Al Ittihad National Private School

Khalifa

Parents Guide Back to School Policy

AY 2024-2025

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I. Introduction

This policy outlines the key guidelines and procedures for the 2024-2025 academic year at INPS Khalifa Campus. It covers essential areas such as the academic calendar, section-specific details, uniform regulations, communication channels, technology usage, and transportation. Adhering to these policies ensures a structured, safe, and effective learning environment for all students.

II. Academic Calendar 2024-2025

- The INPS Khalifa Campus adheres to the US Curriculum, commencing the academic year in the last week of August annually.
- ADEK regulations mandate a total of 184 instructional days, split evenly across two semesters with 92 days each.
- Both semesters incorporate midterm and final examinations.
- Students are offered two trips annually: one designed to enrich their educational experience and the other for recreational purposes.
- The detailed calendar for the 2024-2025 academic year can be accessed via this Link

III.   Section-Specific Details

Section	First Day of School	School Hours	Orientation Session	Entry and Exit
Kindergarten (KG)	Wednesday 28/08/2024	7:30 AM - 11:40 AM	Tuesday 27/08/2024 11:00 AM - 12:30 PM	Entry: Gate 10 (7:20-7:40 AM). Exit: Gate 10 (1:15-1:30 PM).
Grade 1	Wednesday 28/08/2024	7:30 AM - 2:40 PM (1:00 PM on 28-29/08/2024)	Tuesday 27/08/2024 11:00 AM - 12:30 PM	Entry: Gate 6 (7:20-7:40 AM); Exit: Gate 6 (2:40-3:00 PM).
Grades 2-5	Tuesday 27/08/2024	7:30 AM - 2:40 PM	Monday 26/08/2024 10:00 AM - 12:00 PM	Entry: Gate 6 (7:20-7:40 AM); Exit: Gate 6 (2:40-3:00 PM).
Middle & High School	Monday 26/08/2024	7:30 AM - 2:40 PM	Friday 23/08/2024 09:30 AM - 11:30 AM	Girls: Gate 5; Boys: Gate 9 (7:20-7:40 AM); Exit begins at 2:40 PM.

IV.   School Bags:

The total weight of the school bag must not exceed 20% of the student's body weight.

V.   Food and Beverages:

- Sweets, chocolates, and chips are not allowed.
- Unhealthy drinks are not allowed like (Sugary Drinks , Sport drinks, Energy Drinks…).

- Students are encouraged to bring healthy meals from home or purchase meals from the school canteen.

VI.   Uniform Policy

Kindergarten (KG 1 & KG 2)

- Standard school uniform for boys and girls.
- White or black sports shoes.
- Jackets in black, navy blue, or gray only.

Elementary (Grades 1-5)

- Standard uniform for boys and girls:
  - Girls: Blouse with a skirt or trousers.
  - Boys: Shirt with long trousers.
- Shoes in black or white.
- Jackets in navy blue, gray, or the official school jacket.

Middle and High School (Grades 6-12)

- Standard uniform for boys and girls:
  - Girls: Skirt or trousers with a blouse.
  - Boys: Long trousers with a shirt.
- Shoes in black, navy blue, or white (no colorful shoes).
- Jackets in navy blue, gray, or the official school jacket.
- Hoodies or non-approved jackets are not allowed.

VII.   Communication Channels

General Administration	
Head of Inclusion – **Maya Jamil** maya.j@inpsabudhabi.com	Career Counselor – **Heba Hamdy** heba.h@inpsabudhabi.com
Head of Technology – **Dima Yassine** dima@inpsabudhabi.com	IT Support – **Paul Alvarez** Paul@inpsabudhabi.com (055 396 0586)
Parents' Communication Officer – **Rana Seif** 9091@adek.gov.ae	Registrar – **Nasra Al Dahmani** nasra@inpsbudhabi.com
Lead Supervisor - **Waseem Wakeel** Waseem@inpsabudhabi.com - 050 935 7140	Bus Supervisor - **Mehmud Hurzek** mehmood@inpsabudhabi.com

Section Administration			
KG	**Primary**	**Girls**	**Boys**
Section Principal - **Aline Safi** aline.s@inpsabudhabi.com Supervisor - **Amal Mohammed**	Section Principal - **Rouba Sawaya** ruba@inpsabudhabi.com Admin Assistant - **Muna Al Maisari** (Grades 1 to 5) mona.media@inpsabudhabi.com	Section Principal - **May El Bitar** may@inpsabudhabi.com Supervisor - **Fatin Toufic** (Grades 6 to 8) faten@inpsabudhabi.com	Vice Principal & Section Principal - **Ahmed Ajineh** ahmad.ajineh@inpsabudhabi.com Supervisor - **Sameer Ali** (Grades 6 to 8)

Amal.b@inpsabudhabi.com 02 5570303 056 9304921	Supervisor - **Jamila** (Grades 1 to 2) marife@inpsabudhabi.com Supervisor - **Ernelita Ocmer** (Grades 3 & 5 Boys) Ernelita@inpsabudhabi.com Supervisor - **Maisa Omar** (Grades 4 & 5 Girls) maisa@inpsabudhabi.com Social Counselor - **Sara Al Rayssi** (Grades 1 to 5) sara.a@inpsabudhabi.com	056 988 9064 Supervisor - **Doaa Awad** (Grades 9 to 12) doaa.awad@inpsabudhabi.com 052 401 1460 Social Counselor - **Yasmeen Al Zaro** (Grades 6 to 12) yasmeen@inpsabudhabi.com	sameer@inpsabudhabi.com 050 526 1864 Supervisor - **Mohamed Al Mazrouei** (Grades 9 to 12) m.almazrouei@inpsabudhabi.com 0509097724 Social Counselor - **Abdulqader Omar** (Grades 6 to 12) abdulqader@inpsabudhabi.com 050 325 7750

VIII.   Technology and Device Usage:

- As part of INPS Khalifa's commitment to supporting students and fostering creativity in technology, the school mandates the use of iPads for students from Grade 1 to Grade 8 and MacBook laptops for Grades 9 to 12.

