



# PARENTS HANDBOOK

## UNITED PRIVATE SCHOOL

Parents@unitedschool.ae  
www.unitedschool.ae

03 781 9799  
Al Ain, Alamrah, Almerat st



# TABLE OF CONTENTS

Vision Statement _____	5
Mission Statement _____	5
Core Values _____	5
About the School _____	5
UPS offers the following facilities _____	6
Completing the Registration Process _____	6
Students' Registration within Department of Education & Knowledge (ADEK) _____	7
Student Admission Form (SAF) – Applicable to new registration only _____	7
Registration of the student on the ADEK eSIS systems and approval of admission _____	7
Steps to be taken for the registration formality within Abu Dhabi Knowledge and Human Development Authority _____	8
School Fees _____	8
Security - Parents and Visitors _____	9
Academic Matters _____	10
School Bag Weight Limit Policy _____	10
Responsibilities _____	11
Support for Students with Additional Learning Needs _____	16
Buses _____	16
Car Park Safety _____	16
Communication _____	16
Curriculum _____	17
Daily Timing Section _____	18
Educational Material _____	20
Grading Guidelines _____	20
Reporting Student Progress _____	21
Health Care _____	22
Health Information _____	23
Healthy Eating _____	24
Homework _____	24

<b>Jewelry</b>	<b>25</b>
<b>Lost Property</b>	<b>25</b>
<b>Mobile Phones</b>	<b>26</b>
<b>Parent Involvement</b>	<b>26</b>
<b>After School Activities</b>	<b>27</b>
<b>Cafeteria</b>	<b>27</b>
<b>Transport</b>	<b>28</b>
<b>Parking- Authorization</b>	<b>28</b>
<b>Student Council</b>	<b>29</b>
<b>School Uniform</b>	<b>29</b>
<b>School Uniform Continued</b>	<b>30</b>
<b>Contact Information</b>	<b>30</b>

**Dear Parents,**

This academic year, **United Private School – Al Amara** warmly welcomes you to our school community. We are delighted to have you and your children join us as we begin a new academic year together.

The continued success of our school has been, and will always be, built on strong partnerships between staff, students, parents, and school leadership. As our school community continues to grow, we remain committed to maintaining effective and meaningful communication between home and school.

To further strengthen this partnership, we will be utilizing the **PowerSchool Parent Portal**, which provides parents with live access to student reports, academic progress, attendance records, and behavior information. In addition, our school website and official social media platforms will continue to keep families informed and connected with what is happening across our classrooms, science laboratories, sports facilities, and art rooms.

Our **Parent Council** represents the voice of parents and plays an important role in supporting the school's vision and mission. The council actively participates in school activities and contributes to decision-making processes, including the development and review of the School Improvement Plan. We highly value the input of our parents and strive to maintain strong, collaborative relationships with all stakeholders.

This **Welcome Pack** has been designed to provide you with essential information to support a smooth transition for your child into their new school. It also outlines what you can expect during the coming weeks. While we aim to make this guide as comprehensive as possible, we have been careful not to overwhelm you with information. We encourage you to read it carefully and contact us in good time should you have any questions or concerns. Our Registration Office, Administrative Team, and Senior Leadership Team are always available to support you.

During the first few weeks of the term, teachers and school leaders at **United Private School – Al Amara** will conduct information sessions for parents related to the curriculum and other aspects of school life. These sessions are designed to complement the information provided in this pack and offer parents the opportunity to meet other families and become actively involved in our school community.

Please note that the school strictly follows **ADEK guidelines and procedures** at all times. Thank you for choosing **United Private School – Al Amara** for your child's education. We look forward to a successful partnership and a rewarding academic year ahead.

*Raed*  
**Best wishes,**  
**Raed Yousef**  
 School Principal



## **Vision Statement**

Inspiring our students to love learning and helping them achieve their potential and build their social, emotional and physical well-being

## **Mission Statement**

We strive to provide our students with engaging learning experiences that develop intellectual skills and creativity while blending with cultural and moral values to become actively contributing citizens in the future social and economic development of the world.

## **Core Values**

The core values that sit at the heart of the school will be modelled by the staff and promoted in the students through our teaching, learning and everyday practice which results in an outstanding international education in a vibrant setting.

- **Respect**
- **Integrity**
- **Innovation**
- **Commitment**
- **Excellence**

## **About the School**

United Private School – Al Amara (UPS) is an American curriculum school that follows the California State Standards. For Arabic, Islamic Studies, and UAE Social Studies, the school implements the curriculum prescribed by the Ministry of Education (MoE).

English Social Studies topics are carefully adapted to ensure they are culturally appropriate and relevant to our students, while maintaining academic rigor and alignment with curriculum standards.

United Private School – Al Amara is proud to be part of the schools, serving the communities of Abu Dhabi and Al Ain, and is committed to providing a high-quality educational experience that supports academic excellence, cultural identity, and holistic student development.

## UPS offers the following facilities

- 2 large multi-purpose rooms
- 4 shaded, padded playgrounds
- 2 canteens
- Fully equipped Science, Physics, Biology, and Chemistry laboratories
- 3 computer labs
- 1 art room
- 1 music room
- 2 prayer rooms are provided for both boys and girls
- 1 big library
- 1 swimming pool
- 2 PE halls
- 4 staff pantries
- 2 wellbeing rooms
- 2 clinics
- 1 photocopy room
- Fully equipped Inclusion room
- Smart classrooms
- Innovation lab

---

## Completing the Registration Process

The Registration Office at UPS sends offer letters to parents of students who have successfully completed the assessment test.

