



## **PARENT – SCHOOL CONTRACT(KGI &KG2)**

### **RADIANT INDIAN SCHOOL SHARJAH**

**ACADEMIC YEAR (2024-2025)**

#### **INTRODUCTION:**

A constructive relationship between the school and families is a key to ensure that the students' well-being is at the core of an effective educational experience. It is beneficial for both parties, the schools and the Parents , if these constructive relationships are based on agreed terms and conditions set out clearly in a contract form.

In addition to this contract, school has effective procedures to address and moderate parental concerns and complaints, while at the same time parents should also be recognized and used as a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are required to read this document carefully and to approve it only after all queries have been addressed by the school.

#### **1. COMMUNICATION METHODS**

Effective communication is essential in building a school-parent partnership which will strengthen the student's learning experience. Communication happens through different means, such as the school's website, portal, emails, SMS, WhatsApp, newsletters & through telephone to target all the parents. The language of communication is preferred in English. Sometimes with parents the communication could be in any Indian language for better understanding.

#### **1.1 THE RESPONSIBILITIES OF THE SCHOOL INCLUDE:**

- Communicating to parents about all the policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate the messages.
- Updating the information about school policies, expectations, programs, staff and any other important messages or information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports (at least 2 per year: half term certificate, end of year certificate) and meetings (at regular intervals). The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Provide parents an opportunity to give their valuable suggestion for the improvement and betterment of the school as being a part of parent council member.
- Providing parents the opportunity to see and review all of their child's work

and assessments.(Reports/Certificates).

## **1.2 THE RESPONSIBILITIES OF THE PARENTS INCLUDE:**

- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
- Updating the school about any changes in the contact information.
- Referring regularly to established means of communications for any updates about the school.
- \*Own transport parents must adhere to the school timing. The school gate will close at 7:30am.\*Own transport parents must pick their ward from the school before 12:45pm.
- Being courteous in their approach to staff when enquiring about their child.
- Attending all meetings, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardize their child's progress and learning experience.
- Parent's level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrollment the following year.
- Support and guide their students to ensure that their day to day activities are completed as per school's/teacher's requirement from time to time to avoid disapproval situation.

## **2. ACCEPTANCE OF THE STUDENT'S ENROLLMENT IN THE SCHOOL**

### **2.1 SCHOOL RESPONSIBILITIES**

#### **ADMISSION GUIDELINES:**

In all cases, admission procedures laid down by the Sharjah Private Education Authority have to be adhered to. Admission guidelines are subject to current SPEA regulations and are subject to change.

- ❖ Candidates applying for admission must be on residence visa and have a valid Emirates ID.
- ❖ A student is submitted in KG1 if he/she completes four years of age before 31<sup>st</sup> of March of the year in which they have been admitted.
- ❖ A student is admitted in KG2 if he/she completes five years of age before the 31<sup>st</sup> of March of the year in which they have been admitted.
- ❖ Transfer should take place in the first month of the academic year if the student is coming from the same curriculum.
- ❖ Students transferring from outside the country must be enrolled in his/her current school and cannot have been absent for more than a month.
- ❖ Students coming from within the UAE (except Dubai and Abu Dhabi) have to get the ISIS number from the current school.
- ❖ According to SPEA notification we have to reduce the strength of the students for the Academic year 2025-2026. Those who want to reserve the seat for next academic year they have to pay AED500 which is

non-refundable and will be adjust with the academic fees for the Academic year 2025-2026. Last date for submission of seat confirmation fees is 15th January 2025.

At the time of admission the following documents are required. It is mandatory to submit the following documents for admission:

- ❖ Pass certificate, Final Result of the last grade level (except for KG1). Admissions for all Grades including KG and Grade 1 will require a duly attested discontinued / running TC.
- ❖ All certificates and documents must be formally attested.
  - From Grade 1 admission can be given on the basis of a promoted TC, with due attestation as mentioned below:

a). For students coming from India/ abroad (outside UAE):

Transfer certificate issued abroad (outside UAE) must be attested by the District Education officer in India, or relevant authority; Indian Consulate in Dubai and the Ministry of Foreign Affairs, Sharjah.

b). Students coming from within UAE are required to submit the Original Transfer Certificate/ School Leaving Certificate (Arabic) of the school last attended, duly attested by the ministry of Education.

