



Welcome to Al Yasat Private School. We are pleased that you are considering our school for your child's educational needs. Please read the information below and follow the directions accordingly.

After all documents (listed below) are complete and submitted, Al Yasat Private School's admission office will contact the parent(s) to schedule the admissions assessment if required, or to inform the parent(s) of the next steps.

## ADMISSION CHECKLIST:

- 1 Application Form
- 2 Health Form
- 3 6 Passport Size Photos
- 4 Birth Certificate
- 5 Immunization Record
- 6 Copy of Passport and Resident Visa (for non-UAE Nationals)
- 7 Copy of Parent Passport and Resident Visa (for non-UAE Nationals)
- 8 Copy of Health Insurance Card
- 9 Copy of Valid Emirates ID
- 10 Copy of water and electricity bill
- 11 Transfer Certificate from Previous School
- 12 **Al Yasat Private School Recommendation Form:** Parents request the current school to complete the Al Yasat Private School Confidential Recommendation Form. The school should then e-mail directly the form to Al Yasat Private School or place it in an envelope with the school stamp on the seal and give it to the applicant's parents.
- 13 **Previous School Records:** Parents need to submit the term one report of the current school year and two previous school end-of-year reports. A student must have passing marks in their current grade level.

**Admission Decisions:** Upon review of an applicant's complete admissions file by the Admissions Committee, decisions are made to accept, decline or place a candidate in our qualified wait pool if space is not available. Please note that ALL requested documents MUST be submitted to school for an application to be considered.

**Enrollment Decisions:** Parents of candidates who are accepted to Al Yasat Private School are asked to enroll their child by paying a non-refundable enrollment deposit of 500 AED within one week of acceptance. This deposit will be applied toward tuition.

**Tuition:** Parents must pay the first installment of tuition before the first day of school.

**Transfer Certificate:** For those transferring between emirates, the transfer certificate must be submitted and released from the previous school for those who live in Abu Dhabi.

**Transfer Certificate from Outside the UAE:** The original final school report for the current year must be attested in your home country and also attested by the UAE Embassy in your home country and submitted before the first day of school. If the original final school record is issued in the United States of America, Australia, Canada, New Zealand or United Kingdom you do not need to have it attested. If it is issued in a GCC country then you need to have it stamped by the Ministry of Education in your home country.

**\*School Visit/Tour:** Prospective parents/students can arrange an appointment for a school tour.



Al Yasat Private School is an American curriculum accredited school. The school enrolls students who demonstrate an ability and a willingness to benefit from the educational, cultural and social provisions and opportunities available at the school.

### Policy Statement

This policy, as reflected in the aims, establishes the criteria for admission to Al Yasat Private School.

### Aims

- 1 To ensure a fair, non-biased and admission policy with equal opportunities for all students.
- 2 To ensure compliance with ADEK PSQA rules and regulations regarding admission to the school.
- 3 To ensure that all prospective parents understand fully the admission policy and procedures at Al Yasat Private School
- 4 To ensure that students and parents feel supported in their application and admission to the school To
- 5 ensure equal treatment for all prospective students and parents.

## ADMISSIONS ASSESSMENT:

### Kindergarten and Grade 1:

The school does not test students applying to enter KG1, KG2 or Grade 1. However, in order to determine readiness for school (including language and personal, social and emotional development) and to identify ways in which young students can be supported in their transition to school, prospective new students are invited to school for a familiarization visit with the KG and other teaching staff. There will also be an interview with parents. This visit will help to determine:

- age appropriateness for requested grade level
- ability to separate from caregiver
- classroom readiness
- bathroom independence
- engagement in activities and following directions
- demonstration of fine and gross motor skill development at age appropriate level
- expressive and receptive communication skills

A confidential report should also be submitted from any nurseries attended.

