



أكاديمية الشيخ زايد الخاصة للبنات
THE SHEIKH ZAYED PRIVATE ACADEMY FOR GIRLS

Parent Handbook and Student Code of Conduct

SEPTEMBER 2023



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RATIONALE

We believe that all students should have the opportunity to develop to their fullest potential. We believe our teachers must guide students as they become progressively more self-disciplined, responsible learners, able to work independently and cooperatively. We will provide a positive learning environment that is developmentally responsive to the social and academic needs of students. This environment, both in and out of the classroom, encourages a wide range of learning experiences. We encourage close collaboration and partnerships with students, parents and faculty. The collective goal is learning.

Our goal is to implement school-wide expectations consistently so that students are clear about how we expect them to behave throughout the building. If students are not following the building rules or the expectations of the classroom teacher, we will respond appropriately by talking to the student, problem solving and deciding on a respectful, logical consequence depending on the behavior.

This handbook is designed to ensure both parents and students are aware of the expectations and standards at SZPAG.



THE SHEIKH ZAYED PRIVATE ACADEMY FOR GIRLS' VISION

The Sheikh Zayed Private Academy for Girls was established to create an academy with a blended curriculum that would ensure that students retain a strong sense of their national identity, while having an international framework and perspective. In doing so, this would ensure that students achieve an outstanding global education. The nature of this means that students will have increased opportunities as they move beyond the school setting and into the workplace.

The school's founding vision included the belief that, for the current and future generations to eventually take their place as leaders in UAE society, they would be more effective if they truly understood the culture and heritage of their nation. Alongside a modern, high-quality education, they would require highly developed Arabic literacy skills and a deep knowledge of the UAE values and culture. These beliefs have transcended into the school's values, as we strive to develop successful young leaders who are confident, self-reflective, and global citizens.

We developed our vision, 'Honoring the Past. Educating for the Future.' which now anchors everything that we do, and is fully supported by our wider community.



VISION, MISSION, VALUES AND GUIDING PRINCIPLES

Vision

Our aim is summed up in the school's motto: Honoring the past. Educating for the future.

Mission

The Sheikh Zayed Private Academy for Girls aims to honor the past and educate for the future by developing confident, responsible and caring young people of integrity who are well educated and prepared to meet the challenges in an ever-changing world.

Values

To achieve our mission, we will work to our core values which are:

- Pursue excellence in all that we do.
- Celebrate achievement and participation of all.
- Appreciate and foster UAE National Identity.
- Cherish the community and the environment.
- Promote Emirati culture and ethical values.
- Promote respect, responsibility, belonging and caring.
- Develop leadership capacity and global citizenship.

Guiding Principles

The Guiding Principles encompass personal beliefs and values and guide us in all circumstances. They help to create a culture where everyone understands what is important.

- We have social responsibility to preserve the Emirati culture, National heritage, and Arabic language.
- Leaders of the future are lifelong learners who are critical thinkers, globally aware, creative and environmentally responsible citizens.
- Leaders at all levels reflect the Vision and Mission and ensure it is embedded in all they do.
- The outcomes and the well-being of learners, staff and other stakeholders are at the center of the decision-making process.



LEADERSHIP AT SZPAG

Academic Leadership Team

Principal	Carolyn Bailey
Vice Principal	Amirah Salah
Vice Principal	Deborah Sharifi
Head of Early Childhood	Caz Jude
Head of Elementary	Nicola Matthews
Head of Secondary	Lyndsey Bryden
Head of Arabic Studies	Jacky Boulos

Contact Us

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2023-2024 ACADEMIC CALENDAR

Term 1

August 28, 2023	First Day commences
October 16, 2023	Mid-term break
October 23, 2023	Term 1 resumes
December 1, 2023	National Day Holiday
December 2, 2023	National Day Holiday
December 8, 2023	Last day of Term 1 (staff and students)

Term 2

January 2, 2024	Term 2 starts (staff and students)
February 19, 2024	Mid-term break
February 22, 2024	Term 2 resumes
March 22, 2024	Last day of Term 2 (staff and students)

Term 3

April 15, 2024	Term 3 starts (staff and students)
April 9 - 11 2024	Eid al-Fitr
June 17 - 19, 2024	Eid al-Adha
July 5, 2024	Last day of Term 3 (staff and students)

Public Holidays are subject to official announcements. Actual dates may change.



THE SCHOOL DAY

**Doors to the school are open at 7:30 AM.
All students must be in their classroom by 7:55 AM for registration.**

Level	Day of the Week	School Starts	School Finishes
Pre-K, Pre-K1 and Pre-K2	Monday - Thursday	7:55 AM	12:35 PM
Pre-K, Pre-K1 and Pre-K2	Friday	7:55 AM	12:00 PM
Grades 1 - 12	Monday - Thursday	7:55 AM	2:45 PM
Grades 1 - 12	Friday	7:55 AM	12:00 PM



SZPAG ROUTINES

The school community will stand to observe the UAE National Anthem every morning. This will take place at 7:55 AM. This marks the beginning of the school day. Arrival after this time is considered late.

Break times - all students will have at least one break in the day for snack/lunch.

Buses arrive at school by 7:40 AM and depart at 2:50 PM after Grades 1-12 students finish school. A daily bus for Pre-K1 and Pre-K2 students departs at 12:35 PM.

Break Times

To maximize access to facilities at SZPAG, Grade 1 to 12 have common break and lunch times and Pre-K have different break times. All teaching staff will be included on duty schedules for breaks and the start and end of days and are expected to provide active supervision during these times.