Admissions are subject to availability of seats and the entrance test clearance conducted in the school

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**Withdrawal:**The Transfer Certificate (T.C) application form is now online. Parents may log in to school website and apply for the TC. Parents are requested to collect the Medical Report of their ward from the clinic after collecting the T.C  
**Application for Leave:** Formal leave application (Mail) has to be send in advance to the class teacher in prior.

Application for leave is to be submitted to the Head of the institution and sanction obtained in advance, if they need leave for more than 3 days. Leave during the examinations period is not granted. 97% attendance is mandatory to get promoted to next grade.

**2.2 PARENTS/GUARDIAN RESPONSIBILITY:**

Parent's responsibility is to provide the following documents and sign the following declaration form.

**RADIANT INDIAN SCHOOL SHARJAH**  
**PO BOX: 4764, SHARJAH-UAE, Tel: 06-5663128**  
Email Id: [radian86@emirates.net.ae](mailto:radian86@emirates.net.ae) website: [www.radianschoolsharjah.com](http://www.radianschoolsharjah.com)

**DECLARATION FORM**

Mr. \_\_\_\_\_ and Mrs. \_\_\_\_\_ parents  
of the student \_\_\_\_\_ in  
Grade/div: \_\_\_\_\_ for academic Year \_\_\_\_\_ will provide required  
documents according to Sharjah Private Education Authority. In case not submitted  
before \_\_\_\_\_ the school has authority to cancel my ward admission. In  
that case Sharjah Private Education Authority will cancel admission automatically.  
Required Documents:

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1. Original Transfer Certificate (TC) attested in Home Country and UAE.
2. Mark sheet attested in the home country and UAE.
3. Valid Emirates ID (Original)
4. Passport copy of Father and Child.
5. Birth Certificate Copy
6. Vaccination card Copy

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact No: \_\_\_\_\_

### 3. CURRICULUM AND EDUCATIONAL PROGRAMS:

#### CURRICULUM

Offering a world class education founded on an elaborated National Curriculum of India accredited by CBSE.

Please refer to table below for detailed information regarding the school's curriculum and programmes.

The table also indicates boards and organizations which have accredited or authorized the school. Websites are included if parents wish to seek further information.

Phase/cycle	Curriculum/ programme	Accreditation/ Authorization
KG 1 & KG 2	Early years foundation stage	CBSE(central board of secondary education)

#### Subject offering:

In addition to the development of specific skills and competencies, the curriculum emphasizes enquiry, creativity, analytical evaluation and other skills aligned to the meet the needs of UAE National Agenda and prepare 21st Century learners for the challenges of the future.

#### Text Books at Radiant Indian School, Sharjah

Text books prescribed at Radiant Indian School for KG strictly follows the Early years foundation stage CBSE curriculum but the school takes the liberty of following text books recommended by CBSE in order to provide extra support and variety in their comprehension, information recall, analytical and problem solving abilities, thus enhancing their learning skills.

#### Mandatory subjects:

PHASE 1	SUBJECT OFFERING
KG 1	English (Reading, speaking, listening and writing)

	<b>Environmental Science, (exploring and investigation of world around us)</b> <b>Math, (Pre numerical and Numerical strands)</b> <b>Computer Education ,Art ,Physical Education.</b>
<b>KG 2</b>	<b>English , ,(Reading, speaking, listening and writing)</b>  <b>Environmental Science, exploring and investigation of world around us)</b>  <b>Math, (Pre numerical and Numerical strands)</b> <b>Computer Education,</b> <b>Art</b> <b>Physical Education,</b> <b>Second language.(Hindi, Urdu &amp; Malayalam) (All four strands of literacy</b> <b>Reading , writing, speaking and listening)</b>

**b. Subjects offering:**

**We offer Hindi, Urdu and Malayalam as the second language.**

### **3.1 COMPULSORY STUDY MATERIALS:**

#### **RESPONSIBILITY OF PARENTS:**

Parents should be responsible for providing their children with the essential study materials for regular learning that include textbooks, notebooks, worksheets and other resources related to learning.

