عقد بين المدرسة و أولياء الأمور
School-Parent Contract
للعام الدراسي 2016/2017
Academic Year 2016-2017
Contract

A constructive relationship is between the School and Parents; this constructive relationship is based upon agreed terms and condition that are set out clearly in a legally binding contractual form.

**Definitions:**

| Student: The Child or Children (any age) males or females that are admitted by the school and whose name appears in this document. |
| Parent: Both the parents of the child or who have legal standing. |

**Educational Services:**

This is the service which the school shall provide to the student to ensure they learn and develop as individuals.

**Policies:**

The guidelines or rules that have been adopted by the school and shared with all the stakeholders involved for the purpose of achieving specific goals and objectives. These goals and objectives could be related to any issues pertaining from operations of the school, academics, student behavior, or health and safety.

**School Tuition Fee:**

Any amounts that are payable to the school only to provide an educational service as the time and date announced from the Ministry of Education and this does not cover any other expenses of any kind.

1. **Registration and Admission:**

1.1 Applicants will only be considered as candidates for admission and entry to the school when the Registration form is completed and returned.

1.2 The applicant will be rejected if the School criteria are not met.

1.3 Admission will be subject to the availability of a place and the Student and the Parents satisfying the admission requirement.

1.4 Admission will only take place when the Parents have accepted the offer of a place.

1.5 Entry will occur by the date of signature of this contract.

1.6 Parents are expected to provide the school with all up to date copies of medical and educational assessments or reports before the student is given admission to the school.

1.7 If documents are not completed on time and submitted or are not accurate or are forged in any way then the student will not be given admission and the School Fee policy will be implemented - please refer to Article 4.7 in the Fee Section.

1.8 The School has the right to enquire if needed for any additional documentation that it deems necessary.

2. **Curriculum**

2.1 Mandatory Subjects: As per the rules and regulation of the Ministry of Education.

2.2 All Muslim Students must study Islamic Studies from grade 1 to Grade 12.

2.3 All Non Muslim Students must study Islamic Culture from Grade 1 to Grade 12.

2.4 All Students must study Arabic from Grade 1 to Grade 12.

**Definitions:**

| Student: The Child or Children (any age) males or females that are admitted by the school and whose name appears in this document. |
| Parent: Both the parents of the child or who have legal standing. |

**Contract:**

This refers to this document.

**Educational Services:**

This is the service which the school shall provide to the student to ensure they learn and develop as individuals.

**Policies:**

The guidelines or rules that have been adopted by the school and shared with all the stakeholders involved for the purpose of achieving specific goals and objectives. These goals and objectives could be related to any issues pertaining from operations of the school, academics, student behavior, or health and safety.

**School Tuition Fee:**

Any amounts that are payable to the school only to provide an educational service as the time and date announced from the Ministry of Education and this does not cover any other expenses of any kind.

1. **Registration and Admission:**

1.1 Applicants will only be considered as candidates for admission and entry to the school when the Registration form is completed and returned.

1.2 The applicant will be rejected if the School criteria are not met.

1.3 Admission will be subject to the availability of a place and the Student and the Parents satisfying the admission requirement.

1.4 Admission will only take place when the Parents have accepted the offer of a place.

1.5 Entry will occur by the date of signature of this contract.

1.6 Parents are expected to provide the school with all up to date copies of medical and educational assessments or reports before the student is given admission to the school.

1.7 If documents are not completed on time and submitted or are not accurate or are forged in any way then the student will not be given admission and the School Fee policy will be implemented - please refer to Article 4.7 in the Fee Section.

1.8 The School has the right to enquire if needed for any additional documentation that it deems necessary.

2. **Curriculum**

2.1 Mandatory Subjects: As per the rules and regulation of the Ministry of Education.

2.2 All Muslim Students must study Islamic Studies from grade 1 to Grade 12.

2.3 All Non Muslim Students must study Islamic Culture from Grade 1 to Grade 12.

2.4 All Students must study Arabic from Grade 1 to Grade 12.
<table>
<thead>
<tr>
<th>الآقة الدائرية</th>
<th>الصف 1 - 5</th>
<th>الصف 6 - 8</th>
<th>الصف 9 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic, Islamic Studies/Islamic Culture, Arabic, Saudi History &amp; Geography, English, Mathematics, Science, Social Studies, Computer Studies, Physical Education, Communication and Art</td>
<td>Arabic, Islamic Studies/Islamic Culture, Arabic, Saudi History &amp; Geography, English, Mathematics, Science, Social Studies, Computer Studies, Physical Education, Communication and Art</td>
<td>Quran &amp; Culture Islamic Studies/Islamic, Arabic, Saudi History and Geography, English, Mathematics, Biology, Chemistry, Physics, Accounting, Business, ICT, Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

3. **Assessment Policy:**

Different methods are used in the assessment of a student during the Academic Year. These methods include both Formative and Summative assessments, projects, labs, and standardized tests.

3.1 **KG - Reception 2:**
- Ongoing assessments using reading and writing methods.
- Observational checklist
- Writing Assessment

3.2 **Elementary (Grade 1-5):**
- Tests, Quizzes, Homework, and Class work
- Projects
- End of Unit Assessments

3.3 **Middle School (Grade 6-8):**
- Tests, Quizzes, Homework, and Class work
- Projects
- End of Unit Assessments
- Writing Assessments
- Mid Semester Exams
- Final Exams

3.4 **High School (Grade 9-12):**
- Tests, Quizzes, Homework, and Class work
- Projects
- End of Unit Assessments
- Writing Assessments
- Mid Semester Exams
- Mock Exams IGCSE/A levels

3.5 **Promotion and Retention Policy:**

Minimum 50% required in each subject to receive a Pass. Accordingly to the Ministry of Education.
4. Fee Policy

SCHOOL FEES

<table>
<thead>
<tr>
<th>الرسوم الدراسية</th>
<th>Payment 1st Semester</th>
<th>Payment 2nd Semester</th>
<th>Total Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>درفه الفصل الأول</td>
<td>درفه الفصل الثاني</td>
<td>الإجمالي</td>
</tr>
<tr>
<td>الحضانة Nursery &amp; KG</td>
<td>9,000</td>
<td>9,000</td>
<td>18,000</td>
</tr>
<tr>
<td>رياض الأطفال Reception 1 &amp; 2</td>
<td>9,500</td>
<td>9,500</td>
<td>19,000</td>
</tr>
<tr>
<td>الصف 1-6 Grade 1-6</td>
<td>13,750</td>
<td>13,750</td>
<td>27,500</td>
</tr>
<tr>
<td>الصف 7 Grade 7</td>
<td>13,500</td>
<td>13,500</td>
<td>27,000</td>
</tr>
<tr>
<td>الصف 8 Grade 8</td>
<td>14,000</td>
<td>14,000</td>
<td>28,000</td>
</tr>
<tr>
<td>الصف 9 Grade 9</td>
<td>14,250</td>
<td>14,250</td>
<td>28,500</td>
</tr>
<tr>
<td>الصف 10 Grade 10</td>
<td>14,500</td>
<td>14,500</td>
<td>29,000</td>
</tr>
<tr>
<td>الصف 11-12 Grade 11-12</td>
<td>15,250</td>
<td>15,250</td>
<td>30,500</td>
</tr>
</tbody>
</table>

1. Fees can be paid as lump sum or two easy payments which cover each semester.
2. If a student withdraws before the end of 1st academic week of the first semester: 40% (Forty Percent) of the First Semester fee must be paid, any payment exceeding will be refunded.
3. If a student withdraws before the end of 2nd academic week of the first semester: 70% (Seventy Percent) of the First Semester fee must be paid, any payment exceeding will be refunded. After 2nd academic week of the first semester the full first semester fee will be applied.
4. Notification must be given to the Registrar Two Academic Weeks prior to withdrawal date for the Second Semester or the Full 2nd semester fee will have to be paid.
5. There is no cash payment policy for tuition fees, Fees can be paid by SPAN-ATM card, by cheque and bank transfer.
6. Payment through cheque will be adjusted when it will be cleared and dishonored cheques will entail an additional SAR 300 – Service charges.
7. No Refund will be given if Documents are submitted late for admission, if any of the Documents are forged, if any of the medical information given in relation to the students’ abilities or health are in any way not accurate, and if the student is expelled for any reason from the school.
8. Payment through online bank transfer requires notification the Accounting Department.
9. A 10% (Ten Percent) discount on term fees applies for the second oldest child enrolled in the School Grade 1-12.
10. A 15% (Fifteen Percent) discount on term fees applies for the third oldest child or more enrolled in the School Grade 1-12.
11. Books, school supplies, fieldtrips, after-school activities, extracurricular activities, Transportation, Art Bags and uniforms are not included.
12. Payment 1st Semester and 2nd Semester due: 1st academic week of the Semester.
13. If the payment is not cleared in time stated in this contract any discount will be cancelled.
4.14 If the Parent/Guardian/Driver fails to pick the child up 3 (Three) times in a semester by the dismissal time set by school, will be charged a Late Pick-Up Fee, the most delayed pick up time will be charged.

4.15 The fee for Students sitting IGCSE, AS & A-level examinations is NOT included in the School Fee, these examination fees set by the British Council and are paid to the British Council.

4.16 There will be a SR50 (Fifty) fee applied after the 30 (Thirty) Minutes on the Parent if the child is not picked up on the dismissal time set by the school for Grade 1-12 Boys & Girls for the care.

4.17 A 1000 SR (Thousand Riyal) discount on term fees applies for the second oldest child or more enrolled in the School in Pre-School.

<table>
<thead>
<tr>
<th>Timings</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Service Charge</td>
<td>Service Charge</td>
</tr>
<tr>
<td>12:45 up to 1:15 PM</td>
<td>SR 650</td>
<td>SR 650</td>
</tr>
<tr>
<td>1:15 up to 1:45 PM</td>
<td>SR 900</td>
<td>SR 900</td>
</tr>
<tr>
<td>1:45 up to 2:15 PM</td>
<td>SR 1150</td>
<td>SR 1150</td>
</tr>
<tr>
<td>2:15 up to 3:00 PM</td>
<td>SR 1400</td>
<td>SR 1400</td>
</tr>
</tbody>
</table>

*in case the student have siblings in school from Grade 1 to 12 fees are 1400 SR (one thousand four hundred riyals) per year until dismissal time for the siblings.

5. Communication:
Effective communication is a pillar on which a positive and strong partnership between the School-Parent is built. Communication should only happen through official means, such as School’s Website, Memos, Meetings and Email. The language of communication should be the language of instruction used in the school.

The Responsibilities of the School includes:
5.1 The communication of all announcements of events, trips or other activities held during or after School.
5.2 Using appropriate methods to communicate information to the parents.
5.3 Informing parents on the progress of their child via Report Cards & Parent Teacher conference.

The Responsibilities of the Parents includes:
5.4 Giving the School the valid and updated contact details which should include home and mobile numbers, E-mails, Addresses.
5.5 Must update the School about any changes that may happen in the contact information given.
5.6 Only using the established and official channel of communication with the School.
5.7 Being courteous, professional, and respectful in their approach to every member of the School staff.
5.8 Attend all meetings that are scheduled with the School.

6. Attendance and Punctuality:
The required number of days for a full School year is according to the calendar of Ministry of Education.

The Responsibilities of the Parents includes:
5.1 The communication of all announcements of events, trips or other activities held during or after School.
5.2 Using appropriate methods to communicate information to the parents.
5.3 Informing parents on the progress of their child via Report Cards & Parent Teacher conference.

The Responsibilities of the Parents includes:
5.4 Giving the School the valid and updated contact details which should include home and mobile numbers, E-mails, Addresses.
5.5 Must update the School about any changes that may happen in the contact information given.
5.6 Only using the established and official channel of communication with the School.
5.7 Being courteous, professional, and respectful in their approach to every member of the School staff.
5.8 Attend all meetings that are scheduled with the School.

By the discretion of the Ministry of Education, the required number of days for a full School year is according to the calendar of Ministry of Education.

The Responsibilities of the Parents includes:
5.1 The communication of all announcements of events, trips or other activities held during or after School.
5.2 Using appropriate methods to communicate information to the parents.
5.3 Informing parents on the progress of their child via Report Cards & Parent Teacher conference.

The Responsibilities of the Parents includes:
5.4 Giving the School the valid and updated contact details which should include home and mobile numbers, E-mails, Addresses.
5.5 Must update the School about any changes that may happen in the contact information given.
5.6 Only using the established and official channel of communication with the School.
5.7 Being courteous, professional, and respectful in their approach to every member of the School staff.
5.8 Attend all meetings that are scheduled with the School.

The Responsibilities of the Parents includes:
5.1 The communication of all announcements of events, trips or other activities held during or after School.
5.2 Using appropriate methods to communicate information to the parents.
5.3 Informing parents on the progress of their child via Report Cards & Parent Teacher conference.

The Responsibilities of the Parents includes:
5.4 Giving the School the valid and updated contact details which should include home and mobile numbers, E-mails, Addresses.
5.5 Must update the School about any changes that may happen in the contact information given.
5.6 Only using the established and official channel of communication with the School.
5.7 Being courteous, professional, and respectful in their approach to every member of the School staff.
5.8 Attend all meetings that are scheduled with the School.

By the discretion of the Ministry of Education, the required number of days for a full School year is according to the calendar of Ministry of Education.

The Responsibilities of the Parents includes:
5.1 The communication of all announcements of events, trips or other activities held during or after School.
5.2 Using appropriate methods to communicate information to the parents.
5.3 Informing parents on the progress of their child via Report Cards & Parent Teacher conference.

The Responsibilities of the Parents includes:
5.4 Giving the School the valid and updated contact details which should include home and mobile numbers, E-mails, Addresses.
5.5 Must update the School about any changes that may happen in the contact information given.
5.6 Only using the established and official channel of communication with the School.
5.7 Being courteous, professional, and respectful in their approach to every member of the School staff.
5.8 Attend all meetings that are scheduled with the School.

By the discretion of the Ministry of Education, the required number of days for a full School year is according to the calendar of Ministry of Education.
6.1 The Start and Finishing timing of the school day are according to the Ministry of Education and may change accordingly to the Ministry of education.

6.2 The school will not be responsible for the students who will be picked up later than Thirty Minutes (30 minutes) at the end of the school day. The parent will be held fully accountable unless they inform the school beforehand.

6.3 Student Absenteeism and Tardiness tend to have a direct affect on the school and its environment. Consistent absenteeism and tardiness would disrupt the learning experience of other students in the school.

6.4 In case of absenteeism and tardiness the Disciplinary Policy in line with the Rules & Regulation of the Ministry of Education will be applied.

7. The Responsibilities of the school:

7.1 Implementing the school policy on attendance and punctuality for all students so attendance is mandatory on all days the school is declared open.

7.2 Clarifying to parents and students the definition of a School Day

8. The Responsibilities of the Parents:

8.1 Reading and obliging with the school policy on punctuality and attendance.

8.2 Abiding by the timing set by the school for the start and end of the school day.

8.3 Understanding that the school policy states that continued absenteeism will result in strong disciplinary measures and will affect the students’ chances of enrolment for the next academic year.

9. Behavior & Attitudes:

The School takes great care in offering to all students an emotionally safe and healthy environment in which they can learn peacefully.

10. The Responsibilities of Students & Parents:

10.1 Abiding with the School Disciplinary Policy. The Disciplinary Policy coaxes expected code of conduct during the school timings, during extracurricular activities, during school trips.

10.2 Very strict action would be taken against Students that breach this policy in any way.

10.3 The School has zero tolerance policy for bullying in all its forms. Instances of proven and intentional bullying may result in immediate suspension of the aggressor form the school. The matter may be referred to the Ministry of Education.

10.4 Aligned with the above, the School will not tolerate any form of defamation; bullying, intentional harm practiced through social media forums.

10.5 The School does not endorse any Student or Parent speaking about School matter on any Social Media. Strict legal ramifications will follow for those who are found doing so.

10.6 Parents and Students must not breach confidentiality, defame or make threats to any person in the school community.

10.7 Instance of proven and intentional breach of the above will result sanctions that may include Suspension from the school.

10.8 If any individual behaves in any manner that portrays a threatening, aggressive, non professional behavior. They will be escorted off the School premises and prevented to enter the School premises in the future. The appropriate legal measures will also be taken against them.

11. Health & Safety:

It is the responsibility of the School as well as the Parents to ensure that a safe and healthy environment is provided for the students at school and Home.

12. The Responsibilities of the School:

12.1 Provide students with appropriate medical care as per the regulations set by the Ministry of Education, Providing students with medical condition with care and attention they deserve while treating the cases with utmost confidentiality.

13. The Responsibilities of Students:

Students: 1- They must follow and respect the school regulations and rules. 2- They are responsible for their own behavior and appearance. 3- They are responsible for their own attendance and punctuality. 4- They are responsible for their own classroom behavior. 5- They must follow the school dress code. 6- They must follow the school’s rules and regulations for extracurricular activities. 7- They are responsible for their own behavior and appearance during school trips. 8- They are responsible for their own behavior and appearance during school events. 9- They must follow the school’s rules and regulations for social media. 10- They must not bully or harass other students. 11- They must not defame or make threats to any person in the school community. 12- They must not engage in any behavior that is considered inappropriate or illegal. 13- They must not engage in any behavior that is considered harmful to the school community or the environment. 14- They must not engage in any behavior that is considered harmful to themselves or others. 15- They must not engage in any behavior that is considered harmful to the school premises or property. 16- They must not engage in any behavior that is considered harmful to the school staff or faculty members.

14. The Responsibilities of Parents:

Parents: 1- They must follow and respect the school regulations and rules. 2- They are responsible for their children’s behavior and appearance. 3- They are responsible for their children’s attendance and punctuality. 4- They are responsible for their children’s classroom behavior. 5- They must follow the school dress code. 6- They must follow the school’s rules and regulations for extracurricular activities. 7- They are responsible for their children’s behavior and appearance during school trips. 8- They are responsible for their children’s behavior and appearance during school events. 9- They must follow the school’s rules and regulations for social media. 10- They must not bully or harass other students. 11- They must not defame or make threats to any person in the school community. 12- They must not engage in any behavior that is considered inappropriate or illegal. 13- They must not engage in any behavior that is considered harmful to the school community or the environment. 14- They must not engage in any behavior that is considered harmful to themselves or others. 15- They must not engage in any behavior that is considered harmful to the school premises or property. 16- They must not engage in any behavior that is considered harmful to the school staff or faculty members.

15. The Responsibilities of the School:

School: 1- They must follow and respect the school regulations and rules. 2- They are responsible for their own behavior and appearance. 3- They are responsible for their own attendance and punctuality. 4- They are responsible for their own classroom behavior. 5- They must follow the school dress code. 6- They must follow the school’s rules and regulations for extracurricular activities. 7- They are responsible for their own behavior and appearance during school trips. 8- They are responsible for their own behavior and appearance during school events. 9- They must follow the school’s rules and regulations for social media. 10- They must not bully or harass other students. 11- They must not defame or make threats to any person in the school community. 12- They must not engage in any behavior that is considered inappropriate or illegal. 13- They must not engage in any behavior that is considered harmful to the school community or the environment. 14- They must not engage in any behavior that is considered harmful to themselves or others. 15- They must not engage in any behavior that is considered harmful to the school premises or property. 16- They must not engage in any behavior that is considered harmful to the school staff or faculty members.
12.2 Promoting awareness about healthy lifestyle and ensuring the Students are vaccinated periodically as per the Ministry of Health & Ministry of Education directives.

13. The responsibilities of the Parents:

13.1 Sharing with the School all information related to the child’s up-to-date medical condition and history.
13.2 Any changes to the Students health or circumstance shall be informed to the School in writing.
13.3 Ensuring that meals and snacks are provided to students according to their conditions.
13.4 Ensuring that the student is regularly given medical check-ups.
13.5 The School does not provide its services to Special Needs, Dyslexic, OCD, and ADHD or any student with learning difficulties.
13.6 If any student shows any symptoms of learning difficulty, The Parents would be asked to consult a professional recognized by the School for their professional opinion.
13.7 If the result is positive then automatically the contract will be deemed terminated and no refund will be given. Refer to Fee Policy Article 4.7.
13.8 In the event of an accident or serious illness, where the School is unable to contact the parent, the parent authorizes the School to seek medical treatment for the child and agrees to pay all Medical Fees charged in this respect.
13.9 In the event of any disagreement or dispute of any of the parties to this contract MUST be resolved amicably and if this is not possible the issue can be referred to the authorities for consideration.

Declaration

I/We, Parents/Guardians hereby certify that I/We have read the terms and conditions and all related school policies and agree to abide by them fully. I/We agree to support the school in all aspects of our child’s education and any sanction that may be deemed appropriate concerning my child.

Please Note that signing and returning this contract implies full acceptance of all the above terms and conditions.

Father Name:
Iqama Number:
Signature & Date:

Mother Name:
Iqama Number:
Signature & Date:

Guardian Name:
Iqama Number:
Signature & Date: