



مدارس الإمارات الوطنية
Emirates National Schools

cognia™



Parent HANDBOOK 2024-2025



Parent Handbook ENS 2024 - 2025

➤ **Our Vision**

Preparing future leaders through innovation in education and treasuring cultural heritage.

➤ **Our Mission**

Emirates National Schools will provide students with educational programs that develop character, use technology to improve learning, and prepare students to be leaders and community members.

➤ **Our Values**

Academic excellence / Integrity/ Loyalty / Fairness.
Kindness/ Respect / Honesty, and Reliability / Self-reliance.
Independence / Sportsmanship/Open mindedness and Diversity.

➤ **Our Attributes**

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from experience.

Caring: We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional — to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experiences. We work to understand our strengths and weaknesses to support our learning and personal development.

1. Introduction



Dear Emirates National Schools community,

It is with pleasure that I extend a warm welcome to you as the Director General of Emirates National Schools (ENS). Pleased to present this Parent Handbook which you should find helpful as you use it to become familiar with the programs, activities, policies, and procedures of ENS.

At ENS, we pride ourselves on having schools where staff and students feel safe, have a sense of belonging, are treated with respect and have the right to learn and flourish. They are in a school where we build people who care, where we are united in purpose, where everyone matters, where everyone succeeds, and no one is left behind. We are a community of collaborative professionals who are committed to learning from each other in order to improve student outcomes. Where our collective professionalism creates deep dialogue or even heated debate about the best ways to support our students. We believe all students can succeed and we are prepared to make sure that they do, as if they are our own children. At our core is a focus on high performance in all areas.

Emirates National Schools were formed by Presidential Decree and is owned by the Presidential Court. ENS first opened its doors in 2002 in Mohammed Bin Zayed City. Since 2002, ENS has grown to six campuses. Three campuses serve the Emirate of Abu Dhabi with locations in Mohammed Bin Zayed City, Al Ain City, and Abu Dhabi City. ENS also includes campuses serving the Emirates of Sharjah, Ras Al Khaimah and Dubai. The curriculum is delivered through the International Baccalaureate Organization framework for the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Years Programme (DP) along with the American Common Core Standards in English, Math, and Science. ENS also offers College Board's Advanced Placement (AP) courses for grades 11 and 12. In conjunction with this ENS delivers the United Arab Emirates Ministry of Education program for Arabic, Islamic and UAE Social Studies.


To me the approach to learning is remarkably simple. Put talented and diverse people together with skilled and dedicated adults with support from engaged and committed families and you create extraordinary results that speak for themselves. It is a culture where students at all levels say it is "cool to do your best" or "cool to be smart" and where mathematicians, athletes, writers, and musicians all thrive side-by-side working together, building a community of life-long learners. Working alongside teachers who have passion for their subjects, passion for their students and are passionate about making a difference in the lives of the students they teach. Together we are unstoppable. Please join us on this remarkable journey.

Let me leave you with this quote:

"We are building a new reality for our people, a new future for our children, and a new model of development"

HH Sheikh Mohammed Bin Rashid Al Maktoum

Sincerely,


Lachlan MacKinnon

Director General Emirates National Schools

2. Academic Information

A) Curriculum Standards

The standards implemented by ENS are the UAE National Curriculum Standards, the American Common Core State Standards, Next Generation Science Standards, and Colorado Academic Content Standards. The UAE Ministry of Education provides the UAE National Curriculum Standards. These standards are used for Arabic, Islamic Studies, and UAE National Studies subjects. The American Common Core Standards are used for Mathematics, English Language Arts, Next Generation Science Standards (NGSS) for science, and the Colorado Academic Content Standards in Fine and Performing Arts, Physical Education, and Social Studies.

B) International Baccalaureate (IB) Programs

All ENS campuses (Al Ain City, Abu Dhabi City, MBZ City, Sharjah, and Ras Al Khaimah) are authorized International Baccalaureate World Schools offering the International Baccalaureate Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). The new campus in Dubai is currently offering the Primary Years Programme (PYP) as a candidate school with the intent to eventually be a fully authorized IB continuum campus over the next five years as students' progress through each grade level on the campus. The International Baccalaureate (IB) Diploma Programme courses for students in grades 11 and 12 allow students to enroll in a rigorous college-level curriculum. These courses prepare students to take international external exams that will grant them academic credit and advanced standing in colleges and universities. Students who complete the entire IB Diploma Programme are usually provided preferred admittance to many of the most prestigious colleges and universities in the world. The IB Diploma or IB Course Certificates may be awarded by the International Baccalaureate Organization in addition to the ENS diploma.

C) Advanced Placement Program

ENS has developed a program of study for secondary students featuring college-level curriculum courses, which prepares students to take national exams. Successful course completion will grant them high school credit and advanced standing in colleges accepting College Board Advanced Placement (AP) coursework with a passing AP exam score. Colleges in 53 countries accept Advanced Placement for college credit. Course options in English, Mathematics, Science, Social Studies, World Languages, and Art may be offered, pending minimum registration requests.

D) UAE Equivalency Requirements

High School diplomas are recognized for UAE equivalency, if the following conditions are met:

- Islamic Education and Arabic Language: Students should complete the course expectations set by the Ministry of Education in grades 9 – 12. In Grade 12, they must successfully pass the Ministry of Education Arabic Language assessment, and Muslim students must additionally pass the Ministry of Education exam for Islamic Studies.
- Please contact the Academic and Career Counselor at your campus for more detailed information about Additional Equivalency Requirements.