Arrangements for snack/lunch

The school operates a healthy eating approach throughout the school, Pre-K - Gr12. Apart from on special designated occasions, unhealthy snacks and drinks will be confiscated and returned home.

A 'Grab and Go' canteen service will be operated from Grade 2 beginning on August 21st. All students are required to bring their own full water bottle and a healthy snack and lunch each day if they do not wish to use the 'Grab and Go' service.

Early Years

Students in Pre-K and KG have one scheduled snack/break time per day, while Grade 1 students have two snack/break times per day identified in the timetable. Students are encouraged to bring a healthy snack that can be eaten at break time and a healthy lunch that can be eaten at lunchtime.

Students will be supervised to clean their hands with soap and water prior to eating their food and will be encouraged to try to open their own bags and containers.

Students should bring a full water bottle each day, and a healthy food and snacks. Typical snacks include fruits, vegetables, eggs, or pasta. Students should not bring sugary drinks or foods.

Elementary

Students bring enough food for snack and lunch, unless they are accessing the 'Grab and Go' service at lunch time. For Grades 2 and 3, parents complete their child's order online and this is delivered to class. Grades 4 and 5 are able to choose from the selection available in the diner at lunchtime. Every child should have a personal water bottle. Snacks will be eaten in classrooms during breaktime rotations. Some classes may snack first then play or visa-versa.

Secondary

Students are permitted to bring in a healthy packed lunch or use the 'Grab and Go' service provided by the school caterers.



ROUTINES FOR THE BEGINNING AND END OF THE SCHOOL DAY

Early Childhood (Pre-K - Grade 1)

Arrival

All Pre-K, KG1, KG2, and Grade 1 students can enter the school grounds through Gate 3, 4 or 5 or be dropped off at Early Childhood (EC) reception. Students in Pre-K, KG1 and KG2 enter the class through the outside classroom door. Grade 1 enter the school through the main reception or the side doors.

Bus riders will be escorted to the EC building by the designated staff member and will enter through one of the three building entrances. Students will be directed to their class.

Attendance will be recorded in the School Information System during the homeroom from 7:55 AM until 8:10 AM. Any student arriving after 7:55 AM will be marked as late. Students arriving after 8:08 AM must enter through the EC main reception, where they will be given a late pass by the receptionist before going to class.

Dismissal

Students will be dismissed from the external door to their classrooms between 12:35 and 12:50 PM Monday through Thursday and on Friday, 12:00 - 12:15 PM.

Grade 1 students will be dismissed from the EC gym between 2:45 and 3:00 PM Monday-Thursday, and 12:00 PM and 12:15 PM on Friday. Students who have not been collected between 12:15 PM and 3:00 PM, will be escorted to EC reception to be supervised by duty staff who will arrange for our receptionist to phone their parents. While we understand that there may be occasions when a late pick up occurs, if it is a regular occurrence the school administration will be in contact.

If the teacher does not recognize the adult picking up the student or if the student is reluctant to leave with the adult, the teacher must liaise with the Head of Early Childhood or Head of Teaching and Learning to speak with the parent to confirm arrangements.

Assigned Learning Assistants will safely walk students to their buses at the designated times. Secondary siblings are allowed to collect students with written permission.



ROUTINES FOR THE BEGINNING AND END OF THE SCHOOL DAY

Elementary (Grades 2 - 5)

Arrival

- Elementary students may enter through Gate 5 or 6. The gates will open at 7:30 AM and close at 7:55 AM.
- Students arriving after 7:55 AM must use Gate 6 and will be marked as late. They will be given a late pass by the receptionist before going to class.
- Bus riders will be escorted to the elementary building by the designated staff member.
- Homeroom teachers or specialist teachers are on classroom 'door duty' welcoming students into their room. Teachers and Learning Assistants will assist students, where necessary, in putting away their items and getting ready to begin the day.
- Attendance will be recorded in the School Information System during the homeroom from 7:55 AM until 8:10 AM. Any student arriving after 7:55 AM will be marked as late. Students arriving after 8:08 AM must enter through the Elementary main reception, where they will be given a late pass by the receptionist before going to class.

Dismissal

- Grades 2 and 3 will be dismissed from Grade 2 classroom doors. Grade 4 will be dismissed from the elementary dining room.
- Grade 5 will be dismissed from the elementary gym.

All students (Grades 2-5) have a dismissal code on a laminated A3 sheet of pink paper. Please remember to bring the dismissal code each day to aid dismissal.

Students who have not been collected by 3:00 PM Monday-Thursday or 12:15 PM on Friday will be escorted to the elementary reception and supervised by a duty person who will arrange with the receptionists to phone parents. While we understand that there may be occasions when a late pick up occurs, if it is a regular occurrence the school administration will be in contact.

Bus students: Learning Assistants will safely walk all elementary grade students to their buses at 2:35 PM Monday-Thursday, and at 11:50 AM on Friday.

Secondary students who have younger siblings in elementary are allowed to collect siblings from the external collection doors in elementary.



ROUTINES FOR THE BEGINNING AND END OF THE SCHOOL DAY

Secondary (Grades 6 - 12)

Arrival

- Students may be dropped off at Gate 1 or Gate 2.
- Gates open at 7:30 AM each morning and close at 7:55 AM.

Students who arrive after 7:55 AM should be dropped in the car park and make their way to the main reception to receive a “late demerit” and a late slip which should be shown to the teacher. All lateness will be recorded on our Epraise platform by the reception.

Dismissal

- Students with green dismissal cards should be collected from Gate 1.
- Students with yellow dismissal cards should be collected from Gate 2.

