

14. During all external examinations i.e. FBISE, transport facility will not be provided if the timings are different OR the exams are being conducted in a centre other than PAMIR. In case the Exams Centre is Pamir, senior students have to follow the timings of the rest of the students.

15. If the school remains closed for any unforeseen reasons such as rain, flooding, or any other natural disaster/crisis, parents are still required to pay the transport charges as the school must compensate the transport vendor for the continued availability of this service.

Transportation Rules to be followed by the students on the bus.

1. Students' must listen to the driver and follow the driver's instructions.
2. Before boarding and after exiting the bus, students must keep a safe distance from the bus.
3. Students' are to enter the bus promptly, immediately take their seats, and remain seated whenever the bus is moving.
4. The driver & bus supervisor has the authority to prohibit any unnecessary conversation.
5. Students' must remain away from the driver's seat and refrain from unnecessary conversation with the driver while the bus is in motion.
6. Students' are not to touch the emergency equipment in the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2-way radios, hammers etc.) except as directed by the driver/bus supervisor or during an actual emergency.
7. The bus windows should not be opened without permission from the bus supervisor.
8. Students' are not to throw objects of any kind either inside the bus, out of the bus or around the bus.
9. Students' are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.
10. Children routinely misbehaving on the school buses will be strictly reprimanded and in case of repeated misbehaviour may be deprived of the school bus facility at the discretion of the school management.
11. Students cannot eat, drink or chew gum on the bus.
12. Damage caused to the interior of the school bus will be charged to the students responsible.
13. Students will not be allowed to drop off or pick up from any stop other than the assigned stop

School Fee Policy;

The following fees have been approved by the competent government authorities for one academic session, irrespective of the number of months the session is composed of:

Tuition Fee	Grades	Gross Annual Tuition fee	Transportation Monthly Fee	FOR OFFICIAL USE ONLY	I/C Admissions
	KG 1-2	10,000			
GR 1-5	12,000				
GR 6	14,000	Sharjah to Dubai/ Sharjah to Um Al Quwain / Sharjah to Al Dhaid 500			
GR 7	16,000				
GR 8	17,000				
GR 9	18,000				
GR 10	19,000				
GR 11-12	20,000				

Parents and guardians are required to pay the entire fees for the academic session in advance. This ensures the smooth functioning of the school's financial operations and facilitates effective planning for educational activities throughout the year.

In cases paying the entire fee upfront is not possible, parents and guardians are required to pay the full year's fee in three instalments per the following timeline. The first instalment should be paid upfront, while for the remaining instalments, they are required to submit post-dated checks (PDCs).

- Grade KG-IX; 1st Instalment; April, 2nd Instalment; Sep, 3rd Instalment; Jan
- Grade X; 1st Instalment; May/June, 2nd Instalment; Sep/Oct, 3rd Instalment; Jan
- Grade XI/XII; 1st Instalment; Sep, 2nd Instalment; Nov, 3rd Instalment; Jan

Fee for external, national, other international mandatory exams/tests, trips and other co/extra curriculum activities will be charged as and when required accordingly.

Scholarships are granted to students for the current academic year for their performance inline with UAE National Agenda Framework for their academic performance and personal/social development and demonstrating good behaviour and active participation in co-curricular and extracurricular activities. These scholarships can be withdrawn if the student fails to maintain his/her performance in academics as well as in personal/social development and demonstrating good behaviour.

Refund Policy

Registration/Uniform/Books/Notebooks/External Exams Fee and Transport fees are not refundable. As these fees are paid to the vendors outsourced.

The refund policy for Tuition & Transport fees(If paid in advance) is as follows:

- Attendance for 2 weeks or less: One monthly fee to be paid
- Attendance of 2 weeks-One month: Two months fee to be paid
- Attendance of more than one month: Three months' fees to be paid

Declaration:

I/We parent/ guardian of the student (particulars given) hereby certify that I/we have read the 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.

Guardian/Parent Name: _____ Emirates ID: _____

Father/Mothe/ Guardian of Student; _____ Emirates ID: _____ Grade; _____

Signature; _____ Date; _____

Date; ____/____/____

Principal



PARENT-SCHOOL CONTRACT SESSION 2024-2025

Introduction;

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

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

The terms and conditions stipulated in this contract are a reference for dispute resolution. This contract is the sole reference for SPEA to resolve any dispute between the school and the parents. It supersedes all prior or subsequent agreements, and understandings between both parties including school policies which may conflict with its clauses.

Definitions:

- Authority or SPEA: Sharjah Private Education Authority
- Contract: this document.
- Parent: both parents of the child when both have the legal standing of guardians or are the legal guardian by court order.
- Policies: the principles, guidelines and/or rules adopted by a school and shared with all stakeholders for the purpose of achieving specific objectives. These objectives could be related to any issue pertaining to the operation of the school, such as academics, health and safety or students' behaviour.
- School: Pamir Private School Sharjah UAE (PPS)
- School fees: any amounts owing to the school for a student's enrolment, education and related activities at the school.
- Student(s): all those who are admitted and registered at the school to be educated at any grade level.

Admissions Approval/Cancellation/TC and Long Leave;

Parents are expected to provide the school with copies of all medical, psychological, or educational assessments or reports before entry to the school. Such materials are essential in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school. Admissions can be declined or rejected at the time of the entry test or interview, as well as after admission, in case of rejection/denial from the approving authority or if the student is found to have SEN (Special Educational Needs) disorders or disabilities for which the school is not licensed or unable to provide appropriate accommodations.

The student is not permitted to skip any term of the academic year. However, parents may apply for long leave in unavoidable circumstances, and they will be obligated to pay the school fee for the specified period. Alternatively, if they choose not to apply for leave, they should request a Transfer Certificate (TC). If a student remains absent without prior approval from the school, his/her name will be withdrawn or struck off the roll. In both scenarios, if parents wish for their child to rejoin the school within the same academic year, the readmission process will be followed. Admission will be granted if a seat is available in the same grade. Seats can be reserved in the case of long leave, but not in the case of TC and NSO.

In case the transport service is suspended during the academic year by the parents, it can only resume if the service and seat are available in that particular area. Otherwise, parents must make their own arrangements. Consequently, parents should refrain from applying for temporary suspension of the transport service during the session.

Curriculum and educational programmes;

The school follows Pakistani National Curriculum (FBISE) at senior grades from Grade IX to XII and as such adhere to all the rules and regulations of FBISE Pakistan for all the national subjects while from KG to Grade VIII, the school follows an internationally aligned curriculum for core subjects and Ministry of Education subjects are mandatory for the grades both the senior and junior grades.

Assessment / Exams/Tests;

Evaluation and analysis of student's attainment and progress are done in the following ways at Pamir Private School;

Diagnostic Tests/Admission Test.

These can also be labelled as "pre-assessments". They are conducted in all grades at the time of admission to establish a baseline or a reference or starting point for the teachers.

Formative Assessment.

It is an "assessment for learning". Topics covered in class are frequently tested in several ways by the teachers in the form of quizzes, oral and written tasks, problem-solving worksheets, moreover students' performance in Monthly Tests, P.E grades, Behaviour grades/marks and specific subject specific areas of assessment are also part of the formative assessment. etc.

Summative Assessment.

It is an "assessment of learning". It is done to make final judgments about students' achievement and instructional effectiveness. Summative Assessment is considered an endpoint that sums up the performance or learning level of achievement of the students in any particular grade.

National/International and Benchmark Tests.

External assessments occur less frequently than internal assessments, but they usually have greater importance, more authority, and higher stakes attached to them. External assessments like FBISE, PISA, TIMSS, CAT-4, and any approved benchmark have been used in PPS as indicators of both the educational achievement of students and the quality of instruction in the school.

Parents are required to ensure their child's participation in all mandatory tests announced by the competent authorities; furthermore, they are obligated to cover the associated test fees.

Promotion and retention policy

Amenability to the school discipline and acquiring attendance more than 90% is mandatory requirement for promotion to the next higher grades especially in senior grades.

KG –Grade 3

All students in KG and Grades 1-3 will be promoted to the next grade level, except in exceptional cases. The decision to retain a student in a grade level will only be taken if: students who are not meeting learning expectations for their grade level will be identified during the school year.

From Grades 4 to 9, promotion or retention is determined by the overall summative result. Three summative assessments are conducted each academic year, corresponding to the three terms (Term 1, Term 2, and Term 3). These assessments consist of both objective and subjective questions.

Starting from Grade 4 to Grade 8, students must achieve minimum passing marks in all subjects. The minimum passing marks are set at 50% for Arabic & Islamic studies, 40% for Social Studies, and 35% for all other subjects.

For promotion to Grade 9 from Grade 8, students must pass all subjects with a minimum of 50% passing marks. Re-Exam is considered only in the final examination on medical grounds, by timely submission of a medical certificate. However, this exam will be arranged if sufficient time/days are available as usually result of these exams are being uploaded to Ministry Website immediately the exam is over as such parents should try their level best to make sure their children appear in the scheduled exams and should not opt for this option. Grades 9-12

Minimum passing marks for Arabic, Islamic, and UAE SST are 60% and for other subjects are 40%. Assessment criteria for the other subjects will be purely based on the FBISE examination system. Students are expected to qualify Pre-registration exams for enrolling/registration with FBISE for annual mandatory exams. In case of failure, students will repeat the same grade and can apply for FBISE exams the following year after achieving the required %age in Pre-registration and other internal exams.

Co-curricular Activities; A range of co-curricular and extra-curricular activities are arranged across the year. This way students are provided with the opportunity to develop socially, morally, emotionally and physically. Details of these activities are provided to parents from time to time however a detailed school calendar where all the dates of important activities are mentioned is provided at the beginning of the session.

Communication; Effective communication is essential to building a school-parent partnership which will strengthen the student's learning experience. Communication can and should happen through different means, such as the school's website, Circulars, WhatsApp messages, Social Media platforms, emails, Class Dojo, pamphlets and/or newsletters, to target all parents. The language of communication for all schools should be available in the language of instruction.

The responsibilities of the parents include:

Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.

Updating the school about any changes in the contact information.

Referring regularly to established means of communication for any updates about the school.

Being courteous in their approach to staff when enquiring about their child.

Attending all meetings, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardise their child's progress and learning experience. Parents' level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.

Discipline and students behaviour management; The school follows Ministerial Resolution No.851 of the Year 2018 On the Code of Behavior Management for Students in General Education Institutions.

Regarding students' behaviour parents/guardians are responsible for;

1. Submitting a written undertaking to the school, wherein they shall acknowledge that they familiarized themselves with the Code of the Students' Behavior management and that they shall comply therewith and shall act accordingly.
2. Motivating, encouraging and promoting positive behaviour, and working on reducing the behavioural problems of their child.
3. Instilling self-discipline inside their child's mind, and always reminding them of their religious and social values and that they are responsible for the future of their country.
4. Commitment to attend the meetings and the educational and awareness-raising events whenever invited by the school administration to attend such meetings or events.
5. Notifying the school of their child's needs and cooperating with it to solve the behavioural problems from which their child may suffer.
6. Being obligated to pay for repairing or replacing the items damaged or lost because of their child. The value to be paid in this regard shall be determined in the light of supporting documents and under the decision to be made by the Committee.
7. Being fully responsible towards the student in accordance with the Law of Child's Rights and Protection, as well as the other UAE Laws.
8. If any omission or negligence is proven on the guardian's side towards their child's right in education terms; then the procedures prescribed by the Law of Child's Rights shall be applied.
9. If the guardian abstains from responding to the school's decisions or from assuming responsibility for the violating behaviour of his/her child; then the matter shall be referred to the concerned bodies through the Legal Affairs Department of the Ministry. Complying with the provisions of the Regulation of Students' Guardians once issued.

The students are expected;

1. To be self-disciplined. (Follow school discipline rules & regulations details available on the school website)
2. To be punctual and regular. (At least 90% attendance is mandatory, especially for senior grades. Students having attendance less than 92 % will not be eligible for registration/exams in FBISE Exams)
3. Taking educational and behavioural responsibility and having positive attitudes towards education.
4. Committed to positive behaviour and seeking to achieve the criteria of exemplary behaviour.
5. Committed to respecting the provisions hereof and acting accordingly as a responsible person.
6. Respecting others, and effectively participating in school life in order to establish himself/herself and to develop his / her mental and physical potential and talents.
7. Keen on representing his / her school in the school meetings on reforming his / her behaviour perfectly.
8. To be aware of others' different characters, and to respect their feelings.
9. Taking informed decisions in respect of his / her health and safety.
10. Showing an understanding and appreciation of the UAE's culture, traditions and customs as to the cultures of other countries, as well as to the Islamic values and their role in the UAE society.
11. Respecting the natural environment in his / her school and avoiding causing harm there to (rationalizing water and electricity consumption, plants and pets in the school environment).
12. To abide by the school uniform/haircut, attendance, regularity, promotion policies and avoid bringing to school the banned items including electronic gadgets/or as mentioned in the school discipline/behaviour management policy.
13. To at least qualify all of the tests/exams (internal/external) arranged round the year.

Attendance and punctuality:

Each week has four working days – Monday to Thursday (barring holidays). Parents, the students and the school must work together to improve and maintain high attendance rates.

The responsibilities of the parents include: Reading, ratifying and implementing the school's policy 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.

Students who remain absent for more than one week without any prior info/permission will be liable for withdrawal from the school role as such parents are expected to inform the Class Teachers concerned before availing leave for their kids. The student is not permitted to skip any term of the academic year. However, parents may apply for long leave in unavoidable circumstances, and they will be obligated to pay the school fee for the specified period. Alternatively, if they choose not to apply for leave, they should request a Transfer Certificate (TC). If a student remains absent without prior approval from the school, their name will be withdrawn or struck off the roll. In both scenarios, if parents wish for their child to rejoin the school within the same academic year, the readmission process will be followed. Admission will be granted if a seat is available in the same grade. Seats can be reserved in the case of long leave, but not in the case of TC and NSO.

Attitudes and behaviour:

Schools strive 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 which is available on the school website.
- Abiding by the 'Student's Rights and Responsibilities' displayed in each classroom.
- Ensuring the student understands the school's expectations and possible consequences that may arise due to a breach of the behaviour code.
- 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 may result in immediate suspension of the aggressor from the school.
- 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;
- Instances of proven and intentional breach of the above will result in sanctions that may include suspension from the school.

Social Media Usage

The school has already established communication media as such parents are responsible for ensuring that both they and their children adhere to the following social media usage policy i-e they are strictly prohibited to;

- use the school's name, logo, or any other identifiable school-related imagery for any personal or social media.
- create of any social media pages, accounts, or groups using the school's name, logo, or other identifiable school-related imagery .
- create, join, or become members of any unofficial WhatsApp groups, social media pages, or other online communities that utilize the school's name, logo, or other identifiable school-related imagery.

Health, safety and well being;

To make sure safety and well-being of students besides compliance with the MOE directives, the school has devised procedures for students' arrival/pack-up timings and has assigned staff to supervise and safety of students. Parents are expected to cooperate in this regard and follow the school timings schedule properly.

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

The responsibilities of the school include Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.

The responsibilities of the parents include:

- Sharing with the school all information related to their child's medical condition and history.
- Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard.
- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.

Complaint handling procedure;

The school has devised a procedure to handle complaints/suggestions. Parents can register their complaints by filling in a Complaint Form available with the Front Desk Staff or by sending a text message on WhatsApp or email. (WhatsApp No. and email address for this process displayed on the front desk). In case of no response, parents can make an appointment for a meeting with the SLT(Senior Leadership Team).

On Saturdays and during summer/winter/spring breaks, the admin staff is available from 0800 to 1500 hrs.

Transportation;

Terms and conditions of availing the school transport facility so that both parents and the school may not face any inconvenience.

1. The pick-up and drop-off facility will be provided only from the designated pick-up and drop-off points.
2. Parents shall ensure that the child remains available at the pickup point well before the arrival time of the designated school bus. Due to traffic concerns, buses cannot wait beyond the designated pick-up time.
3. In the event of Parent(s) or the designated guardian not being available at the drop-off point at the said time to collect the child/ children, he/she/ they will be brought back to school and it will be the responsibility of the parents to collect their ward from the school.
4. Changes in address and telephone numbers should be communicated to the school immediately. However, the school is not obliged to re-route the bus to the new address if, in the opinion of the school, such a change will affect the timing of other children.
5. Damage caused to the interior of the school bus will be charged to the students responsible.
6. Parents should not communicate directly with the bus drivers or caretakers of their child's/ children's bus, with regards to any temporary or permanent change in the mode of transportation from school. Such requests are to be routed ONLY through our Transport In-charge.
7. For quick and satisfactory resolution, all matters of emergency should be brought to the attention of the Transport In-charge only.
8. In case of discontinuation of the school transport facility a letter of discontinuation has to be addressed to the transport in charge.
9. Under no circumstances are Parents allowed to ride in the school bus.
10. In case of availing of the school transport facility for 02 school weeks full fee for the said month will be charged.
11. Parents must pay transportation fees term-wise in advance.
12. Students availing transport facility for PICK or DROP (One side) only will have to pay full charges.
13. Parents are not allowed to cancel transport facility on a temporary basis (especially during the months when working days are less) as it will not be possible to resume it. In case the transport service is suspended during the academic year by the parents, it can only resume if the service are seat is available in that particular area. Otherwise, parents must make their own arrangements. Consequently, parents should refrain from applying