



School Rules and Guidelines

In The Name of God the most Gracious the Most Merciful

Dear Respected parents....

Peace upon you with Allah's mercy & blessings!

It is very important to have effective interaction and communication between the school and parents. Providing a high quality of care and an educational standard of excellence is our mission. This directory (Parents index) is to help you to see our visions for a better, and brighter future for your children, and to have a complete knowledge of the school's policies, daily activities and procedures.

1. Vision
2. Mission
3. Allocation of direction & command mission
4. Admission procedures
5. Academic year
6. School day
7. School uniform
8. School bag
9. Stationery
10. Curriculum
11. Library
12. Canteen
13. School buses
14. Health care & health school clinic
15. Prayer time
16. School activities
17. Communication with parents
18. Behavior rules and policies

- Attendance
- Classroom rules procedures
- Playground rules procedures
- School library
- School bus
- School uniform
- Care is our purpose
- Discipline & consequences
- Expropriation





Our vision:

To prepare a qualified generation to deal with the latest technology of our era armed with characteristic and authentic Islamic morals

Our mission:

To develop teaching and learning attractively, purpose of motivation and self desire under the influence of authentic educational learning required for effective learning.

Academic, direction and command missions:-

Admission procedures:-

The school has prepared a registration form which will be given to the responsible parent to fill in with required details, with the assistance of a competent officer (if needed), personal papers and photos should be enclosed inside the forms. Non refundable registration fees of DHS 500 of new students should be closed. (Ministry of education and youth decree/private education section). Moreover the responsible parents will follow up with the school accountant to settle all account payment through the academic year.

Academic year:

Al Resalah School follows two academic terms system. In which the first term (from academic year) starts in September, and the second academic term will be starting after midyear academic official holiday in United Arab Emirates with the procedures ordered by the Ministry of Education. The Academic Day will be starting for students (first grade till ninth grade) from (07:45 am). Morning Assembly will take fifteen minutes. The teaching will start at exactly eight o'clock and will finish at (2.15 pm) afternoon. Al Resalah School emphasizes the importance of students coming early morning to attend the morning assembly. After that the entrance gate will be closed at exactly eight o'clock. Students will not be allowed to enter after the above mentioned time.

For Kindergarten section, the school day starts at 8:30am, and finishes at 12:30pm. There will be a (40minutes) break and other break will be after the sixth or seventh class to have noon prayer together (according to noon prayer time).

The school will have one uniform for all students (boys and girls) to make sure they will be equal & respect the method of Islamic authentic tradition.

General rules for the uniform:



1. Students are not allowed to wear activity clothes (swimming, physical education) on the non activity days.
2. Parents will provide a swimming suit for their son/daughters (swimming suit /towel/swimming glasses/ swimming bag) the swimming suit must be decent, and proper(school can guide you for choosing stores for this purpose if you are interested). It will be required to write the name of the students, and his/her class on the swimming bag.
3. School girls from the fifth grade have to wear a scarf, and the school's policy expects the parents to encourage their daughters to wear it. School girls should wear white pants with long white socks from first grade till five.
4. All students have to wear black shoe (kindergarten/ primary/high classes).
5. The colours of the winter sweaters should be dark blue or black, if blue is not available.

School bag:

School bag is the daily companion for students It should be suitable and fit the requirement of the students. The general school bag should contain decent prints and shapes which correspond our Arabic Islamic Traditions.

Stationary:

Parents should choose the right stationary for their children which make allowance for the quality, and safety conditions and doesn't contain prints and shape which would be in contrast of a decent Islamic educational behaviour. Parents and students must make sure daily, that his son/daughter has his/her needed stationery in the school bag before leaving for school. If the pupils need geometric tools or calculators, it will be mentioned by the class teacher.

Curriculum

Al Resalah School approves British curriculum in the core subjects: English language/Mathematic/Science/Geography/Art, and Physical education. Besides Arabic Subjects which are authorized by the Ministry of education and Youth (Arabic language/Islamic studies/ Social Studies) & focusing on how to recite the Holy Quran. Moreover the laudation & prophetic Speech. The laudation will depend on the pupil's age, and according to organized sequencing range levels, the instruction from the Islamic class teacher from (the booklet of Holy Quran & Prophetic speech), which is published exclusively by the school in special copies according to the class levels & stages, will be achieve the purpose.



- The school provides pupils with books and booklets needed and daily note from the starting of the academic year which will be considered as the daily mail between the teacher, and the parent, where in the teacher will write down his/her daily notes & student behaviour record. The parent can remark & write notes to the teacher through his /her booklets well.
- The school allocates a private file for each student as well (generalization file) which will serve the pupil and father to communicate daily about any memo or notice sent by the teacher.
- The school depends on British curriculum; however, some of the lessons contain subjects which do not accomplish with Islamic tradition, so we have the right to delete and disregard those lessons under direct guiding & notice of the academic supervisor.
- The school performs rapidly to develop the knowledge & reading skills of each student creation. An avid reader is more creative in writing and speaking skills. So we try hard to enrich the specialized reading classes by providing stories useful books.

Library

(Read) the word of truth which has been told to the generous prophet Mohammed (PBUH) by Allah who consequently honor the human making his development & improvement by virtue of thinking conclusion, reading & knowledge... That's why Al Resalah Private School works within this instinctive educational base to devote listening & reading library room which contains the latest educational & instructional books published and recent audiovisual equipments. The school has a specialized library class from weekly class schedule. The students will be trained how to handle the books. To gain knowledge of books, audiovisual tapes will be used to fit his age. Also the students from higher grades can enjoy having a chance to borrow books from the library. Firstly a great range of reference books for research, school reports, class projects or non class activities for the students.

Canteen

Supplying health meals at fitting prices and purchasing by easy, fast and loyalty way for students. The school provides a purchasing private electronic card system for each student. Students have a chance to choose food, and beverages through flexible easy way. Saving time, money and reducing waste .Plus, it will afford a chance for the parent to know directly with a special report telling his Child's purchases, the meals that they have brought, and deducting money from his private canteen account; this is easier for parents to control the available amount for his son/daughter by increasing



or reducing the amount. Or even guiding him/her to a variety of what he/she is eating and drinking, according to his or her nutrition. Advantages and his/her individual desires. The parent is able to recharge his student private purchasing electronic card with the amount that he wants to, monthly or each term by frequently checking his son/daughter amount by looking into the school private website under title of (school canteen).

School buses:

We confirm shared responsibilities of guiding student who are using school buses, and settling safety rules which are necessary to follow. The school will guide the students by teaching them safety rules of using school buses and sitting decencies in the bus, and will provides special assistant teacher for each bus each morning and afternoon. We expect from parents to guide their children informing them of the importance of discipline, quietness, and respect to the bus driver as well as the safety for themselves, and others. The school has school buses which are specialized for transporting students who are livening in Sharjah, Ajman and Umm-Al-Quwain.

Health care and Health school clinic:

Al Resalah Private School follows the basic rule of (Protection better than cure); therefore the school provides amusing indoor, and air conditioned playing fields. Also supplying it with amusing jungle gyms which meet the required safety condition. Further more, the schools highly trained educational, administrative staff, and assistance staff to take care of students. With safety precautions, and preventions procedures, you will feel secure that your child are in good and safe in our school. (God Willing). The school is in cooperation with Sharjah educational authority works to provide special vaccinations for young primary stages, according to vaccine schedule which approved from the Ministry of Health. The school will provide complimentary periodical physical checkups for students. The school nurse will be available from 7:30am till 2:15 pm to take care of student's health when it is required. In case of emergency patients will notified immediately by calling them. Therefore, it's very important to supply the school with right phone numbers, and additional numbers when requested. A doctor will visit the school 3 times a week to treat any patients.

Praying time:

The school has provided a specific time for "Salat Dohor". The pupils pray in groups, and short lecture is given by one of them, after the prayer.

School activities:





The school activities are very important in developing the pupils' personalities and widening their life experience. We actively encouraging our pupils to take full advantage of all activities provided by the school.

The morning assembly:

The school utilizes the first 15 minutes of every school day to structure a morning assembly. Our pupils are given the opportunity to perform under their teachers' supervision. This assembly is always started by reciting Quran and the morning "Dua'a".

Curricular and extra –curricular activities:

Includes, sportive, leisure, and educational activities provided at the school or in the local area. We frequently organize school trips, day excursions, and activities that complement the themes being studied.

Exhibition and fairs:

At the end of every academic year, the school gives the chance to all their pupils to excel, and give their best in the school's annual exhibition.

School celebrations:

The school will be taking part in the religious, national, and academic celebrations. This event is used to create an environment full of fun, and happiness, for the pupils.

Communication with parents:

For pupils to develop successfully and reach their full potential, a strong positive relationship between parents and the school is essential. The school has provided a wide range of communication tools:

1. The school's website: the parents will be near future be able to get all the information needed, about their children, and the school itself. (Al Resalah...)
2. The student's diary: this is a diary link between the teacher, and the parent. This diary is to be checked, and signed daily by both the parents, and the parents.



3. Personal meeting: the school is always ready to speak to parents if they have concern about their child or the school itself. Parents are welcome to make an appointment with the supervisor or the class teacher if they have any anxieties.
4. Parents evening: the school provided a yearly school calendar which contains tests, and exam timings, holidays, and parents evening. Formal consultation evenings are usually held after giving the pupils' written report. Parents are requested to attend them regularly to follow up the progress of their children. The school gives a regular questionnaire which is continually renewed to fit with the parents' needs. You are welcome to record your suggestions and point of view regarding the school
5. Behaviour: we encourage a high standard of behaviour and a respect for other people and properly by providing a special program for psychological care under supervision of specialist. We also provide many activities and competitions to encourage good behaviours.
6. The smiley face: is a various program which helps the pupils to give their best academically, and behave better. Each pupil is then given his own smiley face chart and is awarded for any good work or behaviour. The chart contains all the details and rules concerning this program. After collecting a certain amount of smiley faces, pupils are awarded by being the best academically or behaviourly.

The school settles also some rules and policies that should be respected and followed by each pupil:

Class Rules:

1. The respect of the lesson's timing, and no pupil is allowed to eat or speak with permission of the teacher.
2. Paying sufficient attention to the lesson given, and following the teacher's instructions.
3. Asking permission to speak by raising their hands.
4. Being quiet, and organized, no pupil is allowed to make a mess or to speak loudly inside the classroom.
5. Keeping the classroom tidy and clean. Throwing papers on the floor or writing and drawing on the walls are forbidden any damages to class room furniture will be paid by the pupil himself/herself.

The morning assembly:

The pupils should respect and attend the morning assemblies; this helps them to be punctual and to take advantage of the educational programs performed at that time.



Late students are always a source of confusion and disturbance for the teacher and their class mates. The administration will deal with this matter as follows:-

1. An oral warning for the first time late
2. Written letter to the parents

The school playground rules:

1. For the pupils' safety, no one is allowed to run in the school playground or corridors.
2. Keeping the playground clean during P.E and breaks is also a procedure that must be followed.
3. Standing properly, and being quiet during the morning assembly.

The school library:

1. To keep the area clean and tidy
2. To keep the books properly arranged on the shelves when taking out books to read
3. To return the books after the reading session
4. Not to write or colour in any books and any damages books will be paid for by the pupil

* In case of breaking the laws, pupils will not be allowed to borrow any book. And a happy face will be removed from their chart.

The school canteen:

1. Pupils are free to bring their own snacks which should be healthy (chip, chocolate, fizzy drinks are not allowed)
2. Pupils are requested to sit properly and quietly in the canteen, while eating.
3. To wash hands before eating and saying food's "Dua'a"
4. Pupils should respect their turns while buying food from the canteen
5. Pupils should not throw any food on the floor, if they have some food left they should keep it in their lunch boxes
6. After finishing food, Pupils should clean the used tables, throw the rubbish in bins, wash their hand and say "Dua'a"

As the school believes in the importance of the previous rules, it keeps on encouraging pupils to respect and follow them.



Care is our purpose:

The school believes on rewarding rather than punishing, and through various activities mentioned previously, we keep on continually encouraging pupils to behave according the Islamic concepts which includes respecting themselves and others.

Punishment policies:

It's a list of policies to be follows in case of unacceptable behaviours. The unacceptable behaviour is explained to the pupils. The pupil won't be allowed to attend some activities (P.E. /swimming). A written letter is sent to the parent, the parent is convoked. If the behaviour is harming other pupils, the administration will take the appropriate action.

Expropriation of pupil's properties:

These sections supervisor has all rights to refuse the following pupils properties. Those not allowed by the school (mobile/electronic game) and dangerous ones. The supervisor gives a warning to the pupil, after explaining the reason for why such things are refused. The dangerous stuff, are returned directly to the parents. This detailed parent's index is to clarify our mission, goals, responsibilities, and policies hoping that our effort will be fruitful.