



# Parent Engagement Policy

Revised by: Eva Sanchez Castillo

Directora - School Principal

Date: 01/04/2025





## Our Mission & Vision

Founded on the basis of strong cultural relations between Spain and the UAE, the Spanish School of Abu Dhabi is committed to providing quality education following the Spanish curriculum. We believe in holistic growth. We understand that a successful student is a happy child, and that is why we strive to create a safe, positive, engaging, and stimulating learning environment that prepares students to become life-long learners and global citizens. Our school is a place where we come together as a big family, where everyone is valued and respected. SSAD is a truly multicultural and diverse community where students, no matter their backgrounds, can find their place. We encourage our students to become coherent, inquisitive, and broad-minded earners. While developing their talents and interests, the school seeks to establish a strong sense of values.

SSAD nurtures the social and emotional learning of students across our challenging curriculum. Our school also fosters personal growth, leadership, and teamwork through expanded co-curricular activities and services.

## Our Values

In fulfilling our mission and achieving our vision, we, at the Spanish School of Abu Dhabi are guided by the following values:

- Excellence
- Respect
- Honesty
- Creativity
- Ethics
- Tolerance

**"Nurturing Minds, Building Futures:  
Excellence, Diversity and Community"**



# The Spanish School of Abu Dhabi – Parent Engagement Policy

## 1. Parent-School Agreement

### 1.1 Requirements

The Spanish School of Abu Dhabi (SSAD) requires all parents to sign a Parent-School Agreement:

- At initial enrollment and annually upon re-enrollment.
- This agreement outlines mutual responsibilities and confirms parents' acceptance of all school policies, including the ADEK-approved policies.

The Agreement shall include:

- A clear Parent Code of Conduct (see Section 1.2).
- An acknowledgment of the Student Code of Conduct in line with the ADEK Student Behavior Policy.
- Alignment with:
  - ADEK Values and Ethics Policy
  - ADEK Digital Policy
  - ADEK Inclusion Policy
  - ADEK Cultural Consideration Policy
  - ADEK Student Administrative Affairs Policy

### 1.2 Parent Code of Conduct

Parents agree to:

1. Respect the school's vision, mission, and values.
2. Treat all members of the school community with professionalism and respect.
3. Recognize the shared responsibility for their child's wellbeing and academic success.
4. Model respectful behavior, resolve concerns professionally (no raised voices or offensive language).
5. Avoid defamatory or culturally inappropriate social media content.
6. Seek peaceful resolution to disputes by considering both school and student perspectives.
7. Guide their children's behavior to prevent conflicts or disruptions.
8. Respect UAE cultural values in dress and behavior while on school premises.
9. Ensure their child's regular attendance and punctuality, avoid travel outside school breaks, and respect pick-up/drop-off times.
10. Uphold academic honesty, ensuring their child's work is authentic.
11. Attend scheduled parent-teacher meetings and maintain regular communication.
12. Cooperate with the school's learning support recommendations.
13. Acknowledge that breaches of this code may result in restricted access to the school.



## 2. Parent Handbook

### 2.1 Requirements

SSAD shall provide a Parent Handbook annually:

- Accessible on the school website at the start of the academic year.
- Includes policies on admissions, fees, uniforms, attendance, curriculum, communication, nutrition, transportation, and student protection.

## 3. Parent Engagement

### 3.1 Engagement in Learning

Interaction and Communication with Staff

- Parents will have direct access to:
  - Teachers
  - Support staff (e.g., counselors, inclusion assistants)
- Teachers will contact parents regarding academic/behavioral concerns.
- Schools will clearly communicate staff response times and emergency contacts.
- Respectful communication is expected at all times.

Student Learning and Progress

- Parents will receive:
  - Information on curriculum and learning outcomes.
  - Involvement in placement and support decisions.
  - Regular updates on their child's progress.

Assessment Guidance

- Parents will be supported in understanding assessment outcomes and next steps.
- Workshops or training sessions will be conducted.

Curriculum Transfer & Equivalency

- Guidance will be given on curriculum changes and implications for UAE equivalency.
- Parents opting out of equivalency must sign an undertaking.

