullying, or negligence.
- Child protection is a shared responsibility of school staff, parents, and the community. All concerns must be reported.
- Students are treated with respect and encouraged to express their feelings and concerns in a safe and supportive environment.
- The school ensures that all practices, facilities, and activities meet safety standards and promote student well-being.

DISCIPLINE POLICY

This policy aims to guide and monitor the conduct of students in order to fulfil one of the key aspects of our mission: protecting the child. It ensures that students' behaviour is exemplary and that their actions

respect UAE culture, national identity, and the code of ethics.

The primary disciplinary approaches include logical consequences, class discussions, conflict resolution, and other proactive strategies. Students are expected to demonstrate qualities such as cooperation, responsibility, courage, teamwork, and self-discipline.

Principles of the Policy

- Identify and analyse behavioural concerns among students.
- Interact with students who exhibit unacceptable behaviour and explain the negative effects of such behaviour on their personal and academic life.
- Maintain accurate records of behavioural issues and actions taken.
- Take appropriate action in cases of student misconduct, after consultation with parents or guardians
- Provide counselling and guidance to support students in addressing behavioural challenges.
- Promote and encourage positive behaviour among students and recognise good conduct periodically, while maintaining proper records of such recognitions.
- Conduct awareness programmes aimed at reducing indiscipline, both within the school and during transportation (e.g., school buses).

HEALTH & SAFETY POLICY

This policy ensures that the voices of staff, students, parents, contractors, and visitors are acknowledged and valued in all matters related to school policies and in compliance with ADEK, ADPHC, DOH, and CDA requirements. The Health and Safety Committee provides a collaborative platform where management, staff, and students work together to identify potential risks, address concerns, and enhance overall safety. Its purpose is to promote open communication, resolve health and safety issues efficiently, and establish safe systems and procedures. Through this collective effort, the school strives to maintain a secure, supportive, and a well-regulated environment for everyone on campus.

Principles of the Policy

- Ensure a healthy, safe, and supportive environment by promoting the well-being of all staff, students, parents, contractors, and visitors.
- Report accidents promptly and implement proactive measures to prevent injuries, illnesses, and unsafe incidents.
- Adhere to all applicable UAE regulations, including ADEK, ADPHC, DOH, CDA, Civil Defence, and other legal requirements.
- Conduct regular risk assessments and implement corrective and preventive measures to mitigate hazards.
- Ensure that all school facilities, laboratories, equipment, and buses meet safety standards.
- Maintain accurate records of incidents, near-misses, inspections, training, and risk assessments.
- Encourage proactive communication, awareness, and engagement in safety practices across the school community.
- Ensure safe handling, storage, and disposal of chemicals, biological materials, and other hazardous substances.
- Provide clear and effective safety signage throughout school premises.
- Implement fire drills, evacuation plans, first aid readiness, and other emergency procedures.
- Provide regular staff training on emergency response, safe practices, and compliance with safety policies.
- Promote anti-bullying initiatives, stress management, and a safe, inclusive school culture.
- Establish protocols to ensure the safety of all visitors and contractors on campus.
- Enforce a strict No Smoking and Anti-Drug policy on campus.
- Ensure that student schoolbags comply with ADEK guidelines, not exceeding 5–10% of the student's body weight, with approximate limits by grade

Maximum Backpack Weight Limit per Grade

Grade	Max.Backpack Weight
Kg1-Grade 2	Maximum 2 kgs
Grade 3- Grade 5	Maximum 3 to 4.5 kgs
Grade 6- Grade 8	Maximum 6 to 8 kgs
Grade 9- Grade 12	Maximum -10 kgs

Implement hygiene measures, isolation protocols, and other health guidelines to prevent the spread of infectious diseases.

This policy aims to ensure that staff & students' views are heard on School Policy & ADEK matters. The purpose of a health and safety committee is to provide a forum for management, Staff members and Students together to identify and resolve health and safety problems, and to develop and monitor safe systems and procedure.

FOOD AND NUTRITION POLICY

Our school is committed to promoting healthy eating habits, food safety, and student wellbeing. A balanced and nutritious diet supports learning, growth, and overall health.

Healthy Food at School

- Students are encouraged to bring balanced meals that include fruits, vegetables, whole grains, and healthy proteins.
- Water is the preferred drink and should be included daily.
- Only healthy and permitted food items are allowed during school hours.

