

A. INTRODUCTION

B. TERMINOLOGY

C. ADMISSION AND ENTRY TO THE SCHOOL

D. PASTORAL CARE

A. INTRODUCTION

1. These Terms and Conditions form the basis of a legal contract for educational services. The Terms and Conditions are intended to promote the education and welfare of each pupil and the stability, forward-planning, proper resourcing and development of the school.

2. Our prospectus and website are not contractual documents.

3. Managing Change: Radiant Indian School for Girls and Boys, as any other school, is likely to undergo a number of changes during the time your child is a pupil here.

4. Documents referred to: Before accepting the offer of a place, parents and pupils should refer to the School Policies and the Fees List on school website (www.https://radiantschoolsharjah.com). Parents also have an opportunity, on request, to see any of the other documents referred to in these Terms and Conditions.

B. TERMINOLOGY

5. "The School"/"We"/"Us" means Radiant Indian School for Girls and Boys in Sharjah as now or in the future constituted.

6. "Governing Body"/"Board of Governors"/"Governor/s" means the Governing Body of Radiant Indian School for Girls and Boys in Sharjah, who are responsible for governance of the school.

7. "The Principal" is responsible for the day-to-day running of the school and that expression includes those to whom any duties of the Principal or of the Governing Body have been delegated.

8. "The Parents"/"You" means any person who has signed the Acceptance of Place Form and/or who has accepted responsibility for a child's attendance at this school. Parents are legally responsible, individually and jointly, for complying with their obligations under these terms and conditions. Those who have "parental responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child which justify withholding information to safeguard the interests and welfare and best interests of the child.

9. "The Pupil" is the child named as per the school records.

C. ADMISSION AND ENTRY TO THE SCHOOL

10. Admission and Entry:

Admission is subject to the availability of seats and the student and parents fulfilling all admission requirements (as per SPEA), including completion of an Admission Test and/or Interaction, where applicable. "Admission" is confirmed once the parents formally accept the school's offer of a place. "Entry" refers to the date on which the student first attends the school under this agreement.

11. Registration / Re-registration Fee and Admission:

An applicant will be considered for admission only after the prescribed Registration Fee has been paid and the completed Prospectus has been submitted to the Admissions Department.

12. Offer of Place and Fee Payment:

Upon acceptance of the offer of admission, parents are required to remit the applicable fees in accordance with the payment schedule outlined in Appendix A. Fees shall be paid in four installments.

13. Equal Opportunities:

The School operates as a mainstream day school for boys and girls aged 4 to 18 years. It embraces students from diverse nationalities, cultures, and backgrounds, and is committed to upholding principles of equality, mutual respect, human rights, and inclusivity.

D. PASTORAL CARE

14. Meaning and Purpose

Pastoral Care at the School refers to the comprehensive support system designed to promote the wellbeing, safety, personal development, and academic success of every student. It encompasses safeguarding, emotional support, guidance, behaviour management, and the creation of a respectful and inclusive school environment in line with SPEA expectations.

15. School Commitment

The School is committed to:

- Providing a safe, secure, and nurturing learning environment.
- Safeguarding and promoting the physical, emotional, and psychological welfare of all students.
- Respecting students' dignity, rights, and cultural backgrounds.
- Implementing Child Protection and Safeguarding Policies in accordance with MOE Bylaws and SPEA regulations.
- Ensuring anti-bullying measures and promoting positive behaviour across the school community.

16. Safeguarding and Child Protection

- The School maintains a designated Safeguarding Team responsible for handling child protection concerns.
- All staff members are trained to identify and report safeguarding concerns.
- Any suspicion or disclosure relating to abuse, neglect, or harm will be handled confidentially and may be reported to relevant authorities as required by MOE and SPEA law.

