



المدرسة الإسبانية في أبوظبي

The Spanish School of Abu Dhabi

Parents Handbook

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www.spanishschool.ae

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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. 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"**

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 at SSAD, we strive to ensure that every student feels supported, valued, and inspired to reach their full potential.

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 instilling 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



المدرسة الإسبانية في أبوظبي
The Spanish School of Abu Dhabi



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 aspirations. 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.



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 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

2025-2026

ADEK School Calendar - Spanish - THE SPANISH SCHOOL OF ABU DHABI (9315) - 2025-2026 - (Teaching Days: 182)

Term-1								Term-2								Term-3								
M	T	W	T	F	S	S	Week	M	T	W	T	F	S	S	Week	M	T	W	T	F	S	S	Week	
				1	2	3		5	6	7	8	9	10	11	W16	Term 2 for Students Starts								
4	5	6	7	8	9	10		12	13	14	15	16	17	18	W17									
11	12	13	14	15	16	17		19	20	21	22	23	24	25	W18									
18	19	20	21	22	23	24		26	27	28	29	30	31	1	W19									
25	26	27	28	29	30	31	W1 Academic Year for Students Starts	2	3	4	5	6	7	8	W20									
1	2	3	4	5	6	7	W2 Prophet Muhammad's Birthday	9	10	11	12	13	14	15	W21									
8	9	10	11	12	13	14	W3	16	17	18	19	20	21	22	W22									
15	16	17	18	19	20	21	W4	23	24	25	26	27	28	1	W23									
22	23	24	25	26	27	28	W5	2	3	4	5	6	7	8	W24									
29	30	1	2	3	4	5	W6	9	10	11	12	13	14	15	W25	Term 2 for Students Ends								
6	7	8	9	10	11	12	W7	16	17	18	19	20	21	22		Eid al-Fitr Spring Break for Students - 16-Mar To 27-Mar								
13	14	15	16	17	18	19	W8 Mid Term Break I for Students	23	24	25	26	27	28	29										
20	21	22	23	24	25	26	W9	30	31	1	2	3	4	5	W26	Term 3 for Students Starts								
27	28	29	30	31	1	2	W10	6	7	8	9	10	11	12	W27									
3	4	5	6	7	8	9	W11	13	14	15	16	17	18	19	W28									
10	11	12	13	14	15	16	W12	20	21	22	23	24	25	26	W29									
17	18	19	20	21	22	23	W13	27	28	29	30	1	2	3	W30									
24	25	26	27	28	29	30	W14	4	5	6	7	8	9	10	W31									
1	2	3	4	5	6	7	W15 Eid Al Etihad, Term I for Students Ends	11	12	13	14	15	16	17	W32									
8	9	10	11	12	13	14		18	19	20	21	22	23	24	W33									
15	16	17	18	19	20	21	New Year	25	26	27	28	29	30	31	W34	Day of Arafat, Eid al-Adha								
22	23	24	25	26	27	28	Winter Break for Students - 08-Dec To 02-Jan	1	2	3	4	5	6	7	W35									
29	30	31	1	2	3	4		8	9	10	11	12	13	14	W36									
								15	16	17	18	19	20	21	W37	Islamic New Year								
								22	23	24	25	26	27	28	W38									
								29	30	1	2	3	4	5	W39	Academic Year for Students Ends								
								6	7	8	9	10	11	12										
								13	14	15	16	17	18	19										
								20	21	22	23	24	25	26										
								27	28	29	30	31	1	2										
								3	4	5	6	7	8	9										
								10	11	12	13	14	15	16										
								17	18	19	20	21	22	23										
								24	25	26	27	28	29	30										
								31	1	2	3	4	5	6										

- Public Holiday
- Term 1, Term 2 and Term 3 days
- Mid Term Break

Notes*
• Public holiday dates are tentative and are subject to official announcements.

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*More detailed calendar with dates and events will be shared

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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 enter class after national Anthem.
Registers will be closed and you will need to report to main reception to collect a "llego 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

- 01 KG - School finishes at 2:00 pm*
- 02 Primary - School finishes at 3:30pm*
*Students finish school at 12:00 p.m. every Friday, and dismissal for Preschool begins at 11:45 a.m.
- 03 If you need to collect your child early, please email reception@spanishschool.ae
- 04 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

Code of Conduct

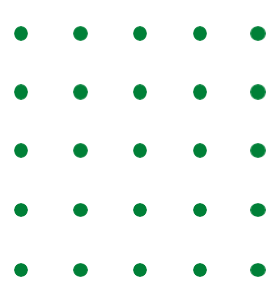
Parents Should

- Support the School's behaviour policy.
- Ensure their child's regular attendance and punctuality.
- Justify any absence from school or tardiness.
- Ensure their child wears the correct school uniform and adheres to dress code.
- Have an open communication with school and share anything which may affect their child's behaviour/health.
- Attend, when possible and as agreed, educational and orientation meetings workshops and events, whenever invited by the homeroom teacher or school administration.
- Provide a role model for their child and demonstrate courtesy and respect to all members of the school community.
- Praise their children's behaviour and work.
- Support their children with their homework.
- Collaborate with the school regarding discipline and management of behaviour.

Students Will

- Commit to attendance and punctuality.
- Wear the proper school uniform, observing the general standards of dress code.
- Line up swiftly and in an orderly fashion.
- Follow the instructions of staff promptly.
- Remain within the school premises.
- Do their best all the time and keep trying to improve.
- Demonstrate a positive attitude to their studies.
- Complete homework on time and to the best of their ability.
- Respect their turn to speak and refrain from disrupting the learning of others.
- Behave responsibly, and in a manner that does not endanger the safety and welfare of themselves and others.
- Brush their teeth daily after lunch.
- Avoid bringing unhealthy food or snacks to school.
- Use adequate language and tone and restrain from using vulgar words.
- Be a positive role model to others by being courteous, kind 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.
- Be honest and accept the consequences when their behaviour has not been up to standards.
- Show an understanding and appreciation of the UAE and Spanish values, customs traditions, and other cultures of the world.

Uniform



Complements



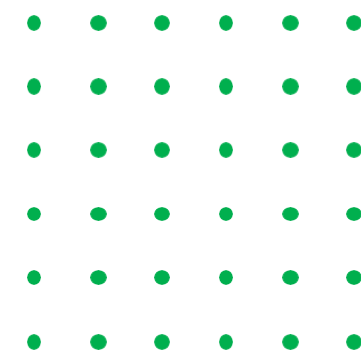
Formal uniform



P.E

ZAKS: (02)2221141
MUSHRIF MALL
ZAKSSTORE.COM

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.

Bags



Your child needs a small back-pack which can hold their food water bottle and hat.
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

School materials



Students will be provided with consumable materials such as workbooks and stationary

No hat, no play!



We operate a whole school policy of 'No hat, no play' during outdoor playtime to encourage students to be sun safe.

Water bottles



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

Naming 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.



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:

- Nutritious and well balanced (including low saturated fat low processed sugar)
- Child friendly (no need to use knife!)
- Environmentally friendly (less plastic)

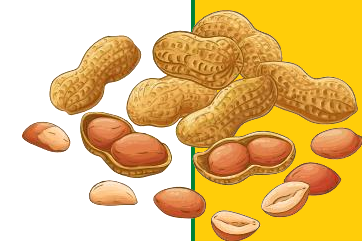
WE DISCOURAGE FROM STUDENTS LUNCHES:

- Fizzy / sugar drinks / coffee or fruit flavored juices. This includes diet and energy drinks which can contain high levels of caffeine and other additives that are not suitable for children
- Junk food including crisps / potato chips.

Allergies

- All information and medications are stored by the school clinic and all teachers are informed of their students' medical needs.
- Parents are also required to inform teachers of any medical conditions 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 disclose this 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.
- We kindly ask parents not to send food in to share with the class.
- 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



Extra-curricular Programme

- We offer Extra Curricular Programmes.
- These will change each term.
- Information and sign-ups 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 onsite at all times. If you do not have one or you need a new / extra one, please contact the school reception.

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

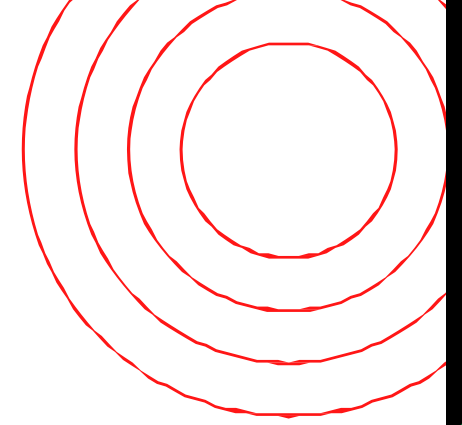
We strive for a close-knit community where all members feel safe and valued. We ask that all parents please;

- Treat all school employees with respect; security, nurses, admin, etc.
- Wear clothing that is respectful 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 through school platforms, email , WhatsApp or Google classroom.

AFTER SCHOOL SERVICE

We offer our Kindergarten to stay with us until 3:30pm. If you are interested in enrolling please send us an email to 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.

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.



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