**The language of instruction in our school is English (with the exception of Arabic, Islamic Studies and UAE Social Studies). Therefore, in order for your child to be successful at our school, students must have an acceptable level of spoken English that is appropriate for their grade level. This is the most important admission criteria supported by the following grade level specific assessments.**

### Grade 2:

All applicants for Grade 2 are assessed in basic literacy and numeracy skills along with social, emotional and behavioural development. The aim is to identify ways in which young students can be supported in their transition to Grade 2 whilst moving to a new school setting. The official school report from the previous two years is mandatory for all students wishing to enter Grade 2 as well as a confidential letter of recommendation.

### Grades 3 - 6:

All applicants for Grade 3 to Grade 6 are assessed in literacy and numeracy along with social, emotional and behavioral development. Based on the information received from the measures, students and parents may be asked to meet with the senior leadership team or school counselor to gain more information about the student's ability to benefit from the curriculum. The official school report from the previous two years is mandatory for all students wishing to enter Grades 3 – 6 as well as a confidential letter of recommendation. English language proficiency and/or learning skills may also be assessed upon recommendation by school personnel. Additional reports may be requested if required.



### Grades 7 - 12:

All applicants for Grade 7 to Grade 12 are assessed in literacy and numeracy as part of the admission process. Students will take the standardized MAP tests. Official transcripts from the previous three years as well as a confidential letter of recommendation must be provided. Based on the information received from the assessments, students and parents may be asked to meet with the senior leadership team or school counselor to gain more information about the student's ability to benefit from the curriculum. English language proficiency and/or learning skills may also be assessed upon recommendation by school personnel. Additional reports may be requested if required.

### Special Educational Needs

Students with mild to moderate special educational needs are encouraged to apply to the school and will be accessed accordingly. The school, through the admission process, must be made aware of any known special educational need that may affect a student's ability to take full advantage of the education provision. Applicants must disclose any such need at the time of making an application and provide any medical, educational or other reports for prior consideration. These will be passed to the Special Educational Needs Co-ordinator (SENCO) for review before inviting the parents for a consultation to discuss how the student's individual needs can be best met.

It is mandatory that an official report from a reputable source detailing and identifying all areas of concern as well as the official transcript from the previous three grades (as applicable) be provided when applying for admission for a student with special educational needs.

When a particular special educational needs becomes apparent after registration, the school will consult parents about reasonable adjustments that may enable the student to continue successfully their education.

Parents will be informed within seven days of assessment of the outcome of their application. Additional fees may be charged for services required to serve students with special educational needs.

### SCHOOL TOURS:

Tours of the school are conducted by the Principal and senior leadership team on request for all interested parents. Parents interested in taking a tour of the school are very welcome to arrange this with our admissions team either by email: [registrar@alyasat-school.com](mailto:registrar@alyasat-school.com) or by telephone: 00971-2- 6412300.

### ADMISSION PRIORITY CRITERIA:

The Board of Directors has established the following priorities for admission to Al Yasat Private School:

1. Siblings of current Al Yasat Private School students
2. Staff children
3. Former Al Yasat Private School students
4. Children of former Al Yasat Private School students
5. Students transferring directly from an American curriculum school
6. All other students meeting admission requirements

### ADMISSION AGE:

1. Age is based on the age reached on or before 1st September of the year in which admission is sought.
2. Age is based on the age listed on the legal passport or birth certificate.
3. Admission age is as stated below:

KG1	4 years	Grade 5	10 years
KG2	5 years	Grade 6	11 years
Grade 1	6 years	Grade 7	12 years
Grade 2	7 years	Grade 8	13 years
Grade 3	8 years	Grade 9	14 years
Grade 4	9 years		



Please note that in order for an application to be complete Al Yasat Private School must receive all the documents stated below and the registration payment. Only complete applications will be prepared for review.

## APPLICATION REQUIREMENTS:

Admission to Al Yasat Private School is based upon the student's application, previous school records, teacher, Principal and/or Counselor confidential assessments, work habits, and, in some cases, an admissions test.