- This step ensures access to advanced educational resources and innovative learning tools, helping students develop their skills and achieve academic excellence.

- Parents are required to review the technology usage policy following this Link and submit the device acquisition form by **Friday, 23 August 2024**.

- To ensure that your child receives their device at the beginning of the 2024-2025 academic year, please note the following device specifications:

- **Kindergarten and Grade 1:**
  - **Device**: iPads 10.9-inch, 10th Gen, 64 GB, WIFI, Space Grey with DEP
  - **Apple Care + (2 years)** for iPads 10.9-inch, 10th Gen, 64 GB, WIFI, Space Grey
  - **Apple Pencil** compatible with iPads 10.9-inch, 10th Gen, 64 GB, WIFI, Space Grey

- **Grades 2 to 8:**
  - **Device**: iPads 10.9-inch, 10th Gen, 256 GB, WIFI, Space Grey with DEP
  - **Apple Care + (2 years)** for iPads 10.9-inch, 10th Gen, 256 GB, WIFI, Space Grey
  - **(Only Grade 2)** Apple Pencil compatible with iPads 10.9-inch, 10th Gen, 256 GB, WIFI, Space Grey

- **Grades 9 to 12:**
  - **Device**: MacBook Air (MRXN3AB/A)
  - **Color**: Space Gray
  - **Processor**: Apple M3 chip with 8-core CPU and 10-core GPU, 16-core Neural Engine
  - **Storage**: 256GB SSD
  - **Wi-Fi**: 6E
  - **Display**: Retina display with True Tone
  - **Other Features**: Touch ID, Force Touch trackpad, Two Thunderbolt / USB 4 ports
  - **Apple Care**: AppleCare + (2 years) for MacBook Air – 13.6 inch (M3 Chip), 8-Core CPU, 10-Core GPU, 256GB SSD Storage

- **Requesting the iPad or MacBook:**

  If the device is purchased through the school, the cost of the device, including VAT (Value Added Tax), will be added to your child's school account as shown below:

- **To order a school Ipad or Macbook fill in the following [Form](#)**

IX. Transportation Policy

- **Re-registration**: Parents of returning students must re-register for the school transport service through the academic registration.
- **Area and Bus Selection**: Choose the correct area and bus number. Incorrect choices will result in the student not being registered.
- **Bus Setup**: All buses are equipped with seats and belts, with a supervisor ensuring seatbelt usage and assisting students.
- **Parent's Pledge**: Parents must sign a "Parent's Pledge" during registration. Without it, the student is not registered.
- **Departure Plan**: The school follows a first-passenger-first departure policy to ensure students' well-being.
- **Travel Time**: As per DoT regulations, travel time per line is 60 minutes maximum.
- **Pick-Up Times**: Parents will receive pick-up times from the driver before the school year begins.
- **Communication**: No calls with the driver during the trip. Guardians may contact the bus supervisor briefly if needed.
- **Absences**: Notify the bus supervisor if a student is absent on any school day.
- **Punctuality**: Students must be at pick-up points on time. Delays are not possible.
- **Return to School**: If no parent is at the pick-up point, the student will be returned to school.
- **Drop-Off Policy**: No student will be dropped off at an unauthorized location.

- **Not Taking the Bus**: Notify the transportation officer if the student won't use the bus on a given day.
- **Familiarization**: Parents must review bus guidelines and discuss them with their children.
- **Seating and Belts**: Students must remain seated and fasten seat belts while the bus is moving.
- **Behavior**: Maintain calm and speak quietly inside the bus.
- **Belongings**: Keep the aisle clear of belongings.
- **Language**: No offensive or abusive language.
- **Physical Assault**: No physical aggression or intimidation.
- **Device Usage**: iPads must remain with the student and not be used on the bus.
- **Food and Drinks**: No eating on the bus. Only water is allowed.
- **Cleanliness**: Students must keep the bus clean and dispose of waste properly.
- **Conduct**: Represent the school proudly on the bus.
- **Conduct Policy**: The school's conduct policy applies, with consequences for violations.
- **Loss of Service**: Students violating bus rules may lose bus privileges.
- **Damages**: Parents will bear the cost of bus damage caused by students.
- **Timeliness**: Students must be on time after school, as buses will not wait.
- **Bus Switching**: Switching buses requires prior approval from the transport officer.
- **Non-registered Students**: Only registered students may use the bus.
- **Respect**: The bus driver and supervisor must be treated respectfully and their instructions followed.

X.   Conclusion

This policy is designed to ensure the effective and professional organization of the academic year. Adherence to these guidelines is essential for maintaining a smooth and safe educational process.

XI. Disclaimer

Disclaimer

This policy was developed by Al Ittihad National Private School - Khalifa. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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Date created:

Date reviewed: