



# North Gate British Private School

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## Parent School Contract

LEARNING BEYOND BORDERS



## Introduction

At North Gate British School, we believe that the education of a child is a collaborative effort between the school, the parents, and the wider community. This contract represents our mutual commitment to fostering a safe, supportive, and stimulating environment where every student can achieve their full potential. Parents play a pivotal role in their child's education and overall development.

A strong partnership between parents and the school is essential for creating a supportive learning environment where children can thrive. We encourage parents to take an active role in their child's education, and this partnership is based on mutual respect, trust, and shared goals.

By working together, we aim to provide the highest quality of education, encourage the holistic development of each child, and prepare them for the future with confidence and integrity. We are committed to upholding our responsibilities and expect the same from our parents and guardians. This contract outlines the shared responsibilities that will help us achieve these goals.

## Definitions

- **School:** Refers to North Gate British School, its administration, teachers, staff, and any educational activities or services provided by the institution.
- **Parent/Guardian:** Refers to the legal guardian(s) of the student, including parents, step-parents, or other individuals who have legal custody of the student and are responsible for their welfare and education.
- **Student:** Refers to the child enrolled with NGBS and who is the subject of this contract, receiving education and participating in school activities.
- **Contract:** Refers to this agreement between NGBS and the parent/guardian, outlining the responsibilities, expectations, and commitments of both parties in relation to the student's education.
- **Curriculum:** Refers to the academic content and learning objectives provided by NGBS as part of its educational program, including subjects, courses, and extracurricular activities.
- **Code of Conduct:** Refers to the set of rules and guidelines established by NGBS that govern student behaviour, expectations, and disciplinary procedures.
- **Homework:** Refers to assignments given by teachers to be completed outside of regular school hours as part of the student's learning process.



- **Attendance:** Refers to the requirement for the student to be present at school during all scheduled school days, classes, and activities unless excused by valid reasons as defined by school policy.
- **Assessment:** Refers to the various methods used by NGBS to evaluate and measure a student's academic performance, including tests, quizzes, projects, and other forms of evaluation.
- **Communication:** Refers to the ongoing exchange of information between the school and the parent/guardian regarding the student's academic progress, behaviour, and any other relevant matters.
- **Parent-Teacher Conference:** Refers to scheduled meetings between the parent/guardian and teacher(s) to discuss the student's progress, challenges, and goals.
- **Disciplinary Action:** Refers to the steps taken by the school in response to violations of the school's code of conduct or other policies, which may include warnings, detentions, suspensions, or expulsions.
- **Extracurricular Activities:** Refers to non-academic activities offered by the school, such as sports, clubs, arts, and other programs that contribute to the student's overall development.
- **Support Services:** Refers to additional resources provided by the school to support the student's learning and well-being, such as counselling, tutoring, special education services, and health services.
- **Confidentiality:** Refers to the obligation of both the school and the parent/guardian to keep certain information about the student private, in accordance with applicable laws and school policies.
- **Withdrawal:** Refers to the process by which a parent/guardian may remove their child from the school, including the notification and procedures required by the school for such an action.
- **Enrollment:** Refers to the process of registering the student at NGBS and agreeing to the terms and conditions of the school's policies, including payment of fees, submission of required documents, and adherence to the school's code of conduct.
- **Fees:** Refers to the financial obligations of the parent/guardian for the student's tuition, books, uniforms, activities, and any other associated costs as outlined by the school.



## Declaration of Admission

The management of North Gate British Private School is pleased to offer \_\_\_\_\_ the holder of Emirates ID no. \_\_\_\_\_ enrolment in Year/Grade \_\_\_\_\_ for the academic year 2024- 2025

### The Role of Parents in the School-Parent Partnership

#### Support Learning at Home:

Encourage and assist your child with their homework, projects, and other learning activities.

Provide a conducive environment at home for study and academic growth.

Foster a love of learning by engaging in educational activities, such as reading together or exploring new topics of interest.

#### Communicate Openly with the School:

Stay informed about your child's progress by attending parent-teacher conferences, school meetings and other events.

Maintain regular communication with teachers and school staff regarding your child's academic performance, behaviour, and any concerns that may arise.

Share relevant information about your child's needs or circumstances that may affect their learning.

#### Promote Positive Behaviours:

Reinforce the school's expectations for behavior and discipline at home.

Encourage your child to develop good habits, such as punctuality, responsibility, and respect for others.

Model positive behaviors and attitudes towards education, which your child can emulate.

#### Be Involved in School Activities:

Participate in school events, volunteering opportunities, and parent organizations.

Contribute to the school community by sharing your skills, experiences, or resources.

Support school initiatives and programs that benefit all students.



### **Encourage Independence and Responsibility:**

Help your child develop self-discipline, problem-solving skills, and a sense of responsibility for their actions.

Encourage them to take ownership of their learning and be proactive in seeking help when needed.

### **Collaborate with the School for Your Child's Success:**

Work together with the school to set academic and personal goals for your child. Support the school's efforts to address any challenges your child may face, whether academic, social, or emotional.

Celebrate your child's achievements and milestones, reinforcing their motivation and confidence.

### **Conclusion**

By actively participating in your child's education, you help create a strong foundation for their success. Together, we can ensure that your child not only achieves academic excellence but also grows into a well-rounded, responsible, and confident individual. We value your partnership and look forward to working with you to support your child's journey.

## **Responsibilities of the School**

**Providing a Safe Environment:** The school commits to providing a safe, secure, and inclusive environment for all students, free from bullying, discrimination, and harassment.

**Delivering Quality Education:** The school promises to deliver a high standard of education, following the relevant curriculum guidelines and providing qualified teachers and resources necessary for student learning.

**Supporting Student Development:** The school is responsible for supporting the academic, social, emotional, and physical development of the students, including providing special educational needs (SoD) support where required.

**Communication with Parents:** The school will maintain open lines of communication with parents, keeping them informed about their child's progress, any concerns, and school policies. This may include regular reports, parent-teacher meetings, and prompt notification of any significant issues.



**Adhering to Policies:** The school agrees to adhere to all relevant educational policies, including those related to attendance, discipline, and child protection.

**Providing Extracurricular Activities:** The school will commit to offering extracurricular activities to enhance the students' educational experience, such as sports, arts, and a variety of clubs.

**Respecting Diversity:** The school will respect and promote diversity, ensuring that all students, regardless of background, have equal opportunities to succeed.

**Addressing Concerns:** The school is responsible for addressing any concerns or complaints raised by parents promptly and fairly, following a clear procedure.

These responsibilities stated above will form the foundation of the school's commitment to our students and their families, helping to build a strong partnership between both the school and parents.

## Students Attendance to School Linked to Parents Responsibility

NGBS attendance policy will further outline the responsibilities of students and parents regarding school attendance at school. Regular attendance and punctuality are the key to academic success and overall development.

### Purpose and Importance

**Educational Commitment:** Regular school attendance is essential for students to make consistent academic progress, participate fully in the learning process, and develop socially and emotionally.

**Legal Obligation:** Attending school is a legal requirement in the UAE. NGBS policy will reinforce the importance of adhering to this obligation.

### Student Responsibilities

**Regular Attendance:** Students are expected to attend school every day unless they are ill or have a valid reason for their absence. Consistent attendance ensures they do not miss out on vital instruction and school activities.

**Punctuality:** Students must arrive at school on time and be prepared to start lessons promptly. Being on time reflects respect for the school community and helps maintain an orderly learning environment.



**Participation:** Students are responsible for participating actively in their lessons and completing all assignments, homework, and assessments on time. Attendance is not just about being present but being engaged and involved in the learning process.

**Reporting Absences:** If a student is absent, they should inform their teacher upon their return and catch up on any missed work. Older students may need to take more initiative in ensuring they understand what they missed during their absence.

### **Parent/Guardian Responsibilities**

**Ensuring Attendance:** Parents/guardians are responsible for ensuring their child attends school regularly and arrives on time. They should prioritize their child's education and avoid scheduling appointments or vacations during school hours whenever possible.

**Reporting Absences:** Parents/guardians must inform the school promptly if their child is absent due to illness or other valid reasons. This communication should include the reason for the absence and an expected return date.

**Supporting Punctuality:** Parents/guardians should support their child in developing good time management skills, ensuring they have enough time to prepare and arrive at school on time.

**Monitoring Attendance:** Parents/guardians should regularly monitor their child's attendance and address any issues that arise, such as frequent lateness or absences. If they notice a pattern of absenteeism, they should communicate with the school to identify and resolve any underlying issues.

**Engagement with School:** Parents/guardians should stay engaged with the school, attending parent-teacher meetings, and staying informed about school policies, including attendance expectations. Active involvement in their child's education helps reinforce the importance of school attendance.

### **School's Role in Supporting Attendance**

**Clear Communication:** The school will clearly communicate its attendance policy to both students and parents, ensuring everyone understands the expectations and consequences of non-compliance.

**Attendance Monitoring:** The school will regularly monitor attendance, promptly identifying and addressing issues such as frequent absences or lateness. This will include regular attendance reports sent to parents.



**Support Systems:** The school will provide support for students who face challenges in attending regularly, such as health issues, family problems, or academic difficulties. This support might include counseling, academic assistance, or liaising with external agencies.

**Positive Reinforcement:** The school should encourage good attendance through positive reinforcement, such as awards, certificates, or recognition in school assemblies

### **Consequences of Poor Attendance**

**Notification of Parents:** If a student's attendance becomes a concern, the school will notify the parents/guardians and may request a meeting to discuss the situation and agree on a plan to improve attendance.

**Academic Impact:** Poor attendance can lead to academic difficulties, as students miss out on important lessons and may struggle to keep up with their peers.

**Formal Action:** In cases of persistent absenteeism, the school may need to take more formal action, which could include involvement from the school's administration, educational authorities, or other relevant bodies. In extreme cases, ongoing absenteeism without valid reasons may result in penalties or legal action, depending on local regulations.

**Make-Up Work:** Students with frequent absences may be required to complete additional assignments or attend extra sessions to catch up on missed work.

## **Curriculum and Educational Programmes**

North Gate British School follows the UK curriculum (also known as the National Curriculum for England)

<https://www.gov.uk/government/collections/national-curriculum>. Subjects are designed to provide a broad and balanced education. To begin with during the academic year 2024-25 our school will offer schooling from FS – Year 6 ONLY.

The Early Years Foundation Stage (EYFS) sets the standards for learning, development, and care for children from birth to 5 years old. This stage is crucial as it lays the foundation for children's future learning and development. The EYFS framework identifies seven areas of learning and development, divided into three prime areas and four specific areas, which are all mandatory in the UK curriculum.

### **EYFS (Prime Areas):**

**Communication and Language:** Developing children's spoken language through listening, understanding, and speaking. Encouraging children to express themselves effectively.



**Physical Development:** Focused on improving children's gross and fine motor skills. Promoting the importance of physical activity and making healthy food choices.

**Personal, Social, and Emotional Development:** Helping children develop a positive sense of themselves and others. Guiding them in managing feelings, behaviour, and understanding appropriate social behaviours.

### **Specific Areas:**

**Literacy:** Encouraging children to link sounds and letters and to begin to read and write. Familiarizing children with books, stories, and early writing skills.

**Mathematics:** Developing skills in counting, understanding and using numbers, simple addition and subtraction, and describing shapes, spaces, and measures.

**Understanding the World:** Guiding children in making sense of their physical world and community. Providing opportunities to explore, observe, and find out about people, places, technology, and the environment.

**Expressive Arts and Design:** Enabling children to explore and play with a wide range of media and materials. Encouraging them to express themselves through art, music, movement, dance, role-play, and design and technology.

### **Additional Aspects:**

**Assessment:** Continuous assessment through observation is mandatory to track children's progress. The EYFS Profile is completed in the final term of the year in which the child turns 5.

**Play-Based Learning:** Play is central to the EYFS, with a strong emphasis on learning through play, both structured and free.

These specific areas are designed to be interrelated, with each one supporting the development of the others, ensuring a holistic approach to early childhood education.

### **Primary Education (Year 1 - 6):**

English, Mathematics, Science, Art and Design, Computing, Design and Technology, Geography, History, Music, Physical Education (PE), Personal, Social, Health and Economic Education (PSHE).



## Local Requirements in the UAE:

**Arabic:** It is mandatory from Year 2 - 13 for all Arab students (native) to study Arabic up to this level, depending on their background. Key focus is on developing reading, writing, speaking, and comprehension skills. Non-Arabs will study this subject until Year 10.

**Islamic:** Muslim students are required to study Islamic Education from Year 2 - 13. Covers the teachings of Islam, the Quran, Hadith, and Islamic history.

**UAE Social Studies:** All Arabs and Non- Arabs from Year 2 - 10 will study UAE history, geography, and social systems. Will include aspects of civic education and the UAE's national identity.

**Moral Education:** All Arabs and Non- Arabs from Year 2 - 13 will study this subject that will promote ethics, tolerance, and respect among students. Covers values education, cultural studies, and community engagement.

**Moral, Social, and Cultural Studies (MSCS):** This subject combines both Moral Education and UAE Social Studies as part of the curriculum for both public and private schools. All Arabs and Non- Arabs from Year 2 - 13 will study this subject. It has been designed to help students develop a strong sense of ethics, social responsibility, and cultural understanding, reflecting the UAE's values and diverse society.

## Assessment Policy

In the United Arab Emirates (UAE), the assessment policies for Foundation Stage (FS), Key Stage 1 (KS1), and Key Stage 2 (KS2) in primary schools will follow a blend of local educational authority guidelines and international standards. Here is an overview:

### Foundation Stage (FS)

**Continuous Observational Assessment:** In FS, assessment is typically continuous and observational. Teachers observe children in different settings, recording their progress against early learning goals in areas such as communication, physical development, and personal, social, and emotional development.

**Learning Journeys:** Teachers will maintain learning journeys or portfolios for each child, which document their progress through photographs, notes, and samples of work.

**Parent-Teacher Communication:** Regular communication with parents is key, with teachers often providing updates through informal meetings, reports, and sometimes digital platforms.



## Key Stage 1 (KS1)

**Formative Assessments:** KS1 students are assessed through formative methods, including teacher observations, classroom activities, and smaller tests or quizzes. These assessments inform the teacher's understanding of each child's progress.

**End-of-Year Assessments:** There may be more formal assessments at the end of the year, focusing on literacy, numeracy, and other core subjects.

**Teacher Assessments:** Teachers assess students against age-related expectations, providing feedback on strengths and areas for improvement. This will be reported to parents through termly and yearly reports.

## Key Stage 2 (KS2)

**Formative and Summative Assessments:** KS2 continues with a mix of formative assessments (quizzes, classwork, and projects) and more formal summative assessments, particularly in the upper years.

**End-of-Key Stage Tests:** Students will take standardized tests at the end of Year 6. These assessments will cover the core subjects of English, Maths, and Science.

**Internal Assessments:** NGBS will use internally developed tests to track progress throughout the year. These are used alongside national and international benchmarking assessments, such as CAT4 and GL assessments, which will be administered to monitor student progress against international standards.

**Reporting:** Regular reports are sent to parents, detailing students' progress and attainment against curriculum standards. NGBS will conduct parent-teacher meetings to discuss students progress and to set targets for the following term.

## UAE Contextualization

**Integration of National Standards:** NGBS will follow all aspects of the UAE Ministry of Education (MoE) standards, particularly in subjects such as Arabic, Islamic Studies, Social Studies and Moral Education.

**Focus on Holistic Development:** NGBS will emphasize not only on academic achievement but also the development of values, attitudes, and social skills, in line with the UAE Vision 2021 and subsequent educational strategies.



## General Points

**Adaptations for Cultural Sensitivity:** Assessment practices are often adapted to align with the UAE's cultural context, ensuring that they are appropriate and sensitive to local norms and values.

**Inclusion and Differentiation:** There is a strong emphasis on inclusive education, with assessments will be differentiated to cater to the diverse learning needs of students, including those with special educational needs.

Overall, NGBS assessment policy is designed to provide a comprehensive understanding of each child's development, ensuring they are supported in their learning journey and prepared for the next stage of their education.

## Extra-Curricular Activities and Celebrations

### Purpose and Objectives:

**Holistic Development:** To enhance the overall development of students by providing opportunities to explore interests and talents beyond the academic curriculum.

**Skill Development:** To cultivate a wide range of skills, including leadership, teamwork, creativity, and critical thinking.

**Cultural Awareness:** To promote cultural understanding and appreciation, particularly important in the diverse and multicultural context of the UAE.

**Physical and Mental Well-being:** To support physical health and mental well-being through sports, arts, and recreational activities.

### Scope and Eligibility:

**Inclusivity:** All students will have the opportunity to participate in extracurricular activities, with clubs offered across a range of interests to cater to diverse student needs and preferences.

**Age Appropriateness:** Activities will be designed to be age-appropriate, with specific clubs tailored for different age groups (e.g., FS, KS1, KS2).

**Special Needs Provision:** Consideration will be given to the inclusion of students with special educational needs, with appropriate support provided to ensure their full participation.



## **Types of Clubs:**

**Academic Enrichment:** Clubs will extend learning in subjects such as English, Science, Math and sports.

**Sports and Physical Activity:** Opportunities for students to participate in various sports, fitness activities, and physical education beyond the regular curriculum.

**Arts and Culture:** Clubs focusing on music, drama, dance, visual arts, and cultural heritage.

**Technology and Innovation:** Coding clubs, robotics, digital media, and other technology-focused activities.

**Social and Environmental Responsibility:** Clubs that promote community service, environmental sustainability, and social responsibility.

## **Operational Guidelines:**

**Scheduling:** Extracurricular clubs will be scheduled outside of regular academic hours, such as after school or before school. The schedule will be communicated clearly to students and parents at the start of each term.

**Staffing:** Clubs will be supervised by qualified staff members or external professionals with expertise in the specific area. Staff-to-student ratios will be appropriate to ensure safety and effective learning.

**Facilities and Resources:** Adequate facilities and resources will be provided to support the activities of each club. This includes access to sports equipment, musical instruments, art supplies, and technological tools.

**Health and Safety:** A clear health and safety policy will be in place, including emergency procedures, first aid availability, and risk assessments for all activities.

## **Participation and Attendance**

**Voluntary Participation:** Participation in extracurricular clubs is voluntary, with students encouraged to choose clubs based on their interests.

**Attendance Monitoring:** Attendance will be monitored to ensure commitment and to identify any potential issues, such as over-commitment or lack of engagement.

**Parental Consent:** Parents will be informed about the clubs their children wish to join, and consent should be obtained, especially for activities that occur off-campus or involve higher risks.



## Evaluation and Feedback

**Regular Review:** The effectiveness of the extracurricular program will be regularly reviewed, with input from students, parents, and staff.

**Student Feedback:** Mechanisms will be in place to gather feedback from students about their experiences and suggestions for new clubs or improvements to existing ones.

**Reporting:** Periodic reports on the extracurricular program's outcomes and student participation will be shared with the school leadership and the wider school community.

## Cultural Sensitivity and Compliance

**Alignment with UAE Regulations:** The policy should align with local regulations and cultural norms, ensuring that all activities respect UAE values and traditions.

**Cultural Respect:** Clubs should foster respect for the diverse cultures represented within the school and the broader UAE community.

## NGBS School Fees

### Annual School Fees

Tuition Fees				
Grade	Amount Per Year	Term 1 (September-December)	Term 2 (January- March)	Term 3 (April- June)
FS 1 / PRE KG	22,000	8,800	6,600	6,600
SFS 2 / KG 1	19,900	7,960	5,970	5,970
Year 1 / KG 2	20,200	8,080	6,060	6,060
Year 2 / Grade 1	22,900	9,160	6,870	6,870
Year 3 / Grade 2	23,100	9,240	6,930	6,930
Year 4 / Grade 3	24,800	9,920	7,440	7,440
Year 5 / Grade 4	24,800	9,920	7,440	7,440
Year 6 / Grade 5	25,800	10,320	7,740	7,740



## Additional Mandatory Fees

Books, Stationery, Resources and Technology Fee		
Year	Amount	Amount – 750
FS 1 / Pre KG	1,750	750 dhms for:- 2 sets of regular uniforms with 1 Jacket 1 set of PE kit with 1 PE Hoodie
FS 2 / KG 1	1,850	
Year 1 / KG 2	2,050	
Year 2 / Grade 1	2,600	
Year 3 / Grade 2	2,650	
Year 4 / Grade 3	2,650	
Year 5 / Grade 4	2,650	
Year 6 / Grade 5	2,650	

Please note: School fees for the upcoming academic year are subject to change in accordance with Article 51, Bylaw of Federal Law No. (28) of 1999 Concerning Private Education and Applicable Regulations.

## Fee Payments

**Term fees are payable on/before the first day of each term:**

Term 1 Fee payment - on/before 10th Sept, 2024

Term 2 Fee payment - on/before 10th Jan, 2025

Term 3 Fee payment – on/before 10th April, 2025

## Mode of Payments

**Payments are accepted by:**

- ~ Cash
- ~ Credit/debit card
- ~ Bank transfer
- ~ Gateway payments through the website
- ~ **Cheques (these payments can ONLY be made for Term 2/3 ONLY)\***

\*1st term payments can be made by any methods (other than cheques) as stated above

\* any returned cheque will be subject to additional charges of 250 AED and no more cheques will be accepted after this period

**Cash payments:-** Cash payments can be made at NGBS cash counters. Please obtain a duly signed and stamped receipt upon cash payment.



**Credit/debit card payments:** - Card payments can be made at NGBS cash counters.

**Purpose:** Tuition fee payment (please mention your Child's ID, Name & Year)

Kindly forward a copy of your transfer advice/swift receipt to [accounts@northgatebritishschool.com](mailto:accounts@northgatebritishschool.com) once you have completed the transfer.

It is very important to state the required remittance information so payment can be traced and credited correctly. Please ensure to annotate your child's name and year group on the bank of the transfer to enable us to timely identify and locate the transfer.

**\*The Parent/s or Guardian/s whose signature/s appears on this parent school contract form shall be jointly and severally liable for the payment of any outstanding school fees.**

## Refund Policy

### Admission Cancellation During a Term:

If admission is cancelled within the first 30 days of the term, 50% of the term tuition fee will be refunded.

If admission is cancelled after the first 30 days of the term, no refund will be provided for that term.

In cases where the tuition fee has been paid for the entire academic year, after applying the refund policy for the current term, the remaining balance for the subsequent terms will be refunded.

## Caution Deposit

A caution deposit of AED 1,000 is required at the time of admission.

This deposit will be refunded upon the cancellation of admission, provided no damages have been incurred.

*The caution deposit may not be refunded and instead will be adjusted to cover any of the following damages:*

Damage to school property caused by the student.

Outstanding fees or dues owed by the student.

Costs associated with breaches of school policies, such as lost or damaged school materials (including but not limited to devices provided).



## Sibling Discount Policy

A 5% discount is available for the second sibling enrolled in the school.

A 10% discount is provided for the third sibling.

A 15% discount is offered from the fourth sibling onwards.

## Discount Policy

**General Discount:** A 10% discount is applied on tuition fee for all students for the academic year 2024 -2025.

**Fazaa and Esaad Discount:** A 15% discount is applied on tuition fee for students holding Fazaa or Esaad cards for the academic year 2024-2025.

## Communication for Effective

Effective communication is paramount in creating a solid stakeholder relationship. At North Gate British School, we appreciate that various methods of communication are key to providing and receiving information.

**School Website:** [www.northgatebritishschool.com](http://www.northgatebritishschool.com)

**Parent Portal:** Orison

**LMS:** Learning Ladders

**Email:** [info@northgatebritishschool.com](mailto:info@northgatebritishschool.com)

**Telephone:** +971 543 22 66 99

## Term Dates 2024 – 25

**First Academic Day:** 2nd September 2024

**Last Academic Day:** 4th July 2025

**First Term Break:** 13th December 2024 - 6th January 2025

**Second Term Break:** 21st March 2025 – 7th April 2025

## Daily Routine

Each week has five working days - Monday to Friday.

FS 1 – FS 2 timing is from 7.30 am – 1.00 pm (Monday – Thursday).

Year 1 – Year 6 timing is from 7.30 am – 2.45 pm (Monday – Thursday).

Friday timing for all classes is from 7.30 – 11.30 am.

Students should arrive at school no later than 7:30 am.

There is a 15/20 minute mid-morning break and 35/40 minutes lunch break for all (Monday-Thursday).

There is a 15 minute mid-morning break for all on Fridays.



## Technology Policy for Parents

### The Technology agreement is intended to ensure:-

That students will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.

The school will provide guidelines on acceptable use of technology for educational purposes.

That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Technology Agreement for students is attached to this form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to read and understand the school policies which are published in the school website and parent portal.

Upon signing this contract, The parent assent to their son/daughter to have access to the internet and to ICT systems at school, and have received a Technology Policy for the child and have briefed the same to him/her and understand that he/she will receive online safety education to help them understand the importance of safe use of technology and the internet-both in and out of school.

Upon signing this contract, the parent understands and affirm that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. The parent also understands that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. And acknowledge that their son's/daughter's activity on the systems will be monitored and that the school will contact them if they have concerns about any possible breaches of the Technology Agreement.

The parent hereby agrees to comply with school technology policy and they will encourage the child to adopt safe use of the internet and digital technologies at home and will inform the school while they have concerns over the child's online safety.



## Attitudes and Behaviour

NGBS will strive to provide all students with a hazard-free and emotionally safe environment where they can reach their full academic and personal potential.

NGBS enforces a zero-tolerance policy for bullying in all its forms.

Bullying is defined as the intentional and deliberate intimidation of another person through emotional, physical, psychological, or cyber means. Proven and intentional instances of bullying may result in the immediate expulsion of the aggressor from the school, with the matter being referred to MOE for ratification.

In alignment with this policy, the school will not tolerate any form of defamation or intentional harm conducted through social media platforms.

Parents and students across all year levels using any social media forum must always demonstrate respect for all members of the school community, including students and personnel.

Any such activities, even if conducted through a fake account, will face all available legal consequences. The school will promptly lodge a complaint with the concerned authorities against those responsible.

Parents and students must not breach confidentiality, defame, or make threats against any person within the school community. Proven and intentional breaches of the above will result in sanctions, which may include termination from the school.

At North Gate British School, we follow the student behaviour management policy of Ministerial Resolution No.851 of Year 2018 On Code of Behaviour Management for Students in the General Education Institutions.

## Health and Safety

North Gate British School is committed to providing a safe, secure, and healthy environment for all students, staff, and visitors. This Health and Safety clause outlines the mutual responsibilities of the school and the parents to maintain and promote a safe and healthy environment, in line with local regulations and best practices, particularly those established in the UAE.



## Transportation

Any concerns regarding transportation must be communicated to the school immediately.

Parents must ensure that their child follows all safety protocols during transportation to and from school while using private means.

The school provides transportation services. An application for transportation is attached with this document that governs the terms for using school transportation. Please ignore the application if you are not using transportation

## Undertakings from Parents

### Undertaking for Submission of Pending Documents by parent

I/We, the undersigned, acknowledge that the registration of my/our child ..... at North Gate British School is conditional upon the timely submission of all required documents.

I/We hereby undertake to submit any pending documents within 10 days of signing this contract.

I/We understand and agree that failure to submit the required documents within the specified time frame may result in delays, cancellation, or blocking of my/our child's registration.

I/We acknowledge that the school shall bear no responsibility for any delays, cancellations, or other issues related to the registration process that occur due to reasons beyond the school's control, including but not limited to the late submission of documents.

### Undertaking for Parents of Students of Determination (SoD)

I/We, the undersigned, agree to follow the recommendations based on the SoD screening report and will fulfil all related requirements in a timely manner.

I/We also agree to provide a diagnostic report from an approved clinic if requested by the school, as per MOE guidelines.

I/We accept full responsibility for providing my/our child with adequate academic support to address learning gaps.



I/We pledge to submit all required documents before [15/09/2024], understanding that failure to do so may result in my /our child's registration in the Al Manhal System being delayed or not completed, for which I/We will be fully liable.

I/We acknowledge that this deadline may change based on MOE requirements and will stay in contact with the school regarding any updates.

I/We am also aware that a Transfer Certificate (TC) or Bonafide Certificate will not be issued until my/our child is registered in the Student Information System (SIS)

## Consent for Use of Digital/Video Images

As the parent(s)/carer(s) of \_\_\_\_\_, I/We hereby consent to North Gate British School taking and using digital/video images of my/our child for educational purposes.