Restricted Items

To support student health and safety, the following are not permitted in school:

- Sugary drinks, soft drinks, and energy drinks
- Deep-fried foods and high-sugar snacks
- Chocolates, candies, and junk food
- Food containing artificial colors, excessive fats, or preservatives

Food Safety & Allergies

- Food sharing is discouraged to prevent allergic reactions and hygiene issues.
- Parents must inform the school of any food allergies or medical dietary needs.
- Students are encouraged to wash or sanitize hands before eating.

School Canteen & Events

- All food provided by the school or during school events follows approved nutrition and food safety guidelines.
- Healthy alternatives are promoted during celebrations and activities.

Sustainability & Responsibility

- Students are encouraged to avoid food waste and use reusable containers.
- Cleanliness during and after meals is everyone's responsibility.

Parent Partnership

We value parents' support in reinforcing healthy eating habits and ensuring that food sent from home meets school guidelines.

Together, we create a safe, healthy, and positive food environment for all students

INCLUSIVE EDUCATION POLICY

Model Private School (MPS) is dedicated to ensuring that every student—regardless of background, ability, or individual need—has access to high-quality education in a safe, supportive, and inclusive environment. Guided by ADEK regulations and UAE laws for People of Determination, MPS upholds

the belief that all learners deserve equal opportunities to grow and succeed.

Our school values diversity as a strength and is committed to celebrating each student's unique abilities. Through inclusive teaching practices, specialized support systems, and a culture of acceptance and respect, MPS strives to empower every learner to achieve their full academic, social, and personal potential.

Principles of the Policy

- Provide curriculum access for all students.
- Secure high levels of achievement for all learners.
- Meet individual needs through a wide range of provisions and support strategies.
- Achieve high levels of satisfaction and participation from pupils, parents, and all stakeholders.
- Carefully map provisions for all vulnerable learners, ensuring that staffing deployment, resource allocation, and selected interventions lead to strong learning, outcomes.
- Ensure a high level of staff expertise in meeting student needs through targeted continuing professional development.
- Promote children's self-esteem and emotional well-being, supporting them in forming and maintaining respectful and meaningful relationships.
- Ensure all school staff take responsibility for maximizing achievement and opportunity for vulnerable learners, especially teachers and staff working with students who have special educational needs. Staff maintain a positive, sensitive, and supportive attitude at all times.
- Provide in-school specialist services for students who require support during school hours.
- Offer tailored activities aligned with UAE National Identity to enhance students' understanding of the country's rich heritage and culture.
- Provide counseling services of all kinds to students throughout the school year.
- Deliver Career and University

CULTURAL CONSIDERATION POLICY

The population of the UAE has grown dramatically over the last few decades due to the influx of non-nationals who have come to contribute to the economic diversification and cultural enrichment of Abu Dhabi. As a result, the emirate's private schools are currently represented by a high percentage of non-nationals – students and staff – who have infused the private schooling sector with an international richness for the whole school community.

While this has led the UAE to embrace its diversity through the principles of tolerance as embodied through the National Tolerance Program, there is simultaneously a growing need to ensure that members of the school community are aware of the culturally and nationally acceptable topics and practices in the educational context. Model Private School is dedicated to full adherence to the same on the premises.

Principles of policy

- To ensure that members of the school community understand, respect, and adhere to the requirements identified in this policy, the Code of Conduct for: Education Professionals in General Education (MoE, 2022), MoE Circular No. 1 of 2022 Regarding Private School's Compliance with National Identity Requirements in the School Environment, MoE Circular No. 1 of 2023 Regarding Promoting a Safe School Environment, and all other legislation in the UAE.
- Members of the school community shall conduct themselves in ways that are mindful of cultural consideration
- To establish a Resource Selection Committee to ensure that all teaching and learning resources are vetted for cultural consideration
- To regularly monitor all official and unofficial school-related communication channels (newsletters, social media, parent communication groups, etc.) to ensure their compliance with this policy.

STUDENTS' COUNCIL POLICY

An avenue of communication between the students and the school's management is established via the

Model Private School Student Council. Students can gain vital leadership, communication, cooperation, and decision-making skills that are beneficial for both personal and professional growth by joining a student council. It produces activities for all students, supports their development as leaders, and gives them real-world experience.

A representative group of students from each section will be elected to be the School Student Council. Faculty and staff members in Student Affairs are designated as advisors to the Student Council. Every year, in concurrence with the school policy regarding students' council and elections, the office bearers of the student council are elected. These nominations must be accepted and kept on file in the school office. To be considered for Student Council and to stay on Student Council, applicants must have received a minimum grade in the preceding academic year.