E) Course Syllabi and Program of Inquiry

Classes offered in Kindergarten through Grade 5 focus on the school's International Baccalaureate Programme of Inquiry, which addresses the key concepts, knowledge-based academic content standards, and Approaches to Learning skills learned through units of instruction. Additionally, all courses in grades 6 – 10 have comprehensive subject overviews, which are available upon request. All Grades 9 through 12 course offerings can be found in the Course Catalog, available for parents to review upon request.

Specific information related to the instructional units is communicated through the school's adopted learning management system, Toddle, and through letters home and the official social media platforms. Please contact the Academic and Career Counselor or the Principal/Head of School for more information.

F) Student Grade Level Classification

At ENS, students are placed in grade levels by age and admission criteria. According to the Ministry of Education, students may be enrolled based on age as follows: Children must be a certain age by August 31st of the academic year to enter each grade. This admission approach ensures that students have access to a developmentally appropriate instructional program.

The minimum age requirements are as follows:	
Grade Level	Approximate Age Range
Pre-K	3
KG1	4
KG2	5
Grade 1	6-8
Grade 2	7-9
Grade 3	8-10
Grade 4	9-11
Grade 5	10-12
Grade 6	11-13
Grade 7	12-14
Grade 8	13-15
Grade 9	14-16
Grade 10	15-17
Grade 11	16-18
Grade 12	17-19

G) Student Schedule Changes

Changes in class schedules in Middle School and High School are dependent upon the following criteria:

- Program requirements
- Level appropriacy to ensure student success
- Availability of courses due to insufficient enrollment or course being full
- Completion of course pre-requisites
- Academic review of the ICAP (Individual Career and Academic Plan) to ensure students are enrolled in the appropriate courses for their selected pathways and equivalency

No change will be made until the student meets with an Academic and Career Guidance Counselor and the request is approved by the Campus Director or designee.

Changes in class schedules in Kindergarten and Primary School:

Parents who wish to change their child's primary school homeroom teacher must submit a request to the Head of the School or Principal for consideration within the first two weeks of school. Appeals on decisions made must first be heard by the Principal/Head of School before a final appeal may be held by the Campus Director.

3. The School Day

A) Assemblies

Assemblies are an important part of the school day as they promote community within the school. Students must attend the assembly as this is an expectation of the educational authorities and school community. They also allow students to perform in front of an audience by participating in presentations planned by teachers and students. The students will recite the Holy Qur'an at the beginning of each assembly and sing the National Anthem. Following this will be the presentation and announcements of any awards or special events. Students are required to attend assembly daily as important announcements occur during this time. Special assemblies may occur when parents are invited to attend and participate. These assemblies will be approved by the Campus Director and/or Principal/Head of Schools/Principals and communicated to parents in advance. An assembly is when the school community, or a part of it, meets to share aspects of life of worth. Our assemblies, which include the National Anthem, daily prayers, recitation of the Holy Qur'an, and presentation of the Nobel Hadeeth in both English and Arabic, are essential to our school's life. Daily assemblies provide one of the main ways we create our positive reflective ethos and promote our values-based education, which incorporates both the IB learner profile and a focus on identity and innovation.

There are three primary goals for assemblies at our school:

- Celebration/Recognition
- Education/Information
- Motivation/Inspiration

Students are encouraged by all staff, by their positive attitude, involvement in assemblies, and acting as role models for students to emulate. Assemblies are opportunities for community building, for students to learn from each other or from outside speakers or visitors, and to develop the Approach to Learning skills needed for oral presentations in front of large audiences. Student-initiated action and development of leadership skills when developing and presenting the assembly are the primary focus.

B) School Day Schedule

Campus	ADC/MBZ/AAC/RAK/DXB		SHJ
Days	M-TH	F	M-TH
Starting Time	7:30	7:30	7:30
Ending Time	2:45	11:00	3:05

The timetables for each school may vary. Please consult with your school for a more detailed timetable. National curriculum time requirements, IB program requirements, and Carnegie unit requirements determine the number of minutes given to any subject in a week.

C) Student Attendance

Regular school attendance and punctuality are essential for a successful school experience. All students are required to attend school except in case of illness or absence, as reported by the parent/guardian. A student who knows in advance that he/she will be absent must have a parent/guardian call the school the day they will be out and bring a note from their parent/guardian explaining the absence upon his/her return. The note must be submitted to the Parent Communications Office (PCO). The Head of School must approve any long-term absences.

D) Tardiness

Students who arrive at school after 7:30 a.m. will be marked tardy. Students are expected to arrive on time for class and assembly. Tardiness is disruptive to the teaching and learning in the class. Students may be denied access to classes if excessive absences and/or tardies occur. A parent conference with an academic administrator will be required before admitting students back to class. Parents must report a reason (by phone or in writing) for their child's tardiness to receive consideration for an "excused tardiness." Upon being informed of the reason, the school will make a final determination as to the status of the tardy (excused or unexcused). Typical "excused" tardiness would include traffic, medical appointments, and other unforeseen emergencies. Excessive tardiness is grounds for various sanctions, including parent conferences and/or student suspensions. Continued defiance of authority may result in disciplinary action up to and including recommendation of expulsion, per the Student Code of Conduct.

E) Student Absences and Make-up Work

Purpose: The purpose of providing make-up work is to allow the student to have the opportunity to make-up classroom work that closely approximates the learning experience that occurred within the classroom. This approach enables the student to maintain progress toward the learning objectives outlined in the curriculum approved by the Board of Directors. Timely completion of the make-up work is vital for the continued academic progress of the student. The student must obtain make-up work from the teacher for the period missed for excused absences. Work for unexcused absences may be provided at the discretion of the teacher, head of school, principal and/or campus director. Any appeal concerning make-up work shall be made with the teacher first and then to the Head of the School.

If the issue is not resolved at that level, it must go to the principal and, as a final recourse, to the Campus Director. Before the student and parent decide to miss school for non-school related extracurricular activities, parents and students should discuss the consequences of the decision to be absent. Any absence must be accompanied by a doctor's or parent's note explaining the absence. The Head of School will review the excuse provided and may request further information concerning the absence. Students who are absent will be expected to make up for the missed work. Any student who has absences and fails to make-up missed assignments within the time appointed will receive unsatisfactory grades for those assignments. All school assignments missed will be made up within three (3) school days of the student returning to school. For a partial day absence, school assignments will be due at the beginning of the following day's class period. An extension of time may be granted upon request if the teacher deems it to be necessary. Any appeals requesting additional time for completing make-up work must be made immediately to the Head of School, with the decision being final.

F) Truancy

Any absence from school without permission or legitimate cause will be categorized as truancy. No credit will be given for work missed during the time of the truancy. ENS and its' teachers are not obligated to make-up missed student work that was given during the period or date of the truancy from school. Truancy appeals may be directed to the Head of School within five (5) days of the truancy. The school may not accept appeals after this time.

G) Extended Leaves or Vacations

Parents who wish to take their child out of school for more than three (3) school days must:

- Pick up an extended leave form from the PCO.
- Request written consent from the principal at least two (2) weeks in advance. (Requests placed less than two (2) weeks in advance may result in not allowing the student to make-up missed work, which may impact the student's grade).
- The Head of School will notify the parent/guardian that the leave has been approved for advanced make-up work. Upon Head of School approval, teachers will be notified to make arrangements for missed assignments.
- Parents must understand that the student is responsible for all work missed during his/her absence.
- The work missed must be made up within two (2) weeks of returning or as arranged with each teacher or Head of School.

- Students may be required to take a test to assess whether the student has mastered the grade material for promotion to the next grade if the absence occurs at the end of the school year.
- Absence waivers can be attained in the case of an extraordinary long-term illness documented by a physician, or from the Head of School for a preplanned trip. These waivers must be in writing from the attending physician or Head of School.

H) Early Dismissal

- After arrival at school, a student will not be allowed to leave school without permission from the PCO or Head of School. Parents who need to pick up their child before the regular dismissal time must:
 - ✓ Contact the school PCO to inform them of the need for early dismissal.
 - ✓ Wait at reception or the designated area while the student is notified to come for dismissal.
- For safety reasons, parents are NOT to pick up their child directly from the classroom. School security will help to enforce this policy; therefore, please do not enter the classroom without proper authorization.
- Parents, or authorized person, will be requested to sign their child out with the appropriate “early dismissal” form available at reception.
- Parents who arrive after 2:15 p.m. must wait for their child /children to be dismissed at the regular time and should wait in the reception area.

Parents must adhere to the following in case of planning to have their children absent for several school days:

- Inform the administration 2 weeks prior to the expected absence to enable teachers to prepare a list of homework and tasks that will be missed by the student.
- Contact the teacher to find out the assigned homework and tasks.
- Complete the homework and tasks and submit them to the teacher before the student’s absence from school or within two (2) weeks upon return.

I) Activities and Athletics

ENS Activities and Athletics program aims to build a positive and supportive school culture that provides students with learning experiences that grant opportunities to develop skills and abilities within areas of their interest.

Purpose:

The activities program focuses on providing students with a variety of opportunities to:

- Develop self-confidence and have positive attitudes to learning as well as enjoy school life.
- Develop moral viewpoints aligned with their own cultural backgrounds, while considering multiple perspectives.
- Respect the values of the UAE as well as understand and respect for the different cultures represented in the UAE.
- Develop respectful attitudes towards others.
- Participate in and/or lead a range of social, cultural, scientific, and sporting activities to develop their skills as well as make a positive contribution to their community.
- Develop a practical understanding of how to live safe and healthy lives.
- Develop social and interpersonal skills as well as personal qualities such as persistence, curiosity, adaptability, and flexibility that will support them in life.

I1) Activities Philosophy

The program must create experiences for students outside the classroom that will stimulate their overall growth and learning. The program must:

- Provide students with meaningful learning opportunities beyond the walls of the classroom.
- Extend on and support the learning within the classroom.
- Encourage cooperation and teamwork among students.
- Provide a positive environment focused on developing strong positive social relationships between staff members and students.

- Encourage cooperation among students and across programs, helping students develop lifelong beneficial attitudes.
- Continually work to enhance the school community relationship through the involvement of parents and the community in the program.

Support Action, Service as Action, and Creativity, Activity, Service (CAS) in the relevant IB programmes. For more details, please contact the IB Coordinator at your school.

I2) Areas of Emphasis

- Co-curricular Activities: activities that are directly connected to academic classes. These include student governance and leadership, music activities, drama activities, speech and debate, academic competitions and field trips that support academic classes.
- Club Activities: activities that are focused on student areas of interest such as arts and crafts, book club, UAE cultural club, volunteer club, chess club, and many more.
- Athletics: age level athletic teams and competitions that include events within the school and competitions with other schools. These may include basketball, rugby, martial arts, volleyball (or netball), soccer (football), swimming, and track and field. Depending on the campus and its facilities, ENS will offer the opportunity for students to compete against students of similar age and gender.