Upon receiving the offer letter, parents are kindly requested to read it carefully to ensure full understanding of its contents and provisions.

## Documentation

To complete the student's registration with the Department of Education and Knowledge (ADEK), which regulates private schools in Abu Dhabi, the following documents are required:

- **Passports:** One copy of the student's and parent's passports (including the UAE residence visa page).
- **Emirates ID:** One copy of the student's and parent's Emirates ID. (The Emirates ID must be swiped at the electronic machines in the registration office for students without an eSIS number.)
- **Birth Certificate:** One copy of the student's birth certificate (in English or Arabic).
- **Photographs:** Passport-sized photographs.
- **Latest Report Card:** One copy of the latest report card (Term 2). This may be temporarily replaced by a pursuing study certificate. The final report card must



be submitted at the end of the academic year. Overseas students must have their final reports attested.

- **Previous School Reports:** One copy of the previous two years of the student's school reports in English.
- **Vaccination Records:** One copy of the student's vaccination records.

All required documentation must be submitted when registering through the registration link provided by the Registration Department before the student begins at UPS.

If you have any questions or concerns, please contact the Registration Office without delay at [asmaa.m@unitedschool.ae](mailto:asmaa.m@unitedschool.ae)

## **Students' Registration within Department of Education & Knowledge (ADEK)**

A constructive partnership between the school and parents is key to ensuring that students' well-being is at the core of their educational experience. It is beneficial for all concerned if this partnership is based on agreed terms and conditions set out clearly in the registration form.

### **Student Admission Form (SAF) – Applicable to new registration only**

Parents are required to sign the student admission form once the student's admission has been approved and registered in the ADEK eSIS system. This remains valid until the student leaves the school.

### **Registration of the student on the ADEK eSIS systems and approval of admission**

(Original Emirates ID of the Student and both parents at the electronic machine at the Registration office for the one who doesn't have an eSIS number.).

Parents are required to register theirs and their child's latest Emirates ID (EID) details with the school. Any changes to the EIDs require to be updated on the systems each academic year. Please visit the Registration Office to submit the original ID cards. Kindly carry the original Emirates ID cards and a mobile when you visit the registration office to complete this formality.

In case you face any exceptional circumstances causing a delay in attaining an Emirates ID for yourself or your child, please provide the registration office with official documentary evidence for submission to ADEK.

### Steps to be taken for the registration formality within Abu Dhabi Knowledge and Human Development Authority

Step	Action	Responsibility
1	Submission of school report to our Registration Office	Parent
1	Emirates ID registration for the child and one parent	Parent

### School Fees



Approved School Fees Academic Year 2025-2026 9216-UNITED PRIVATE SCHOOL - SOLE PROPRIETORSHIP L.L.C.-Al Ain	الرسوم المدرسية المعتمدة للعام الدراسي 2025-2026 9216-المدرسة المتحدة الخاصة - شركة الشخص الواحد ذ م م- العين
--	--

- This schedule is valid for future academic years unless it is replaced by a later ADEK approved schedule.
- The table below shows the maximum level of fees that the school can charge, these fees are operative and applicable from the 2025-2026 academic year until any subsequent approval by ADEK.
- These levels cannot be increased without the prior and written approval from ADEK.

- إن الجدول الوارد أدناه صالح للأعوام الدراسية القادمة إلا في حالة استبداله بجدول لاحق معتمد من قبل دائرة التعليم و المعرفة.
- إن الرسوم المذكورة أدناه تمثل الحد الأقصى للرسوم التي يمكن للمدرسة تطبيقها. إن هذه الرسوم فعالة وقابلة للتطبيق اعتباراً من العام الدراسي 2025-2026 حتى إشعار آخر من دائرة التعليم و المعرفة.
- إن الرسوم المذكورة أدناه لا يمكن زيادتها بدون موافقة خطية من قبل دائرة التعليم و المعرفة.

الصفوف Grades	رسوم دراسية Tuition	مواصلات Bus	كتب Book	زي مدرسي Uniform
KG 1	15,740	3,510	1,000	500
KG 2	15,740	3,510	1,000	500
Grade 1	19,110	3,510	2,000	500
Grade 2	20,200	3,510	2,000	500
Grade 3	21,370	3,510	2,000	500
Grade 4	22,460	3,510	2,000	500
Grade 5	23,650	3,510	2,000	500
Grade 6	24,730	3,510	2,000	500
Grade 7	25,810	3,510	2,000	500
Grade 8	27,010	3,510	2,000	500
Grade 9	28,100	3,510	2,000	500
Grade 10	28,020	3,510	2,000	500
Grade 11	30,830	3,510	2,000	500
Grade 12	29,840	3,510	2,000	500

\* The above fees shall only apply to the grades approved in the school license. Standardized Assessment fee is included in the tuition fees for G3 to G9.

\* تطبق الرسوم المذكورة أعلاه على المراحل الدراسية المعتمدة في رخصة المدرسة فقط. رسوم اختبارات التقييم الموحدة متضمنة في الرسوم الدراسية للصفوف من الثالث إلى التاسع.