17. Parent Responsibilities

Parents agree to:

- Provide accurate and updated information regarding the student's medical, psychological, and family circumstances that may affect wellbeing.
- Inform the school promptly of any concerns affecting the student's safety or emotional health.
- Support the school's behaviour and safeguarding policies.
- Cooperate with the school in addressing pastoral or behavioural concerns.

18. Student Welfare and Behaviour

- The school promotes respect, responsibility, and positive relationships among students and staff.
- Bullying, harassment, discrimination, or any form of misconduct will not be tolerated.
- Behavioural concerns will be addressed through fair and progressive disciplinary procedures in accordance with School Policy and SPEA guidelines.

19. Confidentiality

Information relating to a student's welfare will be treated with sensitivity and confidentiality. However, the school reserves the right to share information with appropriate authorities or relevant staff members where necessary to safeguard the student or others.

20. Authority of the Principal

Parents authorise the Principal to take appropriate and reasonable decisions in good faith to safeguard and promote the student's welfare, including emergency decisions when parents cannot be contacted.

21. Curriculum and Education Programmes:

A. Phases and Curriculum Program and Accreditation:

Please refer to the table below for detailed information regarding the school's curriculum and programmes. The table also indicates boards and organisations which have accredited or authorised the school. Websites are included if parents wish to seek further information.

Phase/Cycle	Curriculum/ Programme	Accreditation/ Authorization(to add website)
Phase 1: KG	Students in Phase 1 (Kindergarten) are provided with a curriculum aligned to the framework of the Central Board of Secondary Education (CBSE), designed to support early childhood development through play-based, activity-oriented, and skill-focused learning approaches appropriate to their age group.	
Phase 2: Grade 1 to 5	The Primary School curriculum adopts an integrated approach that embeds core values, 21st-century skills, social and emotional learning, and student wellbeing into daily teaching and learning practices. Collaborative learning strategies are incorporated into classroom instruction to foster critical thinking,	Central Board of Secondary Education, India https://cbse.nic.in

	creativity, communication, and teamwork. This approach aims to nurture confident, responsible, and lifelong learners equipped with a global perspective.	
Phase 3: Grades 6 to 8	Teaching and learning strategies in Phase 3 emphasise collaborative learning, inquiry-based activities, critical thinking, and effective communication. Students are encouraged to develop problem-solving abilities, creativity, and responsibility, enabling them to grow as confident learners with an emerging global outlook.	Central Board of Secondary Education, India https://cbse.nic.in
Phase 4: Grades 9 to 12	The secondary Curriculum provides students with a broad and balanced understanding of core subjects and co-curricular subjects to enable students to communicate effectively, analyse information, and make informed decisions. The curriculum prepares them effectively for the final CBSE board examination.	Central Board of Secondary Education, India https://cbse.nic.in

B. Mandatory subjects: As per the rules and regulations in the UAE, it is mandatory for:

- All Muslim students to study Islamic Education from KG to Grade 12 .
- All students registered at the school with a non-Arab passport to study Arabic as an additional language from KG to Grade 9 .
- All students study Moral Education from Grade 1 to Grade 12.
- All students study UAE Social Studies from Grade 1 to Grade 9.

Subjects Offering:

Phase 1: Kindergarten(KG 1 & KG 2)	Phase 2: Primary School(Grade 1 to Grade 5)
<p>Scholastic Areas: Literacy, Numeracy, The World Around Us, Computer, Second Language(Hindi/Urdu/Malayalam(KG 2))</p> <p>Prime Areas(Skill Development Embedded Curriculum): Art Education, Physical Education, Socio-Emotional Ethical Learning, Positive Learning Habits, General Knowledge</p> <p>Ministry Subjects: Arabic, Islamic Studies</p>	<p>Scholastic Subjects: - English; Math; Science; Indian Social Studies(except Grade 1 and Grade 2); Second language (Hindi / Urdu / Malayalam); Computer Science</p> <p>Ministry Subjects: Arabic, Islamic Studies, UAE Social Studies, Moral Education</p> <p>Non-Scholastic Subjects: - Art Education; Health and Physical Education (HPE); General Knowledge; Skill Education; STEM Education</p>