Applications are reviewed throughout the year; therefore we do not have an application deadline. However, it must be noted that students wishing to transfer from schools within Abu Dhabi within the school year are subject to time limits prescribed by ADEK. If you would like your student to enroll at the beginning of the academic year (typically in August/September), we strongly suggest that you submit a completed application before 1st March in order to finish the review process before the initial cycle of seats is released.

Additionally, you will need to complete the school's admission application form and submit the comprehensive recommendation form from your child's current school (if applicable) as well as all supporting documentation.

## REQUIRED DOCUMENTATION:

- All records and documents must be submitted in English.
- Some UAE official documents are accepted in Arabic.
- Translated/certified copies of records must show an official stamp from the UAE approved translator.
- Parents are not permitted to translate school records or official documents.

If you plan to submit an application to Al Yasat Private School, we suggest you prepare an electronic folder with individual files (clear, color scans) for each of the following (please do not combine these into "lumped" files) These documents must be presented to the school on a CD/USB flash drive:

- Immunization records
- Birth certificate (some will require attestation)
- Passport information page
- 6 Passport-sized photograph (JPEG file)
- UAE residence visa (if already in the UAE)
- Emirates ID card (front and back, if already in the UAE)
- Parents' passport information page
- Sponsoring parent's UAE residence visa (if already in the UAE)
- Sponsoring parent's letter of employment (from UAE employer if UAE residence visa is not yet available)
- School report for the last two complete years, plus any progress reports for this year (in English or an official translation)
- Standardised test scores (any that are available are helpful)
- The High School transcript is required for students applying for Grades 7 - 12
- Confidential letter of recommendation is required for students applying for grades 1 - 12 from the previous/current school.
- A nursery report is required for students entering KG1/KG2 if nursery has been attended prior to applying for admission to school.
- Water and electricity bill
- Where applicable we request the following additional information to assist us in the evaluation process:
  - Individual Education Plans (IEPs)
  - Behavior Modification Programs
  - Medical/psychological/educational/other evaluations or reports



## **TUITION And OTHER FEES:**

Tuition and other fees are as per the ADEK approved fees for the school. Comprehensive information regarding the payment of fees will be provided to all parents during the application process.

## **INVOICING:**

The school will issue invoices to all returning students prior to the end of the school year. New students are invoiced when they are accepted for admission. Invoices can be paid annually or termly. Payment schedules, methods and refunds are covered in the Tuition and Other Fees Policy.

## **OUTCOMES:**

Al Yasat Private School will do all it can to ensure that its admission policy is clear, fair and transparent and understood by all resulting in a supportive admission process for all prospective students and families.

## **MONITORING And REVIEW:**

This policy will be monitored and reviewed annually by the Principal on behalf of the Board of Directors.

Date of next review: December 2018



**STUDENT INFORMATION:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Day / Month / Year

Gender: Male  Female

Nationality: \_\_\_\_\_

Religion: \_\_\_\_\_ Passport number: \_\_\_\_\_

UAE Residence Visa Number (For Non-UAE Nationals) : \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Grade level applying for: \_\_\_\_\_ Previously applied to Al Yasat: Yes  No   
Dates applied: \_\_\_\_\_

Applying for enrollment: \_\_\_\_\_ (month) \_\_\_\_\_ (year)

**FAMILY INFORMATION:**

Father's name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home address: \_\_\_\_\_

Area: \_\_\_\_\_

PO Box number: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Father's mobile: \_\_\_\_\_

Mother's mobile: \_\_\_\_\_

Father's email: \_\_\_\_\_

Mother's email: \_\_\_\_\_

Father's employer: \_\_\_\_\_

Mother's employer: \_\_\_\_\_

Do you require bus transportation? Yes  No

Other sibling(s) attending or applying at Al Yasat:

Sibling ID	Name	DOB	Gender	Applying to Al Yasat Private School?
				Yes / No
				Yes / No
				Yes / No
				Yes / No

Name of emergency contact (other than the parents): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_



### EDUCATIONAL HISTORY:

List all schools and dates attended (most recent school first)

Name of school	City/Country	Language of Instruction	From Month/Year	To Month/Year	Grade Completed

Has your child ever been diagnosed with a learning, behavioral or emotional disability or any other disability?

Yes  No

If yes, please explain and tick the box below: \_\_\_\_\_

Has your child ever been diagnosed with the following?

- |  |   |
|--|---|
| <input type="checkbox"/> Attention deficit disorder (ADD)                | <input type="checkbox"/> Dyspraxia                      |
| <input type="checkbox"/> Attention deficit hyperactivity disorder (ADHD) | <input type="checkbox"/> Hyperactivity                  |
| <input type="checkbox"/> Autistic Spectrum Disorder                      | <input type="checkbox"/> Learning disabilities          |
| <input type="checkbox"/> Asperger's Syndrome                             | <input type="checkbox"/> Emotional behavioral disorders |
| <input type="checkbox"/> Dyslexia  | <input type="checkbox"/> Speech and language disorder   |
| <input type="checkbox"/> Other (Please state): _____                     |   |

Has your child ever repeated a grade in school? Yes  No

If yes, please describe: \_\_\_\_\_

Has your child ever been asked to leave a school? Yes  No

If yes, please describe: \_\_\_\_\_

Does your child require any medication prescribed by a physician to aid the learning process? Yes  No

If yes, please explain: \_\_\_\_\_

Has your child received any of the following special services in previous schools?

Special Services	Yes - Grade levels	No
Learning Disability Program		
Remedial Reading		
Remedial Math		
Educational Psychological Testing		
Speech/Language Services		
Individual or Family Counseling		
Physical or Occupational Therapy		
(Modifications (courses, tests, assignments		
(English As a Second Language Support (ESL/ESOL		
Gifted/Talented/Accelerated/Courses		
Emotional/Behavior Support		

Other (please describe): \_\_\_\_\_



**LANGUAGE BACKGROUND:**

Applicant's first language: \_\_\_\_\_

Primary language spoken at home: \_\_\_\_\_

Father's first language: \_\_\_\_\_ Mother's first language: \_\_\_\_\_

Father's second language: \_\_\_\_\_ Mother's second language: \_\_\_\_\_

For students who do not hold an Arabic passport, please choose one:

- Arabic/Islamic Studies for Native Arabic Speakers  
 Arabic/Islamic Studies for Non-Native Arabic Speakers

My child and I understand the adherence to Al Yasat Private School's policies and procedures that is required for continued enrolment in the school.

I certify that the information contained in this application is complete, true and correct to the best of my knowledge. Although I understand that I am to provide complete records, I authorize Al Yasat Private School to request additional previous schools' records (including transcripts, confidential recommendations, evaluations and other documents to verify the facts supplied by me).

The withholding of records and information, especially those indicating that this applicant has special education or other needs may delay the admission process, result in denial of admission or if my child is already enrolled could result in a reversal of the decision to admit my child to the school.

Parent's name \_\_\_\_\_ Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

**For Admissions Office use only**

Application process completed:

Action: App-Acc  App-Rej  App-WL





In order to give your child the best possible health and emergency care please fill this form carefully:

Student's Full Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: Male  Female  Grade: \_\_\_\_\_  
Day / Month / Year

**FAMILY INFORMATION:**

Father's name: \_\_\_\_\_ Mother's name: \_\_\_\_\_  
Home telephone number: \_\_\_\_\_  
Father's mobile: \_\_\_\_\_ Mother's mobile: \_\_\_\_\_  
Sibling(s) at Al Yasat Private School (name and grade): \_\_\_\_\_  
Emergency Contact (Other than yourself) \_\_\_\_\_ Mobile: \_\_\_\_\_

**STUDENT HEALTH HISTORY:**

Does your child have any of the following? If yes, please supply details such as the specific diagnosis and current treatment. For allergies, specify allergies and describe severity of the allergies.