I3) After School Activities

- ENS offers a variety of activities for students. Many of these groups meet during non-instructional times that may include morning break, lunch break and after school. Special activities may even occur on Saturdays, during the summer break or holiday breaks. Each activity or club must have an adult sponsor who can supervise the activity to ensure the safety of the participants. The After-School Activities program is focused on activities for students in Grades 1 to 12. This program is designed to provide students with opportunities to explore areas of interest outside the regular school program. These are designed as eight-week offerings.

J) Special Events

- Special events are an important aspect of ENS student's school life as they enhance student learning, foster a sense of cultural identity, and develop international awareness. Some examples of the events in which the student may participate include:

J1) Local Cultural Events:

1. UAE's National Day
2. Prophet's Birthday (Al Mawlid Al Nabwi)
3. Religious Celebrations such as Eid.
4. Martyrs' Day
5. Flag Day
6. Isra and Mi'raj
7. Mid of Shaban
8. Ramadan activities

J2) International Events

1. Teacher's Day
2. Mother's Day
3. Earth Day
4. International Day

J3) Service Events

1. Support a Charity
2. Community Engagement Events
3. Preserving the Environment

J4) Curriculum Related Events

1. Entrepreneurship Week
2. Sports Day
3. Arts Week
4. Grade 5 Exhibition
5. Grade 10 Personal Project
6. Celebration of Learning: Student Led Conferences
7. International Book Fair
8. Biography of the Prophet Mohammed
9. Arabic Language Week
10. Reading Month
11. National Heritage Day
12. Grade 9 National Identity Projects
13. Quran Recital Competitions
14. Al Hadeeth Recital Competitions
15. The Program of Quran Recital Centers in Collaboration with the General Authority of Islamic Affairs and Endowments
16. Grade 9 -12 University Visits
17. Joint Awareness Project with the new National Rehabilitation Center
18. Reading Initiative
19. TOK Group 4 Presentations
20. DP Art Exhibition
21. Youla Competition
22. Future Poet Competition

Note:

- Birthday parties are not permitted at school. Small inexpensive gifts related to birthday celebrations may be distributed in the Kindergarten and Lower Elementary classes if a gift is sent for each child in the class. Prior to the distribution it is necessary to receive permission from the teacher and Principal/Head of School or Principal.
- Schools appreciate and encourage parents' participation in the various events held by the school, with an emphasis on the fact that school laws prohibit bringing or serving soft drinks, fast food, sweets, and nuts.

J5) Field Trips:

ENS believes in the importance of providing opportunities for students to develop skills and deepen student understanding of the content and concepts being taught through hands-on, real-world experiences. By extending learning through purposeful field trips that help students develop positive attitudes to learning, and build social skills through cooperative learning, we give students opportunities to experience real life applications of content they are studying.

The field trip program focuses on providing students with a variety of opportunities to:

- Acquire useful application of the “inquiry-based learning approach” where data and information are converted into useful knowledge

- Develop “technical competency” by observing, collecting, interpreting, recording, and evaluating geographic information from primary sources through fieldwork.
- Provide valuable qualitative and affective learning experiences which encourage deeper thinking.
- Experience firsthand content and skills in the curriculum.
- Foster strong bonds of friendship and camaraderie among students and with teachers.

J6) College/University Visits:

Throughout the course of each year, the school may host college/university events that will assist both students and parents in choosing a college/university degree program. Several high-profile universities and colleges may be in attendance to provide details such as courses of study offered, information on campus life and student scholarship opportunities. Any student and their parents (grade 8 or higher) are encouraged to review the information available and attend, if possible. In addition, the school will organize opportunities to go to university fairs, visit universities and invite university representatives as speakers at various points throughout the year.

K) Announcements

Announcements for special events, parent teacher conferences, trips or other academic related activities will take place through a system of official letters, notes in student planners, and through the school’s adopted Learning Management System, Toddle. If you have any questions about these announcements, please contact the PCO of your respective school and campus.

L) Personal Property

Students are advised not to bring any personal valuable items to school such as iPods, portable PSPs, cell phones, large amounts of cash, jewelry, etc. without prior permission as ENS is not responsible for lost or stolen personal items. Lost items should be reported to the Principal/Head of School or designee. An investigation will be conducted, if warranted. Students are advised to check the “Lost and Found” retrieval area regarding any lost or stolen items. Students found using personal electronic items that are not authorized by the school will be addressed according to the Student Code of Conduct.

M) Lost and Found

A Lost and Found retrieval area is available in each building. After obtaining prior approval from a teacher/administrator, students may check the Lost and Found retrieval area for items lost during the day. The Lost and Found retrieval area is cleared out at the end of each term.



4. School Fees and Services

A) Transportation Service

Student transportation services to and from the school are available through the contracted service provider. Interested parents may register the student for transportation service through the service provider. Students who are transported through the preferred service provider are expected to adhere to the school bus transportation rules and the directions provided by drivers and bus assistants. Failure to comply could result in the denial of service and/or school discipline for misbehavior in accordance with the Student Code of Conduct.

B) Food Services

Daily food service (lunch and snacks) is available through the contracted service provider. Parents need to inform the school Nurse, Principal/Head of School, and the teacher in case of any food allergy to accommodate the needs of the student and for necessary special arrangements for lunchtime. Your students' safety and health are our priority. Interested parents may register their student for food service through the service provider.

