

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. Students will not be allowed to drop off or pick up from any stop other than the assigned stop.

### 12.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)

### 13.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.

Grades	Gross Annual Tuition fee	External Exam Fee	MOE Books Charges
KG 1-2	10,000	-	-
GR 1-5	12,000	G-3= 400 G-4&5=300	120
GR 6	14,000	300	120
GR 7	16,000	300	120
GR 8	17,000	300	120
GR 9	18,000	1250	120
GR 10	19,000	750	130
GR 11-12	20,000	G11=1000 G-12=550	100

**Transportation Monthly Fee**

Sharjah to Sharjah / Sharjah to Ajman  
AED 400 (4000 Annual Charges)  
(Instalments 1200,1600,1200)

Sharjah to Dubai/ Sharjah to Maddam  
& Um Al Quwain / Sharjah to Al Dhaid  
AED 500 (5000Annual Charges)  
(Instalments 1500,2000 & 1500)

**FOR OFFICIAL USE ONLY**

**Fee Details;**  
Admission Granted to Grade; \_\_\_\_\_  
Fee (Amount); \_\_\_\_\_  
Scholarship (If any); \_\_\_\_\_  
Balance: \_\_\_\_\_  
For the session; \_\_\_\_\_

I/C Admissions Dt; \_\_\_\_\_

Principal Dt; \_\_\_\_\_

Parents and guardians are required to pay the entire fees (Tuition & Transport) for the academic session in advance. In cases paying the entire fee upfront is not possible, parents are required to pay the full year's fee (Tuition & Transport) 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).

### School Fee and Transport Fee Payment schedule:

**Grade X-XII** 1<sup>st</sup> Instalment; Sep 2<sup>nd</sup> Instalment; Jan  
**Grade KG- IX** 1<sup>st</sup> Instalment; April 2<sup>nd</sup> Instalment; Sep 3<sup>rd</sup> Instalment; Jan

Parents/Guardians who fail to remit school fees (Tuition & Transport) in accordance with the prescribed payment schedule may be subject to the following actions, without further notice:

- Deactivation of the student's access to school-related services and systems.
- Suspension of school transportation services, where applicable.
- Suspension of the student from routine classes until outstanding fees are settled.
- Withdrawal of any scholarship, financial aid, or fee discount previously granted to the student.

Parents must pay fees for external, national, and other international mandatory examinations/tests, as well as MOE books, at the beginning of the academic year. Charges for trips and other co-curricular or extracurricular activities must be paid as and when required.

The amount charged for external examinations and Ministry textbooks may be adjusted in case of any difference in pricing by the competent authorities. In the event of a shortfall, parents will be required to pay the additional amount; in case of an excess, the amount will be adjusted against the school fees.

Note; Students suspended due to disciplinary issues or granted long leave will be liable to pay the school fee for that period.

### Refund Policy:

If a student leaves the school, fees paid for external examinations will be refunded only if payment has not been made to the external body.

Uniforms, books, notebooks, and transport fees are non-refundable, as these payments are made to outsourced vendors.

The refund policy for Tuition fees (if paid in advance) is as follows:

- Attendance of two weeks or less: One month's fee to be paid
- Attendance of more than two weeks up to one month: Two months' fees to be paid
- Attendance of more than one month: Three months' fees to be paid

For students withdrawn from the school due to disciplinary breaches or poor academic performance, any fees paid in advance will not be refunded.

### 14. Provision of Books, Notebooks, and Uniform

Parents/guardians are responsible for providing **all required textbooks, notebooks, and the prescribed school uniform** to their child(ren) before the commencement of classes. To ensure compliance with this requirement, Parents/guardians are required to ensure that students **bring and show all required items** (books, notebooks, and uniform) to the Class Teachers on their first reporting day.

The school operates an on-campus store where all required items are available.

### 15.Declaration:

I/We, the parent(s)/guardian(s) of the student (details provided), hereby certify that I/we have read and understood the terms and conditions, along with all related school policies. I/we acknowledge that it is our responsibility to review the school policies made available on the school website or shared by the school periodically and agree to abide by them. I/We further agree to support the school in all aspects of our child's education and accept any sanctions deemed appropriate concerning my/our child.

**Please note that signing and returning this contract signifies full acceptance of all the terms and conditions outlined above.**

Guardian/Parent Name: \_\_\_\_\_ Relation to student; \_\_\_\_\_ Sign.: \_\_\_\_\_ Date; \_\_\_\_\_

Student Name; \_\_\_\_\_ Grade; \_\_\_\_\_ Sign.: \_\_\_\_\_ Date; \_\_\_\_\_

Contract discussed with the parents/guardians by; \_\_\_\_\_ Sign.: \_\_\_\_\_ Date; \_\_\_\_\_

C/Signed by Principal \_\_\_\_\_ Date; \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



### 1.Purpose;

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 school and the parents, if these constructive relationships are based on agreed terms and conditions set out clearly in this contract.

Parents are required to read this document carefully to ensure that both parties in this relationship are aware of their duties and responsibilities. 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.

### 2.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.
- NSO; Name Struck-off

### 3.Admissions Approval/Cancellation/TC and Long Leave;

Parents are expected to provide & upload 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 not qualifying the tests or interview, delay in payment of school fees, breach of school discipline policy OR 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 (Name struck off).

Students suspended due to disciplinary issues or granted long leave will be liable to pay the school fee for that period.

In case the transport service is suspended during the academic year by the parents, it can only be resumed 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.

### 4.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 both the senior and junior grades.

### 5.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 while for already enrolled students, their performance in Final Exams is considered as their starting point.

**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, Behaviour grades/marks and subject specific areas of assessment are also part of the formative assessment. Monthly Test is a formal and scheduled form of formative assessment conducted from KG to Grade 12 to evaluate and monitor students' learning progress in the syllabus or portions covered during a specific month. These tests are conducted during the regular periods of the respective subjects. More than one test may be scheduled on a single day, as the course duration is short and continuous assessment is essential. This assessment also helps students prepare effectively for the summative assessments, namely the term examinations.

**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, ASSET/any other exam, 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.

**Pre-Registration & Pre-Admissions Exams.** These Tests/Exams are arranged for the Senior Grades. Students from Grade IX to XII are required to qualify these exams as per school policy for registration with FBISE and Admissions for Board Exams.

**Pre-Board Exams.** These Tests/Exams are arranged for the Senior Grades from IX to XII to prepare them for the External FBISE National Exams.

### 6.Promotion to next higher grade and registration with FBISE

The criteria for promotion to the next higher grade include the following areas:

1. Qualifying the Final Examination.
2. Maintaining an attendance record of at least 90%.
3. Securing a Good grading in Discipline and Behaviour.
4. Payment of the full school fee.

The passing percentage for MOE Mandatory Subjects for grades 1 to 8 is 50% for Arabic & Islamic Studies and 40% for MSCS. Passing percentage for other subjects varies for various grades;

- KG to Gr. 3: 40%.
- Grade 4 to 7: 45%.
- Grade 7 to 8: 50%.
- Grade 8 to 9: 60%

The student is not permitted to skip any term Exam of the academic year.

**Retention Policy:** Students who fail to meet the above criteria will repeat the class. Promotion or retention is determined by the overall summative result.

**Re-Examination Policy:** Re-examinations are permitted only on medical grounds, for which a valid medical certificate must be submitted, or in cases of emergency travel to one's hometown. The marks obtained in re-examinations will be included in the student's total marks for promotion during annual exams; however, the student will not be eligible for position rankings. Furthermore, Final Term re-examinations will be arranged only if sufficient time is available, as results are uploaded to the Ministry's website immediately after exams conclude. Parents are strongly advised to ensure their children appear for the scheduled exams to avoid complications.

#### **Grades 9-12 Promotion Criteria**

- Internal Examinations: Minimum passing marks in Arabic, Islamic Studies, and UAE S.St is 60% while for other subjects as per FBISE criteria.
- FBISE Examinations: Students must qualify all subjects either in the 1st Annual or 2nd Annual Examinations.

**FBISE Registration Criteria Grades IX & X:** Students must qualify the Pre-Registration Examinations with at least 50% marks in all subjects. Students failing to meet this requirement must repeat the class or should obtain at least 60% marks in the Pre-admission exams.

**Criteria for Admission to FBISE Examinations;** Students must qualify the Pre-Admission Examinations with at least 50% marks in all subjects additionally full year fee has been paid. Students who fail to meet this criterion will either repeat the class, or appear as a private candidate for the FBISE examinations or will appear in the 2<sup>nd</sup> Annual Exams to get prepared and qualify the exams.

**7.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.

**8.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, school portal/App, pamphlets and/or newsletters, to target all parents.

#### **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 and 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.

**9.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 there with 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 and follow school discipline rules & regulations details available on the school website.
2. To be punctual and regular as at least 92% 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. 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.
6. Keen on representing his / her school in the school meetings on reforming his / her behaviour perfectly.
7. To be aware of others' different characters, and to respect their feelings.
8. Taking informed decisions in respect of his / her health and safety.
9. 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.
10. 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).
11. 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.
12. To at least qualify all of the tests/exams (internal/external) arranged round the year.
13. To avoid driving while wearing their school uniform or during school hours. Therefore, the use of private vehicles for themselves or their siblings is strictly prohibited

#### **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.

#### **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/rustication from the school roll.

#### **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, 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.

#### **10.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.

#### **11.Transportation;**

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

1. Transport facility will be granted for the whole term not for month (s) and Parents have to pay for the whole term in advance.
2. The pick-up and drop-off facility will be available only at the designated points and according to the scheduled timings. The schedule may be revised by the school in case of new admissions, student transfers, or other transport-related arrangements. Parents are required to cooperate and ensure that their children are ready on time for pick-up and drop-off.
3. 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.
4. 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 wards from the school.
5. 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.
6. Damage caused to the interior of the school bus will be charged to the students responsible.
7. Parents should not communicate directly with the drivers or caretakers of their children's bus, with regards to any complaint, temporary or permanent change in the mode of transportation from school. Such requests are to be routed ONLY through Transport In-charge.
8. In case of discontinuation of the school transport facility Parents have to fill in transport form from the school front desk.
9. Under no circumstances are Parents allowed to ride in the school bus.
10. Students availing transport facility for PICK or DROP (One side) only will have to pay full charges.
11. Parents are not allowed to cancel transport facility on a temporary basis (for 1 Term) 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 be resumed if the service/seat is available in that particular area. Otherwise, parents must make their own arrangements.
12. 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.
13. 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 per the school policy. This is because the school is obligated to compensate the transport vendor for maintaining the continued availability of the service.
14. Students are not permitted to drive while wearing their school uniform or during school hours. Therefore, the use of private vehicles for themselves or their siblings is strictly prohibited.
15. Students who are picked up first in the morning will be dropped off first, but only if it is feasible and time-efficient. School buses aim to provide pick-and-drop services effectively by following designated routes that maximize efficiency and minimize travel time. We kindly request parents to cooperate and refrain from raising objections in this regard.

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

1. Students must listen to the driver/Bus Attendant and follow their 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, 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.