\*All Parents have to buy new set of books. Photocopies of textbooks are not allowed.

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**RESPONSIBILITY OF SCHOOL:** The school should be responsible for providing the students with all the textbooks and notebooks for all the subjects.

### **3.2 Elective study materials**

**NA**

### **3.3 EVALUATION POLICY:**

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**Refer evaluation policy on the school website.**

**RESPONSIBILITY OF PARENTS:**

All parents should ensure that their children will attend all the assessments conducted in the school and also help them in their learning process.

#### **RESPONSIBILITY OF SCHOOL:**

##### **Pre – Assessment:**

All teachers will assess the students' prior knowledge and experience before embarking on new learning experiences. (Diagnostic test).

Class tests will be conducted by the teachers at regular intervals after completion of every chapter/topic.

**Formative Assessment:** Ongoing and regular assessment/project/assignment will be used during the teaching and learning process to inform teachers and children about how the learning is developing. Formative assessment and teaching are directly linked. A variety of methods will be used.

**Summative Assessment:** Summative assessment happens at the end of the teaching and learning process and is planned for in advance. The assessment is designed so that students can show their understanding. All summative tasks are to be completed at school\*.

The teachers are to be clear rubrics for each subject.

All types of assessment marks will be marked in the excel sheet as an evidence of student's performance holistically.

**Grading system-**According to the mark attained by each student grades will be marked on the report card/portal.

#### **PROMOTION AND RETENTION POLICIES:**

In general, the school does not seek to retain students in the Kindergarten, unless it is seen as educationally beneficial for them to do so. Poor Attendance may also be a factor influencing such a decision. Each child of grade Kindergarten will be promoted to next grade unless there are Special Education Needs.

#### **3.3 EVALUATION POLICY:**

Assessment policy in the kindergarten:

- ❖ The main purpose of assessment is to Identify the learners and to provide them with the necessary support and suitable level of challenge.
- ❖ Monitor the learners' attainment and progress.
- ❖ To inform and guide them in their learning.
- ❖ To identify the strength and weakness of the learners- provide them with necessary support and guidance.
- ❖ Set target and assist in future learning.
- ❖ To review and modify the curriculum if needed.

**Methods of assessment in kindergarten**

<b>SUBJECTS</b>	<b>Strands Assessed</b>	<b>METHODS FOR ASSESSMENT</b>	<b>How often</b>
<b>English-KG 1</b>	<b>LITERARYSKILLS</b> <b>STRANDS-READING</b> (phonics awareness) <b>STRANDS-WRITING</b> (recognition and identification of letters, Writing of letters) <b>STRANDS-LISTENING-Speaking</b> (Listening and responding)	<b>Class observation (reading worksheets and identification of first letter of the objects)</b>  <b>Writing (using hands on activities, tracing worksheets)</b>  <b>Work sheets</b> <b>Simple dictation.Speaking (classobservations)</b>	<b>Daily.</b>  <b>Daily</b> <b>Daily</b> <b>Weekly.</b> <b>Daily in the class.</b>
<b>Math – KG 1</b>	<b>Strands</b> <b>Numerical skills</b> <b>Pre numerical concepts.</b> <b>Mental math.</b>	<b>Class observation.</b> <b>hands on activities.Work sheets.</b> <b>Simple test-(weekly )Oral questions.</b>	<b>Daily.</b> <b>Daily.</b> <b>Daily.</b> <b>Weekly.</b> <b>Daily in a class.</b>
<b>E.V.S-KG I</b>	<b>Exploration and investigation</b> <b>Understanding human and natural dimensions.</b>	<b>Class observation</b> <b>Hands on activities.Work sheets</b> <b>Simple test (oral &amp; written)</b> <b>Oral questions</b>	<b>Daily.</b> <b>Daily.</b> <b>(Daily,Weekly)</b>
<b>ENGLISH KG II</b>	<b>LITERARY SKILLS</b> <b>STRANDS-READING</b> (phonics awareness ) <b>STRANDS-WRITING</b> (recognition and identification of	<b>Class observation (reading worksheets and identification of first letter of the objects)</b> <b>Writing (using hands on activities, worksheets)</b> <b>Framing simple sentences.</b>	<b>Daily.</b>  <b>Daily</b>  <b>Daily</b>  <b>Weekly.</b>