### 3.2 Student Performance & Wellbeing

- Reports will be shared each term digitally, with meetings scheduled to discuss progress.
- Home Learning Support will be encouraged to reinforce learning at home.
- Parents will be included in:
  - Wellbeing strategies
  - Healthy eating practices
  - Mental health awareness and interventions
  - Inclusion plans for students of determination



#### Extracurricular Activities (ECAs)

- Parents are encouraged to register and support participation.
- Opportunities for parents to volunteer in ECAs will be promoted.

#### Digital & Sustainable Practices

- Schools will:
  - Educate parents on responsible digital use and cyber safety.
  - Obtain consent before any photos/videos are taken.
  - Engage parents in sustainability initiatives.

#### Health & Safety

- TSSAD will:
  - Facilitate school-based immunization programs in collaboration with DoH.
  - Communicate emergency medical needs clearly.
  - Monitor school bag weight and inform parents accordingly.

### 3.3 Parent Involvement and Notification

#### Involvement Opportunities

- School Visits: At least one annual Open Day.
- Volunteering: Parents may volunteer, subject to clearance and adherence to school policies.
- Event Participation: Parents are invited to attend key school events and celebrations.

#### Governance

- A parent representative will serve on the Governing Board.
- A Parent Council will be established and supported.
- Grade-level representatives will facilitate communication between teachers and parents.

#### School Operations

- Clear payment terms and fee structures will be communicated in line with ADEK Fee Policy.
- Inspection ratings and reports will be publicly shared.
- Student records will be accessible to parents upon request.
- Parents will be informed of student protection responsibilities and safeguarding protocols.
- In cases of suspension or closure, parents will receive timely information and student records.

#### Communication Channels

- SSAD will use:



- Newsletters, emails, SMS, portals, and direct meetings.
- Emergency mass notification systems.
- Written communication logs in line with ADEK's Records Policy.

## 4. Compliance

### 4.1 Effective Date

- This policy is effective from the Academic Year 2024/25.

### 4.2 Full Compliance

- Full adherence is expected by Academic Year 2025/26.

### 4.3 Non-Compliance

- Failure to comply may result in penalties under ADEK policies and Federal Decree Law No. (31) of 2021 or any other applicable laws.

## ANEX 1



### PARENT-SCHOOL AGREEMENT School Year 2024-2025

*The Spanish School of Abu Dhabi believes that clarity and transparency are essential to a constructive partnership between the school and families. This partnership aims to provide a nurturing educational experience centered on the child's wellbeing and development. This Parent-School Agreement has been introduced to foster a supportive and collaborative relationship between the school and parents. Additionally, the school has established procedures to address parental concerns and shared the student code of conduct to ensure a harmonious environment.*

The school commits to working closely with parents to support each child's learning journey, ensuring a positive and productive relationship. In return, we expect parents to adhere to the following code of conduct, underscoring the shared responsibility for each child's education and personal growth.

#### 4. Supporting Your Child's Education and Wellbeing

- 4.1. Embrace the Multilingual Vision:** Support the school's vision for a multilingual learning environment by actively engaging in your child's practice of English, Spanish, and Arabic through consistent home learning activities.
- 4.2. Prepare Your Child for Learning:** Ensure that your child arrives at school each day well-prepared, bringing necessary materials, wearing the correct uniform, and ready to engage in learning activities.
- 4.3. Recognize Shared Responsibility:** Understand that the education and wellbeing of each child are a shared responsibility between the school and family. Commit to fulfilling your role in this partnership by ensuring your child engages in home learning, gets adequate sleep, consumes nutritious foods, and participates in regular physical activity.
- 4.4. Communicate Issues Promptly:** Notify the school immediately if there are any issues, changes, or concerns that might impact your child's learning or behavior, including family matters, medical conditions, or emotional changes.
- 4.5. Spanish Language Support for Late Starters:** If your child is enrolling in grade 3 or above and lacks the foundational Spanish language skills required to access the curriculum effectively or is not a native Spanish speaker, commit to providing supplementary Spanish language support. This may involve enrolling your child in extracurricular Spanish classes offered by the school's Spanish Language Center or arranging private tuition.
- 4.6. Ensure Attendance and Punctuality:** Make your child's attendance and punctuality a top priority, adhering strictly to school hours and avoiding holidays outside of official school breaks. As per ADEK policies, any absence rate exceeding 5% for primary and secondary students or 10% for KG students is identified as a "cause for concern" and requires monitoring. Only specific absences, are considered "authorized." Unexcused absences or those not meeting ADEK's criteria may result in further actions by the school to ensure compliance with attendance standards.



- 4.7. Uphold School Policies and Guidelines:** Respect and uphold the school's policies and guidelines on behavior, dress code, and technology use. Support the school's efforts to create a structured, respectful, and safe environment for all students by ensuring your child understands and follows these policies consistently.
- 4.8. Respect School's Disciplinary Policy:** Accept that the school's disciplinary policy applies to all students on school premises, during school events, or whenever they are representing the school. This includes understanding that the school may take necessary disciplinary actions to maintain a positive and secure learning environment.
- 4.9. Guide Responsible Behavior:** Teach and guide your child to manage their behavior responsibly, especially in situations that could lead to conflict, compromise safety, or disrupt the learning experience of others. Encourage respect for peers, school staff, and the school community.
- 4.10. Monitor Technology Use:** Actively oversee your child's use of technology, including online interactions and social media. Encourage responsible digital behavior and seek guidance if necessary.
- 4.11. Engage with the School Community:** Attend scheduled parent-teacher meetings and participate in regular communication with teachers and school staff to stay informed about your child's progress, achievements, and areas for growth.
- 4.12. Support Additional Learning Needs:** Cooperate with the school's recommendations for additional learning support if it is deemed necessary for your child's educational development. Be open to suggestions from teachers and specialists, understanding that additional support can provide targeted assistance to help your child succeed.

#### 5. Engaging Respectfully with the School Community

- 5.1. Respect the School's Vision and Values:** Honor the vision, mission, and values of the school, as well as all policies associated with this agreement, and demonstrate a commitment to fostering a respectful and supportive school community.
- 5.2. Treat All Community Members with Courtesy:** Interact with all members of the school community, including staff, support staff, and fellow parents, with respect and courtesy. Always prioritize the best interests of students in all interactions.
- 5.3. Model Positive Values:** Promote and model values of courtesy, integrity, good manners, and respect for others. Your behavior sets an example for your child and reinforces a culture of respect within the school community.
- 5.4. Work Constructively to Resolve Concerns:** Collaborate with school staff to address concerns, following appropriate channels, and aim for peaceful, constructive resolutions to any disputes. Use designated communication pathways to ensure concerns are handled in a timely and respectful manner.
- 5.5. Follow School Communication Channels:** Set a positive example in speech and conduct, particularly when addressing concerns or providing feedback. Use the school's official communication channels and maintain a respectful tone in all communications. Please remember that, while parent-created WhatsApp groups can be useful for informal coordination, they are not managed or endorsed by the school.



- 5.6. Support School Leadership and Teachers:** Respect and support the decisions of teachers and school leadership. Approach school staff with respect, choosing appropriate times and places to discuss different opinions, avoiding public settings, and not undermining the authority of educators in front of students.
- 5.7. Seek Clarity Before Raising Concerns:** If there is a matter concerning your child, seek clarity by consulting the school's perspective before drawing conclusions. This approach promotes a balanced and peaceful resolution to any issues that may arise.
- 5.8. Exercise Responsibility in Online Interactions:** Refrain from posting inappropriate, culturally insensitive, or defamatory content about the school community on any platform, including WhatsApp and other social media. Follow the ADEK Cultural Consideration Policy to ensure all communication remains respectful and considerate of the values of the UAE and the school community.

#### 6. Supporting the School's Mission and Policies

- 6.1. Respect School Policies and Standards:** Adhere to the school's policies while on campus, including behavior and dress code, ensuring that your conduct aligns with the school's standards.
- 6.2. Uphold Academic Honesty:** Promote and uphold academic honesty and integrity by ensuring that your child completes their work independently. Avoid providing unnecessary assistance, as this can undermine the authenticity of your child's learning and development.
- 6.3. Acknowledge School Authority:** Respect the authority of the Principal and school staff to implement necessary measures that promote the welfare of students and maintain the school's standards. Recognize that decisions made by the school's administration are guided by a commitment to student wellbeing and academic excellence.
- 6.4. Understand Governance and Decision-Making:** The school operates under the guidance of a Governing Body, with the Principal entrusted to make decisions in the best interest of the school community. Parents should respect this framework, understanding that decisions regarding curriculum, teacher assignments, and staff performance are thoughtfully managed to benefit the school community.
- 6.5. Respect and Accept Student Schedules:** Trust the expertise of the school administration in setting student schedules, as these are based on educational needs and principles aimed at enhancing learning and ensure curriculum compliance.
- 6.6. Honor Confidentiality:** Understand that certain information, including matters related to student discipline or investigations, may be kept confidential by the school to protect individual privacy and maintain the integrity of procedures.
- 6.7. Follow Processes and Procedures:** Adhere to established school processes and procedures when seeking to communicate or raise concerns. Respect the time and commitments of school staff by scheduling appointments rather than arriving unannounced, as staff availability cannot be guaranteed without prior arrangement.
- 6.8. Acknowledge Consequences for Non-Adherence:** Accept that if the school deems that a family is consistently not adhering to school expectations and policies, despite efforts to resolve issues, the school reserves the right not to renew the student's enrollment.

*By enrolling your child in The Spanish School of Abu Dhabi, you acknowledge that you have read and understood the terms outlined above. Failure to comply with the school's policies and guidelines on parent conduct, student behavior, and attendance may lead to a reassessment of your child's enrollment at the school.*

Should the above minimum expectations be disregarded, the school reserves the right to take appropriate actions as deemed necessary.

#### Signatures

By signing below, you affirm your commitment to upholding this agreement and acknowledge that your partnership with the school is critical to your child's success.

Father's Signature \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Additional Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_





## Anex 2



المدرسة الإسبانية في أبوظبي  
The Spanish School of Abu Dhabi

# Parents Handbook

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info@spanishschool.ae

## Mission, Vision & Values

### Our Mission & Vision

Founded on the basis of strong cultural relations between Spain and the UAE, the Spanish School of Abu Dhabi is committed to providing quality education following the Spanish curriculum. Our vision is to create a safe, positive, engaging, and stimulating learning environment that prepares students to become lifelong learners and global citizens. Our school is a place where we come together as a big family, where everyone is valued and respected. SSAD is a truly multicultural and diverse community where students, no matter their backgrounds, can find their place. We encourage our students to become coherent, inquisitive, and broad-minded learners. While developing their talents and interests, the school seeks to establish a strong sense of values.

SSAD nurtures the social and emotional learning of students across our challenging curriculum. Our school also fosters personal growth, leadership, and teamwork through expanded co-curricular activities and services.

### Our Values

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- Excellence
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- Honesty
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- Tolerance

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## Principal's Message

Dear Families,

Welcome to the Spanish School of Abu Dhabi (SSAD), the only Spanish School in the UAE, where we are dedicated to providing quality education following the Spanish curriculum. Our vision is to create a safe, positive, engaging, and stimulating learning environment that prepares students to become lifelong learners and global citizens. We believe that a successful student is a happy child, and that is why we strive to create a safe, positive, engaging, and stimulating learning environment that prepares students to become lifelong learners and global citizens. Our school is a place where we come together as a big family, where everyone is valued and respected. SSAD is a truly multicultural and diverse community where students, no matter their backgrounds, can find their place. We encourage our students to become coherent, inquisitive, and broad-minded learners. While developing their talents and interests, the school seeks to establish a strong sense of values.

In addition to Spanish, students also learn English and Arabic. We believe that language proficiency opens doors to a broader understanding of the world and facilitates effective communication. To accelerate learning, we integrate technology and innovation throughout our teaching practices. Apple technology is utilized across the campus, providing flexible tools that motivate and engage students, enabling them to thrive in our information technology-driven world.

At SSAD, we pride ourselves on being a truly multicultural and diverse community. Our school embraces the strong cultural relations between Spain and the UAE, offering students from all backgrounds a place to belong. We encourage our students to be inquisitive, broad-minded learners, developing their talents and interests while nurturing a strong sense of values. Through our challenging curriculum, we nurture the social and emotional learning of our students, fostering personal growth, leadership, and teamwork.

We are excited to have you and your family join our vibrant community at the Spanish School of Abu Dhabi. Together, we will embark on an educational journey that not only prepares our students academically but also nurtures their personal and social growth. If you have any questions or need assistance, our dedicated staff is here to support you every step of the way.

Warm regards,  
Eva Sanchez  
Principal

## Inclusion Department

The Spanish School of Abu Dhabi is governed by its commitment to being an inclusive school, where the principles of equity and quality education are guaranteed.

The Inclusion Department of our school is a valuable resource that aims to support and guide the academic, emotional, and social development of all our students. Our team of highly trained professionals is dedicated to the well-being and success of each student, working closely with parents, teachers, and school staff.

Our main objective is to provide a welcoming and trustworthy environment where students feel safe to express their concerns, challenges, and emotions. Through personalized attention, we assess the individual needs of students and offer strategies and tailored support for each case.

The key functions of the Inclusion Department include:

- Academic Counseling: We support our students in facing learning challenges and empower them to develop their strengths.
- Emotional and Social Support: We promote the development of socio-emotional skills, such as resilience, empathy, and emotional regulation.
- Assessment and Early Detection of Educational Needs: We conduct evaluations and follow-ups to identify possible learning difficulties, high performance, special needs, or areas for academic and emotional improvement.
- Collaboration with Other Professionals: We work closely with the teaching team and other specialists to implement intervention plans and curriculum adaptations when necessary.
- Workshops and Activities for Parents: We organize workshops and informative talks for parents and guardians, providing them with tools to support the holistic development of their children at home.

Overall, our Inclusion Department strives to create a supportive environment that fosters the academic and personal growth of all students. We believe in the potential of each individual and work to help them achieve their goals, develop self-esteem, and become responsible and engaged citizens of society.

We are available to listen and accompany our students and their families at every stage of their educational journey, providing a comprehensive and individualized approach.



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## Kindergarten

The purpose of Early Childhood Education is to contribute to the comprehensive and harmonious development of students in all dimensions: physical, emotional, affective, social, cognitive, and artistic. It aims to promote personal autonomy and the progressive creation of a positive and balanced self-image, as well as education in civic values for coexistence.

During this stage, gradual attention will be given to emotional development, emotional management, movement and body control habits, communication and language expressions, basic guidelines for coexistence and social relationships, as well as the discovery of the environment, living beings that coexist within it, and the physical and social characteristics of their surroundings. Values education, education for responsible and sustainable consumption, and health promotion and education will also be included. Additionally, it will encourage children to acquire personal autonomy and develop a positive, balanced, equal self-image, free from discriminatory stereotypes.

## Primary

The purpose of Primary Education is to facilitate students' learning in oral expression and comprehension, reading, writing, calculation, logical and mathematical skills, basic cultural knowledge, and habits of coexistence, study, and work, artistic sense, creativity, and affectivity. Its aim is to ensure comprehensive education that contributes to the full development of their personality and prepares them for the successful completion of Compulsory Secondary Education.

During this stage, the integration of different experiences and learning of students will be sought from a global perspective, adapting to their working rhythms.

Organizational, methodological, and curricular measures adopted for this purpose will be guided by the principles of Universal Design for Learning. Special emphasis will be placed on attending to the diversity of students, providing individualized attention, preventing learning difficulties, and implementing appropriate reinforcement mechanisms.

## Secondary

The purpose of Secondary Education is to offer students the opportunity to combine their intellectual advancements with the development of communicative and social skills while maintaining academic rigor. This stage aims to ensure that every student, according to their individual abilities and characteristics, with an inclusive approach, can apply and expand upon the competencies acquired during Primary Education in increasingly complex and diverse contexts.

At this educational level, students are expected to achieve a balance of complexity and personal autonomy that complements the importance of cooperative work. This approach allows students to experience real-world contexts, fostering the ongoing development of their individual personalities. Key aspects include an interdisciplinary vision of knowledge, effective use of diverse information sources to advance research skills, critical analysis and evaluation of learning outcomes, and the promotion of problem-solving and critical thinking.

Moreover, both individual and collective work are encouraged, incorporating various means of communication. Inclusivity is paramount, ensuring that all students, regardless of their abilities, can thrive. The focus on real-world application and effective communication skills prepares students for success in both academic and real-world settings, laying a strong foundation for their future endeavors.

## School Calendar

2024-2025



Screens





### The School Day

**Beginning of the day**

- 01 Our gates open at 7:15 am. No extra cost
- 02 The National Anthem plays at 7:40 am each morning. This marks the start of the school day
- 03 Your child is late if he/she enters class after 7:50 for Primary / Secondary > 8:00 for Kindergarten. Beginners will be closed and you will need to report to main reception to collect a 'Tengo tarde' slip to be allowed into class.
- 04 Punctuality enhances the learning experience. In the event of a student arriving late, please go to reception

**End of the day**

- 05 KG – School finishes at 2:00 pm\*
- 06 Primary – School finishes at 4:00pm\* \*Students finish school at 3:00pm every Friday
- 07 If you need to collect your child early, please email [reception@spanishschool.ae](mailto:reception@spanishschool.ae)
- 08 You are required to report your child's absence on the morning of absence by sending an email to your child's teacher and [reception@spanishschool.ae](mailto:reception@spanishschool.ae)

**Attendance Policy**

### Code of Conduct

**Parents Should**

- Support the School's behaviour policy
- Ensure their child's regular attendance and punctuality
- Notify any absence from school or lateness
- Discipline their child to ensure the correct school uniform and adhere to dress code
- Have an open communication with school and share anything which may affect their child's behaviour/health
- Always wear provided and as agreed educational and educational materials, equipment and materials, otherwise indicated by the homeroom teacher or school administration
- Provide a safe environment for their child and demonstrate courtesy and respect to all members of the school community
- Respect their child's behaviour and work
- Support their child with their homework
- Cooperate with the school regarding discipline and management of behaviour

**Students Will**

- Comply to attendance and punctuality
- Wear the proper school uniform, observing the general standards of dress code
- Use an empty water bottle as a water bottle
- Follow the instructions of staff personally
- Respect the school's property
- Do the best of their own and always trying to improve
- Demonstrate a positive attitude to their studies
- Comply to respect on time and the best of their ability
- Respect that turn to speak and other from disrupting the learning of others
- Behave respectfully and ensure that they do not endanger the safety and welfare of themselves and others
- Respect their work and safety
- Respect bringing anything from home to school
- Use appropriate language and tone and respect from using vulgar words
- Be a positive role model to others by being courteous and respectful to all members of the community
- Take good care of their possessions
- Respect and care for the facilities and property of others and of the school
- Respect and accept the consequences when their behaviour has not been up to standards
- Show an understanding and appreciation of the UAE and Spanish values, national traditions and other culture of the world

**Code of Conduct**

### Uniform

**Complements**

**Formal uniform**

**PE**

2025: BLOOMING HILLY, 2025: BLOOMING HILLY, 2025: BLOOMING HILLY

### Be Prepared

There is nothing more important than being prepared for school. This information will help you when choosing your child's school belongings. The correct equipment will help your child to be independent within school and will also help them to stay safe around the school campus.

- Backpack**: Your child needs a small backpack which can hold their food water bottle and bag. Please avoid Trolley bags as these will not fit in your child's cubby
- Library bag**: Your child will need the school library bag to take books and documents home
- Water bottle**: Every child needs a refillable, reusable water bottle every day. Please do not send disposable water bottles
- Homework**: Students will be provided with consumable materials such as workbooks and stationery
- Storing belongings**: Please label your child's belongings. We have a lost property table where students may be able to find lost items. If items are not collected at the end of each term, these items are either donated or disposed

We operate a whole school policy of this bag, to play during outdoor playtime to encourage students to be sun safe

Every child needs a refillable, reusable water bottle every day. Please do not send disposable water bottles

Please label your child's belongings. We have a lost property table where students may be able to find lost items. If items are not collected at the end of each term, these items are either donated or disposed

### Healthy Eating

In order to support effective learning throughout the day and to promote a well-balanced lifestyle we ask parents to provide healthy lunches and snacks for their children.