Any student who needs to collect a sibling from elementary requires special approval and a special pass. These students will exit school via the elementary gates of their youngest sibling.

Students should be collected at 2:45 PM Monday – Thursday and on Friday at 12:00 PM. Students who have not been collected at the correct time will be escorted to the secondary reception to be supervised by a duty person who will arrange with our receptionist to phone parents. While we understand that there may be occasions when a late pick up occurs, if it is a regular occurrence the school administration will be in contact.



PUNCTUALITY AND ABSENCES

Punctuality

All students are expected to be at school and in their homeroom each morning by 7:55 AM. While we appreciate that on an odd occasion a student will be late through no fault of their own, frequent tardiness to lessons impacts both the learning of the individual student and disrupts the lesson. It is also unsettling for the student and can create an unnecessary negative start to their day. Attendance will be taken by the teacher during morning registration and students who are late to school will be expected to register at the reception. In the secondary school, any student arriving after 7:55 AM will be issued with a demerit and their lateness recorded on Epraise. Please note that the number of demerits your child receives will have an impact on their ability to qualify for the half-termly reward events. Parents of students who incur a lot of 'late to school' demerits will be contacted.

Students must report to all classes on time. When students report late to lessons it not only disrupts their learning but the learning of all the other students in class. During the school day students are allocated sufficient time to be prepared for each class. If a student is late for class, the teacher will record the time the student arrives for the lesson. In the secondary school the change over of lesson is marked by a musical interlude. Any student not in their class by the end of the music is considered late and will be marked as such by their subject teacher. Perpetual lateness to class is tracked and when necessary the student and parent will be spoken to by the appropriate staff member.

Absence:

SZPAG considers absence according to ADEK's Private Schools Policy and Guidance Manual - Policy 55 Absence. Types of absence are defined as::

Authorized Absence

The following types of absence may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents:

- Illness (SZPAB requires a doctor's certificate for absences of more than 2 days).
- Death of a first or second-degree relative.
- Scheduled doctor appointments.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or death of a family member.

Unauthorized Absences

The following types of absences are to be regarded as unauthorized:

- Shopping trips.
- Unnecessary travel.
- Other types of absences not included in the authorized absences list.

Appointments During School Hours/Extended Absences

All appointments should be made outside the school day whenever possible. We request that holidays and travel are conducted during school vacation times. Any extended leaves of absence need approval in advance from the Phase Lead. All absences are tracked electronically. If a student is absent, attempts are made to confirm the absence with the family.



PUNCTUALITY AND ABSENCES

Consequences for Frequent School Absence or Tardiness

It is important to note that if a pattern of absence or tardiness becomes evident, the school will follow its attendance and late policy. Attendance is tracked on a weekly basis and parents of students falling below 90% will be contacted. If the behavior is repeated, parents will be called in for a meeting to discuss how this student can be supported.

In extreme cases if a student has shown no willingness to attend school regularly and punctually, despite the support provided, the case will be referred to the Student Welfare and Discipline Committee (SWDC) and the student's place at The Sheikh Zayed Private Academies will be reviewed for the following academic year.

In Secondary school, lesson attendance is also checked on a weekly basis. Parents of students who have attended less than 90% of lessons for the week will be issued with an 'Attendance Contact'. For the fourth 'Attendance Contact', a warning letter will be issued. In extreme cases where the number of warning letters escalate the case will be referred to the SWDC and the student's place at SZPA will be reviewed for the following academic year.

In elementary, attendance is monitored in four-week blocks. Parents of students who have less than 90% attendance in school will be contacted, initially by the homeroom teacher, to determine if there is anything that the school needs to be aware of or if we can support in any way. If attendance does not improve, contact will continue to be made by the school. After the fourth attendance concern is raised, a warning letter will be issued and the same procedure followed as in secondary for extreme cases.



BEHAVIORAL EXPECTATIONS

At The Sheikh Zayed Private Academy for Girls, we acknowledge that it is a privilege to attend a school which bears the founding father's name and we are committed to providing a quality education for our students that prepares them for their future.

We believe that good behavior is essential for an effective learning environment in which all students are given the opportunity to achieve. We seek to create a caring and inclusive environment which encourages and reinforces good behavior. We acknowledge that our parents and the wider community expect good behavior as an important outcome of the educational process.

Therefore, it is our responsibility as a school, working in partnership with our parents, to provide clearly defined expectations and consistent consequences. We celebrate excellent behavior and provide appropriate sanctions when a student may be in breach of our Code of Conduct. Our approach is closely aligned to the ADEK requirements that guide the principles and practice in all Abu Dhabi schools.

Aims of Our School:

- To ensure the safety of staff and students.
- To create an environment conducive to learning.
- To foster positive character development that cultivates productive citizens.

Guidelines for Success

At SZPAG, we believe each student has the right to be educated in a safe, supportive and orderly school environment, free from disruptions that may impede learning. We work hard to treat all people equally and believe that showing respect to others, both adults and peers, is a keystone of good behavior that enhances learning. Ultimately students need to learn to be responsible for making positive behavioral choices and understanding that their decisions have consequences. Students will be praised and encouraged to make good behavior choices and reminded of appropriate behavior when a poor choice is made. At all times members of our community should treat other people and the school property the way they would expect to be treated in a similar situation.

We recognize that parents and those who care for our students are the most important people in a student's life. Adults are role models who provide for a child's fundamental needs and have the ability to influence and motivate. As a school we expect parents to work in partnership with us by providing the support and cooperation needed to help students overcome academic, behavioral, and motivation issues as they arise.