	letters, Writing of letters) <b>STRANDS- LISTENING</b> (Listening and responding) <b>Speaking:</b> Making simple sentences	Work sheets. Simple dictations.  Speaking (class observations)  Activities : show and tell.	Daily in the class.
<b>E.V.S- KG II</b>	Exploration and investigation Understanding human and natural dimensions.	Class observation. Online hands on activities. Work sheets. Simple test-(weekly )  Oral questions.	Daily. Daily. Daily. Weekly. Daily in a class.
<b>Math –KG II</b>	Strands Numerical skills Pre numerical concepts. Mental math.	Class observation. Online hands on activities. Work sheets.  Simple class test-(weekly )  Oral questions.	Daily. Daily. Daily. Weekly. Daily in a class.

### **3.4 GRADUATION REQUIREMENTS AND EQUIVALENCIES**

Students are promoted on the basis of evaluation policy.

#### **4. SCHOOL FEE:**

The school fee and Bus fee must be paid in 3 Installments. Fee must be paid before 10<sup>th</sup> of each term.

1<sup>st</sup> Installment ( April to June) by 3 April 2024

2<sup>nd</sup> Installment(Sep – Dec) by 4<sup>th</sup> Sep 2024

3<sup>rd</sup> Installment (Jan – Mar) by 8<sup>th</sup> Jan 2025

\*New fee structure will be notified after Sharjah Private Education

Authority's approval.If student leave school for any reason, the fees have to be collected as follows:

1. He/She should pay school fees for one full month if he/she attends at school for two weeks or less.

2. He/She should pay school fees for two full month if he/she attends at school for more than two weeks or less than one month.

3. He/She should pay school fees for three full month if he/she attends at school more than one month.

4. School books and uniforms should not be refunded but transport fees should be treated as applied to school fees.

5. School has increased transportation fees for the academic year 2024 to 2025.

6.It is mandatory to pay International Assessment fees.

## **5. COMMITMENT TO THE SCHOOL CALENDAR.**

### **5.1 SCHOOL RESPONSIBILITIES:**

A well planned academic calendar is organized in which all Extra-curricular activities ((ECAs) and celebrations are included. ECAs are offered from KG- Grade 12 across the year and provide opportunities for students to participate in activities covering the Arts, Sports, Academics or other interests.

### **5.2 PARENT RESPONSIBILITIES:**

Parents are advised to regularly check information relating to these via the circular or through Radiant Indian School portal. Parents are advised to encourage their children to participate in all the activities widely.

## **6. BEHAVIOUR MANAGEMENT POLICY**

### **6.1 BEHAVIOUR MANAGEMENT POLICY APPROVED BY SPEA**

Refer to the behavior policy published in the website.

### **6.2 BEHAVIOUR MANAGEMENT POLICY APPROVED BY SCHOOL**

Kindly refer to the behavior management policy approved by the parent council, counselor and school behavior committee members.

#### **6.2.1 CLASSROOM LEARNING:**

This policy reflects Radiant Indian School's values of:

Respect, responsibility, equity, accountability, creativity and honesty.