Radiant Indian School
For Girls & Boys

Phase 3: Middle School(Grade 6 to 8)	Phase 4: Secondary School(Grades 9 to 10)
<p>Scholastic Subjects: English; Math; Science; Social Studies; Second language (Hindi/ Urdu/Malayalam), Computer Science</p> <p>Ministry Subjects: Arabic, Islamic Studies, UAE Social Studies, Moral Education</p> <p>Non-Scholastic Subjects: Art Education, Health and Physical Education (HPE); Vocational Education(VE); STEM Education; General Knowledge</p>	<p>Scholastic Subjects: - English; Maths; Science; Social Science, Second language (Hindi/ Urdu /Malayalam), Computer Science</p> <p>Ministry Subjects: Arabic(Gr.9), Islamic Studies, UAE Social Studies(Gr.9), Moral Education</p> <p>Non-Scholastic Subjects: Art; Health and Physical Education (HPE), General knowledge</p>

Phase 4: Senior Secondary School(Grade 11 & Grade 12)
<p>Academic electives: Economics, Business Studies, Accountancy, Physics, Chemistry, Biology/Computer Science, Mathematics/Psychology</p> <ul style="list-style-type: none"> ● Ministry Subjects: Islamic Studies, Moral Education ● Language: English ● Compulsory areas: Health & Physical Education, Work Experience, General Studies

C. Assessment Policy:

School follows a regular and comprehensive process of assessment which emphasizes two-fold objectives. These objectives are continuity in the evaluation and assessment of broad-based learning and behavioural outcomes.

Assessment in Kindergarten: Kindergarten has ongoing assessments throughout the year which are based on teachers' everyday observations in the classroom during learning centre activities and students' work.

The students are awarded qualitative Grades:

- a. Emerging- A child needs a lot of support and guidance to complete tasks.
- b. Expected: A child is able to do most of the work with very little support and guidance.
- c. Exceeding: A child is able to do most of the work independently.

Phonics assessment is conducted twice every term to assess their phonic skills and reading levels.

There are 2 terms in the academic year.

Term 1	Term 2
Periodic Test 1	Periodic Test 2
Half Yearly Examination	Final Examination

A Student's report card is made available to parents for overall performance at the end of each term.

PTMs are held twice every term, which helps teachers to share their feedback about students' progress and plan the improvement in consultation with the parents.

Assessments in Grade 1 to 8:

Term 1	Term 2
Periodic Test 1	Periodic Test 2
Half Yearly Examination	Final Examination

For Grades 1 to 4

Tests	PT1	Half yearly exam	PT2	Yearly exam
Month	May	October	November	February - March
Maximum Marks	20	40	20	40

For Grades 5 to 8

Tests	PT1	Half yearly exam	PT2	Yearly exam
Month	May	October	November	February - March
Maximum Marks	20	80	20	80

Assessment includes both formative and summative methods, with a focus on holistic development as per CBSE's vision. Continuous Assessments for Learning (AFL) track student progress across subjects. Report cards offer detailed feedback along with suggestions for improvement. Co-scholastic areas are assessed through regular observation and graded at the end of the term. The school values academic rigour and provides varied opportunities to help students reach their full potential.

Assessments in Grade 9 & 10

The Assessment scheme will have an 80 marks component for Board examination (Grade X) and Annual Examination (Grade IX) in all scholastic subjects along with a 20 marks component of Internal Assessment. Grades corresponding to the marks shall be on the basis of a 9-point grading system for scholastic subjects and a 5-point scale for co-scholastic subjects.

Internal Assessment (20 Marks)

- Periodic Tests (05 marks):** Average of the best 2 out of 3 periodic tests and Term 1 exam conducted in the year is taken during final submission of marks
- Multiple Assessment (05 marks):** Multiple assessment strategies such as, quizzes, portfolio, project-work, self and peer assessment, collaborative projects, experiments, lab work, classroom demonstrations, etc. relevant to particular learning outcomes are used as comprehensive class assessments.
- Subject enrichment activities (05 marks):** Aligned with the secondary school curriculum aim at enrichment of the understanding and skill development of students in the scholastic subjects.

d. **A portfolio (05 marks):** is a purposeful collection of intentionally chosen work by a student representing a selection of performances that is assembled over time and describes the learner's efforts, progress, growth and achievement in key areas and learning outcomes.

Assessments in Grade 11 & 12

- For Grade XI: The assessment scheme will be similar to class XII Board examination and shall be carried out at school level.
- For Grade XII: The Board Examination will cover the entire syllabus of Class-XII as per syllabus for each subject. Theory and Grades shall be awarded on the basis of 9-point grading system in each elective subject. Internal Assessment in different subjects will be as per details given in the syllabus for each subject. In the assessment of compulsory areas, activities will be graded on a 8-point grading scale (A1 to E) for classes XI –XII and will have no descriptive indicators.

D. Promotion and retention policies:

Students will be promoted to the next grade if they meet the following criteria:

i. The student has to individually obtain:

Table of Mandatory Subjects

No.	Subject in Arabic	Subject in English	Grades
1	Islamic Education -1	Islamic Education-1	1-8
2	Arabic Language -1	Arabic Language-1	1-8
3	Social Studies and Moral Education	Social Studies and Moral Education	1-9
4	Islamic Education -2	Islamic Education-2	9-12
5	Arabic Language -2	Arabic Language-2	9-12
6	Moral Education	Moral Education	10-12

35% in all the scholastic subjects in the final examination.

- ii. A student having less than 90 % attendance in an academic session shall not be permitted to appear in the Final Exam.
- iii. Any other promotional rule as per the policy of MOE and Sharjah Private Education Authority (SPEA) will be followed.
- iv. For Grade 10 and 12, the student has to appear in the CBSE board examination and has to score 33% independently in the internal assessment as well as the external examination conducted by the CBSE.
- v. Co Scholastic subjects are graded on a 5-point scale.
- vi. A student who fails in one subject is eligible for a retest. If the student scores at least 35% in the retest, they will be promoted to the next grade.
- vii. If the child fails in more than one subject in any Grade, the child would be detained in the same class.

E. GRADING SYSTEM:

GROUP A(Arabic, Islamic Studies, UAE Social Studies & Moral Education)	
Mark Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
55-60	C
50-54	D
Below 50	E
GROUP B(English, Maths, Second language, Science, Social Studies)	
Mark Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 and Below	E-(Needs Improvement)

CO-SCHOLASTIC SUBJECTS		
Grade	Mark Range	Connotation
A	85-100	Outstanding
B	70-84	Very Good
C	55-69	Good
D	41-54	Fair
E	0-40	Average

Graduation requirements:

To be eligible to graduate from the Secondary and Senior Secondary School, the student must appear and pass the board examination conducted by CBSE, India with a minimum percentage of 33% in all the subjects.

Passing Certificate/Marks Statement

viii. A student who has appeared in the Grade 10 / 12 examination conducted by the CBSE shall be issued a statement of marks/grades by the board.

ix. A student who has appeared in the examination and has passed the examination shall be issued a pass certificate by the board of examination.

Extra-curricular activities and celebrations:

The details of the activities and celebrations are mentioned and circulated to all stakeholders through academic calendar, circulars and school Portal.

Extracurricular activities in the timetable include Physical Education, Art, ICT-STEM, Club activities, Skill Education, Vocational Education and these vary according to the grade. Special days are celebrated through activities and/or assemblies.

Communication for effective partnership:

Effective communication is essential to building a school-parent partnership which will strengthen the student's learning experience.

Communication happens through different means, such as the school portal, website, e-mail, school diary and circulars. The language of communication in the circular is English.

