

 GEMS WESTMINSTER SCHOOL, SHARJAH ANNUAL HOME-SCHOOL CONTRACT (Please submit a <i>copy</i> of this Contract to each child's teacher)						Date:	
						Updated 10/3/21	
	Student name:	Nationality	Religion	Enquiry/ID #	Grade:	Transport (√)	
						OT	Bus
1							
2							
3							
4							
5							
6							

Parent Details	
Mother	Father
Name:	Name:
Contact number:	Contact number:
Residence Address: Building name/Villa number: Area: City:	Residence Address: Building name/Villa number: Area: City:
Email:	Email:
Occupation:	Occupation:
Company name:	Company name:

Appendix (A) to the Ministerial Resolution No. (1) of 2018 on the Regulation of the Students Behaviour at Public Education Foundations, United Arab Emirates. The Ministry of Education. Form No. (1), and SPEA Circular #74 dated 22/09/2020.

- The student and the guardian sign on the guardian's charter with the school at the beginning of the school year and agree to review the contents of the Student Behaviour Regulation.
- This Contract is a reflection of the Ministry of Education's approach to achieving the vision of the United Arab Emirates for a first-class educational system that ensures that all students develop a personal, cognitive and social development in a safe and secure environment.
- The Regulation of Positive Behaviour draws upon the values of the Ministry of Education, Citizenship, shared responsibility, accountability, commitment and transparency, and the right for education for all. Therefore the school, with all teaching and administrative staff members, commits to inform, direct and train all students with instructions to be followed all the time.
- The school therefore expects students to consistently show respect and appreciation to their teachers and colleagues and to respect their learning environment and school facilities.



- The general policy of the Student Behaviour Regulation states that all students, employees and parents have roles and responsibilities that all must adhere to, including the general obligations of the administrative and teaching staff.

General Responsibilities

School General responsibilities:

- Commitment to student safeguarding, wellbeing, health & safety.
- Commitment to professional and ethical standards, well-prepared teaching, learning and non-classroom activities.
- Share Termly data relating to the child's progress & Attainment with parents (subject to clearance of fees).
- Consistently follow school policies & procedures as published in the Parent Handbook & update as required.

Parent/guardian General Responsibilities:

- Follow school policies & procedures as published in the Parent Handbook.
- **Promote positive behaviours and commit to encourage and care, and to resolve behavioural problems** of the child. **Cooperate with school** to solve any behavioural problems **as per the school's behaviour policy**.
- **Instill self-discipline** in children and always **remind them of the values of their religion and society**.
- Commit to **attend educational and awareness meetings and events** when invited by the school administration. **Communicate with the school** when needed.
- **Notify the school of the children's particular needs, including SEND/SofD**, and support child & school accordingly. Provide requested Reports as required.
- **Pay the value of repair or replacement** of any items lost or damaged by the child, as per the decision of the Behaviour Management Committee.
- **Accept full responsibility towards the student according to Wadima Law and other laws** in the state.
- **Demonstrate respect to the administrative and teaching staff at the school. Do not harass or verbally/physically abuse them (either face-to-face or on Social Media)**, and follow the complaint policy.
- Provide and **update correct telephone numbers** to facilitate continuous communication between the school and the home.
- **Support their child inside and outside school to raise their educational level, values and character**.
- Ensure the child **attends school regularly, brings all required learning materials & stationary, wears correct school uniform & arrives & is picked up on time**.

Student General Responsibilities

- **Adhere to all school & Authority rules** and regulations.
- Commit to the **values, principles, customs and traditions of the UAE community**, such as **honesty, integrity and non-infringement**, and respect all members of the entire school community as well as parents and members of the community as a whole.
- Acting **responsibly and not endangering the lives and safety** of others or the student himself / herself.
- **Maintain property** of the school and others.
- Commitment to **school hours. Not to be absent or late** except with an acceptable excuse.
- Contribute to **strengthening the image of the school community**.
- **Participate in the educational process** in a positive way through **hard work and diligence**.
- **Act responsibly and not disrupt the educational process** within the classroom.
- Commit to **good uniform, appearance** and attitude.
- **Study diligently** and promote the educational environment.
- **Contribute to the activities** of the school community.
- Encourage and **promote a positive and motivated school** environment.

Students' Rights:

- Obtain a quality **education**.
- Learn in a **safe and attractive school environment**.
- To be treated with respect, fairness and justice by all.
- Obtain the necessary **support from the parent, guardian or the official representative of the student** at school meetings.
- **Confidentiality**; school will not disclose any student's records without the written consent of the parent or the competent official authority.
- Provide appropriate **social, psychological and health care**.



- Provide **activities** that are appropriate for their talents, abilities and potentials.

1. **Communication**

1.1. **School Responsibilities**

- To share all required information, circulars, Authority rules, expectations & requirements with parents in a timely manner by email/SMS as appropriate.
- To update & publish the Parent Handbook, which includes all main school policies & procedures.
- To reply to parent emails & calls within 2 working days, in working hours.
- To communicate professionally with all stakeholders.
- Confidentiality; never communicate personal information except to that concerned person.

1.2. **Parent Responsibilities**

- To check school emails/SMS & keep up to date with school circulars & other communication.
- To respond supportively to school communication.
- To communicate to WSS staff respectfully, both verbally & in writing.
- Never communicate directly with another family's children unless with their parent permission.
- Never defame WSS, GEMS or WSS staff on social media or other format, or break confidentiality.

2. **Enrollment**

2.1. **Acceptance of the student's enrollment in the school; School Responsibilities**

- School will follow a fair & consistent policy for the enrollment of children into WSS.
- Promotion to the following grade will be as per Authority attendance & achievement criteria.
- Enrollment is subject to the child passing academic & social assessment, the submission of required Authority Registration documentation & clearance of the first Term's fees in full.
- Priority admission is given to 1) Siblings of WSS students, 2) GEMS school-school transfers, 3) WSS staff children & 4) GEMS staff children.

2.2. **Acceptance of the student's enrollment in the school; Parent/guardian responsibilities**

- **To submit all required Authority Registration Documents** prior to admission & update these as required over time.
- To clear full Term 1 fees before enrollment is confirmed, & subsequent Termly fees by the first day of each Term.
- To pay the Re-enrollment Fee by the given deadline to secure a seat for the following academic year.

3. **Curricula and Educational Programmes:**

3.1. **Compulsory study materials**

- The WSS curriculum follows the British National Curriculum for England & Wales. This includes books, assessment, progress & attainment expectations, Schemes of Work and external examinations (IGCSE in Grade 10/Y11, A/S Level in Grade 11/Y12 & 'A' Levels in Grade 12/Y13).
- A list of the required learning materials will be published at the start of the academic year & made available through the school Bookstore. MOE books are compulsory & subject to change.
- Parents to ensure that their child brings all required learning materials to school as per the timetable.

3.2. **Elective study materials**

- Teachers will ensure that all required materials, whether elective or compulsory, are available either in the Bookstore or uploaded online.

3.3. **Evaluation/Assessment policy**

- **The assessment policy is reviewed Termly & annually.** It includes compulsory MOE external assessment tests (eg. CAT4, Baseline Assessment, PASS & GL Progress Tests), internal end of Term exams, quizzes & ongoing teacher assessment of classwork, projects & homework.
- End of Term/Year portions & schedules, & external assessment schedules will be shared in advance with parents.

3.4. **Graduation requirements and equivalencies**

- These are subject to MOE change & will be informed to parents of applicable Grades

4. **Fees**

4.1 **Annual school fees**



- Fees are **as per Authority approval** & are published on the Website & in Reception.
 - Fees are **subject to change as per Authority notification.**
 - **If parent paid annual fees in full in advance, but school subsequently receives authority approval for a fee increase, the difference is payable.**
 - **Fees are due per Term, by the first day of each Term. Term 1 fees must be cleared before any student joins for the new academic year.**
 - **Failure to clear fees would lead to suspension of Report Card publication, discussions about individual progress & achievement & TC/formal school document provision. Seats would not be held for the following year if Term fees remain pending after the end of the academic year.**
 - **Term 2 fee must be cleared before seats can be booked for the following academic year**
- 4.2. Extra Fee Recipient (N/A)
- 4.3. **Fee payment mechanism**
- Fees can be paid at the Cashier, or through the parent's online portal.
 - Bounced cheque penalties apply as per the Bank's charging structure.
- 4.4. **Fee refund mechanism**
- Fee Refunds are done in accordance to the MOE Bilu No (28) of 1999, Article 52 (One month's fees are payable if the student attends for 2 weeks or less, two months fees are payable if the student attends for more than 2 weeks & less than one month, & three months fees are payable if the student attends for more than one month).
- 4.5. **School fee reduction policy**
- Fees are set by the Authorities & GEMS. School does not have a fee reduction policy.
 - The AED500 Re-enrollment Fee/Seat Booking Fee is non-refundable in any case, as per Bilu No (28) of 1999, Article 52, point 2.
- 4.6. **Scholarship Policy**
- School does not have a scholarship programme. Any such programme would be discretionary by GEMS.
- 4.7. **Certificate blocking mechanism**
- **Certificates & Report cards would be withheld in the case of non-payment of due fees.**
- 4.8. **Financial sanctions mechanism**
- **GEMS reserve the right to pursue debts & broken Payment Plans as per local law.**
 - A fee is charged on bounced cheques as the Bank's charging policy.
5. **School Calendar**
- 5.1. **School responsibilities**
- **The school follows the Authority published school calendar, which is published in the Parent Handbook. All dates are subject to Authority change without notice.**
- 5.2. **Parent/guardian responsibilities**
- Ensure 'Good', regular attendance (at least 94%)
 - Submit a Leave application for any emergency Term-time Leave exceeding 1 day, and a Medical Certificate for any medical leave exceeding 2 days.
6. **The Behaviour Management Policy is published in the Parent Handbook**
- 6.1. **The full Behaviour management policy as per the Authorities 'Students' Conduct Regulation 2018-2019** applies an initial 80 standard Behaviour Marks, from which deductions can be made for violations of 4 different categories, depending on the seriousness of the violation. Points are deducted depending on the category of the violation, at 4, 8, 12 & 20 points each violation. Deductions & Outstanding Points are totalled at the end of each Term & Year. Details of categories & example violations are below. The route may be fast-tracked or reviewed considering the level of violation.



Example of Behaviour Violations (as per MOE Bilo, 2018-2019) for KG1-G2/FS2-Y3

1. Being late for more than 10 minutes
2. Absence by more than 3% without an excuse
3. Non-compliance with uniform
4. Lack of personal hygiene (hair, nails, clothing)
5. Lack of following positive behaviour rules inside & outside classroom, such as maintaining calm & discipline
6. Misuse of electronic devices.
7. Misuse of school facilities.
8. Misuse of learning resources.
9. Verbal abuse.
10. Writing on school walls & vandalising school buses & furniture.
11. Inciting to provoke, threaten or intimidate any child.
12. Frequently keeping some educational resources (stealing).
13. Long hair for boys & western hair cuts

Example of Behaviour Irregularities (as per MOE Bilo, 2018-2019) for G3-12/Y4-13

First Category Violations	<p>First Category (minor) Violations (1st time Planner note, 2nd time IR sent home, 3rd time 2 marks deducted, 4th time 4 points deducted & subsequent repetitions):</p> <ul style="list-style-type: none"> • 1.1; Being late without acceptable justification. • 1.2; Non-compliance with uniform (school or PE) • 1.3; Failure to bring books/school supplies • 1.4; Failure to follow positive rules of behaviour inside/outside class • 1.5; Sleeping in class • 1.6; Eating in class without justification • 1.7; Non-compliance about completing HW & assignments. • 1.8; Bringing any means of communication, such as mobile (p46; 1st time confiscate until end of day, 2nd time deduct 2 marks & confiscate for one week, third time deduct 4 marks & confiscate for the rest of the Term) • 1.9; Misusing electronic devices, such as playing games & misusing headphones • 1.10; Any similar action.
Second Category Violations	<p>Second Category Violations (Medium Risk) 1st time (IR sent home, 2nd time IR/WL with -8 marks. From 3rd time, st. can be given internal exclusion for 1-3 days)</p> <ul style="list-style-type: none"> • 2.1; Repeating the irregularities of the first Level more than 3 times • 2.2; Absence from school without acceptable excuse, including before or after holidays & weekends, or for exams • 2.3; Entering or leaving the classroom without permission during the session, or not attending sessions/activities without an excuse. • 2.4; Inciting to provoke, threaten or intimidate • 2.5; Violating public morals, such as dressing/styling to resemble the other gender • 2.6; Writing/damaging school/bus walls or furniture. • 2.7; Taking, possession, sharing photos of staff/students without their permission • 2.8; Verbal abuse • 2.9; Smoking in school or possessing any smoking tools. • Private License holders who use private cars without obtaining necessary school approvals. • 2.11; Trying to steal. • 2.12; Misuse of Means of communication, such as Mobile on trips. • 2.13; Any similar action.
Third Category Violations	<p>Third Category Violations (Dangerous) (1st time -12 marks plus written WL. St. can be banned from bus for repetitions, excluded from school for 1 week as per MOE approval)</p> <ul style="list-style-type: none"> • 3.1; Repetition of one of the Second Degree Irregularities more than 3 times • 3.2; Leaving school without permission/escaping during the school day • 3.3; The acquisition, possession, display & promotion of unauthorized materials, information, electronic materials & those contrary to values, morals, etiquette & public order or modesty. • 3.4; Defaming peers or staff on social media • 3.5; Bringing or possessing white weapons or similar in school • 3.6; Sexual harassment in school • 3.7; Physical assault of peers or staff (physical bullying) • 3.8; Systematic theft or concealment • 3.9; Attempt to destroy/damage school equipment/facilities & seize them. • 3.10; Tampering of or vandalising buses, harming Driver/Conductor or road users. • 3.11; For License holders, driving recklessly around school, failure to follow safety rules & security instructions. • 3.12; Failure to deliver means of communication (Mobile) • 3.13; Any similar action.



Fourth Category Violations	<p>Fourth Category Violations (Very Serious) (1st time -20 marks). Exclusion from school pending investigation. Excluded from Government school system)</p> <ul style="list-style-type: none"> • 4.1; Repetition of one of the Third Degree Irregularities more than 3 times • 4.2; Use of means of communication (eg. Mobile) for illegal/ immoral activity, or in any way that harms the education foundation or its employees/users. • 4.3; Destroying or damaging school equipment/facilities & seize them. • 4.4; The acquisition, possession or use of firearms, white weapons or the like in school • 4.5; Sexual abuse in school • 4.6; Physical assault leading to injury of peer or staff • 4.7; Leaking exam questions, or participating in any way • 4.8; Causing fires in school • 4.9; Impersonating others in school dealings or forging school documents. • 4.10; Abusing political, religious or social symbols of the State • 4.11; Possession, bringing, promotion or use of any kind of narcotic drugs or psychotropic substances, or being under the influence. • 4.12; Broadcasting or promoting extremism or atheistic ideas & beliefs against the social & political systems of society. • 4.13; Any similar actions. • 4.14; Insulting the divine religions, or provoking all that causes strife at school.
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6.2. Behaviour management policy approved by the school

- By signing this contract, the parent agrees to support the school's discipline policy.
- Our **'Code of Conduct' is based on mutual respect**, & is applicable to all stakeholders.
- Staff monitor & follow-up behavioural issues in a fair, consistent manner. Incidents are reported in the students' Planner &/or recorded using the Incident Report, which is filed in the student's Portfolio. Multiple Planner notes/Incident Reports over time & serious safety issues would lead to a Warning Letter.
- Students are expected to learn from their mistakes & reflect on 'how to do better next time'. Students who repeat irregularities & receive more than one WL would have an IBP (Individual Behaviour Plan) managed by Head of Inclusion/GC.
- Warning Letters are issued immediately for serious violations (such as fighting) or due to repeated irregularities over time.
- **After 2 Warning Letters**, a child's re-enrolment would be blocked & the child would be 'On Probation'.
- **Students whose behaviour does not significantly improve would not be readmitted for the following academic year.**
- **Students receiving 3 Warning Letters are automatically blocked from re-enrolment for the following academic year.**

Stepped follow-up Action by WSS Staff

Prevent-Developmental-Therapeutic

1. Verbal warning by concerned staff.
2. Note in Student's Planner by concerned staff.
3. Loss of HP/responsibilities/privilege.
4. Break Detention
5. Behaviour Incident Report
6. Student writes an apology letter
7. Incident Report including deduction of Behaviour Marks
8. St. referred to Inclusion Team for Counseling
9. Social Academic Report (SAR) sent home.
10. Code of Conduct Promise Letter signed by student & sent home.
11. Parent asked to meet SLT & sign an Agreement Letter
12. Parents pay for any loss/damage
13. Warning Letter sent home.
14. St. put 'On Report' for repeated violations & has an Individual Behaviour Plan (IBP) from Inclusion Team.
15. Community service in WSS
16. After WL2, st. put on an Individual Behaviour Plan by Inclusion Team.
17. Internal suspension - Study Temporary Suspension Decision letter (p59)
18. 2nd WL, st. 'On Probation'. Re-enrollment blocked for the following year. If st. passes 'On Probation' parent signs a 'Conditional re-admission' Letter for Sept.
19. After 2nd/3rd WL (before 1st May), 'No Place September' Letter sent home.
20. File referred to MOE SPEA in case of mid-year Level 4 irregularities

6.2.1. Classroom learning

- Learning Programmes are modified considering the current health & safety situation & Authority rules.
- School will send home a comprehensive Programme document detailing the requirements & expectations of each



programme option. Parents will be able to select their preference subject to them meeting the required criteria.

6.2.2. Distance Learning

- As for Classroom learning above.
- Parents are not allowed to interrupt, message or otherwise engage with the teacher or class during teaching time. Parent may email queries/concerns to the teacher as usual & the Teacher will reply by email within 48 hours on a working day.

6.2.3. Hybrid learning

- As above.

7. Health, Security and Safety

7.1. School responsibilities

- The safeguarding, wellbeing, health & safety of our students are top priority.
- Issues related to student safeguarding, wellbeing, health & safety will be taken seriously & followed-up promptly as per school, GEMS & Authority guidelines.
- Full details of related policies are published in the Parent Handbook & updated as required.

7.2. Parent/guardian Responsibilities

- Report any safeguarding, wellbeing, health & safety concern to the WSS Management immediately.
- Follow all WSS & Authority safeguarding, wellbeing, health & safety policies as published in the Parent Handbook, including our ‘no junk food’, healthy lifestyle policy, sending healthy snack & water bottle to school, actions in the case of infectious diseases & head lice, collecting sick children from school, never confronting or interacting with other people’s children without parent permission etc.

8. People of Determination

8.1. School responsibilities

- WSS is a mainstream school with a set capacity & facilities for students of Determination. However, where we are able to support the child’s academic & social development, admission may be offered.
- WSS is committed to equality of opportunity for all our students, & will provide whatever support possible to ensure equity of curriculum & activity access.

8.2. Parent/guardian responsibilities

- On admission & at the start of each subsequent academic year, parents of Students of Determination will sign a **Conditional Admission Letter**, detailing expectations & conditions of admission. This may include the provision of external assessment reports, provision of a Learning Support Assistant & external support sessions, as per the student’s individual needs.

9. Transportation

9.1. School responsibilities

- Transport is provided by BBT. All queries, complaints & requests should be directly addressed to the BBT CCE.
- School management will support BBT with the follow-up of discipline issues.

9.2. Parent/guardian responsibilities

- Support BBT staff with the behaviour & safety of their children.
- Be punctual to the drop-off/pick-up points.

Procedures for managing and resolving disputes between school and parent

- In the event that the parent/guardian fails to comply with the decisions of the school, or self or child violates the conditions of this Contract, WSS reserves the right to exclude the child from re-enrolment for the following academic year. The school commits to following the conditions of this Contract & policies as published in the Parent Handbook. Disputes may be referred to the competent regulatory authorities by the school’s GRE.

10. **Select your Option for Your Child’s Educational Programme (in case of Authority class size restrictions due to Pandemic & we have to operate a 50%-50% attendance procedure):**

√	Educational Programme Option (√)	Comments
	100% online Remote Learning Programme (RLP)	• WSS will review



	<ul style="list-style-type: none"> My child must attend school for international external assessments (assessments required by SPEA, Mocks & Board Exams) 	<p>programme provision & options as per Authority guidelines.</p>
	<p>Blended Programme (50% time in school, 50% RLP at home on a rotational basis)</p> <ul style="list-style-type: none"> I accept that while WSS will do everything reasonable to ensure student health & safety & follow Authority regulations, it is not possible for WSS to guarantee my child's 100% health & safety. I will not knowingly send my child to school if sick/suffering from any one COVID or other illness symptoms. I will provide the Authority required health documents before my child re-joins school after illness. I will ensure that my child follows all Authority quarantine, isolation & other Health & Safety regulations. I will keep WSS informed of my child's international travel & any family/contact COVID-19 infection information. I will not drop off my child at school before opening time (7:30am.during the Pandemic, 6:30am on regular days). I will ensure that my child arrives & is picked up at home time punctually. I understand that there is no Babysitting arrangement. I will ensure that my child brings all required 2 masks daily, stationary, fully charged device, learning materials, snack & water daily to school as required. My child must attend school for international external assessments (assessments required by SPEA, Mocks & Board Exams) I understand that my child's deliberate failure to follow health & safety protocols & assigned school timings is a potential safety risk & is therefore a serious disciplinary issue. 	<ul style="list-style-type: none"> Students must remain in their chosen programme option for the full Term. Changes will be considered subject to submission of a Transfer form to the PRE & space availability . Full student attendance is expected for the opted programme.

Parent Approval for WSS to use my Child's Picture in a Public Domain	Yes	No
I approve for WSS to use my child's picture in school publications (such as the school Newsletter and Parent Handbook)		
I approve for WSS to use my child's picture on school Social Media sites (such as Facebook, Instagram & Twitter)		
I approve for WSS to record my child during online lessons, Parent-Teacher meetings or other school events & activities		
Parent sign:	Date:	

To Sign:

	Declaration	Name:	Sign:	Date:
Parent, Guardian:	<ul style="list-style-type: none"> Parent/guardian acknowledge that they have read the Contract and are committed to all of the above. All information given to WSS to date is complete & accurate to the best of my knowledge. My child has not been previously asked to leave WSS or any other GEMS school (unfortunately WSS is unable to confirm admission for new students if this is the case). I fully accept the conditions of this Home-School Contract & the consequences of breaking the agreement. 			
Student:	I fully accept the conditions of this Home-School Contract & the consequences of breaking the agreement.			
For WSS:	WSS is committed to providing a safe & healthy learning environment, & the best academic & social experience possible.			