STUDENT COUNCIL	
CYCLE 3	
HEAD BOY	HEAD GIRL
ASSISTANT HEAD BOY	ASSISTANT HEAD GIRL
ARTS SECRETARY	ARTS SECRETARY
ASSISTANT ARTS SECRETARY	ASSISTANT ARTS SECRETARY
ENVIRONMENT SECRETARY	ENVIRONMENT SECRETARY
ASSISTANT ENVIRONMENT SECRETARY	ASSISTANT ENVIRONMENT SECRETARY
SPORTS SECRETARY	SPORTS SECRETARY
ASSISTANT SPORTS SECRETARY	ASSISTANT SPORTS SECRETARY
NATIONAL IDENTITY AMBASSADOR	NATIONAL IDENTITY AMBASSADOR
ASSISTANT NATIONAL IDENTITY AMBASSADOR	ASSISTANT NATIONAL IDENTITY AMBASSADOR
CYCLE 2	
JUNIOR HEAD BOY	JUNIOR HEAD GIRL
JUNIOR ASSISTANT HEAD BOY	JUNIOR ASSISTANT HEAD GIRL
JUNIOR ARTS SECRETARY	JUNIOR ARTS SECRETARY
JUNIOR ASSISTANT ARTS SECRETARY	JUNIOR ASSISTANT ARTS SECRETARY
JUNIOR ENVIRONMENT SECRETARY	JUNIOR ENVIRONMENT SECRETARY
JUNIOR ASSISTANT ENVIRONMENT SECRETARY	JUNIOR ASSISTANT ENVIRONMENT SECRETARY
JUNIOR SPORTS SECRETARY	JUNIOR SPORTS SECRETARY
JUNIOR ASSISTANT SPORTS SECRETARY	JUNIOR ASSISTANT SPORTS SECRETARY
JUNIOR NATIONAL IDENTITY AMBASSADOR	JUNIOR NATIONAL IDENTITY AMBASSADOR
JUNIOR ASSISTANT NATIONAL IDENTITY AMBASSADOR	JUNIOR ASSISTANT NATIONAL IDENTITY AMBASSADOR

PARENTS' COUNCIL

The Parents' Council of Model Private School, Abu Dhabi has been established with clear cut aims and objectives. The Parent Council enhances the partnership already existing between parents, staff, the Education Authority (ADEK) and the wider community. Successful schools bring school leadership, teachers and parents together to work towards shared goals. In addition, the council will work to support Schools' programs and to bring in better development programs.

Objectives:

1. Working in partnership with the school to create a welcoming school which is comprehensive for all parents.
2. Promoting positive Parent-School partnership to enhance the educational outcome of the children.
 - Supporting the school in its work with pupils.
 - Supporting the ethos of the school.
 - Representing the views of parents.
 - Consulting on key school policies.

Promoting contact between the school, parents, pupils and a wider community Parents' Council is the representative body of the Parents' general body that consists of all parents of students enrolled at the school.

The Parents' Council supports the mission of the school, in partnership with the school fraternity, to prepare students for a lifelong commitment to learning and social responsibility.

The key objectives of the parents' council include:

- Act as a creative forum for the exchange of ideas, issues, and concerns.
- Build a warm and welcoming community among parents.
- Promotes positive change at the school.
- Work together to prepare a calendar of social events and execute it.
- Provides a network of support for students and families.
- Provides enhancements to existing programs and new events within the school.
- Organizes seminars and conferences on topics of special interest to parents.

PARENT COUNCIL
PRESIDENT
SECRETARY
BOARD OF TRUSTEE
MEMBERS OF POLICY

TRANSPORTATION POLICY

At Model Private School, our success is built on our commitment to quality education and, most importantly, ensuring students safety and security. As part of our dedication in maintaining high standards, we must adhere to the safety regulations set by the Abu Dhabi Department of Education and Knowledge (ADEK) and the Integrated Transport Centre (ITC). To align with these requirements, we are implementing additional safety measures.

1. Arrival and Departure

- Students of Grade 9 to 12 are allowed to arrive and depart from school unaccompanied after submitting the consent letter from parent.
- Students in KG, Grades 1 to 8 who do not use the school bus must be dropped off and picked up by a parent or an authorized individual.
- If someone other than a parent will be responsible for drop-off or pick-up, that person must submit their Emirates ID copy, a passport-sized photo, and a signed Authorization /consent letter from the parents to the school office and need to be approved by Principal in advance.