The responsibilities of the school include:

- Communicating to parents all policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate key information.
- Updating parents regarding any new school policies, programs, staff and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Providing parents with the opportunity to review their child's work with the teacher during the meetings.

The responsibilities of the parents include:

- Supplying the school with valid and updated documents like Parent and Child's Emirates ID, Passport & Visa copies and the 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.
- Being courteous in their approach to staff when enquiring about their child.
- Attending all meetings related to their child's progress and performance. Failure to do so may jeopardize their child's progress and learning experience. Parents' level of participation, involvement and responsibility in their child's learning is important.

Attendance and punctuality:

Daily schedule – Regular Monday – Thursday:

- Kindergarten – 7:25 am to 12:30 pm
- Grades 1 to 12 – 7:25 am to 2:45 pm

The school encourages all parents/guardians to work in partnership with the school in order to improve attendance and punctuality. Students' absenteeism and tardiness affect the school's ability to provide an effective learning experience for them.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and ensure that students are not left without a teacher during any absence.

The responsibilities of the school include:

- Sharing guidelines on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of the registration process in the morning, the school's expectations in relation to punctuality all through the school day, the definition of absenteeism and a list of what is considered excused and unexcused absenteeism.

The responsibilities of the parents include:

- Reading, ratifying and understanding the school's guidelines on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
- Understanding and upholding the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.

- Consenting to the various circulars and applications being sent by the school from time to time signing the consent forms and the other applicable consent forms on various forms of school.

Attitudes and behaviour:

School strives to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, **the responsibilities of students and parents include:**

- Abiding by the school's behaviour policy available on the school portal. This policy will cover the expected code of behaviour during the school timings, during extra-curricular activities, on school buses, during school trips and during students' participation in social media forums.
- Ensuring the student understands the school's expectations and possible consequences that may arise due to a breach of the behaviour code.
- Students should be aware of the various degrees of offences mentioned in the behaviour bylaw and practise positive and exemplary behaviour.
- All staff have a duty to report any suspected or disclosed issues of child protection to the Safeguarding team and authorities.

The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying will be dealt with in accordance with the Behaviour Bylaws and the Child Protection Policy.

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practised through social media forums

Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);

- Parents and students must not breach confidentiality, defame or make threats to any person in the school community;

The Behaviour Code of Conduct aims to achieve the principles of the UAE schools and it is represented by the enhancement of good morals, and the practice of positive and exemplary behaviour, while promoting loyalty to the homeland.

Objective of the Code (Regulation) – Article 2

- Building positive behaviour among the students inside the school community.
- Enhancing the positive and exemplary behaviour, so that they are repeated on a regular and persistent basis at all times.
- Reducing the behavioural offences by using the best possible educational means.
- Application of behavioural principles and promoting care within the school community.
- Ensuring that the preventive and handling mechanisms of behavioural problems and offences are effectively planned and implemented.

Behaviour offences are classified into four levels according to their degree, severity, and impact on the students, and on the educational environment and community in general. The procedures of each level are carried out in accordance with the provisions provided and each of them needs to be documented in accordance with the approved regulations and ministerial given forms.

Positive Behaviour Marks

- It is the behaviour expected from all students without committing any offences.
- If any offences are committed by the students, then as per the degree of offence, the mark deduction is done.

Exemplary Behaviour Marks

- 20% of the total behaviour marks are allocated to exemplary behaviour.
- The exemplary practices were undertaken by the student, through his / her good behaviour and morals, and his /her initiatives in the school community.

Important guidelines

- 60 % is the minimum expected mark of behaviour required for each student.

- The marks deducted from the positive behaviour may be in part or in full.
- The student will be given opportunities to make up for the mark which has been deducted through the improvement of the exemplary behaviour or by not repeating the offence or if he/she adheres to the positive behaviour codes.
- The staff will record the positive and negative behaviour of each student through hardcopy and softcopy.
- If the student fails to achieve the behaviour passing marks, then his /her case is referred to the Behaviour Management Committee of the school for further steps of action.

HEALTH AND MEDICAL MATTERS

22. Medical Disclosure

Parents/Guardians are required to provide complete and accurate medical information about their child at the time of admission and to update the school promptly regarding any changes in the student's medical condition. This includes, but is not limited to:

- Allergies (food, medication, environmental)
- Chronic medical conditions
- Physical or psychological health concerns
- Learning or developmental conditions
- Medication requirements

Failure to disclose relevant medical information may affect the school's ability to adequately safeguard the student's wellbeing.

23. Medical Records and Vaccinations

Parents must submit:

- A completed medical declaration form
- A copy of the student's vaccination record in accordance with health regulations

- Any medical reports relevant to the student's condition

Vaccinations must be kept up to date as per UAE Ministry of Health requirements.

24. School Clinic and Medical Support

The school maintains a clinic managed by qualified medical personnel. The school may:

- Conduct routine health checks as required
- Provide first aid or basic medical care during school hours
- Monitor students with ongoing medical needs

Students who are unwell should not be sent to school. If a student becomes ill during school hours, parents will be contacted for collection.

25. Administration of Medication

- Medication will only be administered at school if prescribed by a licensed medical practitioner.
- Parents must submit written consent along with the original prescription and clearly labelled medication.
- The school reserves the right to refuse administration of medication if procedures are not followed.

26. Emergency Medical Treatment

In the event of a medical emergency, and if parents cannot be contacted in time, the school is authorised to seek appropriate emergency medical treatment for the student. All reasonable efforts will be made to inform parents immediately.

27. Infectious Diseases

Parents must notify the school immediately if their child is diagnosed with or exposed to any contagious or infectious disease. The school reserves the right to require medical clearance before the student returns to school.

28. Medical Expenses

Any expenses incurred for emergency treatment, ambulance services, hospitalisation, or specialist care shall be borne by the parents.

29. Distance Learning in Emergencies

The school reserves the right to shift to distance or blended learning in accordance with directives from government authorities(SPEA) in the interest of student and staff safety.

30. Information about Learning Difficulties: At entry to the school, parents must provide the school with copies of all medical, psychological or educational assessments or reports. Such materials are a prerequisite in enabling the school to provide the best education for pupils. Failure to disclose any such information, including the deliberate withholding of information, may result in a pupil being asked to leave if the school is not satisfied after the explanation from parents.

31. Learning Difficulties and Special Educational Needs

The school will take all reasonable steps to identify and address any learning difficulties in a pupil that qualify as a “special educational need.” However, our staff are not qualified to provide a medical diagnosis of conditions such as dyslexia or other learning difficulties.

Parents may be asked to withdraw their child, without incurring fees in lieu of notice, if, in the professional judgment of the Principal—after consultation with the parents and, where appropriate, the pupil—the School is unable to adequately meet the child’s special educational needs.

32. School Trips and Excursions

Any school trips, including day trips, are considered optional and incur additional charges. Parents will be informed in advance of all costs associated with the trip. Participation in these trips is subject to payment of the specified fees.

33. Pupil’s Original Work

All original work produced by the pupil—such as classroom assignments, homework, projects, internal examination scripts, paintings, and computer-

generated material—remains the property of the pupil. Most of this work (excluding examination scripts) will be returned once it is no longer required for assessment or display purposes.

By signing this agreement, parents consent, for themselves and on behalf of the pupil (where they are entitled to do so), to the school retaining such work on its premises until, in the professional judgment of the school, it is appropriate to return it. Certain coursework may need to be retained longer than other work to minimize the risk of malpractice and to provide evidence for Regulatory Authorities during inspections or verifications.

The school will take reasonable care to preserve the pupil's work in good condition but cannot accept liability for any loss or damage caused by factors beyond the direct control of the Principal and staff.

34. Continuity of Education: In certain circumstances beyond the control of the school, such as a period of national mourning and natural disorders, the school may have to close. In these circumstances, provision will be made to ensure continuity of education for pupils.

Behaviour and Discipline

35. Expectations

The school expects all pupils to behave in a manner that is respectful to staff, fellow pupils, and the school environment. Pupils should follow school rules, show courtesy, and maintain standards of honesty and integrity.

36. Responsibilities

Parents agree to support the school in promoting positive behaviour and to reinforce school rules and expectations at home.

37.Management of Misbehaviour

The school will take appropriate action in cases of misconduct, which may include:

- Verbal warnings or counselling
- Temporary removal from class or activities
- Detention or other corrective measures
- In serious cases, suspension or expulsion

38.Serious Misconduct

In cases of gross misconduct, including behaviour that threatens the safety, welfare, or learning of others, the school reserves the right to take immediate disciplinary action, including requiring the withdrawal of the pupil.

39.Communication

Parents will be informed promptly of any significant disciplinary matters and may be invited to meet with school staff to discuss the pupil's behaviour and strategies for improvement.

40.Commitment

By signing this contract, parents and pupils agree to abide by the school's rules and procedures regarding behaviour and discipline.

41.Fees after Expulsion:

If the pupil is expelled, there will be no refund of school fees for the current and past terms. There will be no charge to fees in lieu of notice but all arrears of fees and any other sum due to the school will be payable by parent.

42.Removal in Other Circumstances:

During or at the end of a term, parents may be required to withdraw their child from the School, either temporarily or permanently, if, after consultation with the pupil and/or parents, the Principal determines that the pupil's conduct or academic progress indicates that they are unwilling or unable to benefit adequately from the educational opportunities provided by the school. Removal may also be required if a parent has behaved unreasonably toward the school or its staff.

In such cases, parents may be given the option to withdraw the pupil voluntarily instead of the school formally requiring removal. The Principal will ensure that all decisions are made with procedural fairness, taking into account the interests of the pupil, the parents, and the school.

43.Fees Following Removal:

If a pupil is removed under the circumstances described above, the fee arrangements will be the same as those applicable in cases of expulsion.

44.Leaving Status:

“Leaving status” refers to whether a pupil has been expelled, removed, or withdrawn. It also includes the record entered into the pupil’s file explaining the reason for leaving, the pupil’s official status upon departure, the transfer of records to another educational institution, the type of reference to be provided, and any financial matters relating to the departure.

These and any other relevant aspects of the pupil’s leaving status will be discussed by the Principal with the parents and, where appropriate, with the pupil at the time the decision is made.

FEES

45. Meaning: ‘Fee’ and ‘Fees’ where used in these terms and conditions include each of the following charges where applicable: Registration fees; tuition fees; Resource fee; other extras such as transport, clothing and equipment, photographs and other items ordered by the parent or the pupil and charges arising in respect of school trips, and damage where a pupil alone or with others has caused willful loss or damage to school property or the property of any other person.

FEES STRUCTURE	
<u>ACADEMIC YEAR 2025-2026</u>	
YEARLY	
GRADE	AMOUNT IN AED
KG-1	3,984.00
KG-2	3,989.00
GR-1	4,850.00
GR-2	4,881.00
GR-3	4,968.00
GR-4	4,968.00
GR-5	5,003.00
GR-6	5,373.00
GR-7	5,420.00
GR-8	5,435.00
GR-9	5,102.00
GR-10	5,475.00
GR-11	8,904.00
GR-12	8,914.00
BUS FEE	3,200.00

a. The following additional fees apply for mandatory external examinations in the following Grade/Year levels: (The fee amount is quoted by the external agencies and is subject to change)

Grade/Year	Examination
Grades 3 to 9	ASSET
Grades 3 to 9	CAT4
Grades 9,11	CBSE Registration Fees
Grades 10, 12	CBSE Board Examination Fees

b. The following are additional mandatory fees required for the academic year 2026-2027

Item	Due Date
Books(Textbook and Notebook)	March 30
Transportation	4 Installments
Uniform	As per requirement

Transportation: 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 school policy, the school will also ensure the full implementation of the guidelines outlined by the RTA on the matter. Children using school bus must give at least 1 month prior written notice if they want to discontinue the bus service. During a term discontinuation of bus service is not permitted. If change of location is required, then the bus service to that location is to be checked and also depends on availability of seat.

1. Change of Residence /Bus Points etc. should be communicated to School Bus Coordinator in writing using the prescribed form.

2. In case of any emergency Parents wants to pick their ward from school they must inform in the school OR the Bus Coordinator during the school hours before one hour of boarding bus.

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 should drop and pick up only through the specified entry and exit points.
- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions must 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 and enforced by personnel must be adhered to by students and parents.

46. Payment: Parents undertake to pay the fees applicable in each school year according to the conditions and schedule attached hereto as Appendix A.

47. Refund/Waiver: Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home after public examinations or otherwise before the normal end of term (provided that the School remains open to a pupil who wishes to stay at school during that period); school closed as a precautionary measures during a pandemic situation or for any cause other than exceptionally and at the sole discretion of the Principal. This rule is necessary so that the school can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents.

Conflict Resolution Process

The school is committed to ensuring that parents and students have the right to fair, transparent, and impartial decisions. Wherever possible, concerns should be resolved informally through constructive meetings and open discussions.

Parents are expected to follow the process outlined below for resolving any conflict within the school:

1. **Initial Discussion**

If a parent or student wishes to question a decision made at any level within the school, the parent should first meet directly with the person involved in the decision (e.g., the class teacher or administrative staff member).

2. **Escalation to Coordinator / Supervisor**

If the matter remains unresolved, the parent should meet with the Supervisor, where applicable.

3. **Vice Principal Review**

If the issue is still not satisfactorily resolved, the parent should request a meeting with the Vice Principal.

4. **Principal Review (Final Level)**

If the concern remains unresolved after the above steps, the parent must meet with the Principal to seek a final resolution.

APPENDIX A

PAYMENT INSTRUCTIONS AND SCHEDULE OF PAYMENT

1. Payment Instructions:

Please make the payment through online account transfer or deposit in the school accounts counter.

2. Registration Fee:

Seat Confirmation- 500 AED (Non-Refundable)

Above fee payment does not guarantee a seat for the student in the school, Admission is confirmed only after receiving the payment of 1st installment.

3. External Assessment Fee:

External assessment examinations will be charged separately to parents on a periodic basis.

4. Uniform:

Parents hereby confirm that they accept the School Policy of the wearing of uniforms. Pupils are expected to wear uniforms as mentioned in the School Uniform Policy

5. Language:

Parents' Terms & Conditions have been drafted in the English language. The English text and interpretation shall prevail in event of any conflict





RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS, SHARJAH

(Affiliated to the CBSE, New Delhi, India)

(Approved by the Sharjah Private Education Authority)

PO BOX: 4764, SHARJAH-UAE, Tel: 06-5663128

Email Id: radian86@emirates.net.ae website: www.radiantschoolsharjah.com

ACKNOWLEDGEMENT FORM PARENTS SCHOOL CONTRACT POLICY

All parents are requested, kindly fill the details and acknowledge the Parent's School Contract Policy 2026-2027.

Declaration Form

I/we hereby agree that I/we have read the Parent's School Contract terms and conditions and all related school policies and agree to abide by them. I/we agree to support the school in all aspects of our child's education and any sanctions that may be deemed appropriate concerning my child. Please note that signing and returning this contract implies full acceptance of all the above terms and conditions.

1- Father's name: _____

Signature : _____

2- Mother's name : _____

Signature : _____

3- Student's name : _____

Grade _____