Our school is a safe, caring and orderly learning that suits to latest trends, technology and 21st century learning skills environment in which the rights of all students to learn and all teachers to teach as per the modern trends.

- ❖ Consequently, we work together to provide all students with a caring environment in which learning, cooperation, value of time, respect are valued and encouraged, enabling children to achieve their maximum development potential.
- ❖ We are committed in helping learners acquire and use knowledge, communicate effectively, and become responsible in their community prepared to meet the challenges of the future.  
We believe that:
- ❖ We challenge students to take personal responsibility for their education and to apply their learning in the changing world.
  
- ❖ To build good behavior and attitude among student
- ❖ Teacher set appropriate rules for classroom and reward when they demonstrate it.
- ❖ Counselor counsels students who have behavioral issues and tries to ensure that these students also follow the behavior rules and receive behavior rewards.

- ❖ Students receive reward towards behavior, respect for others, and no bullying in school.
- ❖ Students are not be allowed to engage in behavior that is not in the best interest of themselves or the best interests of others.
- ❖ Appropriate behavior applies equally during out of lesson times such as recess, lunch, on buses travelling to and from school and on excursions and camps. Teacher in charge takes care that students are in discipline at all times.

### **6.2.2 RESPONSIBILITIES OF PARENTS:**

- \* Provide the appropriate educational environment for learners in homes, Internet and the pleasant atmosphere, for learners.
- \* Provide an electronic device for each learner to use in learning under adult supervision.(computers, tablets, smartphones, etc.).
- \* Encourage learners to practice distance learning by ensuring that all educational lessons are completed on time on regular basis.
- \* Oblige learners to follow the timetable in line to support teacher to enhance with standards of teaching the curriculum.
- \* Oblige learners to follow the educational institution's general policy of using electronic devices for educational purposes during learning.

by talking/arguing to the teacher related to the subject/content/presentation/understanding of lesson etc.

- \* Oblige to use polite words to check/guide for technical faults/uploading of assignment/unable to access the link/power point presentation for students of grade KGI –KG2
- \* In case of any suggestion / queries they can mail/ contact the school after the classes.

- \* Parents comply with the policy and related procedure.

### **RESPONSIBILITIES OF THE STUDENT:**

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**\* If a student wants to raise a question, raise their hands to draw the attention of teacher.\* Only one student, raise their hand/chat for question at a time in case to clarify/suggest their doubts/answer.**

**\* Only students originality of work is expected/entertained at all times during learning.**

**\* Students should complete the work assigned by the teachers on or before the deadlines of submissions.**

**\* All the assignments/worksheets/project only will assessed and evaluated to track the progress of the student. It will also be considered as their formative marks for term I.**

**\* The data and content of learning is confidential and it is not shared with others/not related to this institution.**

**\* Students comply with the policy and related procedure.**

#### **RESPONSIBILITIES OF TEACHER:**

**\* Teachers plan to deliver correct information of their teaching**

**\* Teachers follow syllabus/curriculum to enhance the standard and quality of teaching and learning.**

**\* Teachers follow the plan and deliver the lessons to the standards of the learning.\* Teacher question/encourage student to make them think creative/critical and obtain knowledge in the subject.**

**\* Teachers use all techniques like innovative, enquiry, research etc. based teaching.**

**\* Teachers plan their lessons to meet the needs of individual and develop student independent learning skills.**

**\* Teachers encourage and ensure original student work during learning and classess all their works accordingly. Teachers also guide students in getting the bestof their original works to assess them.\* Teachers guide and clarify every student doubt during learning and ensure students have understood the concept.**

#### **6.2.3.**

#### **RESPONSIBILITY OF THE SCHOOL:**

**School will make sure the student understands the rules (from their dress code, attendance and punctuality, break times rules, on and off time rules,)**

#### **RESPONSIBILITY OF TEACHER:**



It is the responsibility of the teacher to make sure that the student understand rules and regulation of at all times .