Parents are encouraged to communicate any concerns about the service provider to ENS through the Campus Director's Office. Please visit the "Admissions" page on our website for more information about Preferred Service Providers and registration services at www.ens.sch.ae

C) School Fees

Payment of tuition and educational resource fees can be made to Emirates National Schools by any of the following methods:

- By Cash or Credit/Debit Card to the Cashier of concerned ENS Campus.
- By Cheque in the name of Emirates National Schools.
- By cash deposit or bank transfer to Abu Dhabi Commercial Bank at any of their branches to the concerned Bank Account of 'Emirates National Schools'.
- By E-Services Payment through school's website <https://eservices.ens.sch.ae>
- By E-Services IOS and Android Application through <https://www.ens.sch.ae/parent-guide/e-service>

Please visit " <https://www.ens.sch.ae/admissions/fees> "page on our website for more information about Fees and Refunds at www.ens.sch.ae

D) Scholarship Program

Based on the keenness of Emirates National Schools to support and encourage excellence, nurture student talents, and create an atmosphere conducive to creativity, innovation, and scientific leadership and in line with the approach of the wise leadership and its keenness to nurture the innovators, interest in supporting outstanding students, and investing in education, and in response to the directives of His Highness Sheikh Mansour bin Zayed Al Nahyan, Vice President of the State and Minister of the Presidential Court, in support of qualifying the children of the UAE for excellence in their academic and professional careers, Emirates National Schools launches the Scholarship Program for outstanding and gifted students in its schools to embody its keenness to ensure excellence in caring for, keeping up with, and supporting outstanding students and those with distinguished skills and talents.

- The Scholarship Program for Talented Students includes two sections, the "Academic Merit Category" and the "Gifted and Talented Category."

The Academic Merit Category will be open to students who have achieved success in their academic endeavors, such as obtaining a high GPA, participating in extracurricular activities, and demonstrating exceptional leadership skills.

- The Gifted and Talented Category will be open to students with unique talents and skills in science and technology, arts, sports and athletics. This category is designed to recognize the outstanding achievements of students who have demonstrated exceptional talent in their chosen fields.

The scholarship program will award a total of 100 scholarships for deserving students and cover from 25% to 100% of tuition fees. Deserving students will be selected based on specific criteria and conditions, and the scholarship program will be applied from the next academic year 2024/25.

Please visit the ENS website for more information at www.ens.sch.ae.

E) Communication

A) Parent Communication

The Parent Communication Office (PCO) works as a liaison between ENS and parents to ensure quality communication and efficiency in resolving complaints, concerns, and issues. Parents who have questions or concerns may contact staff through the PCO. The PCO will arrange meetings and serve as liaisons to promote positive interactions with the school. ENS recognizes that communication on student academic achievements must start with parents. Teachers will ensure that parents are informed on student achievement and academic needs through and the adopted Learning Management System, Toddle, email, and/or the PCO. Parents who wish to have their child's tutor involved in communication with his/her teacher must receive permission from Principal/Head of School before permission is granted to disclose academic information. Because it is a conflict of interest, teachers may not tutor student(s) they teach, or students enrolled in any branch of ENS.

B) Online Communication

Parents can communicate with the school using online communication means such as the school website, PCO email and via the Toddle system. The ENS website (<http://www.ens.sch.ae>) also provides parents and the community with access to information about ENS that is important to stakeholders and the community.

C) Visitors and Volunteers

C1) Visitor Pass Protocols

All visitors are required to present photo identification to security guards at the front gate or the receptionist in the school, who will then issue a Visitor Pass. The Visitor Pass must be worn and visible while on campus. Visitors are limited to a specified amount of time determined by management. All visitor passes are issued at the discretion of the school administration and may be rescinded or revoked at any time. Upon returning the visitor pass, the visitor's photo identification will be returned. Visitor passes will only be provided for school related business to parents/guardians.

Visitors who are not a parent or guardian must report to the Principal/Head of School Office to obtain permission to be on campus.

Parents that are volunteering in a classroom or for an activity will receive their visitor pass directly from the receptionist upon approval.

C2) Volunteers

ENS encourages parent involvement in school programs and activities. Parents may contact the Head of School or Principal to express interest in volunteering. Ministry approvals for volunteers who will be in direct contact with students may be required. ENS will communicate parent involvement opportunities through letters, newsletters, the ENS website, email or through the adopted Learning Management System, Toddle.

D) Parent-Teacher Conferences, Associations and Councils

D1) Parent-Teacher Conferences:

ENS believes positive parent-teacher partnerships contribute to student success. ENS holds Parent-Teacher and Student Conferences three times during the school year. The conferences will follow the distribution of Grade Reports for Quarters 1, 2 and 3. Parents will be notified by emails, SMS, and bulletins via the adopted Learning Management System, Toddle, about the dates and times of conferences. The purpose of the conferences is to allow parents to visit their student's teacher regarding the academic progress of their student. Parents are highly encouraged to attend the conferences.

D2) Parent Advisory Councils:

Each ENS campus has four distinct schools: kindergarten, primary, boys and girls which together form a campus. Each campus has a strategic site plan that determines the improvement goals aligned with the ENS mission and vision.

Each campus has a Parent Council that works directly with the Head of School/Principal to provide recommendations around the strategic goals, and feedback on the school processes. It is also an opportunity to discuss initiatives and scope for parent involvement and support. Members of the councils are selected for the Parent-Teacher Associations from each school on the campus.