إدارة التراخيص والتراخيص

\* يرجى ملاحظة أن هذه الرسالة أصدرت إلكترونياً



## Security - Parents and Visitors

Parents are requested to sign in our security desks to help make our school community a safe environment. Please ensure you have your Emirates ID available.

The school Calendar for 2025–2026 may be viewed on our website: [www.unitedschool.ae](http://www.unitedschool.ae)

## Useful Contacts

Designation	Email
Principal	Principal@unitedschool.ae
Vice Principal	kinanah@unitedschool.ae
IT Manager	mogtaba@unitedschool.ae
Parents Liaison	parents@unitedschool.ae
Accounts	finance@unitedschool.ae
	abdulshukoor@unitedschool.ae
Registrar	asmaa.m@unitedschool.ae
OSH Officer	mohammed.habeeb@unitedschool.ae
Social Worker (Gr.1–3)	nisreen.fouzi@unitedschool.ae
Social Worker (Gr.4–7) Boys	abdelmonem@unitedschool.ae
Social worker (Gr.4–9) Girls	nisreen.lutfi@unitedschool.ae
Social Worker (Gr.8–9) Boys	mohamed.khaled@unitedschool.ae
Social worker (Gr.10–12) Boys	mohamed.magdy@unitedschool.ae
Social worker (Gr.10–12) Girls	zainab.karam@unitedschool.ae
CU Counsellor	omar.elagez@unitedschool.ae
Transportation coordinator	elsayed.moh@unitedschool.ae
Nurse	nurse@unitedschool.ae

## Academic Matters

If you have any questions about your child's academic progress, we kindly ask that you speak to the class teacher or the subject teacher in the first instance. If the issue remains unresolved, you may be referred to the Parent Liaison or Social Workers, who will then escalate the matter to a member of the school's Middle or Senior Leadership Team, depending on the nature of the concern. Please also refer to the school's Concerns and Complaints Policy on the UPS website.

## School Bag Weight Limit Policy

### Purpose:

To ensure the health and well-being of students by managing the weight of school bags at UPS, in accordance with ADEK and ADOSH requirements, thereby preventing adverse effects on students' spines and overall health.

### Scope:

This policy applies to all students, teachers, and parents at United Private School (UPS).

### Policy Statement:

UPS is committed to adhering to the maximum weight limits for students' school bags and ensuring that these guidelines are clearly communicated to parents. The policy aims to prevent health issues related to carrying heavy school bags by enforcing a weight limit based on a percentage of the student's body weight.

## Weight Limit Guidelines

### 1. Maximum Weight Limit:

- A student's school bag should not exceed the specific weight limits outlined in the table below.
- Individual factors, such as the student's overall health, physical strength, and any existing health conditions, should be considered when determining the appropriate weight.

2. **Weight Limit per Grade** (as per Table 1 provided):

Grade Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	Not exceed 2 kgs
Grade 1 / Year 2	Not exceed 2 kgs
Grade 2 / Year 3	Not exceed 2 kgs
Grade 3 / Year 4	Not exceed 3 to 4.5 kgs
Grade 4 / Year 5	Not exceed 3 to 4.5 kgs
Grade 5 / Year 6	Not exceed 3 to 4.5 kgs
Grade 7 / Year 7	Not exceed 6 to 8 kgs
Grade 7 / Year 8	Not exceed 6 to 8 kgs
Grade 8 / Year 9	Not exceed 6 to 8 kgs
Grade 10 / Year 11	Not exceed 10 kgs
Grade 11 / Year 12	Not exceed 10 kgs
Grade 12 / Year 13	Not exceed 10 kgs

## Responsibilities

### Teachers:

- Monitor and ensure compliance with the weight limit policy in their classrooms.
- Educate students on the importance of packing their bags appropriately.
- Provide necessary materials and guidance to minimize the need for carrying excessive items.

### Parents:

- Ensure their child's school bag complies with the weight limits outlined in this policy.
- Regularly check and adjust the contents of the school bag with their child.

**School Administration:**

- Communicate this policy to all staff, students, and parents at the beginning of each academic year.
- Provide workshops and informational materials to raise awareness about the importance of maintaining appropriate school bag weight.
- Conduct regular checks and offer support to students and parents in complying with this policy.

**Monitoring and Evaluation**

- Regular monitoring of compliance with this policy will be conducted by teachers and school administration.
- Feedback from students and parents will be collected periodically to assess the effectiveness of the policy and make necessary adjustments.
- Annual reviews of this policy will ensure alignment with the latest ADEK and ADOSH requirements.

**Communication**

- This policy will be communicated to parents and students through newsletters, parent-teacher meetings, and the school website.
- Teachers will reinforce the policy through classroom discussions and activities.

## Assemblies

**KG - 12 hold assemblies from Monday to Thursday starting at 7:45 a.m..**

Assemblies include Quran recitation, Hadeth, the UAE National Anthem, UAE national news, presentation of Student of the Week, attendance awards, and class presentations on a weekly basis. Parents are welcome to attend, especially when their child is receiving an award.

**On Fridays, students in Grades 1–12 participate in a morning pastoral care session** delivered by their homeroom teachers inside their classrooms. The session focuses on a specific value discussed with students and is preceded by the national anthem and Qur'an recitation.