**RESPONSIBILITY OF PARENT:**

❖ Parent should make sure that their ward understand rules and regulation.

\*If any student damages the school property, the school has right to impose fine.

**RESPONSIBILITY OF STUDENTS:** Student has to abide and rules and regulation all the times inside the classroom.

**7. HEALTH AND SAFETY:**

It is the responsibility of the school and the parents to secure a safe and healthy environment for the students. In this regard, the school shall issue and implement various health and safety guidelines that parents are expected to abide by and ensure their children do so as well.

**7.1 THE RESPONSIBILITIES OF THE SCHOOL INCLUDE:**

Providing students with appropriate medical care as per the regulations set.

Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.

Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.

**7.2 THE RESPONSIBILITIES OF THE PARENTS INCLUDE:**

Sharing with the school all information related to their child's medical condition and history.

Ensuring that meals and snacks provided to students adhere to the school's

policies and guidelines in this regard.

Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.

**8. PEOPLE OF DETERMINATION: NA**

**9. TRANSPORTATION:**

**9.1 SCHOOL RESPONSIBILITIES**

The school is responsible for ensuring the students' safety while on school buses, whether managed by the school or outsourced to a third party. In addition to implementing rigorous safety procedures outlined in a school policy, the school will also ensure the full implementation of the guidelines outlined by RTA on the matter.

**9.2 PARENTS RESPONSIBILITY**

The following are expectations set by the school for parents at the school.

#### **A) PRIVATE VEHICLES:**

to ensure the safety of all students, parents driving to school will receive a route map. Detailing entry and exit points to the school.

Parents abide by the designated entry and exit routes set by the school.

School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions be obeyed.

#### **b) Buses:**

For all intents and purposes, school buses, whether managed by the school or outsourced to a third party, are considered part of the school premises when being used by students.

All safety rules and behaviour expectations set by the school (based on the recommendation from SPEA) and enforced by personnel, be adhered to by students and parents.

#### **10. SPECIAL CONDITION (IF ANY) NA**

#### **11. PROCEDURE FOR MANAGING AND RESOLVING DISPUTES**

- ❖ Clarify what the disagreement is. Clarifying involves getting to the heart of the conflict. The goal of this step is to get both sides to agree on what the disagreement is. To do this, we need to discuss what needs are not being met on both sides of the conflict and ensure mutual understanding. During the process, obtain as much information as possible on each side's point of view. Continue to ask questions until we are certain that all parties involved understand the issue.
- ❖ Establish a common goal for both parties. In this step of the process, both sides agree on the desired outcome of the conflict. "When people know that they're working towards the same goal, then they're more apt to participate truthfully to make sure that they reach that end goal together That commonality can be as simple as "both sides want to end the conflict."
- ❖ Discuss ways to meet the common goal. This involves listening, communicating, and brainstorming together. Continue with both sides working together to discuss ways that they can meet the goal they agreed on in step 2. Keep going until all the options are exhausted.
- ❖ Determine the barriers to the common goal. In this step of the process, the two parties acknowledge what has brought them into the conflict and talk about what problems may prevent a resolution. Understanding the possible problems that may be encountered along the way lets you proactively find solutions and have plans in place to handle issues. Define what can and cannot be changed about the situation. For the items that cannot be changed, discuss ways of getting around those road blocks.
- ❖ Agree on the best way to resolve the conflict. Both parties need to come to a conclusion on the best resolution. Start by identifying solutions that both sides can live with. Ask both sides and see where there is common ground. Then start to discuss the responsibility each party has in maintaining the solution.

- ❖ Acknowledge the agreed upon solution and determine the responsibilities each party has in the resolution. Both sides need to own their responsibility in the resolution of the conflict and express aloud what they have agreed to. After both parties have acknowledged a win-win situation, ask both parties to use phrases such as “I agree to...” and “I acknowledge that I have responsibility for...”

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