D3) Parent-Teacher Associations:

Each ENS campus has a Parent-Teacher Association (PTA). The purpose of the PTA is to encourage strong communication between parents and teachers, develop partnerships that promote positive and safe learning, solve common problems, plan activities for students, and promote the interests of the school, its students and staff in the community and country. The Campus Director of each campus has the responsibility to publish a schedule of meeting dates for parents to meet monthly during the school year. The association's meetings are open to all parents at the school and we encourage parents to attend. The meetings are designed to encourage conversation, create action, plan events, and solve problems within our learning community. More information can be obtained from the Office of the Campus Director or Principal.

F) Student Code of Conduct

ENS seeks to achieve its vision and mission to prepare future leaders through innovation in education, pride in cultural heritage, promotion of the principles of good morals, the practice of positive and private behavior, and the promotion of the values of patriotism. Accordingly, the Student Code of Conduct has been adopted to comply with the regulation for managing the behavior of students in Emirati schools approved by the Ministry of Education in the United Arab Emirates.

Please visit the ENS website for more information at www.ens.sch.ae.

G) Dress Code and School Uniform

All students must always wear the approved ENS uniform unless otherwise notified. It is advised that all students place their names on the inside label of their uniforms.

A) Male Uniform:

A1) KG:

- White with red strip shirt long or short sleeve with ENS logo
- Navy blue full-length trousers
- Navy zipped winter jacket with ENS logo
- White socks
- Simple black dress shoes

- Hair must be kept short, neat, and clean.
- PE uniform is a navy tracksuit with ENS logo, white t-shirt, white socks, and white training shoes

A2) Grade 1 to 12:

- White shirt long or short sleeve with ENS logo and dark gray full-length trousers
- Dark gray zipped winter jacket with ENS logo
- White socks
- Simple black dress shoes
- Hair must be kept short, neat, and clean.
- PE uniform is a navy tracksuit with ENS logo, white t-shirt, white socks, and white training shoes

B) Female Uniform

B1) KG:

- White shirt long sleeve with ENS logo and long pinafore navy blue color
- Navy blue zipped sweatshirt with ENS logo
- White socks
- Simple black dress shoes
- Hair must be neatly tied back and kept clean. Simple hair accessories are allowed in black, white, silver, gold/tortoiseshell or gray.
- PE uniform: Navy tracksuit with ENS logo, white t-shirt, white socks, and white training shoes

B2) Grade 1 to 12:

- White shirt long sleeve with ENS logo and dark gray full-length trousers
- Dark gray zipped winter jacket with ENS logo
- White socks
- Simple black dress shoes
- Hair must be neatly tied back and kept clean. Simple hair accessories are allowed in black, white, silver, gold/tortoiseshell or gray.
- PE uniform: Navy tracksuit with ENS logo, white t-shirt, white socks, and white training shoes
- Leggings are forbidden.

C) Additional Dress Code Guidelines:

- Students may not wear jewelry to school. Only simple stud earrings (girls) and a watch (boys and girls) are allowed. If a student is found wearing any other jewelry item or inappropriate hair accessories it will be confiscated and kept in administration. Parents will be notified and asked to retrieve the item. ENS is not responsible for items such as jewelry that are lost, stolen or damaged on school premises.
- Makeup of any kind is prohibited. Students will be asked to remove makeup, including nail polish and false nails.
- Students not wearing the school uniform will be corrected in accordance with the Student Code of Conduct. Please visit the “Admission” page on the ENS website for information on uniform suppliers at www.ens.sch.ae.
- It is forbidden to wear leggings for male and female students.
- It is forbidden to put earrings on any part of the body except for the customary earrings.
- Long hair is prohibited for students.
- In the event of celebrations and open days, it is forbidden for female students to wear shorts (higher than mid-calf), and for all students, or any form of imitation of the opposite sex or imitation of fashion trends that are not commensurate with the culture and traditions of UAE society is prohibited.

H) Health, Medications, and Emergencies

A) Health and Medications

Clinic Team: Each school building has one or more licensed and dedicated medical clinics with a registered nurse.

The Clinic Team is responsible for providing first aid and emergency care for school-related injuries, conducting health screenings for select student groups, assessing and managing chronic and acute illnesses, intervening with current and potential health problems, and promoting health and safety. The Clinic Team is available to parents who inquire about their student's health concerns by telephone or email. If a student has special health needs (medication, chronic illness or condition, allergies, or requires a special procedure or intervention), the parent should communicate all these details with the school nurse to arrange for these needs to be taken care of during the school day. All medications and treatments require clear written instructions by a physician, as needed, and a parent/guardian signature. The school clinic team maintains student medical files per data privacy protection laws. Every student has a medical file, and a log is kept of all treatments.

Health Forms: Parents of newly enrolled students are required to fill out the following health forms and send them back to school:

- Health Form
- Immunization Record Consent and Declaration
- Administration of Prescribed Medication
- Copy of Vaccination Records

Your child's health is extremely important to us and, therefore, we hope to receive your full cooperation. Please be mindful that according to health authority regulations, we need completed forms for each student. If the clinic team lacks the required medical information and/or parental signed consent, the ENS staff is legally restricted from offering healthcare services to your child.

Emergency Information: The school should always have current details of your address, email, telephone, and mobile numbers. The accuracy of this information is vital in case of an emergency. Please keep us informed whenever there is a change in your contact details. Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergencies. We are trained in first aid and CPR.

Illness or Injury: If you are contacted to pick up your sick child, please make every effort to do so promptly. If your child visits the clinic, you will be notified of important information at the attending nurse's discretion and in accordance with their professional judgment within the clinic's communication policy. This communication may include information about any incident, precautions to take, and recommendations by email or telephone by one of the members of the healthcare team.