**On special occasions** (e.g., National Day), parents may be invited to attend and watch their children perform. Parents may also be asked to provide costumes or props for these assemblies.

## Daily Reporting

Attendance data is submitted to ADEK through the eSIS system daily after 10:00 am to ensure compliance and transparency.

## Recognition of Excellent Attendance

The school values and recognizes outstanding attendance rates, specifically 98% and above. Students achieving this rate will be celebrated through award assemblies, certificates, and class-wide attendance competitions. Attendance records are shared with parents at the end of each term through the termly reports, highlighting their child's commitment to consistent attendance.

## Authorized Absences

The school shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

- Illness
- Death of a first- or second-degree relative
- Medical appointment scheduled prior to the absence
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family
- Attendance of conferences, competitions, and events, with the permission of the principal (e.g., Model United Nations, sports events, Olympiads)
- Work in the entertainment industry
- Observation of religious holidays that are not defined as public holidays in the UAE
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK)
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK)
- The school will remain open for learning during study leave and ensure adequate support for students not on leave.
- Leave for medical or therapeutic reasons for students with additional learning needs
- Government-approved school closures due to extreme weather conditions

Where an absence is authorized, the school will inform the student of work to be caught up and allow the student to complete any assignments or tests missed.



## Unauthorized Absences

In alignment with ADEK policies and to maintain a consistent standard of attendance at **United Private School (UPS)**, the following list provides examples of reasons that are considered unacceptable for student absences. Such absences will be recorded as **unauthorized** unless there are exceptional circumstances approved by the school.

- **Family Vacations During Term Time:** Traveling for leisure or vacations is not considered an acceptable reason for absence during school terms.
- **Personal or Family Celebrations:** Absences due to events such as birthdays, anniversaries, or other non-essential family gatherings are unauthorized.
- **Non-Urgent Family Matters:** Absences for family activities, visits, or non-emergency errands that could be scheduled outside of school hours.
- **Extended Weekends or Early Departure for Holidays:** Leaving early or returning late from weekends or holidays to extend time away from school.
- **Oversleeping or Minor Illnesses Without Proper Documentation:** Missing school due to over- sleeping, tiredness, or minor ailments that do not require medical attention.
- **Siblings' Appointments or Events:** Accompanying siblings to appointments, events, or extra- curricular activities that do not directly involve the student.
- **Routine Non-Medical Appointments:** Appointments such as haircuts, shopping trips, or other non- essential errands scheduled during school hours.
- **Studying at Home Without School Approval:** Staying home to study or complete assignments without prior authorization or documented need.
- **Transportation Issues Without Valid Explanation:** Absences due to avoidable transportation problems, such as missed buses or rides, without an emergency context.
- **Repeated Unspecified Personal Reasons:** Regular absences that are justified only as "personal reasons" without detailed explanations or supporting documentation.

Parents are encouraged to avoid these types of absences and to plan activities outside of school hours to support their child's regular attendance and academic progress. In cases where absences are necessary, proper communication with the school and submission of valid documentation are required for consideration.

## Support for Students with Additional Learning Needs

The school works closely with parents of students who have additional learning needs to accommodate medical or therapeutic absences. The process includes documentation of necessary absences, allowing the school to support these students while still emphasizing the importance of attendance. This ensures that all students benefit from both flexibility and accountability regarding attendance.

## Buses

Emirates Transportation is the provider we use for children in need of school buses. The areas of Al Ain The children are escorted to the buses by our teaching assistants and no buses leave until children are seated with belts fastened. There is a code of conduct for the buses that we expect our students to adhere to that ensures their safety when travelling. There is a female attendant on each of the buses to maintain safety standards with our students' behavior and communicate with the school and parents when needed.

In line with ADEK and Department of Transportation guidelines, students should be dropped off within 60 minutes of leaving their home/school. The service involves collecting up to 31 children per vehicle and we do our best to minimize time on the bus but sometimes even if you live close to the school, routes and restrictions on speed and U-turning can make for a longer and more complex navigational route.

## Car Park Safety

All parents and drivers using the school car park are requested to drive with care and caution, the safety of our students is of paramount importance. Please encourage courtesy and advise your hired drivers to do the same. Please Park in allocated parking spaces, drive slowly and always be watchful of children, but particularly when reversing.

## Communication

At United Private School (UPS), we strive to ensure that communication is clear, honest, open, and based on mutual respect and understanding. KG and Grades 1-12 teachers use the school system portal to share notices, newsletters, important information, reminders, and photos of daily classroom activities. This helps keep parents engaged and well informed about their child's learning.

We operate an open-door policy, allowing parents to have brief informal conversations with teachers at dismissal times. For more specific or in-depth discussions, parents are welcome to call or visit the school to schedule a one-to-one meeting as required.

In addition to meetings scheduled throughout the term, formal parent meetings are held three times a year, at the beginning of each term. These meetings focus on.

## Curriculum

It is a fundamental belief at United Private School (UPS) that all students are entitled to a broad and balanced curriculum.

At UPS, we deliver the agreed UPS Education Curriculum, which is based on the California curriculum and aligned with the Common Core State Standards (CCSS). In addition, Arabic subjects are taught in accordance with the requirements of the Ministry of Education (MOE). These include Arabic Language, Arabic Social Studies/Civic Education, and Islamic Studies (for Muslim students only). MOE guidelines are followed regarding the number of lessons and curriculum coverage.

