



NEW INDIAN MODEL SCHOOL - DUBAI

Parent School Agreement 2021-22

Introduction

A constructive relationship between the school and family is key to ensure that the students well-being is at the core of an effective educational experience. It is beneficial for both parties, the school and the family, if this constructive relationship is based on agreed terms and conditions set out clearly in a contract form. The purpose of signing this agreement is to keep you informed about all the mandatory and elective services provided to your ward from the school.

Admission:

The Management of New Indian Model School is pleased to offer Master/Miss EMAN FATHIMA RUSSEL KARAPPATH Comp no 47364/21 enrolment in FOURTH for the academic year 2021-22.

Minimum Age Criteria for Admissions for the Academic Year 2021-22:

KG 1 - 4 years as on or before 31-07-2021

KG 2 - 5 years as on or before 31-07-2021

Grade I - 6 years as on or before 31-07-2021

Admissions to Grade 2 and above will be offered in accordance to Transfer Certificate.

Student Special Support

To ensure a productive learning experience for all students at the school, including those with special needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the students.

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 a prerequisite 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.

Notify the principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.

Refer to the school's policy on Special Educational Needs for full details.

- Refer to the school's policy on Special Educational Needs for full details.

Curriculum and Educational programmes:

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

Phase/ Cycle:	Curriculum/ Programme:	Accreditation/ Authorization (to add website)
Pre school	Kindergarten & Montessori	CBSE http://cbse.nic.in/
Primary(Grades 1-5)	INDIAN	CBSE http://cbse.nic.in/
Middle(Grades 6-9)	INDIAN	CBSE http://cbse.nic.in/ Kerala Board http://www.keralapareekshabhavan.in/

Phase/ Cycle:	Curriculum/ Programme:	Accreditation/ Authorization (to add website)
Senior (Grades 10-12)	INDIAN	CBSE http://cbse.nic.in/ Kerala Board http://www.keralapareekshabhavan.in/(10th Grade) Kerala Board http://www.dhsekerala.gov.in/ (12th Grade)

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

1. All Muslim students to study Islamic Education from Grade/Year 1 to Grade 12/Year 12 inclusive.
2. All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Grade/Year 1 to Grade /Year 12 inclusive.
3. All students registered at the school with a non-Arab passport to study Arabic as an additional language from Grade/Year 1 to Grade/ Year 9 inclusive.

Subjects offering:

SL.NO	CLASS	SUBJECTS
1	KG - 1 & KG - 2	English, Mathematics, General Knowledge, Environmental Studies, Art & Craft, Islamic Education.
2	GRADE 1 TO 8	English, Science, Mathematics, Social science, Arabic, Islamic Studies / Moral Science & Computer Science. (Elective Second Languages for Grade 2 and above : Hindi / Urdu / Malayalam / Special English)
3	GRADE 9 TO 10	English, Mathematics, Social Science, and Science with practical (Elective Second Language: Hindi / Urdu / Malayalam / Special English).

Choice of educational streams:

Boys (Grades 11 & 12)		Girls (Grades 11 & 12)	
Science Stream	Commerce Stream	Science Stream	Commerce Stream
English Core Physics, Chemistry Mathematics Biology / Comp. Sci.	English Core, Accountancy Business Studies, Economics Informatics Practices/ Physical Education/ Painting Entrepreneurship / Marketing/ Salesmanship/Psychology	English Core, Physics Chemistry, Mathematics/ Home Sci. Biology / Comp. Sci.	English Core, Accountancy Business Studies, Economics Mathematics /Comp. Sci. Home Sci./ Informatics Practices, Painting/ Entrepreneurship / Marketing/ Salesmanship/Psychology

Assessment policy:

At New Indian Model School formal and informal way of assessment is done which includes weekly test and continuous evaluation. Activities / Experiment are performed by students to confirm their learning which is recorded in the exercise books. Assessments are conducted to credit the child's learning throughout the academic year. System of evaluation of students that covers all aspects of the student's development. It helps in bringing awareness of the achievement to the child, teachers and parent from time to time. They can look into the probable cause of the fall in performance if any and may take remedial measures of instruction there of whenever more emphasis is required.

Definitions of Assessments

Informal Assessment

Informal assessment is a non-standardized method of evaluating student progress. This type of assessment includes anecdotal records, verbal and written prompts during instruction, worksheets, observations, written samples of students work, teacher-made tests and quizzes, oral reading assignments, oral responses, projects, class assignments etc.

Formal Assessment

Standardized, norm-referenced formal assessments are published tests that are generally developed by experts in the field. They have precise directions for administration and scoring procedures. Standardization requires that procedures specified for these be followed exactly in order to assure that all students perform under similar conditions.

Half Yearly and Annual Examination

Terminal and Annual Examination is, administered at the end of a period of instruction, such as a unit, term or year. This type of assessment determines what critical content, processes, skills and concepts a student has learned and retained over an extended period of time. Performance based tasks and examinations are conducted.

Periodic Assessment

Periodic Assessment is ongoing. student's achievement is monitored continuously throughout the instructional period so teachers can modify and adjust their instruction. This type of assessment makes teachers aware of when student needs additional practice, more instructional time, a change in strategy, intervention or modification of instructional material.

Frequency of Reporting

From Grade 1 to 12, have 4 PTA Meetings during the academic year. Parent conferences take place twice each term of the academic year. As needed, progress reports are sent to parents by teachers if there are concerns about a student's progress. Report Cards may also be viewed online through our website.

Graduation requirements : Successful completion of Grade 12

Graduate certificate:

Grade 10 - AISSE (All India Secondary School Examination) conducted by CBSE India.

Grade 10 - Kerala Board (Secondary School Leaving Certificate)

Grade 12 - AISSCE (All India Senior Secondary Certificate Examination) conducted by CBSE.

Grade 12 - Kerala Board (Higher Secondary Examination)

Extra-curricular activities and celebrations:

Co-curricular activities such as games, sports and cultural activities are organized from time to time, Regular periods for games and physical training are provided in the time table under the supervision of qualified physical training teachers. We provide indoor games, like Chess, Caroms and outdoor games like Football, Volleyball, and Throw ball, Badminton and Basketball.

Health and safety:

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:

- Providing students with appropriate medical care as per the regulations set.
- Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.
- 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.
- **Paying the fees applicable for the year.**

Fees:

Fee Structure : Academic Year 2021-2022.

Tuition Fee (Yearly) : 4853.00

Description	Months Covered	Fee (AED)	Due Date	Installment
30% of Yearly Tuition Fees	April to June	1,455.90	01/Apr/2021	1st Installment
20% of Yearly Tuition Fees	Sep to Oct	970.60	01/Sep/2021	2nd Installment

Description	Months Covered	Fee (AED)	Due Date	Installment
20% of Yearly Tuition Fees	Nov to Dec	970.60	01/Nov/2021	3rd Installment
30% of Yearly Tuition Fees	Jan to March	1,455.90	01/Jan/2022	4th Installment

Annual Fees	Months Covered	Fee (AED)	Due Date	Installment
Activity Fee	April	250.00	01/Apr/2021	1st Installment
Lab Fee	4 Installments	200.00	01/Apr/2021	(applied in 30%, 20%, 20% 30% ratio)
Medical Fee	4 Installments	100.00	01/Apr/2021	(applied in 30%, 20%, 20% 30% ratio)
Registration Fee	Only for New Admissions	250.00	01/Apr/2021	Only for New Admissions

The following are other fees required for the academic year 2021-22:

Item	Fee	Due Date	Installment	Comments
A-Z Reading Program	65.00	01/Apr/2021	1st Installment	Third Party Outsourced
Educore	70.00	01/Apr/2021	1st Installment	Third Party Outsourced
Asset	80.00	01/Apr/2021	1st Installment	Third Party Outsourced
ID/Magazines/Diary	50.00	01/Apr/2021	1st Installment	
Academic Resources	151.50	01/Apr/2021	1st Installment	
	101.00	01/Sep/2021	2nd Installment	
	101.00	01/Nov/2021	3rd Installment	
	151.50	01/Jan/2022	4th Installment	

Payment of approved fees is expected in 4 installments according to the following timetable:

Total fees for the Academic Year 2021-2022

Tuition Fees AED	Other Fees	Discount	Total Cost
4,853.00	1,320.00	0.00	6,173.00

Payment of total fees for the A.Y 2021-22 is expected in 4 installments according to the following timetable

Installment	Months Covered	Amount (AED)	Due Date
First installment	Apr to June	2,212.40	Current Dated Cheque/Cash/Skiply/Credit card before 28.03.2021. Admission/re enrolment will be confirmed only upon clearing of the cheque.
Second installment	Sep to Oct	1,131.60	PDC dated 01-Sep-2021, Submission due date : on or before 28.03.2021
Third installment	Nov to Dec	1,131.60	PDC dated 01-Sep-2021, Submission due date : on or before 28.03.2021
Fourth installment	Jan to March	1,697.40	PDC dated 01-Jan-2022, Submission due date : on or before 28.03.2021

In case of any changes approved by the KHDA, the same will be intimated through a Circular and shall be payable

In order to ensure payment of fee in time, Admission cards will be issued to students while appearing for Half Yearly and Annual Examinations. The clearance of fee arrears till running month is essential for collecting the admission ticket and for appearing the half yearly and annual examination. Fee defaulters will be given three reminders, followed by three warning letters and a final letter of intimation to the parent and the school reserves the right to not re-enroll students for the following academic year when fees are

repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters and final letter of intimation (informing the parent that the child will not be re-enrolled in the following academic year)

Returning students:

For returning students, and according to the Schools Fees Framework, the school will charge up to 10% of the total fee amount to be paid within the time frame specified by the school:

This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year. The school reserves the right to ask for proof that the family is moving outside the Emirate of Dubai such as an acceptance offer from another school situated outside Dubai. This amount is deductible from the first term of the academic year.

New students:

- For new students, and according to the Schools Fees Framework, the school will charge parents up to 30% cent of the total fee amount to be paid within ten (10) days of the issuing of the acceptance letter.
- This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
- This amount is deductible from the first term of the academic year.
- This contract is valid and automatically renewed until it is replaced by a revised contract

Refunds:

- For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below:
- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.

Sibling Concession Policy:

It is the policy of the school that siblings shall receive discounted fees. This is a binding promise for the current academic year and until otherwise specified in another binding school- parent contract. Deductions are to be calculated as follows:

Sibling	Deduction rating
Sibling1	0%
Sibling2	0%
Sibling3	0%
Sibling4	0%
Sibling5	100% tuition fee

100 % activity fee will be discounted for Sibling 4 in addition to the above tuition fee discount.

**** In case of a change or cancellation of the above discount policy, parent will be given a notice period of one academic year.**

Attendance and punctuality:

Students should not miss their classes or keep away from other curricular and co-curricular activities conducted by the school. Each student who registers 85% of attendance of the total working days will be permitted to appear for the final examination. Condonation in attendance (in deserving cases) is granted only when the parent applies for leave of his ward on any of the following grounds supported by a medical certificate wherever necessary:

1. Sickness of the child.
2. His/her medical treatment
3. Medical treatment of the parents or confinement of the mother, and parent's inability to arrange for the stay of the child.
4. Bereavement in the family
5. Any other ground acceptable to the school.
6. If the student is continuously absent for a month (without prior permission), his/her name will be removed from the rolls.

The daily routine :

Timing of the day:

Start Day during the Week: Sunday

End Day during the Week: Thursday

School Hours

Morning Shift: K.G.1 and K.G.2 7.00 a.m. to 11.00 a.m.

Late Morning: K.G.1 and K.G.2 11.15 a.m. to 3.15p.m.

Montessori & Grade 1 to 12

Forenoon Shift 7.00 am to 12.50 p.m.

Afternoon Shift: 12.55 p.m. to 6.30 p.m. (All Classes)

student's absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and ensure that students are not left without a qualified teacher for long durations of time exceeding a week.

Parents, the students and the school must work together to improve and maintain high attendance rates.

student's absenteeism (Only Medical Leave) and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and ensure that students are not left without a qualified teacher for long durations of time exceeding a week. Parents, the students and the school must work together to improve and maintain high attendance rates.

The responsibilities of the school include:

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

The responsibilities of the parents include:

- Reading, ratifying and 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.
- Understanding and upholding the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the student's chances of enrolment for the upcoming academic year.

Attitudes and behavior:

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 behavior policy which is attached with this contract. This policy will cover expected code of behavior during the school timings, during extra-curricular activities, on school buses, during school trips and student's participation in social-media forums.
- Ensuring the student understands the school's expectations and possible consequences that may arise due to breach of the behavior code.
- If your ward damage any school property, the cost of the damaged property will be collected

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 practiced through social media forums. The school must set a clear policy for parents and students about the use of and participation in social media outlets and/or forums. This policy must include, but not be restricted to, the following:

- 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.
- If a student is issued 3 warning letters for his/her indiscipline in the school. He / She may not be enrolled for the next academic year. Instances of proven and intentional breach of the above will result in sanctions that may include Suspension from the school.

Transportation:

The school is responsible for ensuring the student's safety while on school buses, whether managed by the school or outsourced to a third party. In addition to implementing rigorous safety procedures outlined in a school policy, the school will also ensure the full implementation of the guidelines outlined by RTA on the matter.

The following are expectations set by the school for parents at the school.

Private vehicles:

- To ensure the safety of all students, parents driving to school will receive a route map detailing entry and exit points to the school.
- Parents must abide by the designated entry and exit routes set by the school.
- School personnel and staff helping in the organization of student's arrival and dispersal times represent the school and their instructions must be obeyed.

Buses:

- For all intents and purposes, school buses, whether managed by the school or outsourced to a third party, are considered part of the school premises when being used by students.
- All safety rules and behavior expectations set by the school and enforced by personnel must be adhered to by students and parents.
- If the parent intends to cancel the transport facility a request letter is to be given in advance (1 month).

Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the student's registration chances for the following academic year.

Hereby I acknowledge that the above agreement is entered upon mutual agreement. No further negotiations, or breaking or in between alterations of the agreement will accepted.

Starting this year, a new contract needs to be signed only if there are any changes in the contractual terms or the fees.

Declaration:

I RUSSEL KARAPPATH P/O EMAN FATHIMA RUSSEL KARAPPATH Comp No: 47364/21 Class & Div FOURTH-Q agree upon the above mentioned conditions and fee payment. I do understand that this contract is drafted based on the fee status of 2021-22. If any further changes are approved from KHDA, the revised fee will be shared with me and I am liable to pay the difference accordingly.

This contract has been signed on 29-05-2021