Students with contagious infections need to stay home so they will not expose others. If your child has a communicable illness, kindly contact the clinic so other classmates' parents may be alerted of symptoms. To prevent the spread of illnesses in our school, please do not send your child to school if they have:

Fever (temperature \geq 37.5°C / 99.5°F).	Vomiting more than once and/or feeling of nausea	Sore throat	Diarrhea
Nasal discharge / Runny or congested nose	Other COVID-19 or flu-like signs and symptoms	Persistent and severe pain (ear, stomach, etc.).	A widespread rash, contagious rash, or skin spots;
Head lice or pediculosis	Bacterial pink eye/Conjunctivitis	Red watery and painful eyes, especially if there is a yellow discharge.	

Injuries that happened at home or over the weekend should be taken care of before returning to school, along with a physician's note with instructions and limitations if needed.

Food Allergies: It must be noted that the school operates a strict nut free policy to ensure we maximize student safety concerning allergies. Parents have the primary responsibility for notifying school staff regarding their children's allergies. The clinic team cooperates with school staff to prevent and effectively manage accidental exposure to food allergens by students with allergies.

Please note that we are a nut free school. ENS recommends that the students:

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in caring for and managing their food allergies and reactions based on their developmental level.

They should immediately notify an adult if they eat something they believe may contain the food to which they are allergic.

Other Recommendations:

- Encourage your child to eat breakfast every day before coming to school,
- Any food brought in for sharing must be free of nut/nuts products,
- Always send your child to school well hydrated and with a refillable water bottle.
- Make sure your child gets 8 to 10 or more hours of sleep each night.
- Encourage good handwashing, before and after meals, after the toilet, etc.
- Sneakers or tennis shoes are required for active participation and safety.
- Promote and practice active cough and respiratory etiquette with your child and other preventive measures to decrease the transmission of COVID-19 and other communicable illnesses.

B) Emergency Plans

An emergency is an event that threatens to disrupt the normal operations of the school. These events include but are not limited to fire, infectious diseases, and adverse weather. Emergencies such as these may happen inside or outside the school, during the school day, or after hours.

When a decision is made to close the school, the Campus Director will ensure that all parents receive an SMS informing them of the situation. If the closure occurs during a school day, the parents will be notified and asked to pick up their child(ren). Students transported by school bus will be sent home by bus once parents are notified.

Fire and Other Emergency Evacuation Drills:

Fire and other safety drills are carried out each term/year to promote health and safety. These drills are practiced regularly and in alignment with local regulations. On hearing the fire alarm bell, all staff, visitors and students must leave the building immediately, in a calm, orderly manner, proceeding to the pre-arranged assembly point. Fire escape routes are posted in all classrooms, corridors and offices. Exit arrows and signs are visible in corridors.

C) Tobacco-Free School

ENS is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The adverse health effects of tobacco use for users and non-users, particularly in connection with secondhand smoke, are well established.

This policy shall always apply to any building, property, or vehicle leased, owned, or operated by ENS. This policy shall apply to any private structure or other property, including automobiles or other vehicles used for school activities when students or staff are present. Students will be disciplined for tobacco use according to the ENS Student Code of Conduct.

I) Technology

A) Acceptable Technology Use

In line with the ENS mission, we aim to provide access to technology for all students. The purpose is to facilitate access to educational resources, retrieve reference materials, reinforce specific subject matters, use critical thinking skills, promote tolerance for diverse views, and teach socially appropriate forms of civil discourse and expression. With access to technology, learners can gather, evaluate, and/or use the information for learning, conducting research, solving problems, creating original works for learning, and communicating and/or working collaboratively to learn. Guidelines for acceptable use include but are not limited to the following:

A1) Users will:

1. Comply with UAE laws on Technology Use
2. Use appropriate language
3. Avoid offensive language
4. Adhere to intellectual property rules
5. Withhold personal information
6. Use technology for legal activities
7. Take responsibility for their use of technology and accept the consequences of their actions
8. Use technology respectfully and avoid sites that may spread viruses and other malware
9. Use the technological equipment for academic purposes only

A2) Users will not:

1. Use another person's account
2. Threaten anyone or harass other users
3. Misrepresent oneself as another user
4. Violate the rights of others or their privacy or safety
5. Access, view, download, display, transmit, create etc. indecent material or material that is offensive and negatively portrays Islam, the UAE, local customs and/or traditions as well as the customs, traditions, and religions of others.
6. Use technology for personal reasons or illegal activity.
7. Damage technology software and/or hardware
8. Spread viruses
9. Gain unauthorized access to resources, documents etc.
10. Violate copyright laws and/or other intellectual property rights
11. Behave, speak, or share videos and/or content in a manner that negatively impacts the reputations of the school, employees, or students.

Using ENS technology resources is a privilege, not a right, which cannot be transferred or extended by students to people or groups outside the school. This policy has been provided so that all users realize the responsibilities associated with the effective, ethical, and legal use of technology resources. If a person violates any of the user terms and conditions outlined in this policy, privileges will be terminated, and access to the school's technology resources will be denied. The appropriate disciplinary action shall be taken per the Student Code of Conduct should the student commit a violation. Violations may result in disciplinary action, including suspension or expulsion. When applicable, law enforcement agencies may be involved after consultation with the administration.