Student Rights and Responsibilities

Students are inquisitive and wish to understand the world in which they live. While students of this age crave an increasing sense of independence and responsibility, they also require guidance from the adults entrusted with their care.

All SZPAG, students are expected to honor and practice their student rights and responsibilities set out below. It is through mutual acceptance of responsibilities that rights exist. A right exists only to the extent that there is a responsibility on the part of others to respect that right.



BEHAVIORAL EXPECTATIONS

Student Rights

All students have the right to be:

- Provided with a high-quality education.
- Feel safe and respected in a welcoming school environment with no physical punishment.
- Treated with respect and fairness by teachers, staff and fellow students.
- Supported by parents, guardians, or designated members at school meetings.
- Provided with appropriate educational activities that promote individual talents, abilities and potential.
- Recognized for good behavior both in class and while at school.
- Supported in how to change misconduct into positive student behavior.

Student Responsibilities

All students are responsible for:

- Developing positive relationships and values.
- Engaging as active learners and contributing and participating positively to the learning environment.
- Contributing constructively to the school community and promoting a positive school environment.
- Following all policies, rules and regulations set forth by SZPAG.

Expected School-Wide Attitudes and Behaviors

Below are three school-wide attitudes and behaviors expected of all SZPAG students:

- Be Respectful: I treat others the way I want to be treated.
- Be Safe: I make sure my actions are safe for everyone.
- Be Productive: I come to school ready to learn.

Expected Student Behavior

Students are expected to behave appropriately and adhere to established policies and procedures. Students must come to school ready to learn and they should be respectful, responsible and prepared to work hard at all times. The staff will prepare students to be contributing citizens by providing encouragement, support and rich and varied opportunities for academic achievement. The classroom teacher is responsible for managing behavior in the classroom. Each teacher has a classroom management and discipline plan that includes classroom rules, expectations and consequences.

Positive Student Recognition

All students appreciate being recognized for expected behavior and they respond positively when they are encouraged and rewarded for their behavior and actions. Once students realize that positive behavior brings about positive recognition, they are more likely to behave appropriately. Each teacher and subject department has a common behavior management system which will include student recognition as well as how consequences will be addressed.



BEHAVIORAL EXPECTATIONS

Discipline Plan

Action to address student misconduct will be firm, consistent and clear so that students understand what the misconduct was and how they can change their behavior to be constructive. Inappropriate behavior creates a barrier to learning and thus impacts achievement. Every teacher is a manager of learning and therefore a manager of student behavior. At SZPAG, teachers manage the behavior of students in and around the school by addressing any inappropriate behaviors and referring serious incidents to senior leaders as appropriate.

Most unacceptable behaviors at school can be dealt with through discussion with the student in the first instance and parent notification when more serious infringements or a pattern of unacceptable behavior becomes apparent. On these occasions the individual student concerned may be referred to the Student Welfare and Discipline Committee (SWDC) to determine more serious sanctions. Parents will be informed in writing if a student is to receive an official warning. In extreme cases the student's place at The Sheikh Zayed Private Academies will be reviewed with the possibility of denial of re-enrollment.

At each phase of the school there is a clear structure in place so that the appropriate staff member can work with a student when there has been a breach of the behavioral expectations. In the secondary school, as well as the homeroom and subject teacher, there is a designated well-being team which includes the Head of Grade. The Head of Grade will work with students who are struggling to make the right choices. Often this will involve parental input, intervention and support. It is therefore important that parental contact details are kept updated and that parents respond in a timely way when contacted by the school. The school also has two counselors who will work with children using age-appropriate strategies to guide positive behavior.

In elementary, teachers monitor student behavior with a focus on the positive behaviors of students. When students meet behavior expectations, they receive merits in Epraise. If there is a behavior concern, the teacher will speak with the student, contact the parent and document the incident in Epraise. If a student continues to not meet behavior expectations, they will receive a demerit in Epraise, additional parent contact will be made and a plan to support the student will be put in place. If needed, students will be referred to the Elementary Social Counselor for additional support.

A positive learning environment includes the physical environment. As such we expect all members of our community to show respect for property. This includes personal property, the property of others and the school's facilities.



GENERAL SCHOOL RULES

Damage to School Property

Students will be charged for all school property that is lost or damaged and willful damage will result in the individual being referred to the Student Welfare and Discipline Committee (SWDC) to determine further sanctions.

Lost and Damaged Textbooks and Library Books

Any textbooks which are distributed are provided to students on a loan basis. Students are held responsible for books checked out to them and must pay for lost or damaged books. Similarly, any library books loaned out to a student are the student's responsibility. Students are charged for deliberate damage (including writing and graffiti) to books. Lost textbooks or library books must be reported to the teacher as soon as possible. Students with lost books are charged for the cost of the book plus 50% shipping, processing and handling costs for any replacements required. Once payment for textbook damage or replacement is provided to the school accountant, the book(s) will be replaced. All accounts must be settled prior to students receiving their report card.

Mobile Phones and Electronic Devices

The school has a zero tolerance approach towards any unauthorized electronics and has a zero tolerance approach to the misuse of electronic devices. Aside from the school-issued iPad, all other electronic devices such as personal phones and tablets, laptops, smart watches are prohibited from school grounds. This includes electronic devices/ mobile phones that are being stored in student bags. Any prohibited electronic device, including mobile phones, found with a student at school will be immediately confiscated and brought to the office and placed in the school safe. The confiscation will always include SIM and other memory cards. For security and privacy purposes, at the time of confiscation, all photos digitally saved on the phones, cameras or other electronics brought to school will be erased. Confiscated electronic devices will be kept at school until the parent of the student physically comes into school to collect it. Warning letters are issued should a student be in possession of an unauthorized electronic device.