Health Problems	Yes	No	Details
1. Allergies			
2. G6PD			
3. Asthma			
4. Neurological problems			
5. Seizure disorder/epilepsy			
6. Diabetes			
7. Frequent infections			
8. Hearing difficulties			
9. Frequent headaches			
10. Heart problems			
11. Kidney/urinary problems			
12. Menstrual problems			
13. Glasses/contact lenses			
14. Emotional/mental problems			
15. Other health problems			

Please describe any past or present serious illness, physical or emotional handicaps:

Is your child prescribed any regular medication? If so, please list:

Medicine	Dosage	Time

Name of doctor, clinic, health or medical center that cares for the child: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone number: \_\_\_\_\_ Insurance provider: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_



**APPENDIX 8A FORM (1) PARENTAL CONSENT TO ADMINISTER EMERGENCY MEDICATION**

I give consent for my child:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_  
Day / Month / Year

To be given the appropriate medication in the following cases:

1. Administration of epinephrine in an acute allergic reaction (anaphylactic shock)
2. Administration of salbutamol inhaler to control asthmatic symptoms
3. Administration of oral glucose for hypoglycemia
4. Administration of paracetamol to control mild to moderate pain and fever
5. Administration (topical) of antihistamine cream for allergic reactions

Check the box below:

- YES – The above medication can be administered by a HAAD Licensed School Nurse/Physician in accordance with the relevant policies.
- NO – The above medication cannot be administered by a HAAD Licensed School Nurse/Physician.

Any precautions that school personnel need to know?

\_\_\_\_\_  
\_\_\_\_\_

Any contraindications that school personnel need to know?

\_\_\_\_\_  
\_\_\_\_\_

What are possible reactions/side effects?

\_\_\_\_\_  
\_\_\_\_\_

What should be done in the event of reaction/side effect?

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian full name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX 8B FORM (2) PARENTAL CONSENT TO ADMINISTER PRESCRIBED MEDICATION**

**Part 1 (completed, signed and stamped by HAAD Licensed Physician)**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Day / Month / Year

Health condition for which the medication is prescribed:  
\_\_\_\_\_  
\_\_\_\_\_

Name of medication: \_\_\_\_\_

Dose: \_\_\_\_\_

Route for administering the medication:

- By mouth       Injection  
 Inhalation       Topical  
 Other: (Please specify) \_\_\_\_\_

What time does medication need to be given at school?  
\_\_\_\_\_ AM \_\_\_\_\_ PM

Any precautions that school personnel need to know?

Any contraindications that school personnel need to know?

What are possible reactions/side effects?

What should be done in the event of reaction/side effect?

Check appropriate box below:

- I authorize my child to self- administer the above medication.  
 The above medication can only be administered by a HAAD Licensed School Nurse.

Name of Healthcare Provider:

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature of the treating physician prescribing the medication: \_\_\_\_\_

**Part 2 (filled in and signed by parent):**

I understand it is my responsibility to send the medication to school in the original pharmacy container labeled with my child's name, treating physician's instructions/care plan and any other documentation to assist in the safe administration of the specified medications.

Parent/Guardian full name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_



Our media department takes photographs of the students at our school on a regular basis. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website, social media accounts (such as Facebook and Instagram), or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programs.

### Conditions

1. We will not use the personal details or full names (which means first name and family name) of any student or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a student in a newsletter to parents if the pupil has won an award.
2. If we name a student in the text, we will not use a photograph of that student to accompany the article without good reason.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. We may include pictures of students and teachers that have been drawn by the students.
5. We may use group or class photographs or footage with very general labels, such as "a science lesson"
6. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

**Kindly complete the statement below, to state whether you accept or decline with allowing the school to photograph or make any recordings of your child for promotional purposes.**

I \_\_\_\_\_ (Parent's Name) have read and understood the conditions listed above, and ACCEPT / DECLINE (Please Circle) \_\_\_\_\_ Al Yasat Private School to take pictures or video footage of my child to be used for the school prospectus and other printed publications produced for promotional purposes such as but not limited to: the website; newsletters; annual year book; media; or on project display boards.

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_



Student's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Day / Month / Year

Grade: \_\_\_\_\_

This is to confirm my responsibility for any and all school fees which are applicable to the above named child during the period of their enrollment at Al Yasat Private School and that I have received a copy of the fees.

I agree to abide by and honour these rules and conditions and any other which may subsequently be approved by the School Board so long as the above named child is enrolled. I understand that any agreement between my employer or sponsor in regard to payment of school fees rests between my employer or sponsor and me and does not affect my personal responsibility towards Al Yasat Private School as regards to fees.

Should any employer or sponsor reimburse all or partial fees directly to Al Yasat Private School. I will assist in expediting the bureaucratic details.

I understand and agree with the terms and conditions with placement for my child in the respective grade.

Parent/Guardian full name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_



I am the parent / guardian of \_\_\_\_\_ and understand that Al Yasat Private School will be organizing properly planned and supervised study or recreational field trips during the school year.

I grant permission for my child to participate in all such trips, whether using rented, donated or private vehicles, driven by teachers / parents / drivers employed by commercial concerns.

In so doing, I understand that should my child sustain any injury or be subjected to any hazards of whatsoever nature (all risks will have previously been subject to a risk assessment as part of the school's OHS (Occupational Health and Safety) policy), it will be my own responsibility and I hereby waive and discharge the Board of the school, the school itself, and its employees from any claim or responsibility and / or any liability which may give rise to any lawsuits or any other legal proceedings against the schools or its employees in this respect, unless caused by negligence on the part of the school or its representatives.

Parent/Guardian full name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_



- The admissions familiarization visit (KG1 – Grade1) or admissions assessment (Grade 2 onwards) will not be administered until all the required documents are submitted to the school.
- After the familiarization visit or after passing the admissions assessment students will either be offered a place or allocated to the waiting list, based on availability of space at the time. The waiting list will be valid until 1st NOVEMBER 2016 although this date is subject to change depending on current ADEK rules and regulations at the time.
- Parents will be invited to register their child as soon as a place has been offered. The school does not guarantee or reserve a seat after one week of offering a place at the school. Places are guaranteed only when the required registration fee is paid.
- Students will not be admitted to their class unless they provide a release from the previous school.
- Students will not be admitted to their class unless all his/her documents are valid i.e Passport, Emirates ID and final school report.
- Students must be toilet trained before applying to KG1 and KG2.
- I understand that by enrolling my child I agree to abide by all rules and regulations of the school.
- I understand that all tuition and transportation fees are payable before or by the start of each new term. I agree to pay all fees on or before the due dates.
- I understand that I must inform the school immediately if any of my contact telephone numbers or emergency numbers or email addresses change.
- I understand that I must inform the school if anyone other than myself or my spouse will be collecting my child from school for security reasons. The student's ID will list all adults with permission to collect the student.
- I am fully aware of the school's morning and afternoon student timings and understand that all must be strictly followed.
- I understand that the registration fee is strictly non-transferable and non-refundable.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_



To the referee: Please complete all parts of this form. If you do not know the applicant well enough to complete this recommendation return it to the applicant's parents.