I/We understand that these images may be used in presentations, newsletters, the school website, and occasionally in public media, in compliance with the General Data Protection Regulation (GDPR).

I/We acknowledge that my/our child will not be identified by name in any published images.

I/We also agree that if I/we take digital or video images at school events, I/we will use them for personal purposes only and will not publish them on social media or comment on activities involving other students.

## Authorization for Collection of Students at the End of the School Day

The school will not release the student to any unauthorized person.

Parents must authorize specific individuals who can pick up their child from school.

An authorization form prescribed by the ministry must be completed during the admission process.

It is parents duty to inform the school including the homeroom teacher of any changes related to the collection of their child at the end of the school day within a 48 hours window in writing.



## Student Medical History Form

Parents must complete a medical history form attached herewith for their child, including allergies, chronic conditions, and medications.

## School Health General Consent Form

Parents must provide consent for attached herewith for the school to administer basic first aid and medical care as needed.

## Parent Agreement with NGBS Regarding Toilet Training \*(FS1/2 children ONLY)

### Purpose of Agreement

This agreement outlines the expectations between the parents/guardians of the child stated in this contract and NGBS regarding the child's toilet training status and the steps to be taken if assistance or further support is required.

### Parental Responsibilities

The parents/guardians confirm that their child is toilet trained and can independently manage basic toileting needs, including:

- ↗ Recognising the need to use the toilet.
- ↗ Undressing and redressing as needed.
- ↗ Wiping themselves after using the toilet.
- ↗ Washing and drying their hands.

The parents/guardians agree to provide spare clothing and wipes in the child's bag in case of accidents. If accidents occur regularly, the parents/guardians agree to collaborate with the school to address any additional needs or support the child may require.

### **School Responsibilities**

NGBS agrees to provide appropriate facilities for the child to use the toilet independently, including access to toilets, sinks, soap, and towels.



School staff will offer verbal reminders and encouragement if needed.

In the event of an accident, school staff will provide assistance as needed, including helping the child change into clean clothing if provided.

The school agrees to communicate with parents/guardians if there are frequent accidents or if there is a need for additional support or intervention.

### **Communication**

The school will inform the parents/guardians of any concerns related to the child's toilet training or any incidents that occur at school.

Parents/guardians agree to keep the school informed of any changes in the child's toileting needs or abilities.

### **School Actions**

The school reserves the right to inform the parents that the child must remain at home until further notice when the child is able to attend to his/her toilet needs and is 100% toilet trained.

### **Agreement**

By signing this agreement, both parties acknowledge their roles and responsibilities in supporting the child with toilet training and agree to work together in the child's best interest.

## **Appeal Process**

The school will provide an appeal process for parents to raise concerns about decisions that affect their child's education.

Appeals must be submitted in writing, and the school will respond within a set timeframe.

## **Declaration**

By signing this contract, both the parents and the school agree to adhere to the terms outlined above. This agreement will remain in effect for the duration of the student's enrolment at North Gate British School.



Name of Child: .....

Age: .....

Male/Female: .....

Year Group Attending for the Academic Year: .....

Parent/Guardian Name: .....

Emirates ID Number: .....

Date: .....

Parent/Guardian Signature: .....

Consent for Use of Digital/Video Images (Please tick your preferred option)

I have read the terms on the use of my child's digital/video images by the school and hereby:

I agree and CONSENT to the use of my child's digital/video images for class dojo and social media by the school

I agree but DO NOT CONSENT to the use of my child's digital/video images for class dojo and social media by the school

\*Please be reminded again that this agreement has been signed by you and you have entered this agreement with NGBS – you will be jointly and severally liable for the payment of all and any outstanding school fees that have occurred during the academic year 2024 – 25.

School Representative Name: .....

Designation: .....

School Representative Signature: .....

Date: .....



## Parent Declaration of Agreement

I,.....being the parent/guardian of ....., hereby declare that I have read and fully understood the school's admissions process, as outlined in the school's admissions policy.

I confirm that I am in full agreement with all the terms and conditions set forth in the admissions policy.

Signed :

Parent's Full Name :

Date :

School Signed :

Date :