In the event that a student needs to bring in a mobile phone for exceptional circumstances, they should declare it when they arrive in school and keep it with the receptionist until the end of the school day.



GENERAL SCHOOL RULES

Photographs and Videos

It is strictly prohibited for any student to take photographs of themselves or other students on their school iPad, unless this is by the explicit instruction of their teacher and under due supervision for learning purposes. The privacy rights of our students and the potential for sharing unapproved photographs means that any student who does breach this school rule will receive a warning letter.

Tuancy To Class

Skipping class is a serious offence as it not only disrupts student learning, it puts students' safety at risk. Parents of students who skip class will be informed and the school will follow discipline policy. Students are responsible for getting missed work from their teacher. Patterns of truancy will result in further disciplinary action including a conference with parents. In extreme cases if a student has shown no willingness to attend school regularly, despite the support provided, her case will be referred to the Student Welfare and Discipline Committee and his/her place at SZPA will be reviewed for the following academic year.

Participation in Physical Education (PE)

A parental note and/or doctor's note must be presented to the teacher to excuse a student from PE due to sickness or injury. Failure to provide a parental note will impact their grade percentage. PE is a compulsory subject according to ADEK requirements and so is equally weighted to any other subject in school.



GENERAL SCHOOL RULES

Pool/Gym Safety

Students are expected to abide by all pool and gym safety procedures explained by adults and supervisors.

Bullying/Fighting/Physical Aggression

SZPAG does not tolerate intimidation or bullying of any kind. Anti-bullying practices are discussed and embedded in the curriculum. All teaching and administrative staff reinforce an atmosphere of safety and mutual respect at all times. Where accusations are made, the incident is investigated openly and fairly with appropriate reconciliatory interventions being put in place.

Discrimination and Respect

SZPAG does not tolerate discrimination. All students will be treated respectfully regardless of ethnicity, abilities or other category lending themselves to discrimination. Likewise, students are expected to treat all adults in the building with respect.

Academic Honesty

The program of studies at The Sheikh Zayed Private Academy for Girls offers a quality education that not only ensures knowledge, but also cultivates the virtues of honor, courtesy, and perseverance. Malpractice, or cheating, includes, but is not limited to, the following examples:

- Plagiarism – submitting words or ideas that are not your own without acknowledging the original author. This includes copying from the internet or another student’s paper, report, lab book, or assignment in whole or in part and submitting it as your own to a teacher or examiner. A superficial change of wording, structure, or conclusion is not sufficient to turn aside the charge of plagiarism.
- In the environment of AI, using an AI Language generator such as ChatGPT or Canva Magic, and claiming the work as your own, without acknowledging AI support or input also falls under the category of lack of academic honesty. The school is working with the students on how to use AI to support their learning but never to replace their learning. The ethical use of AI is a very important to us at SZPAG.
- Collusion – permitting another student to submit your paper, report, or assignment in whole or in part as their own work, either to a teacher or an outside examiner. This includes knowingly permitting another student to copy your work, and failing to report this as malpractice to either a teacher or an administrator in the school. A superficial change of wording, structure or conclusion is not sufficient to turn aside the charge of collusion. This also applies to changing phrases through the use of tools such as QuillBot.



STUDENT SAFETY AND WELL-BEING

Safety and Security

The SZPAG guidelines for safety and security are posted throughout the school to ensure uniform, orderly and timely responses to emergencies. Homeroom teachers explain emergency procedures for building evacuation and extraction to a safer area of the school. Drills are practiced on a regular basis so that students know the appropriate responses in emergencies or scenarios.

Safeguarding and Child Protection

At The Sheikh Zayed Private Academy for Girls, we believe that all children have a right to be safe, protected from abuse and able to reach their full potential. The primary concern of all staff must be the interests and safety of children. All staff members have a pastoral duty towards children. Due to our day-to-day contact with individual children, we are well placed to observe outward signs of abuse, changes in behavior or failure to develop.

The needs of children are paramount and underpin all our work. All community members have a central role both in the initial identification of possible abuse and in monitoring the development and progress of children who have been identified as being at risk of significant harm.

It is our legal duty to take action where it is alleged that a child is suspected of being abused, or is actually being abused. Identifying and dealing with child abuse can only be tackled effectively when all concerned have a heightened awareness of the subject. All parents/guardians are required by law to:

- provide adequate food, clothing, and shelter.
- protect the child from physical and emotional harm or danger.
- provide adequate care (including the use of adequate caregivers).
- provide healthcare and appropriate medical treatment.
- provide education and regular school attendance.
- maintain personal hygiene.
- ensure adequate stimulation.

The school will report all cases of suspected abuse and/or neglect directly to the Ministry of Interior – Child Protection Center within 24 hours upon suspicion using the telephone hotline (116111) and the electronic reporting link available on the ADEK website. If a child is in immediate danger (risk of serious harm), the police will be called using the 999 service, followed by reporting to the Ministry of Interior - Child Protection Center within one hour upon discovery. In addition, the school principal will be immediately informed.

We view child protection as more than simply acting when suspicions arise or information is revealed. We also have a vital role to play in preparing children to resist abuse and to become responsible, caring and confident adults.