My child named below has applied for admission to Al Yasat Private School. I would appreciate your assistance in completing this confidential recommendation. I give my permission for you to provide the information registered and waive any right to read the completed document.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_ Parent's Signature: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Name and title of the person completing

the form: \_\_\_\_\_ Tick one:

Class/Homeroom Teacher

Counsellor

Other

School Name and Address: \_\_\_\_\_

How long and in what capacity have you know the applicant? \_\_\_\_\_

Please evaluate the applicant in relation to other students in your school:

No Opportunity to observe	Academic Qualities	Poor	Below Average	Average	Good	Excellent Top (10%)	Truly
	Academic Potential						
	Academic Achievement						
	English Ability						
	First Language Ability						
	Intellectual Curiosity						
	Study Habits						
	Attentiveness/Focus						
	Organisational Skills						
	Class Participation						
	Ability to Work Independently						
	Ability to Communicate Ideas						
	Critical Thinking Skills						
	Math Performance						
	Reading Performance						
	Writing Performance						
	Overall Assessment						





Please evaluate the applicant in relation to other students in your school:

No Opportunity to observe	Personal Qualities	Poor	Below Average	Average	Good	Excellent Top (10%)	Truly
	Honesty/Integrity						
	Openness to Constructive Criticism						
	Adaptability/Flexibility						
	Self Confidence						
	Consideration of Others						
	Personal Behavior						
	Ability to Act Independently						
	Leadership						
	Relationship with Peers						
	Relationship with Adults						
	Extra-curricular Involvement						
	Critical Thinking Skills						
	Responsibility						
	Respect for Others						
	Tolerance for Differences						
	Overall Assessment						

1. If you ticked Below Average or Poor for any category, please explain:
2. Has the applicant ever been referred to special learning programs or required an Individual Education Plan in your school? Please describe.
3. What words come to mind to describe the applicant's major strengths and weaknesses?
4. What behavioral difficulty, if any, either at school or elsewhere, has the applicant demonstrated?
5. Please describe any disciplinary problems or concerns.
6. Has the applicant ever been asked to leave or been excluded from your school? If yes, please explain:
7. In what ways have the applicant's parents been cooperative and supportive in working with teachers, counsellors and administrators? Please elaborate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Telephone: \_\_\_\_\_ School Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Al Yasat Private School very much appreciates your time and expertise in completing this recommendation. Please scan and email the form directly to registrar@alyasat-school.com or give it to the applicant's parent in a sealed envelope with the school stamp on the seal. Thank you.



If you would like to register for the school bus service, please complete the form below.

All of the buses are air conditioned, with seat belts, a female bus supervisor and a mobile telephone on board in line with ADEK/DoT requirements.

Student's name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

**PARENTS' INFORMATION:**

Father's full name \_\_\_\_\_ Company \_\_\_\_\_

Occupation \_\_\_\_\_ P. O. Box \_\_\_\_\_

Home telephone no. \_\_\_\_\_ Mobile no. \_\_\_\_\_

Mother's full name \_\_\_\_\_ Company \_\_\_\_\_

Occupation \_\_\_\_\_ P. O. box \_\_\_\_\_

Home telephone no. \_\_\_\_\_ Mobile no. \_\_\_\_\_

**ADDRESS:**

Street \_\_\_\_\_ Area \_\_\_\_\_

Building name \_\_\_\_\_ Apartment/Villa No. \_\_\_\_\_

Major landmark \_\_\_\_\_

Please draw or attach a clear map showing your exact location. (Please use the reverse side if necessary)



The school aims to make all bus journeys safe and enjoyable for all students. We have listed the procedures below in order to ensure this.

**Pick up/Drop off**

- Parents are asked to have their children at the morning pickup location on time. The buses will leave at the designated time and will not wait for latecomers.
- Please do not telephone the bus driver to delay the bus because you are running a little late. The bus driver and bus assistant have been told to ensure the bus leaves on time.
- Bus assistants will take the daily bus attendance register at both the start and end of the morning and the afternoon journeys to ensure all students are accounted for. This is double-checked by the Bus Service Attendance Coordinator and both the bus driver and the bus assistant have to sign for this.
- On arrival at school each day, students will be met and escorted into school by duty staff.
- If your child will not use the bus at any time, please telephone or email the school (NOT the bus driver) no later than 12.30 pm Sunday – Wednesday and 11.30 pm on Thursday. If you call after this time, the bus driver/bus assistant may not receive the message from school and your child may be taken to the bus. Please contact [registrar@alyasat-school.com](mailto:registrar@alyasat-school.com) or telephone 02 6412300.
- Children will be collected from their classes at the end of the day by duty staff and escorted to the rear playground to wait for their bus.
- Children are supervised at all times by several members of duty staff in the rear playground area while awaiting their bus departure.
- Parents should ensure that there is an authorised adult at the bus stop on time to collect the child in the afternoon – should there be no one to collect, the child will be brought back to the school and the parents will be required to provide transport home for the child from school.
- Parents should inform the school of any changes to contact details.
- Parents should inform the school (NOT the bus driver) by email/telephone of any changes to bus usage e.g. if a child will not be travelling on the bus on a specific day or if they require a different bus. Please contact [registrar@alyasat-school.com](mailto:registrar@alyasat-school.com) or telephone 02 6412300.



## Rules

To ensure a safe and enjoyable journey, there are some rules that need to be adhered to on all buses. Please ensure that your child is aware of these so that all bus trips are as incident free as possible:

- Students should only be travelling on their allocated buses and no additional students are permitted to travel on the school buses due to health and safety reasons.
- Students are not permitted to eat or drink on the bus – they are allowed to drink water only.
- Must use seatbelts at all times.
- Windows are not to be opened. The buses are air-conditioned.
- Courtesy and consideration must be shown at all times to all other students and to the bus driver and bus assistant.
- The bus driver and bus assistant share the overall charge of the bus.
- Any cost associated with vandalism e.g. curtains pulled off railings, writing on seats, etc. shall be recovered from the parents and students may be withdrawn from using the bus.

We expect high standards of behaviour from students at all times. If there are any instances of behaviour which are below our expectations the following procedure will be implemented:

1. First report: Student Counsellor/Parent Liaison Officer will meet with the student to discuss expectations/ rules.
2. Second report: Student Counsellor/Parent Liaison Officer will send a warning letter to the parents.
3. Third report: Student Counsellor/Parent Liaison Officer will remove the student from the bus for one week. Fees will NOT be reimbursed.
4. Fourth report: Permanent exclusion from the bus service as authorised by the Principal.

**I have read and understood the above bus procedure.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

\*Return one copy to school and keep one for your information



**The school will:**

- encourage students to achieve high standards.
- provide students with a safe, secure, caring and enjoyable environment.
- provide each student with a broad and balanced curriculum which meets their needs be open and welcoming to parents and visitors.
- encourage students to care for other people and their surroundings.
- keep parents informed about their child's progress through parents' evenings, informal meetings, end of term reports and an annual written report.
- contact parents if there are any problems concerning their child's welfare.
- keep parents informed about school activities through regular letters, newsletters, leaflets, emails and SMS's.

**Parents I/We shall:**

- ensure my child attends school regularly and on time at 7.45 am.
- ensure my child is appropriately dressed both in school uniform and in P.E. outfit.
- support the school's policies and codes of conduct.
- help my child to achieve his/her potential by supporting him/her in homework and other aspects of learning.
- inform the school of reasons for absence and by 8.30 am at the latest on the first day of absence.
- inform the school of problems and concerns regarding my child's welfare, work and behaviour.
- keep myself informed about my child's progress by attending parents' evenings and reading all information sent home.
- avoid taking holidays in term time.
- never park illegally and irresponsibly outside school.
- be polite and respectful in their dealing with school and its personnel.

**The child will:**

- take good care of the school building, its resources and other people's possessions
- be caring and friendly to other children and share and co-operate
- walk around school
- be polite, respectful and helpful to adults and children
- do class work and homework as well as possible

Principal signature \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_

Child Name \_\_\_\_\_

Date \_\_\_\_\_