**English and Mathematics** are taught across all grade levels following the California Common Core State Standards. This curriculum is adapted to ensure cultural relevance and contextual appropriateness.

**Science** is taught across all grade levels in alignment with the **California Next Generation Science Standards (CA NGSS)**, with a strong focus on scientific inquiry, engineering practices, and real-world application of knowledge.

Arabic subjects are delivered using Ministry of Education textbooks, supported by curriculum standards outlined by the UAE Ministry of Education.

For non-core subjects, UPS follows the agreed UPS Curriculum, which is aligned with relevant international standards. **Visual Arts** is taught using Common Core-aligned standards. **Design and Technology** is delivered in alignment with the **Next Generation Science Standards (NGSS)**, with a focus on the engineering design process, problem-solving, innovation, and practical skills. The curriculum is adapted to include **Food Technology, textiles, and needlework**.

**Physical Education (PE), Music, ICT, and Art** are taught by specialist teachers.

## Daily Timing Section



### CLASS TIMINGS: MONDAY-WEDNESDAY



#### GRADES (1 – 7 Boys)

P1: 08:00 – 08:50 am

P2: 08:50 – 09:40 am

Break: 09:40 – 10:00

P3: 10:05 – 10:55 am

P4: 10:55 – 11:45 am

P5: 11:45 – 12:35 pm

P6: 12:35 – 01:25 pm



#### GRADES (7 Girls – 12)

P1: 08:00 – 08:50 am

P2: 08:50 – 09:40 am

P3: 09:40 – 10:30 am

Break: 10:30 – 10:50

P4: 10:55 – 11:45 am

P5: 11:45 – 12:35 pm

P6: 12:35 – 01:25 pm



### CLASS TIMINGS: THURSDAY



#### GRADES (1 – 7 Boys)

P1: 08:00 – 08:45 am

P2: 08:45 – 09:30 am

Break: 09:30 – 09:45

P3: 09:50 – 10:35 am

P4: 10:35 – 11:20 am

**CLUB TIME: 11:20 – 11:55**

P5: 11:55 – 12:40 pm

P6: 12:40 – 01:25 pm



#### GRADES (7 Girls – 12)

P1: 08:00 – 08:45 am

P2: 08:45 – 09:30 am

P3: 09:30 – 10:15 am

Break: 10:15 – 10:30

P4: 10:35 – 11:20 am

**CLUB TIME: 11:20 – 11:55**

P5: 11:55 – 12:40 pm

P6: 12:40 – 01:25 pm





## CLASS TIMINGS: FRIDAY

### GRADES (1 – 7 Boys)

P1: 07:45 – 08:15 am

P2: 08:15 – 08:45 am

Break: 08:45–08:55

P3: 09:00 – 09:30 am

P4: 09:30 – 10:00 am

P5: 10:00 – 10:30 am

P6: 10:30 – 11:00 am

### GRADES (7 Girls – 12)

P1: 07:45 – 08:15 am

P2: 08:15 – 08:45 am

P3: 08:45 – 09:15 am

Break: 09:15–09:25

P4: 09:30 – 10:00 am

P5: 10:00 – 10:30 am

P6: 10:30 – 11:00 am



## CLASSES TIMINGS: MONDAY-THURSDAY

### KG 1

P1: 08:00 – 08:45 am

P2: 08:45 – 09:30 am

Break 1: 09:30 –09:50

Break 2: 09:50 –10:10

P3: 10:10 – 10:55 am

P4: 10:55 – 11:40 am

P5: 11:40 – 12:25 pm

### KG 2

P1: 08:00 – 08:45 am

P2: 08:45 – 09:30 am

Break 1: 09:30 –09:50


P3: 09:50 – 10:35 am

Break 2: 10:35 –10:55

P4: 10:55 – 11:40 am

P5: 11:40 – 12:25 pm



	<h2 style="text-align: center;">CLASSES TIMINGS: FRIDAY</h2>		
	<div style="text-align: center; background-color: #8B0000; color: white; padding: 5px; margin-bottom: 10px;"><b>KG 1</b></div> <p><b>P1: 08:00 – 08:35 am</b></p> <p><b>P2: 08:35 – 09:10 am</b></p> <p><u><b>Break 1: 09:10 – 09:30</b></u></p> <p><u><b>Break 2: 09:30 – 09:50</b></u></p> <p><b>P3: 09:50 – 10:25 am</b></p> <p><b>P4: 10:25 – 11:00 am</b></p>	<div style="text-align: center; background-color: #8B0000; color: white; padding: 5px; margin-bottom: 10px;"><b>KG 2</b></div> <p><b>P1: 08:00 – 08:35 am</b></p> <p><b>P2: 08:35 – 09:10 am</b></p> <p><u><b>Break 1: 09:10 – 09:30</b></u></p> <p><b>P3: 09:30 – 10:05 am</b></p> <p><u><b>Break 2: 10:05 – 10:25</b></u></p> <p><b>P4: 10:25 – 11:00 am</b></p>	

## Educational Material

Educational material that includes textbooks (Ministry Subjects) and digital textbooks for KGs to Gr. 12. This does not include stationery. The fee for the same will be required to be paid along with the semester 1 tuition fee. Payment of the tuition fee for semester 1 and the educational material fee payment is required to be completed before the start of the semester in August and before the student starts attending class. Please refer to the Fee Structure.

## Grading Guidelines

The courses offered at **United Private School (UPS)** focus on student achievement and are developed from a set of rigorous academic standards that are internationally recognised. These standards include the content, concepts, and skills that students are expected to master.

At **UPS**, we use a **standards-based approach to assessment**, which allows us to accurately determine students' ability levels. By using clear standards, assessments



focus on measuring the degree of student learning. For this reason, the grades shown on report cards are intended to reflect **academic learning**, not behaviour.

However, students are also assessed on their participation in class and their completion of classroom work at the expected level. Students may be penalised when work is submitted late or when attendance and punctuality are poor, as these factors affect their overall ability to learn.

While attendance, punctuality, and participation are important, these factors alone are **not direct measures of student learning**.

## Reporting Student Progress

We provide three reports a year; two interim reports that provide a snap-shot to parents on their child's progress and attainment in each of the subjects and one end of year report to summarize the learning for the whole academic year. To provide students and families with a more accurate measurement of learning, we include in our report cards two areas for grading.

1. **Standards Based Achievement Grade:** This is a score measuring a student's learning and ability to meet the required academic standards.
2. **Learning Attitude Grade:** This reflects the students' attitude to learning and how they meet the expectations and requirements of our school. Each teacher uses a combination of aspects that include:

The student competence skills: Independent learning, critical thinking, creativity, problem solving, digital competence, cultural awareness/citizenship, global and environmental awareness, collaboration/teamwork, communication, leadership/responsibility, self-confidence, entrepreneurship, initiative and self-direction. These are core skills that we integrate into the classrooms and ensure our students are prepared with appropriate 21st century skills.

We then also look at attendance, punctuality, preparation for class, meeting deadlines in submitting work, accurately following instructions, making positive contributions to the lesson, seeking advice and feedback to overcome problems when necessary, and academic integrity in producing their own work.

Research shows that these factors are vitally important for a student to become successful, and so by focusing on these behaviors and attitudes it is expected that students will become more effective learners.

## Health Care

We have two full-time school physicians and two school nurses on duty during school hours to manage student injuries, illness and general health care needs of students. Parents will be notified immediately if there are any accidents occurring in school that can affect the health of the student. In case of emergencies and serious injuries, parents will be notified and the child will be taken to the hospital immediately.

It is essential that all medical forms are completed and submitted with the child's full medical history. Please ensure that both medical information and parental contact details are always kept up to date.

If your child has medical issues that affect their educational or social experiences, please provide detailed medical reports from their doctors. This will help us to support your child appropriately.

If your child requires medication during school hours, please do not send the medicine in a lunch box or in a bag. Medication must be brought to the school clinic with an adult, who will provide the nurse with clear dosage instructions. The medication should be in the original container and clearly labelled with the student name, dosage and usage instructions. Only school doctors or nurses are authorized to administer medications.

For Students who require daily medications such as in cases of diabetes, epilepsy or other chronic medical conditions, prescribed medications form a school clinic must be completed by treating physicians with full medical details including diagnosis, prescribed treatment and emergency care instructions. The completed form must be returned to the school clinic and kept in the file to ensure proper care during school hours.

When medication is given at school, a note will be sent home indicating the name of medications, the time and the date.

As required by the Department of Health (DOH), general health checks are conducted for all students from Grade 1 to Grade 12. However, comprehensive health checks are required in Grades 1, 5 and 9.

### Comprehensive health checks include:

Grade 1	Grade 5 & 9
<ul style="list-style-type: none"> <li>• Vital Signs and Body mass Index</li> <li>• Hearing &amp; Vision test</li> <li>• Physical Examination</li> <li>• Complete Blood Count</li> <li>• Dental Health Check</li> </ul>	<ul style="list-style-type: none"> <li>• Vital Signs and Body mass Index</li> <li>• Hearing &amp; Vision test</li> <li>• Physical Examination</li> <li>• Dental Health Check</li> <li>• Complete Blood Count only for Gr 9 Girls</li> <li>• Screening for depression for all Gr 9</li> </ul>

Immunization is mandatory to be conducted in schools in the UAE for Grade 1, 8 and grade 11.

## **Health Information**

### **Medical Check-Up**

The Department of Health and the School require that all students in the school have a general medical examination. Parents will be informed if their child requires any special medical attention.

### **Medically Unfit Students**

Children should not be sent to school if they are unwell. In the case of infectious diseases such as Chicken Pox, Conjunctivitis, Mumps etc., they should only return to school when the quarantine period ceases. No child will be allowed to attend school without a medical certificate or the school doctor's approval in the case of having contracted an infectious disease.

### **Medical Records**

The school nurse maintains medical records for every child and requests parental help in keeping these records up to date. If your child has a persistent condition, allergies or any medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered immediately.

If your child needs to take any medication during school hours, please ensure that this medication is stored in the school clinic, with the nurse, and that it also includes exact directions of how the medication should be administered, amount and frequency required.

### **Head Lice**

A check will be done once a term, or if a case of head lice is reported in any particular class for the Elementary students. Parents should not be offended, this is a common condition amongst children, and can be easily treated. Your cooperation in administering treatment to your child when required would be highly appreciated.

## Healthy Eating

**KG** Children are entitled to **two breaks each day**, while **Grades 1-12** have **1 break** each day. These breaks provide students with time to play with their friends and enjoy a snack or lunch. As a school, we strongly believe that **healthy food supports learning** by helping to maintain children's energy levels, regulate blood sugar, and sustain them throughout the busy school day.

The school has a policy that **unhealthy food is not permitted on campus**. Parents are encouraged to explain this to their children when packing lunchboxes. Foods such as chocolate, crisps, chips, fizzy drinks, cookies, sweets, and similar items are **not allowed**. In addition, the school follows a **strict “no nuts” policy** to ensure the safety of students with allergies. While we understand that treats may be given on special occasions, on a regular school day **healthy snacks should be packed**.

Water is an essential item and must be brought to school **daily in a refillable water bottle**. During the hot summer months in Abu Dhabi, children are more susceptible to dehydration and overheating. Parents are requested to ensure their child brings a water bottle every day, and students are encouraged to refill their bottles at the water fountains located around the school.

The school has **two canteens on site**, both of which are approved by the **Abu Dhabi Food and Health Authority** and **ADEK**. Nutritional information is clearly displayed to ensure food items do not exceed the permitted levels of fat and other regulated contents. The canteen menu is published on the school website and is **updated monthly**.

## Homework

Homework is used to consolidate learning that takes place in school and to help parents understand what their children are learning. Homework tasks are designed to be completed independently, with minimal support, and are **not used to introduce new learning**. Homework also helps students develop independent learning skills, preparing them for higher levels of learning later in their school journey.

Students from **Kindergarten (KG) to Grade 8** receive **weekly** assignments through the **IXL platform for Mathematics, Science, and English**. In addition, **Arabic Language, Social Studies, and Islamic Studies assignments are provided through the Abjadeyat and Alef platforms**. Furthermore, students in **Grades 9–12** receive weekly assignments in Arabic Language, Islamic Studies, and Social Studies (Grade 9 only) **through the Alef platform**.

**Middle and High School** students are expected to record their homework when it is assigned in their subject notebooks or through the **school system** platform. This helps

students clearly understand their tasks and submission deadlines. Homework is scheduled to ensure a balanced workload across **subjects**.

### **Things you can do to encourage your child when doing homework:**

- Give your child confidence through lots of praise and encouragement
- Read to, and with, your child as much as possible
- Encourage your child to observe and talk about what they see, feel, think etc.
- Join a library outside in Al Ain and build a love for books and reading in English and Arabic.
- Try to provide a reasonably quiet and suitable place where your child can work and show that you and all members of the family value and respect the homework activity.
- Try to set time aside to support homework but also allow them some time to work alone.
- Encourage your child to discuss homework with you and try to make the homework time enjoyable.
- Help your child to see the importance of homework and teach them to become more independent and take more responsibility for themselves as they get older
- Remind your child to complete and hand in homework tasks on time

### **Jewelry**

Jewelry is not permitted in school as part of our uniform policy, except for studded earrings and/ or a watch. Both of those items would still need to be removed for PE lessons to ensure they don't catch on others or on clothing and cause serious injury. Any jewelry with a religious or cultural reason for being worn would need a written explanation from the parent and then be signed and approved by the principal.

### **Lost Property**

Lost property can be found in large baskets in each of the corridors. Any items collected at the end of the day by our cleaning staff are placed in those baskets for students to look through the next day. If your child has lost or misplaced any item, please encourage them to check the "lost and found" baskets to find it.

To help prevent items of their uniform going missing, please ensure you have clearly labelled your child's clothes with a permanent marker or tag, in particular their cardigans and jackets.

## Mobile Phones

Mobile phones and smart watches are not permitted in school at any time. For any emergencies and for contacting home, students are required to report the need to their homeroom teacher or our social worker, who will enable the students to contact home.

## Parent Involvement

Partnership with parents is a vital part of our school growth and development. We value parents' feedback and communication to ensure we meet the needs of our students. Research shows that children whose parents are actively involved in school and their school work are more likely to be successful.

## Parental Involvement

There are many ways in which United Private School (UPS) actively involves parents:

1. **Parents' Coffee Morning:** An opportunity for parents to meet with the Senior Leadership Team, share ideas, and discuss school matters in an informal setting.
2. **Parents' Open Morning:** Parents are invited into the school to observe lessons and gain insight into a typical school day.
3. **Parent Workshops:** A range of workshops is offered throughout the year to support parents in understanding the curriculum, supporting learning at home, using technology, understanding assessment, and more. Suggestions for additional workshops are always welcome.
4. **Parent Suggestion Box:** A suggestion box is available at the school reception, allowing parents to share ideas and feedback. Suggestions are reviewed and discussed during Senior Leadership Team meetings.
5. **Parent Surveys:** Regular parent surveys are conducted to gather feedback on the quality of education provided and to identify areas for improvement.
6. **Parent-Teacher Meetings:** These meetings are typically held after assessment points and provide an opportunity to discuss student progress, attainment, and targets for the term ahead.
7. **Parent Council:** A group of parents who actively support the school by planning events, sharing ideas, and contributing to future planning.



8. **Parent Governor:** A parent representative serves on the Board of Governors to represent the parent voice during termly meetings. Parents may contact the school via [parents@unitedschool.ae](mailto:parents@unitedschool.ae) to raise suggestions or concerns.

## After School Activities

### Extra-Curricular Activities (ECAs)

United Private School (UPS) is proud to offer a **wide range of activities** and encourages student participation in Extra-Curricular Activities (ECAs) to support the holistic development of students. These activities help build self-esteem and enhance performance in academics, sports, and other extracurricular areas. A variety of activities are scheduled throughout the year, many of which are led by classroom teachers.

#### Activities offered include, but are not limited to:

- Library-related activities (Reading Club and Creative Writing Club)
- Additional Art activities
- Recitation and Memorization Club
- Sports programs (including basketball for Girls)
- Chess Club
- Math Clubs
- Science Clubs

A full list of available activities is published on the **UPS website**. Parents are encouraged to review the options and select activities that match their child's interests and needs. Each activity is supervised by a designated staff member who can be contacted for enrolment.

Admission to ECAs is offered on a first-come, first-served basis and registration is completed via email directly with the activity sponsor.

## Cafeteria

The school cafeteria is open from **7:00 a.m. to 1:00 p.m.**, and hot meals or snacks may be purchased during students designated break times. All food served in the canteen complies with the **SEHHI Programme** guidelines.

## Transport

**United Private School (UPS)** has a contract with **London Way Transport**, a reputable transportation company used by a number of schools in Abu Dhabi. This partnership ensures that students are provided with a **safe, reliable, and professional** transport service.

While every effort is made to accommodate all transportation requests, the allocation of seats is determined by **London Way Transport**. This depends on seat availability on existing buses and whether the student's residence is located along the approved bus routes.

Parents who require transportation services are kindly requested to inform the **School Registrar and School Transport Officer** so that the necessary arrangements can be made.

### Parking- Authorization

- Please ensure you are courteous and respectful to other drivers and staff at all times.
- Please follow directions given by our security guards and members of staff who direct traffic at the busy times of the day as this helps keep your children safe.
- Be very careful when driving and parking in the car parks, especially when reversing, as small children are not clearly visible if they are standing or walking behind your vehicle.
- Consider making use of the school bus service.
- Complaints about any parking or bus issues can be made to the Administration Manager.
- Please do not park your car in the following places during the school day.
- Bus Parking Area/Staff parking area/Administration parking area in front of the school.
- Please fill the Authorization Form available at the front desk in relation to collecting and dropping off your child at school.

## Student Council

At **United Private School (UPS)**, we believe it is important for students to have opportunities to share their ideas and actively contribute to the school community. One key way this is achieved is through the **Student Council**.

Elected class representatives in **Grades 5–12** serve as the voice of their peers. These students are chosen by their classmates based on their ability to present thoughtful ideas, encourage participation, and promote involvement in school-wide activities through leadership and school development initiatives.

In addition to the Student Council, **UPS** has an **Executive Council**, which provides older students with greater leadership responsibilities. This council includes roles such as **President, Vice President, Historian, and Happiness Ambassador**. The Executive Council has also been expanded to include **Digital Champions, Wellbeing Champions, and Sports Champions**.

Members of the Student and Executive Councils lead meetings and help ensure that students feel included in the school's growth and development. They also serve as positive role models, demonstrating and promoting the school's values.

## School Uniform

All required school uniform items can be purchased and collected from the school premises.

### School Uniform Policy

Parents or guardians of any student who has a genuine reason for not wearing a required item of school uniform must inform the school, clearly explain the reason and agree on a date by which the correct uniform will be worn. If the matter is not resolved, parents may be requested to meet with the **Vice Principal or Principal**.

Parents are responsible for ensuring that their child wears the correct school uniform at all times. If a student refuses to comply with the uniform standards, a warning will be issued, and the student will be given an agreed period—normally **one week**—to rectify the issue. If the matter remains unresolved, the student may lose recreational time.

In cases of serious or repeated refusal to follow the school uniform policy, a formal meeting will be arranged. Periodic uniform checks will be conducted, and if a student's uniform does not meet the required standards, parents will be informed through a

written warning outlining the reason(s). A follow-up check will take place a few days later.

**UPS** is committed to acting reasonably and involving parents at an early stage. In the interest of fairness and consistency across the school, parents are asked to respect the decisions made by the **Principal or Vice Principal** regarding all uniform-related matters.

The aim of the school uniform is to promote a strong school identity and ensure students are dressed in a smart, presentable manner that meets standards of decency and safety, while enabling all students to be treated equally.

Wearing the school uniform demonstrates belonging to the school community and should be done with pride. School uniform is **compulsory for all students at UPS**, and all students are expected to comply with the school's uniform standards.

All items of school uniform must be clearly labelled with the student's name.

## School Uniform Continued

No jewelry should be worn during any PE activity. Jewelry: One pair of plain, small stud earrings – must be removed for any PE activity. Wrist watch – must be removed for any PE activity. No other jewelry is allowed. General: The school does not allow extremes of hair fashions i.e., no obvious dying of the hair. Please check with school first if you are unsure. No nail varnish or nail extensions. No makeup.

## Contact Information

Parents/guardians are required to inform the **UPS Registration Office** of any changes to their contact details to ensure they can be reached at all times via email, SMS, and telephone. It is essential that the school maintains up-to-date contact information in its systems so that all school communications are delivered to parents in a timely manner.

All students enrolled at **UPS** must be under the care of an authorised parent or guardian and must not be residing independently.