2. Bicycle Restriction

- Students in KG, Grades 1 to 8 are not permitted to ride bicycles to or from school under any circumstances.

3. Scooters

- Scooters and electric scooters are only allowed for students aged 16 years and above.

4. Sibling Supervision

- Students in Grade 10 to 12 (above age of 15) may pick or drop their younger siblings of grade 1 and above only. However, younger siblings should not use public or private transportation in any case.
- KG students can be picked only if the elder sibling is above 18 years only when a signed parental consent form is submitted to the school.

Note: If any policy is violated, the student will not be registered for the next academic year.

CO-CURRICULAR ACTIVITIES

Co-curricular activities such as Games, Sports etc. are organized from time to time. Regular periods for games and physical training are provided in the time-table, under the supervision of qualified physical training teacher. Cultural competitions are conducted and prizes are distributed every year.

The students are occasionally taken out on picnics and educational visits. The parents are informed and their consent is obtained in advance. The teachers supervise and conduct such outings only after adequate arrangements have been made. However, the management is not responsible for any unforeseen events like accidents, sickness after picnic etc. occur, inspite of all precautions.

SCHOOL UNIFORM

It is mandatory for all pupils of **Model Private School** to wear the school uniform. All students must be in full and correct uniform. **We seek parental support in maintaining the highest standards for all our students.**

Girls :

1. **Hair Regulations:** Girls with long hair must tie two plaits with white scrunchies. Those with short hair must wear a white hairband/ hairclip. **Hair colouring and streaking are strictly not allowed.**

Boys :

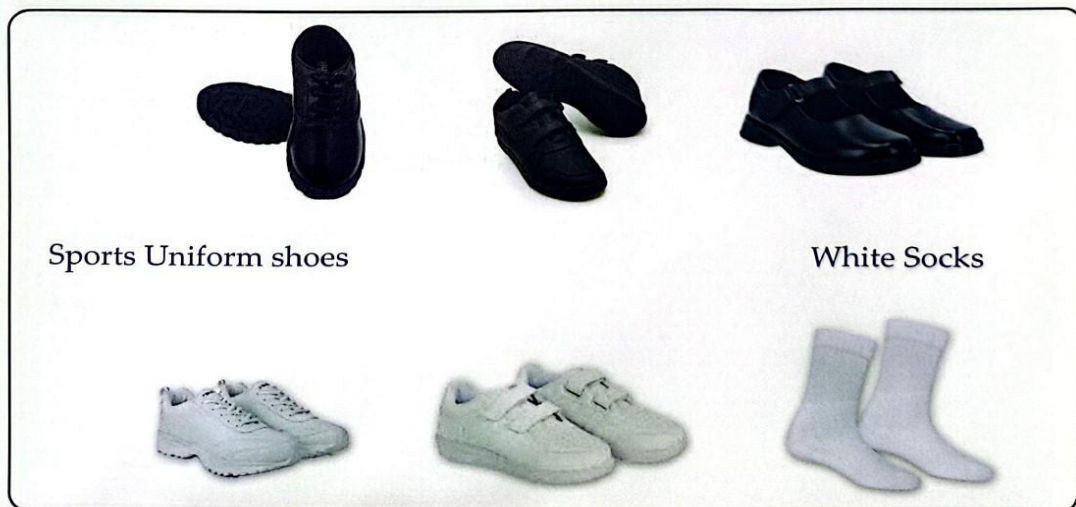
1. KG to Grade 12:
2. White socks, black shoes with straps and lace/Velcro.
3. Boys must have their hair cut short and shave regularly. Long and coloured hair is strictly not allowed.

School Uniform

Regular Uniform



Regular uniform shoes



Sports Uniform

Boys 5 to 12



Girls 5 to 12



Boys 1 to 4



Girls 1 to 4



KG Boys



KG Girls



Academic Calendar 2026-27



دائرة لتعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE

ADEK School Calendar - Kerala - MODEL PRIVATE SCHOOL (8122) - 2026-2027 - (Teaching Days: 197)

Month	M	T	W	T	F	S	S	Week	Notes	
Term-1	Apr-26	30	31	1	2	3	4	5	W1	Academic Year for Students Starts
		6	7	8	9	10	11	12	W2	
		13	14	15	16	17	18	19	W3	
		20	21	22	23	24	25	26	W4	
		27	28	29	30	1	2	3	W5	
		4	5	6	7	8	9	10	W6	
		11	12	13	14	15	16	17	W7	
		18	19	20	21	22	23	24	W8	
		25	26	27	28	29	30	31	W9	Day of Arafat, Eid al-Adha
		1	2	3	4	5	6	7	W10	
	8	9	10	11	12	13	14	W11	Internal Assessment I End of Term/ Periodic I Assessment Opens	
	15	16	17	18	19	20	21	W12	Islamic New Year	
	22	23	24	25	26	27	28	W13	Internal Assessment I End of Term/ Periodic I Assessment Closes	
	29	30	1	2	3	4	5	W14	Term 1 for Students Ends	
	6	7	8	9	10	11	12		Prophet Muhammad's Birthday Summer Break for Students - 06-Jul To 28-Aug	
	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
	27	28	29	30	31	1	2			
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
	31									
Term-2	May-26									
Term-3	Jun-26									
Term-1	Jul-26									
Term-2	Aug-26									
Term-3	Sep-26									
Term-1	Oct-26									
Term-2	Nov-26									
Term-3	Dec-26									
Term-1	Jan-27									
Term-2	Feb-27									
Term-3	Mar-27									
Term-1	Apr-27									

- Public Holiday
- Term 1, Term 2 and Term 3 days
- Assessment Days

Notes*
* Public holiday dates are tentative and are subject to official announcements.
Downloaded On: 20/04/2026, 16:26:10



Madi.



ADEK School Calendar - CBSE - MODEL PRIVATE SCHOOL (9122) - 2026-2027 - (Teaching Days: 197)

	M	T	W	T	F	S	S	Week	
Term-1	30	31	1	2	3	4	5	W1	Academic Year for Students Starts
	6	7	8	9	10	11	12	W2	
	13	14	15	16	17	18	19	W3	
	20	21	22	23	24	25	26	W4	
	27	28	29	30	1	2	3	W5	
	4	5	6	7	8	9	10	W6	
	11	12	13	14	15	16	17	W7	
	18	19	20	21	22	23	24	W8	
	25	26	27	28	29	30	31	W9	Day of Arafat, Eid al-Adha
	1	2	3	4	5	6	7	W10	
	8	9	10	11	12	13	14	W11	
	15	16	17	18	19	20	21	W12	Islamic New Year
	22	23	24	25	26	27	28	W13	
	29	30	1	2	3	4	5	W14	Term 1 for Students Ends
Term-2	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30	31	1	2		
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	Prophet Muhammad's Birthday Summer Break for Students - 06-Jul To 28-Aug								

	M	T	W	T	F	S	S	Week	
Term-2	31	1	2	3	4	5	6	W15	Term 2 for Students Starts
	7	8	9	10	11	12	13	W16	
	14	15	16	17	18	19	20	W17	
	21	22	23	24	25	26	27	W18	
	28	29	30	1	2	3	4	W19	Internal Assessment I End of Term / Periodic I Assessment Opens
	5	6	7	8	9	10	11	W20	
	12	13	14	15	16	17	18	W21	Internal Assessment I End of Term / Periodic I Assessment Closes
	19	20	21	22	23	24	25	W22	
	26	27	28	29	30	31	1	W23	
	2	3	4	5	6	7	8	W24	
	9	10	11	12	13	14	15	W25	
	16	17	18	19	20	21	22	W26	
	23	24	25	26	27	28	29	W27	
	30	1	2	3	4	5	6	W28	Eid Al Etihad
Term-3	7	8	9	10	11	12	13	W29	Term 2 for Students Ends
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31	1	2	3		
	4	5	6	7	8	9	10	W30	Term 3 for Students Starts
	11	12	13	14	15	16	17	W31	
	18	19	20	21	22	23	24	W32	
	25	26	27	28	29	30	31	W33	
	1	2	3	4	5	6	7	W34	
	8	9	10	11	12	13	14	W35	
	15	16	17	18	19	20	21	W36	
	22	23	24	25	26	27	28	W37	
	1	2	3	4	5	6	7	W38	Internal Assessment I End of Term / Periodic 2 Assessment Opens
	8	9	10	11	12	13	14	W39	Eid al-Fitr
15	16	17	18	19	20	21	W40		
22	23	24	25	26	27	28	W41	Internal Assessment I End of Term / Periodic 2 Assessment Closes	
29	30	31	1	2	3	4	W42	Academic Year for Students Ends	
5	6	7	8	9	10	11		Spring Break for Students - 05-Apr To 09-Apr	

Public Holiday
Term 1, Term 2 and Term 3 days
Assessment Days

Notes*
 * Public holiday dates are tentative and are subject to official announcements.
 Downloaded On: 20/04/2026, 16:25:43



Made.



Model Private School, Abu Dhabi
P. B. No. 25723 Abu Dhabi, Tel. 02-5527200

Parent School Agreement
2026 - 2027

I..... Parent of

Studying in Gr. Div. Adm. No..... eSIS no.:.....

Contact no.: Email Id:.....

I, the undersigned, do hereby declare and undertake that:

1. I will **fully comply with the school** in accordance with its policies, procedures, and rules.
2. I will **respect and uphold the culture, values, and traditions of the United Arab Emirates.**
3. I will stay informed by regularly **reading and understanding all communications messages or circulars** sent by the school via WhatsApp, SMS, or email and **follow the same** as mentioned.
4. I will **promptly inform the class teacher and/or school authorities** of any changes to the personal information previously provided to the school. I understand that maintaining proper documentation and updating information in eSIS on time is mandatory; otherwise, the child will be removed from the system..
5. I will **inform the school of any medical condition** related to my child that may impact their participation or well-being at school.
6. I will **attend Parent-Teacher Meetings at least once every academic term** to stay informed and involved in my child's education.
7. I will ensure that **all tuition and/or transport fees are paid on or before the 10th of every month or term**, as applicable.
8. I will make every effort to ensure that my child maintains a **minimum attendance of 90% for KG and 95% for Grades 1 to 12**, in accordance with ADEK requirements.
9. I am aware that students in **kindergarten** are only allowed to take **18 days** of absence annually, while students in **grades 1-12** are only allowed to take **9 days**. (I understand that if a child is absent for more than the allowed number of days without the principal's prior approval, the leave will be deemed unauthorized and the child will be removed from the esis system. In the event of **medical leave**, a **maximum of 12 calendar days** will be approved upon submission of a DOH issued medical certificate. Any continuous illness absence exceeding 12 calendar days must be supported by medical reports either approved by DOH-Abu Dhabi or attested by the Indian Embassy, and Ministry of Foreign Affairs. Additionally, I am aware that re-examinations will only be considered if a child's missed exams are supported by legitimate medical certificates. I am also aware that if leave is taken on the day immediately before or after any holiday or weekend, the holiday period will be considered as part of the leave)
10. I will **treat all school staff with respect** and appreciate their dedication to maintaining a safe and secure environment for all students.
11. I will ensure my child arrives at school **on time** each day and will **notify the class teacher before the start of class** in the event of any absence. I am aware if the child arrives late for 3 consecutive days parents must meet the supervisor/ HoS/ Principal.
12. I will **respond promptly to any call or request from the school** and will meet with the school personnel concerned when required regarding my child's progress or behavior. I am aware that if any

malpractice is found during examination, that exam paper will be invalid and re-exam will not be conducted.

13. I will follow the **school guidelines for the pickup and drop off** of my child.
14. I will ensure that my child maintains appropriate **behavior both in school and while using school transportation**. Bullying will not be tolerated.
15. I will ensure that my child does **not** bring mobile phones or wear expensive items such as gold ornaments, watches, or smartwatches to school.
16. I am aware that any school property damaged, I will be responsible for compensating for rectifying the damage.
17. I am aware that my ward must be present in the UAE to participate in distant learning in order to guarantee safety and security.
18. I am aware that in distance learning, my ward will be deemed absent for the day if they miss more than two classes/ periods.
19. I am aware that I will I will ensure that my ward brings only healthy and nutritious food to school each day, in accordance with the Food and Nutrition Policy issued by ADEK & ADFS
20. I am aware that I should not contact teachers during late nights, weekends, or during their class hours.
21. I will not pick up my child before the scheduled end of class unless it is an emergency, as early pickups disrupt the smooth functioning of the school.
22. I will ensure that my child attends school **wearing a clean, neat, and proper uniform** in accordance with the **school's dress code**.
23. I will ensure that my child's grooming aligns with school expectations:
 - **Boys** must keep their hair short and neatly trimmed.
 - **Girls** must have their hair neatly combed and tied.
 - **Hair coloring and multiple ear piercings** are strictly not allowed.

I understand that failure to comply with the school's rules and regulations, by either myself or my child, may result in my child not being registered for the following academic year.

Mob. No.

Email ID:

Parents Signature.....

Date:

For office use Only: -

Remark:.....

Class teacher signature:..... Supervisor signature:.....

HoS Signature: