

Welcome



to our

Parent Orientation



21st Sep 2019

ACADEMIC YEAR : 2019-2020

Why are you here?



OUR VISION

Thank you Al Ansar community
for your participation...



تعليمٌ ابتكاريّ، رياديّ تفاعليّ، يُخرِجُ أجيالاً قادرةً،
تجمعُ بين الأصالة والمعاصرة.

An innovative, pioneering and interactive education
that produces capable generations reflecting
authenticity and modernity.

OUR OBJECTIVES:

Al Ansar International School aims at:

1. Applying international criteria in our school systems and policies to ensure continuous improvement of school output.
2. Working according to the best quality standards in teaching and learning to raise the level of performance, for all members of staff.
3. Providing care to all categories of students in order to enable them to succeed in the open world of science and culture.
4. Participating in enriching and developing school curricula to ensure maximum benefit.
5. Activating community partnerships to supplement teaching and learning processes.
6. Conserving the school environment: a safe and motivated platform to meet the requirements of all learners.

OUR VALUES:

Responsibility

Quality

Excellence



Since 2001...

19 Years
of Excellence in
Education





AL ANSAR
INTERNATIONAL
SCHOOL



Al-Ansar Nursery
with love & care

Admissions Open

حضارة
Al-Ansar
Nursery

Children of the following age group are welcomed: (1 Month - Kg-1 Age)

Foundation (bilingual) curriculum prepares your children for kindergarten.

The Nursery holidays correspond to the official school holidays.

Seats are limited! Registration priority reserved for the registered students @ Al-Ansar International School ..



Holy Quran

Health & Care ..

Security & Safety..

Personal Skills ..

The love of Homelands ..

Ethics & Morals ..

Good Habits ..

Authentic Values ..

Educational & recreational activities..

A licensed nursery ..
Equipped Facilities ..
A safe & attractive environment ..

Nursery Hours:
7:15 am to 1:30 pm.
Terms and conditions are applied.
For more information please contact:
School landline: 06/5459441 Ext 192
Mobile: 0566727769
(During Official hours only)
E-mail: nursery@alansarschool.net

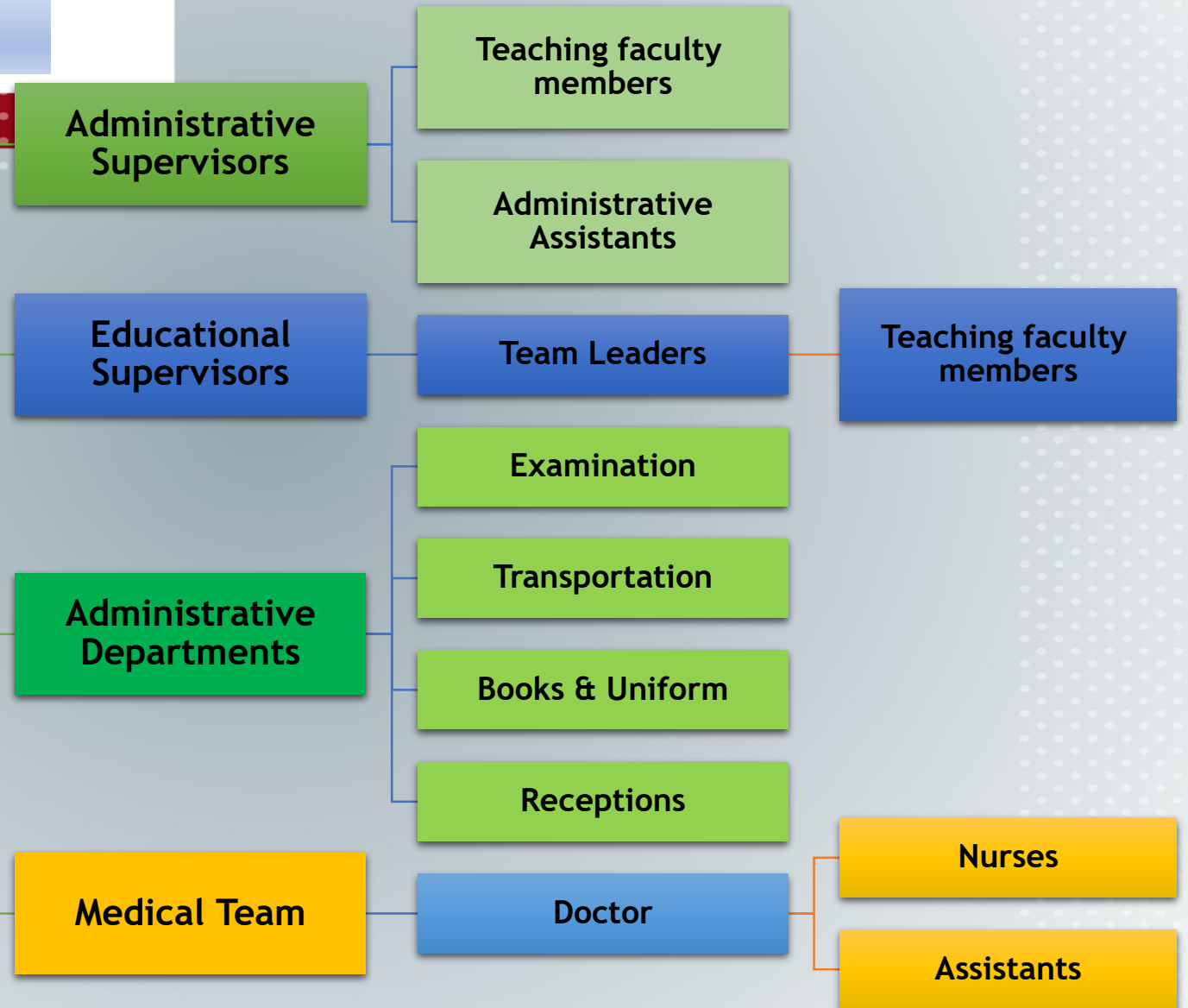


Al Ansar International School

AL ANSAR INTERNATIONAL SCHOOL ORGANISATIONAL STRUCTURE

Administration

Principal /
Vice-Principals



Add Us Now !! .. Don't Delay



+971 6 54 59 441

The flyer features the school's logo at the top left, which includes a globe and the text 'AL ANSAR INTERNATIONAL SCHOOL' and 'AN ISLAMIC ENGLISH SCHOOL'. Below the logo, the school's name is written in Arabic 'مدرسة الأنصار العالمية' and English 'Al Ansar International School'. A tagline in Arabic and English reads: 'مدرسة متميزة، تُخرِج أجيالاً تجمع بين الأصالة والمعاصرة' and 'An exclusive school which produces generations that reflect traditions and modernity'. The flyer lists contact information: a phone number '+971 6 54 59 441', a WhatsApp number '+971 6 54 59 443', and a landline number '+971 50 300 57 88'. It also provides social media handles for WhatsApp, Telegram, Twitter, YouTube, and Instagram, all named 'AlAnsarSchool'. The website 'www.alansarschool.net' is listed at the bottom. The flyer has a yellow and orange border with decorative elements.

Communication is VITAL

Modes of Communication:

1. School Website

- Timings, Announcements, Weekly Plans, Quizzes Schedules, Examination Schedules, Activities, ..etc.
- Admissions, Fee Calculator, Communication Details, ..etc.
- Complaints & Suggestion.
- Memos, Circulars and Announcements.

2. Social Media Pages. (Direct / Private Messages are preferred).

3. School landline (Operator / Direct Extensions)

4. Administrative Supervisors Mobile Numbers.

5. Email Addresses of our key members.

6. Via “WhatsApp”. (General Enquiries)



Concerns ... Suggestions ... or Complaints ...



1. VIA PHONE
2. VIA EMAIL
3. VIA ONLINE APPLICATION FORM (SCHOOL WEBSITE)
4. BY FILLING IN OUR COMPLAINT FORM (IN WRITING)

THE SCHOOL IS RUNNING AN INTERNAL SYSTEM FOR PARENTS' COMPLAINTS & SUGGESTIONS



AS PER THE ABOVE, ONCE YOUR COMPLAINT IS RECEIVED BY OUR STAFF, IT WILL BE DIRECTED TO THE RESPECTIVE ADMINISTRATOR IN THE SCHOOL.



Timings for communication with
Administrative / Educational Supervisors
is from **8:00am to 12:00pm**



Official
TIMING

Contact us

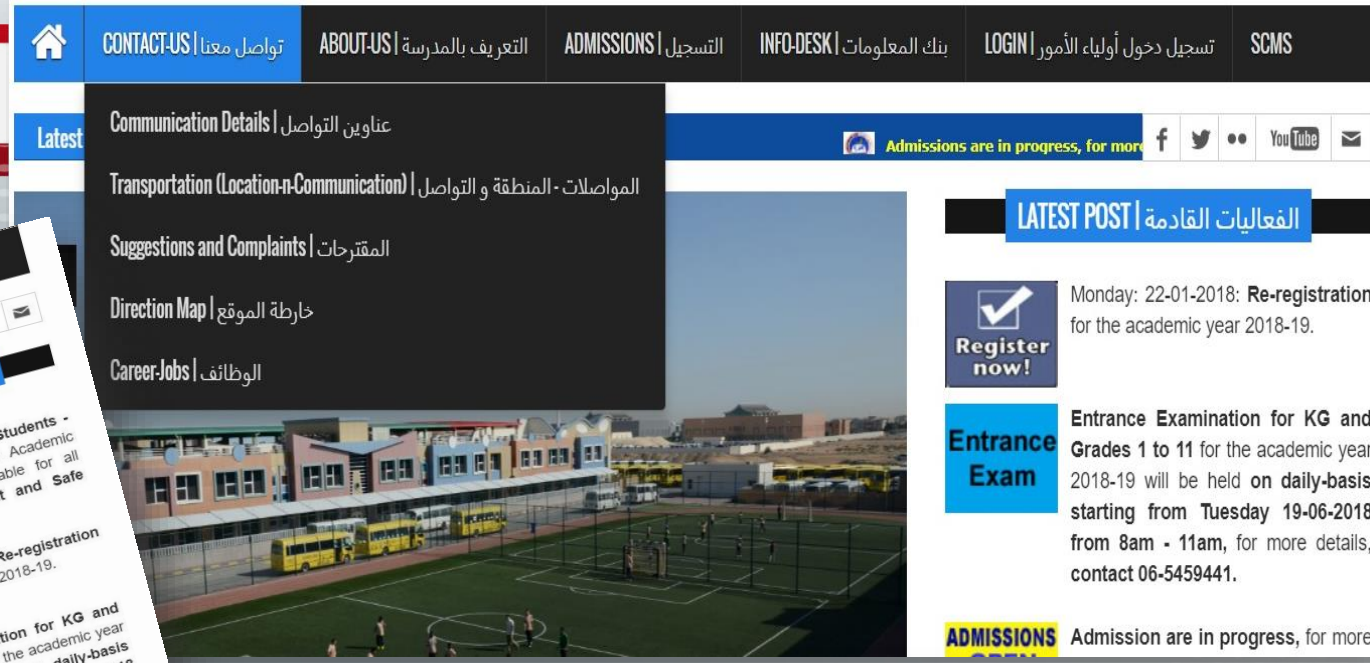
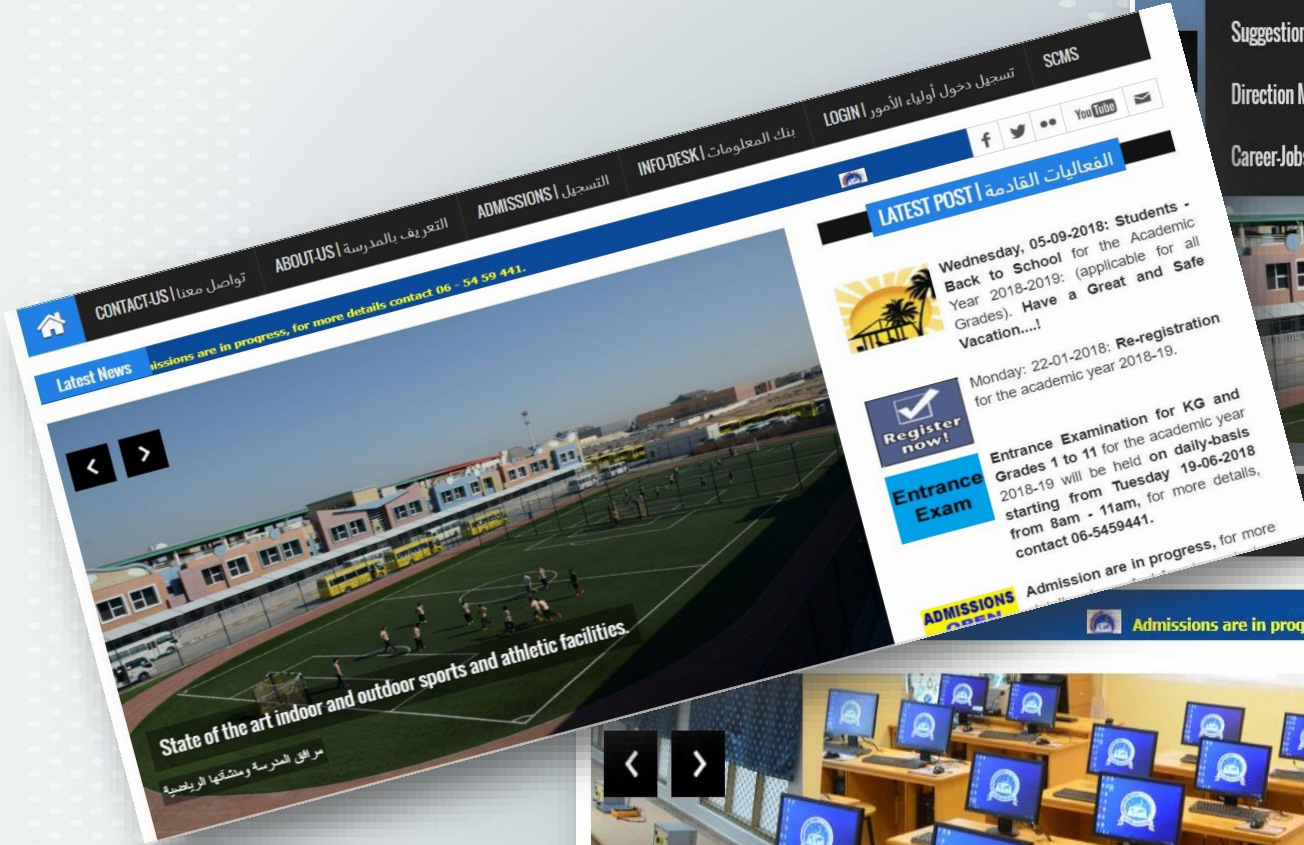


WEBSITE TOUR

- ❖ Home Page: www.alansarschool.net
- ❖ Quick Links
- ❖ Communication Details
- ❖ Complaints & Suggestions
- ❖ Parent Portal
- ❖ Curriculum / My Learning
- ❖ Weekly Plans, Timetables, Quizzes and Exams Schedules
- ❖ Memos & Announcements



Website tour



Website tour

Latest News

Home

Examination and Quizzes | فصلية - قصيرة

For any queries related with Examinations, Absence of Leave during Exams, Re-sit Exam or any other queries related with Examinations Please email your queries to the Examinations Officer exams@alansarschool.net

جدول امتحانات نهاية الفصل | Term-end EXAMINATION Schedule

امتحانات التقويم المستمر | Continuous Assessments Schedule

To Be Updated
Soon

Home

الخطط الأسبوعية - WEEKLY LESSON PLANS

يتم تحديث الخطط الأسبوعية على موقعنا كل يوم خميس لطلاب الروضة والصفوف (1-6).
* قد تطرأ بعض التغييرات والتحديثات.

The Weekly Lesson Plans are updated every Thursday on the school website for the KG and Grades (1-6).
(* Subject to changes!

From Sunday, 23-09-2018 To Thursday, 27-09-2018.	From Sunday, 16-09-2018 To Thursday, 20-09-2018.
رياض الأطفال 1 KG-1 رياض الأطفال 2 KG-2	رياض الأطفال 1 KG-1 رياض الأطفال 2 KG-2
الصف 1 الناطقين باللغة العربية Grade-1 (Arab) الصف 1 لغير الناطقين باللغة Grade-1 (Non-Arab)	الصف 1 الناطقين باللغة العربية Grade-1 (Arab) الصف 1 لغير الناطقين باللغة Grade-1 (Non-Arab)
الصف 2 الناطقين باللغة العربية Grade-2 (Arab) الصف 2 لغير الناطقين باللغة Grade-2 (Non-Arab)	الصف 2 الناطقين باللغة العربية Grade-2 (Arab) الصف 2 لغير الناطقين باللغة Grade-2 (Non-Arab)
الصف 3 الناطقين باللغة العربية Grade-3 (Arab) الصف 3 لغير الناطقين باللغة Grade-3 (Non-Arab)	الصف 3 الناطقين باللغة العربية Grade-3 (Arab) الصف 3 لغير الناطقين باللغة Grade-3 (Non-Arab)
الصف 4 بنات الناطقين باللغة العربية Grade-4 Girls (Arab) الصف 4 بنات لغير الناطقين باللغة Grade-4 Girls (Non-Arab) العربية	الصف 4 بنات الناطقين باللغة العربية Grade-4 Girls (Arab) الصف 4 بنات لغير الناطقين باللغة Grade-4 Girls (Non-Arab) العربية

Scheduled Meetings with administrators / Teachers:

Parent visit to School Administration (Appointment is required)	10:00am - 12:00pm
Parent visit to teachers (Appointment is required)	(According to their schedule) with Admin. Supervisor's coordination



Contact us

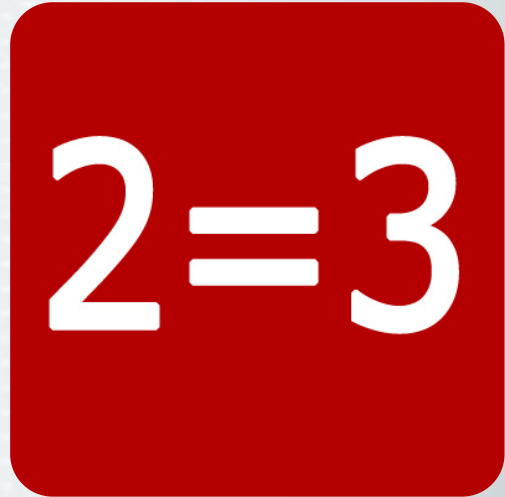


**Schedule an
Appointment**



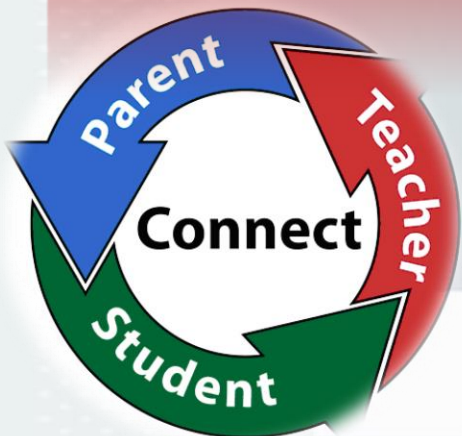
Parent Teacher Meeting (PTM)

- The school holds periodical **PARENTS TEACHER MEETINGS** on specific dates, determined by school management.



**INSIDE
STORY**

- The school will communicate with parents to inform them about the meeting times via various means of communication. (Email, SMS and school's official website/social media platforms).



Parent Surveys and Feedback

Take Our Survey



Twice a year

VOICE

YOUR

MATTERS!



Parent Participation in School Activities and Events



Students are our Priority!

WEEKLY PLANS

For KG and Grades (1-6) Only

- updated every Thursday on the school website.

(Available for 2 Weeks – current and previous).

Weekly plan includes the following:

- Daily lesson/activities – homework and assignments

Details of quizzes portion, dates and other activities / projects will be mentioned in the remarks field.

A Daily follow-up on the weekly Plan is required.



HOMework / ASSIGNMENTS

AS DIRECTED IN THE WEEKLY PLAN FOR KG AND GRADES (1-6) ONLY.
THE IMPORTANCE OF HOMEWORK / ASSIGNMENTS.

You can.

Exams & Assessments

ANY Exam or Assessment impacts significantly on the pupils' sense of self, expectations, motivation and confidence.

Assessment should embody an approach to teaching and learning in which the development of long-term dispositions is more important than short-term performance.