**WE ENCOURAGE STUDENTS TO HAVE LUNCHBOX CONTENTS WHICH ARE:**

- Natural and well-balanced (including low saturated fat low processed sugar)
- Child-friendly (no need to use tools)
- Environmentally friendly (free plastic)

**WE DISCOURAGE FROM STUDENTS LUNCHES:**

- Fizzy / sugar drinks / coffee or hot flavored drinks. This includes diet and energy drinks which can contain high levels of caffeine and other additives that are not suitable for children
- Any food including chicken / lamb / ribs etc

**Allergies**

- All information and medications are recorded by the school and all of teachers are informed of their student's medical needs
- Parents are also required to inform teachers of any medical condition their child may have. Staff take allergies very seriously. Children are taught the importance of this in class and are not allowed to share food
- If you have a child with an allergy, you need to discuss the information on your enrollment form. Please also follow up with the class teacher
- We urge you to choose carefully when selecting food for your child's lunch as some of our children's allergies are life threatening
- The only way parents can avoid food to cause an issue
- We are a nut free school

If you have any concerns about your child's diet or regarding allergies please contact the school nurse at [nurse@spanishschool.ae](mailto:nurse@spanishschool.ae)

### Extra-curricular Programme

- We offer Extra Curricular Programmes
- These will change each term
- Information and sign-up take place termly
- Students need to be collected from the ECPs promptly at finish time by an adult
- Our EC Coordinator is the contact person for all ECP related information and will email out a schedule for ECPs at the start of term
- ISM is collaborating with us, increasing the extracurricular offer
- The school will host an OPEN DAY where families will be able to get all the information
- Clubs for Primary / secondary will be during school times (breaks)

Music, Sports, English, Arabic, Spanish

### Community

**PARENT BADGES**

To keep our children safe, all parents receive a parent badge and a lanyard. This must be worn on-site at all times. If you do not have one or you need a new / extra one, please contact the school reception: [reception@spanishschool.ae](mailto:reception@spanishschool.ae)

**WHATSAPP GROUPS**

Please respect each other and the school if using these groups. If parents have any concerns, please speak directly with the school to resolve them. We are committed to work together with our community.

**PARENT COMMUNITY**

We strive for a close-knit community where all members feel safe and valued. We ask that all parent's please:

- Treat all school employees with respect: security, nurses, admin, etc
- Avoid clothing that is disrespectful with the culture and country we live in
- Respect the ban of no smoking on campus
- Do not take photos of other students on campus

**CLASS REPRESENTATIVES**

Please if you are willing to volunteer as class representative, do not hesitate to contact your homeroom teacher.

### Community

**COMMUNICATIONS**

All school communications will be sent by Addison, email, Whatsapp or Google classroom

**AFTER SCHOOL SERVICE**

We offer our kindergarten to stay with us until 4:00pm. If you are interested in enrolling please send us an email to [reception@spanishschool.ae](mailto:reception@spanishschool.ae)

**SCHOOL CATERING**

The renowned FOOD NATION company will be providing catering service to our students. How to proceed with the service will be shared by our administration team.

**ADITIO**

It is the official school platform, user and password will be shared by our IT department.

**BUS SERVICE**

We are working on the bus services permits to be able to offer it across different locations in Abu Dhabi, all information will be shared by our administration team.

**PRAYER ROOM**

We encourage our Muslim students to perform their prayers during their lunch break under the supervision of their Islamic teachers. Our Prayer Room is located on the first floor.

## Anex 3

### Parent Agreement.

I, \_\_\_\_\_ parent of \_\_\_\_\_ understand that The Spanish School of Abu Dhabi follows the Spanish National Curriculum.

I confirm that I clearly understand the year system and it is equivalency in the grades system as per the table below:

Age by 1st of September	Class group
3 Years old	Pre-KG
4 Years old	KG-1
5 Years old	KG-2
6 Years old	Grade 1
7 Years old	Grade 2
8 Years old	Grade 3
9 Years old	Grade 4
10 Years old	Grade 5
11 Years old	Grade 6
12 Years old	Grade 7

### Annual School Agreement – The Spanish School of Abu Dhabi.

(Please fill in one form per student)

Child's Full Name: \_\_\_\_\_

Grade \_\_\_\_\_ during the Academic year \_\_\_\_\_

I agree with the school terms and condition(s)

I agree and understand the school policies.

I agree to pay the enrollment, registration fees and other expenses as per the school policies.

I understand that I need to meet the requirements of the Ministry of Education.

I agree that my child is enrolled for the academic year 2024/25 in Grade \_\_\_\_\_ according to the Department of Education and Knowledge (ADEK) rules and regulations. I understand that my child will be required to complete Grade 12 to meet the minimum school graduation requirements of the Ministry of Education (MoE).

If I decide for any reason to transfer my child from the school to any other school that applies the Grade system within UAE schools, my child will have to be transferred to the equivalent class as per the table above.

Signed \_\_\_\_\_

### Yearly Acceptance Form

Child's Name: \_\_\_\_\_

I, the undersigned, hereby accept the enrollment for \_\_\_\_\_ in Grade \_\_\_\_\_ for the Academic Year \_\_\_\_\_

I hereby agree to the following:

- I accept and will adhere to the school's terms and conditions.
- I will submit all required documents and forms directly to the Admissions Department in a timely manner.
- I understand and will comply with all school policies.
- I will pay the enrollment, registration fees, and other expenses as stipulated by the school's policies.
- I acknowledge and will fulfill all requirements set forth by the Ministry of Education.

Parent/Guardian Name: \_\_\_\_\_

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



## Anex 4



### Form 9 – Home school collaboration agreement

The Spanish School of Abu Dhabi is a welcoming community of learners who relentlessly strive to be the best they can be. We facilitate learning that is relevant, meaningful, and fun, enabling children to make progress that they can be proud of.

Through our actions and teaching we encourage children to be respectful and courteous, consider the feelings of others and feel empowered and confident to work collaboratively to make a positive difference to our global community now, and in the future.

We encourage our children to:

- Do their best and feel proud.
- Work together and love learning.
- Smile

#### Children:

To help them at school they will use our 4Cs:

- **Courtesy** – I will be polite and courteous to all, demonstrating good manners in both words and actions. I will show the same respect for all adults and children in our school community.
- **Consideration** – I will think about the needs of others and their feeling, understanding the impact that my words and actions can have on others.
- **Common Sense** – I will think before I act and make any decisions. I will come to the school ready to learn and have fun.
- **Cooperation** – I will work together with my classmates and adults in our school.

#### School:

To support your children's learning and well-being in school, we will:

- Look after your child's safety.
- Endeavor to ensure all pupils make as much progress as possible and enjoy learning.
- Deliver a balanced and carefully planned curriculum which meets the needs of your child and curriculum requirements.
- Engage in open dialogue with families about your child's well-being and learning.
- Provide home learning activities, and family workshops, to enable you to support your child's learning at home.
- Contact you if we are concerned about your child's attendance and punctuality.
- Keep you fully informed about your child's progress and learning targets.
- Welcome you as an integral part of our school community.
- Abiding by this agreement is a condition for registration.

#### Families:

To support my children's learning in school I will do my best to:

- Make sure my child arrives at school on time and is picked up promptly.
- Support the school behavior policy and work with teachers to ensure my child is ready for learning.
- Make sure that my children wear their full school uniform every day.
- Make sure my child brings water bottle to school each day and to eat healthy food.
- Attend Family Information Meetings and discussions about my child's progress at school.
- Support my child with his/her home learning activities, listen to my child read and wherever possible promote opportunities for home learning.
- Ensure that my child goes to bed at a reasonable time during the week.
- Engage in dialogue with the school about my child's well-being and learning.

Attend all meetings/appointments as per school's request within 24 hours.

Parent / Guardian – Full name \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

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



### Form 11 - Parental Consent and agreement for School Policies

By signing this document, I agree to abide by all school policies throughout my child's/children's enrollment at SSAD.

Parent / Guardian – Full name \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

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