

# **Al Sabah Indian School**

## **Parent - School Contract**

### **Academic Year 2025-2026**

#### **Introduction:**

The parent-school contract provides protection and guarantees the rights and responsibilities of both parties in the financial and administrative aspects of the school, and it strengthens the commitment of both sides to the requirements of obtaining a safe educational service according to the standards of transparency and accountability of the concerned parties. This document came to build a systematic partnership between the two parties that is in the interest of the student in the first place, and it guarantees the rights of both parties, calling on all to cooperate within an organized framework that governs the relationship between the parent and the school. 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 ratify it only after all queries have been addressed by the school.

#### **Communication Methods**

Effective communication is paramount in creating a solid stakeholder relationship. At Al Sabah Indian Private School, we appreciate that various methods of communication are key to providing and receiving information.

- Website: [www.alsabahschool.com](http://www.alsabahschool.com)
- Email: [info@alsabahschool.com](mailto:info@alsabahschool.com)
- Telephone: 06 882 8589
- Parent Council: It is a council consisting of 12 members whose aim is to involve parents in the educational process and consolidate relations between them. They meet regularly with the school administration to discuss any issues related to the educational process and present initiatives, proposals, and possible solutions.

#### **School Responsibilities:**

- Providing updated information to parents and the school community about school policies, rules, expectations, possible changes, programs and any other information deemed necessary by the school. Communication method is mainly through the WhatsApp Messages.
- Sharing with parents the school's main points of contact, including how best to reach them.

- Informing parents and students of the exams and assessments platforms including expectations and responsibilities of all parties.
- Informing parents of tuition fees and other mandatory and optional fees, including deadlines for payments.
- Regularly updating parents on their child's progress.
- Informing parents about their child's attendance and behavior when applicable.
- Informing parents of school events ensuring clarity of organization.
- Announcing the opening of registration as the school deems appropriate according to specific dates.
- Informing the parents of everything related to the school policies such as curriculum, assessment, etc.
- Informing the parents of the age requirement for students, fees and payment dates.
- Informing the parents of the necessary documents to accept the student registration in the school.

### **Parent Responsibilities:**

- Providing 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.
- Attending regular meetings organized by the school for parents.
- Attending the school when invited by the school administration.
- Continuous communication with the school to follow up on the academic progress of their children.
- Committing to paying all financial obligations to the school on time, without any delay or procrastination.
- Registering students at the beginning of every academic year.
- Applying to fill out the registration form for their children in the school.
- Submitting the entire documents at once that are required for registration is mandatory at the time of new admissions.
- Providing any document that the parents renewed to the registration department (Emirates ID, passport, residence visa) upon re-registration.
- Referring to the accounting department to complete the required procedures for registration.
- Signing the contract stipulated between the parent and the school.
- **Important Note:** Receiving the application and its attachments is not considered final acceptance until it is approved by the Sharjah Private Education Authority (SPEA).

### School Fees:

- Cash or postdated cheques to be submitted to school for all the three terms before the academic year begins.
- School does not have any responsibility to collect the school fee from any organization, or any charity organizations or govt. departments, it is the responsibility of parents.
- School fees paid by the parents and after that any additional amount received from any charitable organization will be brought forward for the next academic year and it will not be refunded at any circumstances except taking Transfer Certificate.
- If there are any unpaid fees, the school may withhold the release of the school records until payment is made.
- Any outstanding balances, such as unpaid tuition fee or transportation fee or any fines must be cleared before submitting the application for cancellation or Transfer Certificate.
- Registration fee is non-refundable at any circumstances, regardless of whether the admission is cancelled before or after the academic year starts.
  
- **Cancellation dead line and refunds.**
- If a cancellation request is received before the starting of the academic year, school will refund of any tuition fee and transportation fee paid by the parents.
- If a cancellation request is received after the starting of the academic year, will not be eligible for a refund of tuition fee and transportation fee. However, the school may consider partial refunds in exceptional circumstances, subject to the review and discretion of school office.
  
- **Non-refundable Fees**
  - Registration fee is non-refundable, regardless of whether the admission is cancelled before or after the academic year starts.

### School Rules:

- School fees must be paid term wise in the **beginning** of each term. **The school will not send any reminder in this matter.**
- Students must reach the school latest by **7:25 am**. Latecomers will not be allowed to attend classes and the school gate will be closed by 7:30 am.
- **Student's name will be removed from the school register**, if the child is absent for more than 10 days consecutively without permission.
- Personal belongings like electronic gadgets, mobile phones, expensive jewelry, private publications not approved by the principal etc. are not allowed in the school campus / bus.
- Chewing gum is not permitted in the school and in the school bus.
- Students must wear the prescribed school uniform which should be washed and ironed regularly.

- Students will not be allowed to leave the school during working hours; however in case of emergency the parents will be intimated.
- Students are not allowed to leave the classrooms when lessons are in progress without permission.
- Cheating is unacceptable and any student caught using unfair means will be debarred from the examinations.
- Students are not allowed to exchange gifts among themselves or with teachers. However they can give cards to teachers on Teachers' Day.
- Damaging the school properties will be considered a serious offence and student will be charged for it.
- School diary is an excellent channel of communication and student must bring it to school every day.
- No visitors are allowed during the school hours without permission.
- **Withdrawal and Transfer Policy**
- Parents must submit a formal withdrawal request at least one month before the intended date of leaving the school.
- Transfer certificates and other records will be issued only after all dues are cleared.

#### **Leave Rules:**

- Prior permission should be sought in case of emergency leave. Request must reach the Principal as early as possible.
- Class teacher should be informed, if the student is absent due to any emergency reason.
- 98% attendance is compulsory in an academic year.
- Medical certificate should be produced if medical leave exceeds more than three days.
- No leave shall be granted for more than 10 days as per MoE rules.
- Student who is absent for more than 10 days will be removed from the school roll and the school will not be responsible for the same.

#### **Library Rules:**

- Explore the Library in silence.
- Return the books on time.
- Reference books are not for circulation.
- Students should not socialize or disrupt the normal operations of the library.

### **Transport Rules:**

- Stand in queue to get in to the bus. Do not push other pupils.
- Allow juniors to be seated first, occupy the seat allotted for you.
- School transport will be available only on yearly basis, it cannot be provided on monthly or term wise.
- Do not litter / eat in the bus.
- Avoid walking in the moving bus.
- Ad hoc changes in boarding or alighting points will not be allowed.
- Students are expected to obey instructions of the bus driver / conductor.
- Do not damage the interior of the bus. Any damage caused to the bus will be charged.

### **Rules for special social functions:**

While attending social functions, the students must maintain the decorum throughout the program and respect the authorities.

### **Recess:**

Parents should make arrangement for healthy refreshments during recess time. No students is allowed to play during recess time.

### **Recommendations to Parents:**

- In case your child is travelling by private transport please ensure that he/she reaches the school on time (7:25 AM).
- You are not allowed to pick up your ward during the school hours.
- Refrain from sending your child to school if he/she is sick. In case any student falls sick in school, you will be informed by the school nurse. Ensure that duly signed leave letter should be sent after taking leave.
- Ensure that your child is regular and punctual on school days.
- It is important to attend calls from the school.
- Parents are requested to support their ward with an atmosphere conducive to education. Encourage your child to follow systematic study schedule, healthy food habits and seven hours of sleep.
- Kindly share your feedback through E-mail.
- Do go through your child's diary on daily basis and sign it.
- Please do not wait for the school to remind you about paying the school fees on time.
- Please make sure that the child comes to the school in proper school uniform.

- The school will be sending notes, circulars etc. through the students from time to time, which may please be attended to.
- Please go through the Progress Report issued periodically and take suitable steps for improvement in consultation with the teachers.
- Please ensure that the child is regular in doing the home assignments, project works and devotes time and attention to study at home.

Name of the Student : .....

Name of the Parent : .....

Signature of the Parent : .....

Date : .....

I have read and understood the information shared in the home/school contract.

Any information that is not clear, has now been clarified so I completely understand its content.

**Note: Completed by checking read and understood.**