TYPE OF ASSESSMENTS

Formative Assessments: Quiz, presentations, spot tests, projects, etc

Summative Assessments: End of term exams



MARKS DISTRIBUTION OF EACH TERM (6-12)

■ Term-1: → 30% (Continuous Assessment + Final Exam)

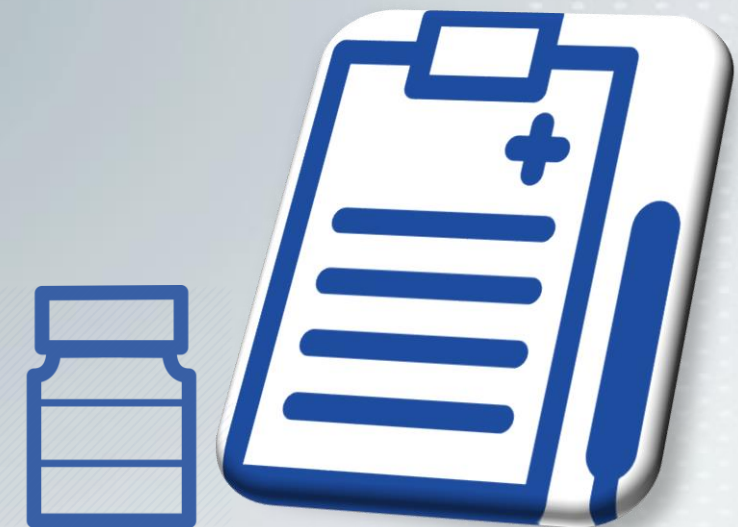
■ Term-2: → 35% (Only Continuous Assessment)

■ Term-3: → 35% (Continuous Assessment + Final Exam)

STUDY HARD
AND
MAKE HER FEEL
YOU ARE **SPECIAL!**

In case of Medication

- ❖ A clear **PHYSICIAN'S PRESCRIPTION IS REQUIRED** in all cases of medication to be given in the school.
- ❖ Dose, number of days, the way of using (Detailed).
- ❖ Medicine must be received in original containers and must be left in the school clinics.
- ❖ Health Reports
- ❖ Positive Cases and Fitness Certificates.
- ❖ Sick Leave
- ❖ Emergency cases -Health Insurance



Vaccinations

The MOH has made it mandatory for all students to have a vaccination card, issued from the Preventive Medical Department.

PLEASE ENSURE YOUR CHILD / WARD IS ISSUED WITH A VACCINATION CARD. A COPY MUST BE SUBMITTED TO THE SCHOOL MEDICAL TEAM.

VACCINATIONS WILL NOT BE ADMINISTERED IF THE COPY OF THIS CARD IS NOT AVAILABLE.



PERSONAL HYGIENE

Spot check-up by our nurses

Clothes

Body – nails, hair, lice, etc.

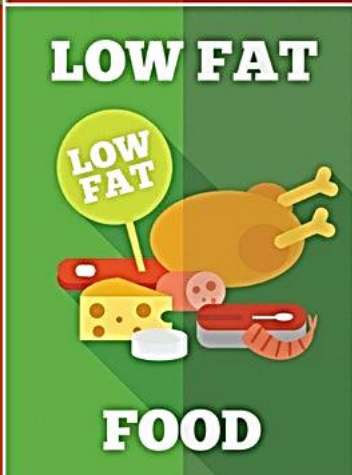
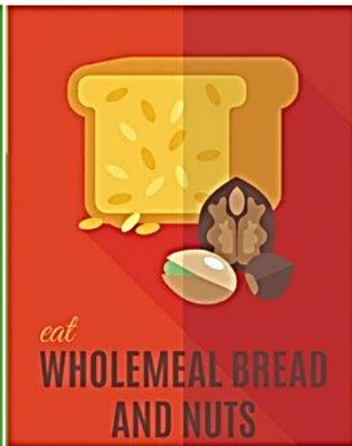
Environment

Healthy food



STUDENTS' HEALTH CARE

Kid's Healthy Eating Plate



Health & Nutrition Awareness Campaign

STUDENTS' HEALTH CARE



**Health &
Nutrition
Awareness
Campaign**

School Timings

- ❖ The administration will start receiving students at 7:00 am.
- ❖ Students must arrive school by latest 7:05 am.
- ❖ School day starts officially by 7:05 am.
- ❖ We are NOT responsible for students who arrive before 7:00 am.



The School day will end at:

- 1:25 pm: KG.
- 1:40 PM: Gr. (1-3)
- 1:35 pm: Girls Section (4-12).
- 1:40 pm: Boys (4-5)
- 1:40 PM: Boys (6-7)
- 1:40 pm: Boys (8-12)



THE RESPONSIBILITY IS THEREFORE STRICTLY THAT OF THE PARENTS TO MAKE SURE THAT THEIR CHILDREN ARE PICKED-UP AT THE TIME OF DISMISSAL OF THE RESPECTIVE SECTIONS BY LATEST 1:45 PM

SCHOOL GATE TIMINGS

MORNING TIME:

Gates will be open to receive the students from 7:00 am.

By 7:25 am the School Gates will be closed.

Only Gate No. (2) and Gate No. (6) will be open for our visitors and parents.

DISPERSAL TIME:

By 12:30 all gates will be closed.

Our Main Gates will be opened as per following schedule.

For KG Section the gates will be opened at 1:25 pm.

For Grades (1-3) the gates will be opened at 1:40 pm.



The responsibility is therefore STRICTLY that of the Parents to make sure that their children are picked-up at the time of dismissal of the respective section by latest 1:45 pm.

SCHOOL GATE TIMINGS

Gate Number	Dispersal Time – فترة انصراف الطلاب	Morning Time – الفترة الصباحية		رقم البوابة
	موعد الفتح Opening Time	موعد الإغلاق Closing Time	موعد الفتح Opening Time	
1	1:30 pm	7:15 am	6:45 am	بوابة رقم (1)
3	1:30 pm	7:15 am	6:45 am	بوابة رقم (3)
4	-	7:20 am	6:45 am	بوابة رقم (4)
5	1:25 pm	7:25 am	6:45 am	بوابة رقم (5)
6 (Small)	1:25 pm	12:25 pm (As Needed)	6:45 am	بوابة رقم (6) (الصغيرة)
6 (Big)	1:25 pm	7:25 am	6:45 am	بوابة رقم (6) (الكبيرة)
7	1:25 pm	7:25 am	6:45 am	بوابة رقم (7)
8	1:25 pm	7:25 am	6:45 am	بوابة رقم (8)

Uniforms

Kindergarten Students' Uniform



UNIFORM

Gr. 1-3 Students' Uniform



UNIFORM

Gr. 6-12 Students' Uniform

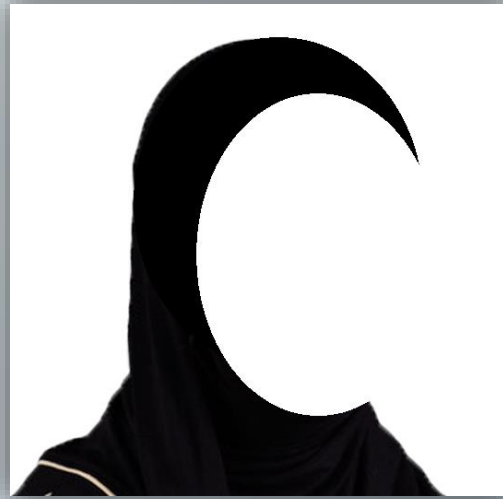


Uniform



UNIFORM

Grade 4 to 6



Grade 7 to 12

- The DRESS CODE (i.e. covering the head) will be from as early an age as possible



HAIR CUTS



Mobile Phones / e-Devices



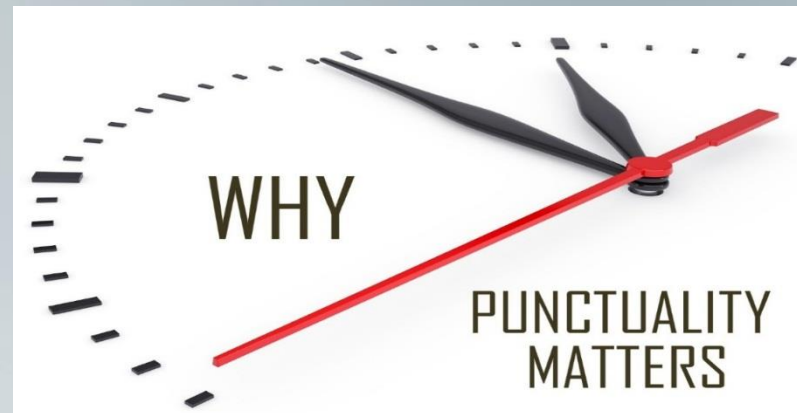
Tardiness

We are pleased to receive our students daily from 7:00 am.

Kindly ensure that your son/daughter is arriving to school by latest 7:10 am

Students must report to their classes ON TIME (i.e. 7:10 am)

Remedial Classes?



ABSENTEEISM

attendance
MATTERS

- ❖ **IT IS A PARENT/GUARDIAN'S RESPONSIBILITY TO INFORM THE SCHOOL WHENEVER A CHILD IS ABSENT FROM SCHOOL. PLEASE CALL THE ADMINISTRATIVE SUPERVISOR OF THE RESPECTIVE SECTION BEFORE 9:00 A.M. AND REPORT THE MATTER IN CASE OF ABSENTEEISM. (FORMAL AND AUTHORIZED / MEDICAL LETTER SIGNED BY THE PARENT)**
 - ❖ **Tests / Quizzes missed during an absence will be rescheduled only if the parent forwards the school with a written motivation and a Medical Certificate in advance or within 48 hours.**
 - ❖ **Will the excuse or reason be acceptable to the administration?**

ABSENTEEISM



- 1. A student is considered absent in case he/she is absent from one or more periods during the course of a day.**
- 2. Unexcused absence exceeding ten consecutive days or fifteen inconsecutive days during the academic year. Prior to expulsion the student must receive three official warnings at a rate of one warning for each three days of absence.**
- 3. It will be the Student's and Parent's personal responsibility to catch up with any lessons missed during absence from school.**
- 4. Frequent absenteeism might affect registration for the next academic year!**

**Reduce
Absenteeism**



STUDENT DISCIPLINE

Students' Discipline is equal to Students' Correction.

We are NOT here to punish our students. Our objective is to build on their characters and manners as per the school vision.

We require parents' cooperation and support, since our objectives are towards the same direction

DISCIPLINE

is doing what you know
needs to be

DONE,

even when you don't want
to do it.



STUDENT DISCIPLINE



Students Conduct List:

Will be available on our school website as well.

• **Strict Measures for Students will be implemented for any one or all of the following:**

- Stealing / Theft
- Fighting, Cheating and / or Vandalism
- Flagrant disrespect or insubordination
- Flagrant disrespect to SALAAH Proceedings
- Striking or using profanity with adults
- Possession and / or use of dangerous weapons

• Smoking is considered a grievous offence and will be punishable as per the discretion of the school administration



STUDENT CONDUCT DISCIPLINARY

Students Conduct Disciplinary (By Law) in the School Community							
Student Conduct allocated Mark is 100:							
An estimated mark based on monitoring the overall Students Positive and Distinguished Behaviour until the end of the academic year, and consists of the following:							
Student Conduct Allocated Mark			100 %				
Distinguished Behaviour	20 %		Positive Behaviour				
Distinguished Behaviour - Mark is gained based on the assessments of the learner's personal qualities which can be improved and developed towards the highest possible levels of the distinguished indicators as per the following areas:			Positive Behaviour - Mark is the "expected Behaviour of all students" which is negatively affected by the deduction of any violation mark (as per the decree of the following categories):				
1. Personal Improvement.			1. First Degree (Minor) Deduction of 4 marks for each violation				
2. Respectful appreciation towards the cultures, traditions and Islamic values of both the UAE and the world at large.			2. Second Degree (Moderate) Deduction of 8 marks for each violation				
3. Social Responsibility and innovative leadership skills.			3. Third Degree (Dangerous) Deduction of 12 marks for each violation.				
			4. Fourth Degree (Extremely Dangerous). Deduction of 20 marks for each violation.				
Deductions of the Positive / Distinguished Behaviour							
Violation Degree	If committed	Repetition			Type of Deduction		
		First	Second	Third			
First Degree (Minor)	Verbal Warning	Deduction of half of the allocated mark.	Deduction of the full allocated mark.	Transfer the violation to the Second Degree.	Deduction of the full indicator mark.		
Second Degree (Moderate)	Deduction of half of the allocated mark.	Deduction of the full allocated mark.			Deduction of the full standard mark.		
Third Degree (Dangerous)	Deduction of the full allocated mark.	Deduction of the full allocated mark.			Deduction of the full field mark.		
Fourth Degree (Extremely Dangerous).	As per the procedures mentioned in Article (9).				Student Failure in the Conduct Subject.		
The Deducted Marks can be Recovered if the Student Acquires Positive Behavior.							
Conduct Mark Calculations							
Conduct Marks over the Academic Year	Positive Behaviour			Distinguished Behaviour			Final Mark
	Expected Mark	Deducted Marks	Deserved Marks	Expected Marks	Deducted Marks	Deserved Marks	
Term-1	80			20			/ 100
Term-2	80			20			/ 100
Term-3	80			20			/ 100
Final Marks	Out of 80 Marks			Out of 20 Marks			
Conduct Modification Cautions							
It is strictly forbidden to practice any of the following procedures while dealing with the students issues:							
1. Any kind or form of Physical / Corporal Punishment.							
2. Deprivation of eating meals.							
3. Provoking or ridiculing students and making fun of him/her.							
4. Prevent the student from obtaining their basic needs.							
5. Psychological punishment, verbal abuse or threat.							
6. Restrict student freedom or detention at school							
7. Reservations of a student's personal property by individual decision without the decision of the educational committee.							

Issue No. (2)

Students Conduct Disciplinary (Bylaw) in the School Community

Issue Date: 12/12/2017

Conduct Disciplinary (By Law) in the School Community – Distinguished Behaviour		
To enhance and strengthen positive behaviour in learners. To commit to encourage and care, and reduce problems using all possible educational tools.		
Criteria	Indicators	Marks
The student shows in his/her attitudes and behavior a high sense of responsibility and self-discipline on a permanent basis.	1.1.1 Student committed to the school rules and regulation during activities inside and outside of the classroom on a permanent and continuous basis.	10
Student demonstrates an attitude of collaborative work among peers, teachers and school management.	1.2.1 Respects and care for the feelings and needs of peers whilst offering necessary assistance to them on a permanent basis. 1.2.2 Encourage others to cooperate and collaborate, propose solutions to involve others, and invite them to work collectively on a permanent and continuous basis.	5
Student must meet the standards of health and safety requirements put into place by school management.	1.3.1 Constant observance to one's physical appearance, attire and overall conduct without the reminder of a superior. 1.3.2 Demonstrate a clear awareness of the importance of healthy food in his/her choices, practice sports continuously within the school, seek to lead food awareness campaigns, and initiate innovative / creative ideas to support healthy lifestyles.	10
Adherence and commitment to the specified time of arrival, dispersal, lessons and regular attendance on permanent basis.	1.4.1 Students' attendance rate should not be less than 98%. Adherence and commitment to the specified time of arrival, dispersal, lessons and regular attendance on a permanent basis.	5
The student shows a high understanding and appreciation of the values of Islam in the UAE and is represented in his daily behavior.	2.1.1 Student is recognized by peers and school staff members as an honest, trustworthy and morally upright person. 2.1.2 The concept of moderation and tolerance appears in its place through attitudes and activities that express its ability to understand others, to listen to them and to acknowledge their positions.	5
The student respects the identity, heritage and culture of the UAE and all other nationalities.	2.2.1 Student is an active participant in different cultural programs aimed at promoting the values of the national identity. 2.2.2 Initiates extracurricular activities, projects to learn about other cultures, and compares them to the culture of their country.	5
Initiates the student's active participation in meaningful social activities.	3.1.1 Student must demonstrate keenness to represent the school at public forums during the academic year. 3.1.2 The student should be an active member, having a positive impact within the school community, offer assistance within the school students council platforms, school initiatives and other available volunteering programs. 3.1.3 Initiate participation aimed at social activities during school vacations.	5
The student has outstanding work ethic and shows a high level of environmental awareness, ability to innovate / create, entrepreneurship, solutions and decision-making.	3.2.1 The student is seen as an independent person who can lead in projects which are of benefit to society. 3.2.2 The student is suggestive of creative and innovative ideas benefiting the overall school community, or regarding solutions of difficulties the school may need assistance with. 3.2.3 Implement ideas and activities, individually or collectively, to conserve energy and natural resources within and outside the school environment to maintain sustainability.	5
Total Marks		100
Distinguished Behaviour Mark (Divide total mark by 5)		20

Issue No. (2)

Students Conduct Disciplinary (Bylaw) in the School Community

Issue Date: 12/12/2017

Students Conduct Disciplinary (Bylaw) in the School Community	
To enhance and strengthen positive behaviour in learners. To commit to encourage and care, and reduce behavioural problems using all possible educational tools.	
Methods of Enhancing the Distinguished / Positive Behaviour	Means of Enhancement
<p>Enhancing positive / distinguished behaviour of learners should be done according to their age and academic level using a variety of methods:</p> <p>per this manual. Every learner is considered a student of positive and distinguished behaviour.</p> <p>Enhancement should be done immediately and showing a positive behaviour is acknowledged / assessed.</p> <p>Enhancement opportunities should be fairly available for all the learners.</p> <p>Enhancement type and degree should be commensurate with the behaviour that will be enhanced.</p> <p>Direct the enhancement to the learner's conduct / response but not the person.</p> <p>Enhancement methods vary between the spiritual, social and educational aspects.</p> <p>Recognition and Assessment of the Positive Behaviour:</p> <p>"Respondent" Student to the efforts modifying the behaviour:</p> <p>Lower the level of response and seek to encourage the effort (good) and continuous communication with his / her guardian to report the school's procedures.</p> <p>"Perseverance" Student:</p> <p>To exceeded the level of success in the behavior, and enhanced by the achievement several incentive measures such as: naming / encouragement certificates to the learner and guardian, assigning the learner greater responsibilities; to be able to cover him/herself and encourage his/her active behavior to achieve excellence.</p> <p>"Leader" Student:</p> <p>Shows leadership traits through his standing behavior, encouraged and recreated by honoring him/her with awards and certificate along with the function of the guardian.</p>	<p>Enhancing positive / distinguished behaviour of learners should be done according to their age and academic level using a variety of methods:</p> <p>Appreciation and Spiritual Enhancement:</p> <ol style="list-style-type: none"> Encourage students toward being a good example and showing a positive behavior at all times. Words of praise, compliments and oral or written encouragement should be recorded simultaneously to learner and guardian for their efforts in improving the learners positive behaviours. Letters of thanks and certificates of appreciation to be given to the student and the parents (or award them in school ceremonies / events) in order to enhance the positive behaviour. To pay tribute to learners through school assemblies, wall magazines, periodicals charts issued by the school, social media pages, sending SMS's through the SIS or through the school website. To assign the learner with leadership roles through student councils, teams and clubs. <p>Physical Enhancement:</p> <ol style="list-style-type: none"> Different kinds of prizes and rewards. Improve the conduct marks, in case of NOT repeating the same violation of which the marks has been deducted for. <p>Educational Enhancement:</p> <ol style="list-style-type: none"> Adding marks for the learner who shows a positive behaviour after a non-positive one. Encouraging the student to do a self-assessment, intelligent learning and use of the school information system (SIS) so that he/she can include the documentation of his/her volunteer activities, supervised by the teacher and the guardian. Increase participation in educational and national programs. The use of the "good example program" in all classes, by nominating the distinguished student to obtain the title of (The Positive Model) and honor him / her, in order to encourage the students to be initiative, self-disciplined and to compete positively. Offering the learner a special title like: ("The Ambassador of Al-Kidwa Al-Ihsanah", The Ambassador of the Positive Behavior).

Issue No. (2)

Students Conduct Disciplinary (Bylaw) in the School Community

Issue Date: 12/12/2017

STUDENT CONDUCT DISCIPLINARY

Al-Ansar International School

An exclusive school which produces generations that reflect traditions and modernity



مدرسة الأنصار العالمية

مدرسة متميزة تخرج أجيالا تجمع بين الأصالة والمعاصرة

Students Conduct Disciplinary (By Law) in the School Community – Positive Behaviour

Degree Category	Type of Violation	If Committed	First Repetition	Second Repetition	Third Repetition
First Degree (Minor) Deduction of 4 marks for each violation	1.1. Being late or not attending the morning assembly, being late to any class for a maximum of 10 minutes without a valid reason.	1. Verbal Warning	1. Open a file and document the violation accordingly.	1. Deduction of half of the allocated mark.	1. Parents attendance is compulsory. 2. A final written warning will be given
	1.2. Entry and exit from class / school activity during the official timings without permission / valid reason. This applies to non-attendance of any school event as well.				
	1.3. Non-compliance with the school dress code; P.E included/ Failure to maintain personal neatness and overall appearance.				
	1.4. Not in possession of books and stationary at school (as per requirement).				
	1.5. Failure to maintain positive behaviour/discipline within the classroom, unable to remain quiet during class time, engaging in any inappropriate behaviour / sounds inside and outside of the classroom.				
	1.6. Sleeping in the classroom or during any formal activities without granted permission or any valid reason. (Take note of student's state of health)				
	1.7. Eating food during lessons and morning assembly without granted permission or a valid reason. (Take note of student's state of health)				
	1.8. Failure to submit homework/assignments on time				
	1.9. Bringing and being in the possession of any electronic media device, i.e., mobile phones, etc.				
	1.10. Misuse of electronic gadgets during classes, this includes playing games and using headphones.				
	1.11. All that is similar to these violations according to the estimation of the Educational Committee.				
Second Degree (Moderate) Deduction of 8 marks for each violation	2.1 Repetition of a First Degree Violation	1. Parents attendance is compulsory.	1.		
	2.2 Being absent from school without a valid reason before and after the vacations, weekends and before end of term exams.	2. Parent and learner must sign an undertaking assuring that the violation will not be repeated.	2.		
	2.3 All kinds of Truancy/"Skipping" from school during the school day and will be considered as absent.	3. Deduction of half of the allocated mark.	3.		
	2.4 Fighting, threatening or frightening one's peers at school.				
	2.5 Doing what would violate the public morality, school system, society values and habits. Imitating the other gender in clothing, appearance and hairstyles and the use of cosmetics... etc				
	2.6 Writing on school walls, damage of the school furniture, or the school buses.				
	2.7 Taking, circulating or possessing photos of school staff and peers without their permission.				
	2.8 Verbal Abuse				
	2.9 Smoking inside the school premises and possession of any similar tools.				
	2.10 All that is similar to these violations according to the estimation of the Student Conduct Management Committee.				

Issue No. (2)

Students Conduct Disciplinary (Bylaw) in the School Community - Positive Behaviour

Al-Ansar International School

An exclusive school which produces generations that reflect traditions and modernity



مدرسة الأنصار العالمية

مدرسة متميزة تخرج أجيالا تجمع بين الأصالة والمعاصرة

Students Conduct Disciplinary (By Law) in the School Community – Positive Behaviour

Degree Category	Type of Violation	If Committed	First Repetition	Second Repetition	Third Repetition
Third Degree (Dangerous) Deduction of 12 marks for each violation	3.1 Repetition of a Second Degree Violation	1. Conduct an immediate meeting with the educational committee in order to take a decision on the matter.	1. Present the case to the conduct management committee to take a decision of suspension.	1. Issue a decision from the conduct management committee to suspend the student.	1. The decision of the conduct management committee to transfer the violations to the fourth category.
	3.2 Bringing, acquainting, offering, and distributing of any unauthorized physical, electronic, media materials, that violate the values, morals of the community system and the general accepted code of conduct.	2. Parents attendance is obligatory to sign the determined decision.	2. Suspension of the learner from studying and transfer to a competent authority / specialized centre, institutes or schools to improve behaviour for a time period of 1-2 weeks.	2. Issue a warning to the guardian to seek a transfer at another school.	2. The learner can be admitted in specialized centres, institutes or schools to improve behaviour.
	3.3 Defamation / accusation / abuse of any school staff member / peers on any social media platform.	3. Deduction of the full allocated mark.	3. Deduction of the full allocated mark.	3. In the event that the guardian does not execute the warning, the student shall be transferred by a decision of the Assistant Undersecretary for School Operations.	3. The learner can be admitted in specialized centres, institutes or schools to improve behaviour.
	3.4 Bringing, possessing any form of sharp weapons /objects inside the school (white / cold steel weapons)				
	3.5 Sexual Harassment inside the school.				
	3.6 Physical abuse on peers or school staff (bullying).				
	3.7 Theft and/or the concealment of the act.				
	3.8 Intentionally damaging the school equipment and facilities or scizing them.				
	3.9 Abusing any of the Divine Religions or Sects, or provoking any such related discussion that sows discord amongst staff.				
	3.10 Damaging / sabotaging school buses or harming any road users.				
	3.11 All that is similar to these violations according to the estimation of the Student Conduct Management Committee.				
Fourth Degree (Extremely Dangerous). Deduction of 20 marks for each violation.	Type of Violation		Procedure		
	4.1 Repetition of a Third Degree Violation		1. Immediate attendance of the guardian is deemed compulsory.		
	4.2 Bringing, possessing or using any kinds of weapons in school.		2. Take immediate action on the violation with the assistance of concerned parties.		
	4.3 Sexual Assault inside the school.		3. The conduct management committee will meet to take a decision; the school counsellor department will be informed of further action to be taken.		
	4.4 Physical Assault of peers or school staff members.		4. Suspension of student pending completion of the investigation.		
	4.5 Leaking examination questions / papers or being a part thereof.		5. The student and guardian will be held liable for any damage caused by the violation.		
	4.6 Causing fires within the school premises		6. Transfer the student to a rehabilitation programs by the decision of the Underscretary Deputy Minister for Academic Affairs to the specialised institutions.		
	4.7 Impersonating others in school correspondence / transactions or falsifying the school official documents		7. To stop the enrollment of students from schools and the complete denial of school attendance with the transition to continue the education in a home schooling system.		
	4.8 Insulting / Abusing of political, religious and social codes.		8. Complete suspension from study in the event of exhausting of all the means of treatment, and transfer it to a competent authority to modify and treat the behaviour.		
	4.9 Possessing and bringing, offering, or using drugs, medical drugs, and psychotropic substances inside the school or being under the influence of the above-mentioned substances.		9. In the case of running out of all means of treatment, a decision of final expulsion from all means of study will be issued.		
	4.10 Broadcasting / Promoting extremist and atheistic ideas and beliefs which are against the religious and social values of the community.				
4.11 All that is similar to these violations according to the estimation of the Student Conduct Management Committee.					

Issue No. (2)

Students Conduct Disciplinary (Bylaw) in the School Community - Positive Behaviour

Issue Date: 12/12/2017

ANTI-BULLYING POLICY



**STAND UP
AND
BE HEARD**

SAY NO TO BULLYING

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+971 50 300 57 88

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CONFLICT VS BULLYING

Understand the difference

Conflict:

A Disagreement or Difference of Opinion
An Inevitable Part of Group Dynamics
Equal Power Between Those Involved
Usually an Isolated Incident/Occasional
All Involved Make An Effort to Resolve the Situation

Bullying:

Based on an Imbalance of Power
The Intent to Harm - On Purpose
Happens Repeatedly
Serious - Causes Physical or Emotional Harm
Does Not Stop When Asked
Should Always Be Reported

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ANTI-BULLYING POLICY



Bullying

is not just limited to the school playground

It affects the overall 'health' of an organisation...

1 in 3 employees felt they **had been bullied.**

Bullying currently causes the **loss of 18 million** working days every year.

Break The Silence
If You Don't, Who Will?

18m Days

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BULLYING

CAUSES SO MUCH MORE DAMAGE
BENEATH THE SURFACE

Lack of Confidence
Depression
Stress
Truancy
Academic Issues
Social Problems
Loneliness
Mood Swings

Low Self-Esteem
Self-Harm

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CHILD PROTECTION POLICY

AIMS:

- To provide clear direction to staff and others about expected codes of behaviour in dealing with Child Protection issues.
- To make explicit the school's commitment to the development of good practice and sound procedures so that child protection concerns and referrals are handled sensitively, professionally and in ways that supports the needs of the child.
- To integrate Child Protection issues into the curriculum.
- To take account of policies in related areas such as behaviour and anti-bullying.

The Responsibilities of the whole School Staff

- All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and wellbeing of the pupils in their school.
- Staff must provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour.

PROCEDURES:

- Any member of staff who suspects a case of child abuse must inform the EHS officer and Heads of School within 2 hours.
- The reporting staff member will collate a detailed, accurate and confidential report making reference to specific signs of abuse and submit this document to the EHS officer and the Head of School. The written report should be submitted within 24 hours of the initial verbal report. In cases where there is physical evidence of abuse those reporting should refer to the skin maps in the addendum of this policy to indicate the location and extent of the abuse and attach the maps to the report.
Under NO circumstances is photographic evidence to be used.

PROCEDURES:

- After receiving a report of suspected child abuse either verbally or in writing, the EHS officer and the Head will inform the Principal.
- The Principal, Head and EHS Officer will then meet within 2 hours to consult on next steps. Next steps could include contacting a member of the student's family, SPEA and/or the Ministry of Interior.
- At this meeting other key school personal such as the school nurse and counsellor will be present as requested by the Head.

Al Ansar International School is concerned about the welfare and safety of all its pupils and works to create an ethos in which pupils feel secure and listened to.

1. Permissions for Early Leaving of students:

2. Cases when students are allowed to leave during the school official timings:

- Doctor's appointment: must be approved and documented.
- Student's sickness: In case the student is unable to complete his/her day at school or he/she may affect other students e.g. any contagious symptoms (ONLY with school doctor's / Nurse's recommendation).
- Official or national duties: should be an approved official letter.
- Other cases: Upon the approval of school administration.

Permission To Leave during the school day

3. Parents, who wish to take their children during the school day, should communicate with the Administrative Supervisor of the respective section and complete the school's official form on the same day or one day before.
4. Time of leaving should be registered on the form and the parents should come and fetch their children themselves.
5. Before leave permission is granted: The parent should register the students' name at the school reception - only then will the student be called from the respective section.
6. Students are not allowed to leave after 11:00 am. without a prior notification.

“Dispersal Time” End of the School Day



- ❖ Students who go by private transportation are not allowed to leave the school premises (alone) without their parents or guardian.
- ❖ Parents or guardian are requested to please come inside to fetch the student from the school premises.
- ❖ According to the Ministry of education rules and regulations, no leaving permission cards will be issued to any student.

Students are allowed to go with their parents if:

- ❖ There is No custody order from a court forbidding custody by a named parent / guardian.
- ❖ The parents notify the administration that the student is not allowed to leave with any person who doesn't arrive with the proper identification as per the parent specification.



STUDENTS WHO LIVE NEAR THE SCHOOL :

- 1. Parents/guardian should come and fetch their son/daughter directly after school.**
- 2. If the student leaves the school, he will not be able to come back later.**
- 3. If any student wants to leave the school walking without parents or a guardian, he has to bring an approval letter from Sharjah educational zone, following all the above mentioned points.**

SOME OF OUR PROJECTS



SPORTS PROGRAMS AND EVENTS

- ❖ Sport Days.
- ❖ Hockey Center.
- ❖ Wrestling Achievements.
- ❖ Athletics.



SCHOOL BUILDING FACILITIES



SCHOOL BUILDING FACILITIES



مدرسة متميزة ، تخرج أجيالا تجمع بين الأصالة والمعاصرة
An exclusive school which produces generation that reflect traditions and modernity. *لؤيتنا*



Safe Environment for your Children

Safe Playing Areas Surfaces

Trained Staff Members to deal with Emergency Cases

Cooperation with Sharjah Civil Defense to complete at least one Evacuation Drill during the academic year

HIGH QUALITY INSTALLED CCTV CAMERAS ON THE SCHOOL PREMISES.

HIGH QUALITY INSTALLED CCTV CAMERA IN THE SCHOOL BUSES.

ADDITIONAL SECURITY HAS BEEN INCLUDED ON DOORS FOR THE PROTECTION OF OUR STUDENTS.

**RESPONSIBLE STAFF MEMBERS THAT CARE ABOUT
EACH AND EVERY STUDENT**



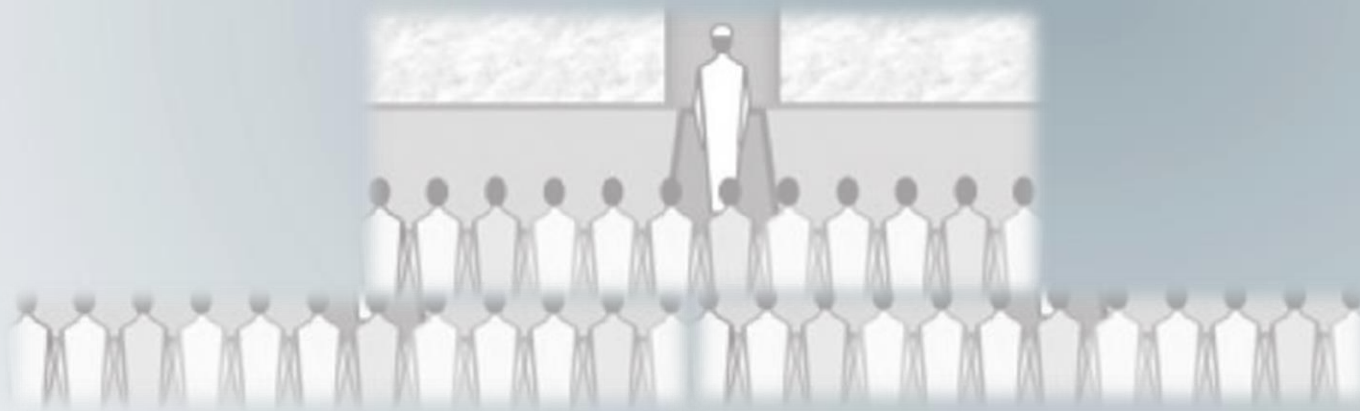


SCHOOL CANTEEN / FOOD & DRINKS



salāt az-zuhr

- ❖ Salaah is deemed part of the official school day. Students will not be granted any special early leave.
- ❖ Applicable for Grades (4-12)
- ❖ Students are expected to:



Student / Parent Manual

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**STUDENT /
PARENT
MANUAL**

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Keep Us updated

Parent Information:

1. Mobile Number
2. Email Address
3. Location Address
4. Any other information that are required to be shared with school administration.



KEEP ME
UPDATED

School Recommendations

Set an example for your son/daughter on being respectful to the school and all the employees.

It is important to:

- Spend quality time DAILY with your child**
- Listen to your child**
- Talk to your child – Do NOT shout – they will stop listening!**
- Read with your child**

Encourage them to speak in ENGLISH most of the time. Al Ansar is an Islamic ENGLISH School and, as such, the Policy of conducting ALL affairs in English will be enforced.



Thank
You!