11. Campus Contacts

Abu Dhabi Campus	
Tel: 02 499 3500	Fax: 02 642 5997
Switch Boards	
Primary School	02 499 3500
KG and Primary Schools	02 499 3500
Girls' School	02 499 3771
Boys' School	02 499 3700
Campus Director	02 499 3501
Head of KG and Primary Schools	02 499 3547/518
Head of Girls' School	02 499 3760
Head of Boys' School	02 499 3704
Counseling Offices	
KG and Primary Schools	02 499 3528
Girls' School	02 499 3769
Boys' School	02 499 3732
Nursing Offices	
KG and Primary Schools	02 499 3510
Girls' School	02 499 3759
Boys' School	02 499 3729
School Transportation	02 499 3551
School Food Service	02 499 3540
Accounting Office	02 499 3508
Admissions/ Registration Office	02 499 3552/549

Mohammed Bin Zayed Campus	
Tel: 02- 559 0000	Fax: 02- 559 0001
Switch Boards	
RECEPTION KG 1-MBZ	02-5077896
Primary School	025077700/77
Girl's school	02-5077831
Boys school	02-5077800
New Boys Reception	02-5077840
Assist Head of Boys	02-5077808
Head of Girls' School	02-5077778

Head of Boys' school	02-5077801
Head of Primary School	02-5077741
Assist Head of Primary School	02-5077728
Assist Head Of KG	02-5077783
Counseling Offices	
KG1 School	02 507 7774
KG2 School	02 507 7745
Primary School	02 507 7725
Girls' School	02 5077782
Nursing Offices	
KG1 School	02 507 7891
KG2 School	02 507 7722
Primary School	02 507 7706
Girls' School	Ext: 7516
Nurses Supervisor	02 507 7707
School Transportation	02 507 7762 052 9503062 055 198 9781
School Food Service	05-55875811
Accounting Office	02-5077756
Admission / Registration Office	02-5077787

Al Ain City Campus	
Tel: 03 761 6888	
Switch Boards	
Kindergarten School (KG)	03 707 0500
Primary School	03 707 0666
Boys' School	03 707 0555
Girls' School	03 707 0600
Campus Director	03 707 0548
Head of Girls' School	03 707 0601
Principal K - 5	03 707 0573 / 662
Assistant Head of Primary School	03 707 0607
Head of Boys' School	03 707 0529
Assistant Head of Boys' School	03 707 0586
Counseling Offices	
Kindergarten School	03 707 0582

Primary School	03 707 0659
Girls' School	03 707 0630
Boys' School	03 707 0533
Nursing Offices	
Kindergarten School	03 707 0568
Primary School	03 707 0613
Boys' School	03 707 0539
Girls' School	03 707 0606
School Transportation	
School Transportation	03 707 0521
Accounting Office	03 707 0524 / 522 / 523
Admissions/ Registration Office	03 707 0544 / 549

Sharjah Campus	
Tel: 06 599 0999	
Switch Boards	
Kindergarten School (KG1)	06 599 0998
Kindergarten School (KG2)	06 599 0998
Primary School	06 599 0997
Boys' School	06 599 0995
Girls' School	06 599 0996
Assistant Head of Boys' School	06 599 0901
Head of Boys' School	
Head of Primary School	06 599 0817
Assistant Head of Primary School	
Assistant Head of KG1	06 599 0819
Assistant Head of KG2	
Counseling Offices	
KG1 School	06 599 0816
KG2 School	
Primary School	
Girls' School	06 599 0923
Nursing Offices	
KG1 School	06 599 0821
KG2 School	
Primary School	
Nurse's Supervisor	Tel: 06 599 0821
School Transportation	
School Transportation	06 599 0841

Accounting Office	06 599 0808
School Food Service	06 599 0843
Admissions/ Registration Office	06 599 0805/806

RAK Campus	
Tel: 07 203 3333	Fax: 07 244 4445
Switch Boards	
Kindergarten School (KG1)	07 203 3322
Kindergarten School (KG2)	07 203 3322
Primary School	07 203 3311
Boys' School	07 203 3377
Girls' School	07 203 3344
Assistant Head of Girls' School	07 203 3486
Assistant Head of Boys' School	N/A
Head of Boys' School	07 203 3388
Head of Primary School	N/A
Assistant Head of Primary School	07 203 3302
Assistant Head of KG	07 203 3404
Admin Reception	07 203 3333/4
Counseling Offices	
KG1 School	07 203 3336
KG2 School	07 203 3336
Primary School	07 203 3336
Girls' School	07 203 3394
Nursing Office	
KG1 School	07 203 3338
KG2 School	07 203 3338
Primary School	07 203 3338
Girls' School	07 203 3492
Boys' School	07 203 3491
Nurse's Supervisor	07 203 3338
School Transportation	07 203 3340
Accounting Food Service	N/A
Accounting Office	07 203 3308
Admission / Registration Office	07 203 3330

DXB Campus

Tel: 04 5628888

Fax: 04 5628888

Switch Boards

Kindergarten School Reception	04 5628887
Primary School Reception	04 5628888
Campus Director	04 5628801
Head of School	04 5628825

Student Support team

School Counselor	04 5628856
Parent Communication Officer	04 5628855
Dean of Student Boys	04 5628832
Dean of Student Girls	04 5628866

Nursing Office

KG1 School Clinic	04 5628813
Primary School Clinic	04 5628842
Primary Doctor	04 5628841

School Transportation	04 5628827
Accounting Food Service	052 6244092
Accounting Office	04 5628829
Admission / Registration Office	04 5628811



إعداد قادة المستقبل Preparing Future Leaders