Case reports and student data are strictly confidential. The identities of the student subject to alleged abuse or neglect, the alleged perpetrator and the person reporting the alleged case must be kept confidential by all parties involved in the case. The data should be shared only with authorized individuals from the ADEK Division in charge of child protection and the Ministry of Interior – Child Protection Center and Social Support.

If a case of abuse is suspected, parents and legal guardians are expected to cooperate with the school administration and staff, answer all inquiries related to the student's behavior, academic performance and respond to their feedback and guidance. Once child abuse is suspected, the aim should be to minimize the damage to the child and promote recovery.



STUDENT SAFETY AND WELL-BEING

Counselors

SZPAG has two school counselors. One serves Early Childhood and Elementary, the other serves Secondary school students. The school counselors assist students in the developmental process of intellectual, social, and personal growth. The goal of the school counselors is to create an environment that will help students:

- Develop self-insight and self-understanding as they progress through school.
- Develop an understanding of the worth and dignity of others.
- Develop interpersonal relationships and communication skills.
- Participate in meaningful opportunities within the school.

The counselors serve as a valuable resource to teachers and leaders as they provide insight and understanding about the students whom we serve. Students are welcome to make an appointment with the counselor at break or lunch time.

In secondary school, students are expected to make an appointment using the SmartPass app to check availability. If a secondary student needs to see the school counselor during lesson time then a SmartPass approval from their subject teacher is required.

The school counselor in elementary is available to provide short-term, solution-based counseling to students. Student concerns typically are social/emotional impacting their focus and well-being at school and also affect them academically. If a student needs to see the counselor, “drop-in” meetings requested by the student or teacher are welcomed on a one-time basis. Should the student need additional sessions on a consistent basis (more than 2 visits) parental consent will be required to continue individual services with the school counselor. Group counseling is also available for students experiencing similar concerns such as friendship/social skills, study/organizational skills etc.

Group counseling helps students feel that they are not alone and helps to normalize their experiences. The referral process for group counseling consists of teacher or parent recommendations and the small group of referred students will be screened prior to joining the group to ensure they are a good fit. Parental consent is also required for students to participate in group counseling.



Services and Requirements

The school clinics' responsibilities include administering first aid, treating minor ailments, health education, maintaining health records, updating vaccinations and medical information, and coordinating with the Department of Health (DOH).

The DOH requires that the following completed forms are kept on file to enable us to care for your child effectively. These forms must be completed and returned to the registrar directly, prior to your child starting school.

- Health Information Form
- Medical Consent Form
- Immunization Record – a copy is required

The school must be informed immediately of any change in telephone numbers to enable us to contact a parent or guardian in the event of sickness or accident. In the event of both parents being out of the country, an alternative contact number must be left with the Health Office and with the Registrar.

When to Keep Your Child at Home

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover.

You must keep your child at home for the following reasons:

- Conjunctivitis: Following a diagnosis of conjunctivitis (also known as “pink eye”), a child may return to school 12 hours after the first dose of prescribed medicine.
- Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a doctor has made a diagnosis and the school nurse has seen your child before returning to the classroom. Many rashes are not contagious. If you are in any doubt, please take your child to see the school nurse before he/she attends class.
- Head lice or nits: A child must stay home until head lice or nits are no longer evident. He/she will be readmitted to school after treatment and examination. If, upon examination, the nurse finds no live lice on the child, the child may re-enter the school.
- A child with more than 2 episodes of vomiting must be kept at home for observation.
- Any COVID-19 symptoms. We require students to remain at home and seek medical attention if he/she has any of the following COVID-19 symptoms:
 - Fever (37.5C or above)
 - Cough
 - Body aches
 - Fatigue
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Diarrhea
 - Nausea
 - Headache
 - Loss of smell or taste



Return to School Policy

If a child is absent due to sickness, a medical certificate must be provided for absences of two days or more. In the event that your child's illness coincided with a formal assessment then a medical note is required in order to have the opportunity to sit the assessment at another time. In secondary, without a medical note your child will receive zero for that assessment.

Collection of a Sick Child

Please collect your child within 30 minutes, following a request call from a member of the nursing team.

School Vaccinations and Medical Examinations

DOH requires that students in selected grades undergo immunizations by SEHA nurses at SZPAG.

Medications

Our medication policy helps to ensure the safe delivery of medicine to your child while in school. The medication time schedule should be set so that, if possible, medicine is taken at home rather than at school. However, if your child requires medication to be given at school, we must have a medication authorization form. Students must not administer their own medication without supervision.

Process:

1. The parent/guardian completes an authorization form (available from the school nurse).
2. The parent/guardian should bring the medicine to the school clinic. Students are not allowed to transport the medication. Under no circumstances should medication be shown or shared with other students.
3. Medication must be in an original container with the doctor's prescription (dose, frequency, route).
4. Adol or Panadol are the only over-the-counter medications that can be given at school without a doctor's written order and only if the parent has signed the medication authorization form.



FOOD AND CATERING

Research shows a significant link between nutrition and academic, social, and emotional success. We strive to ensure our students select healthy food choices each day and expect them to bring healthy snacks and lunch choices if they choose a packed lunch. We do not allow pork products, nuts, chips, candy, chocolate products, biscuits, or any other sweet food items at school. Similarly, energy drinks, fizzy drinks or drinks containing artificial additives are not allowed. Hot drinks such as coffee, lattes or tea are also not permitted. Prohibited foods, including sweets, chips, cakes, soda, energy drinks, and fast-food, will be confiscated and returned home. Water coolers are installed in every class, but we ask all our students to bring a water bottle to school each day to carry with them at PE and break times. The water bottle should be taken home each night and cleaned.

Students are permitted to bring in a healthy packed lunch or use the 'Grab and Go' service provided by the school caterers. All students are required to bring their own full water bottle and a healthy snack each day. Students who are bringing in food from home must bring it with them in the morning. No food, unless on the odd occasion that the lunch is forgotten, is to be delivered during the day. No hot food is to be delivered to the school.

There will be special events and occasions in which food or treats may be brought from home or provided by the school, and parents will be notified of these occasions. Birthdays are to be celebrated outside of school. Unless notified in advance by the school, food or drink from outside (e.g., fast food and celebratory birthday cakes) is not permitted and will be sent back or confiscated.



BUSES

Please note that the school provides one-way and two-way bus transportation services to students Monday to Friday on Abu Dhabi Island only. This is, in part, due to the regulation set by the Department of Transport that student bus routes shall not exceed 60 minutes duration from the starting point to the final destination.

School bus fees for the 2023-2024 academic year remain at AED 5,000. Seats can only be secured after complete payment. The school will notify parents before the start of the academic year when the booking system is open to complete payments.

Student bus services for The Sheikh Zayed Private Academy for Girls are provided by Emirates Transport. For more information about bus service contact school reception.

Full guidelines are available on the ADEK Bus Transportation Safety Guidelines.



UNIFORM

We maintain a strict uniform policy at SZPAG. Students must wear the official school uniform as outlined for each grade level and modifications are not permitted. Uniforms can be purchased online at <https://schools.globeuniforms.ae/sheikh-zayed-private-academy-for-girls/> or from the uniform shop located at The Sheikh Zayed Private Academy for Girls campus. Please note that if an item of uniform becomes temporarily unavailable due to supply, the academy will advise what alternative clothing may be worn during this period only. All students must remain in school uniform throughout the day unless otherwise informed. Please be aware that the girls winter clothing is maroon color and green winter clothing and jackets are not permitted. Additionally, hooded jackets are not uniform for any student beyond Gr3. When purchasing your child's uniform, it is the parent's responsibility to ensure that the correct uniform items for SZPAG are purchased.

Our expectation at SZPAG is for students to wear clothing that is respectful to one's self as well as others. Each day students must come and remain appropriately dressed, adhering to the SZPAG Dress Code requirements. Students must have a change of clothes and shoes for physical education (PE) as per the uniform requirements.

Hair Style Requirements

SZPAG students are expected to stay neat, but hairstyles can be very much up to interpretation regarding how appropriate they may be in a school setting. Therefore, SZPAG would like to clarify the 'conventional hairstyles' as detailed below and those cuts that would not be appropriate for school. The school reserves the right to make the final decision on what constitutes an unacceptable hairstyle. Check first to avoid issues.

Girls:

- A girl's hair must be kept neat, combed and clean.
- Girls are expected to keep their hair neat at all times when in school uniform.
- Long hair must be tied back and secured at all times with neutral bands (i.e. white, brown, grey or black) Hair should be tied back if it touches the shoulders. It must be kept away from the face and should not obstruct vision. This may be done, using braids, cornrows, dreadlocks or regulation hair accessories.
- A headband and clips in neutral colors may be worn, however other hair accessories are not permitted.
- Braids, cornrows and dreadlocks should be uniform. Braids must be the same color as the student's natural hair.
- Natural hair color is encouraged. Highlights and hair dye, tipped or dipped hair are prohibited.
- A girl's hair should maintain its natural look under all circumstances.
- Faddish or eccentric hairstyles that draw undue attention to the girls are not allowed.
- Hair should be secured neatly and cover the entire head. No section of the head should be shaved.
- Wigs and weaves are only permitted for medically sanctioned conditions (e.g. alopecia). A doctor's letter may be required.



Hair Style Requirements

Boys:

- A boy's hair must be kept short, neat, combed and clean.
- Natural hair color is encouraged. Highlights and hair dye, tipped or dipped hair are not allowed.
- A boy's hair should maintain its natural look under all circumstances.
- A boy's hair should not draw attention to itself. No patterns or lines may be shaved or styled into his hair and hair may not show steps or have distinctive levels of thickness.
- Boys may not use gel or any artificial products. We request no colored gel, wax or mouse, etc. to be used when styling care and not create an exaggerated style.
- Hair must not overlap ears, touch the collar and must be off the eyebrows when brushed forward.
- Sideburns may not extend past halfway down the ear.
- Hair may not be highlighted or colored.

Consequences

If students do not follow the above guidelines:

- The school reserves the right to send a student home to have their cut/style to regulation.
- Should a student's hairstyle be in contravention of the school policy, a period of 3 (three) days will be given to bring the student's hair up to the school's requirements.
- The school reserves the right to issue a warning if the student's hair does not conform to the school's hair policy.
- The school will implement sanctions in accordance with our behavioral expectations.



Daily Uniform Requirements

- SZPAG official skirt (Grade 4-12), and the official dress or shorts/trousers (Pre-K to Gr3). Uniform design should not be altered or changed.
- SZPAG official shirt. No colored undergarments should be worn.
- Plain black or white shoes with no heels. Alternatively students may wear black, white, or black and white trainers. Trainers of any other color are not permitted. The trainers must not contain any color at all other than black and white, this includes logos and other small amounts of color.
- Black or white socks.
- SZPAG official sweatshirt or cardigan (No hooded jackets for Grades 4-12).

Please note that trolley bags are not allowed at SZPAG.

Physical Education (PE) Uniform Requirements

- SZPAG official athletic shirt.
- SZPAG official sweatpants.
- Black or white shoes only without heels or studs and should be non-marking soles.
- Swimming suit as per SZPAG dress code.
- No jewelry may be worn whilst participating in PE activities.

Additional Uniform Expectations

- Jewelry: It is recommended that no jewelry or accessories be worn to school. No responsibility will be held by the school for loss or damage to the jewelry. It is preferred that students wear minimal or no jewelry. If a student chooses, they will be permitted to wear: one pair of stud earrings, one bracelet, one small, metal necklace. No rings are permitted. Students are responsible for their jewelry and the school has no liability for loss or damage.
- Make-up and perfume: Make-up should not be worn to school. A maximum of one small perfume is permitted for each student. Perfume must not be sprayed in classrooms. Any use of perfume must be discreet and not impact on others. If any student misuses their perfume in any way, the perfume will be confiscated.
- Jacket: Only the SZPAG official jacket must be worn. Hooded jackets may only be worn by boys up to Grade 3.
- Undergarments: Undergarments under the school blouse/shirt should be neutral colored.



Consequences for Dress Code Violations

If a student is not in the official SZPAG uniform, we will notify the parent and ask for the regulation uniform to be brought to school. Parents will be requested to collect students who continue to disregard our uniform guidelines despite reminders and take them home to change. Consequences for repeated dress code violations will be issued by the head of each school or a member of the well being team.

Non-Uniform Days

There may be days when SZPAG declares a non-uniform day. Parents will be notified in advance via SMS or email. On these occasions, students may wear traditional UAE dress or themed dress. In secondary school, students may use their earned Epraise uniform pass to wear their own clothes to school for the day. On these occasions their clothes they choose to wear must be suitable and respectful.



iPAD PROGRAM

At the core of what we do is innovation. Why? We want to prepare our students as UAE national and global citizens. It is important that our students are equipped with the competencies and values to be contributors and leaders of society. Innovation is not a separate idea. It is embedded - a part of what we do on a daily basis. We do not see nor teach innovation in isolation. Our students and teachers are encouraged to be innovators and to do innovative things.

How Can iPads Create a Richer Learning Experience for Children?

People have more information at their fingertips than they ever have before. As adults, we use our phones and iPads to create calendars, research new topics, and use all kinds of apps to get our work done. At SZPAG, we believe that our job is to get students ready to live and work in the real world and that includes teaching them to use their tools safely and efficiently. iPads in the classroom allow students to access endless resources, find images and videos to help them understand new concepts, read books at their own levels, and so much more. iPads allow us to safely bring the world into the classroom. We want to create 21st-century learners, and the iPad is one tool that allows us to do so.

iPad Ownership

The iPad is owned by you. If a student leaves school or graduates, the school will wipe the iPad of any apps or software purchased by the school and return it to the student. When a student leaves the school, the iPad cannot be refunded.

iPad Management

The school will manage the iPads through a central system. The purchase of apps and other software will be managed by the school. Applications should not be installed or uninstalled by the student. It is the responsibility of the school to install and uninstall all applications. The school will provide every student with an Apple ID, through the school account. At the end of each academic year, the IT department may delete all work, videos and photos from the iPad for the new school year.

iPad Warranty and Maintenance

Every iPad is insured and has a two-year warranty. To implement the one-to-one Apple iPad program at SZPAG, the school facilitated the parent purchase of iPads through an Apple-authorized reseller/Apple Solution expert for education. As part of the cost structure, all iPads purchased by SZPAG families include AppleCare+, an extended warranty program for a total of two years. AppleCare+ provides repair or replacement coverage for both parts and labor from Apple-authorized technicians.

Each iPad is covered for up to four incidents of accidental damage, each subject to a service fee. Starting from the fifth incident, parents are liable for the full repair cost. In the case of a damaged or unusable iPad, SZPAG (on behalf of parents) will send the device to the service center for repair. While the device is being repaired, students will be provided with a loaner iPad, owned by the school, to ensure that learning experiences are not affected.



Acceptable iPad Use

- Students bring in their iPads to school every day. Leaving an iPad at home is comparable to leaving an assignment at home. An unavoidable academic penalty will ensue and students will not automatically be provided with a loaner iPad.
- The iPad is for educational use only and should not be used for recreational purposes. It is an educational aid to learning and must be treated as such.
- Students should not let other students use their devices. This is a serious breach of policy and will be dealt with accordingly. Students are to sign into their iPad with their school ID only. Personal ID's are in breach of SZPAG acceptable use policy.
- Students are not to create, participate in or circulate content that attempts to undermine, hack into and/or bypass the SZPAG hardware and software security mechanisms. This includes any profiles added to the device that link the device to the school and allow for the delivery of apps provided by the school. Teaching staff have the right to look at any application or file on a student's iPad at any time.
- Students are not permitted to sync the iPad with any computer, or clear or disable browsing history on the device. They are also not allowed to modify the settings of the iPad.
- The camera and recording features should only be used at the appropriate times (e.g. when asked by a teacher during an educational activity). By law, any pictures taken need the permission of teachers and students being captured on camera. SZPAG has zero tolerance for photographs or videos being taken on a school iPad as outlined earlier in this document.

Personal Health and Safety

Families are encouraged to create their own home user agreement. Many examples can be found online at sites such as <https://www.common sense media.org/>. Parents are encouraged to set a check-in time for their children's mobile electronic devices to encourage a restful night, free of gaming, text messaging and/or other social media exchanges.

Students are encouraged to take frequent breaks when using the iPad for long periods of time and look away from the iPad approximately every fifteen minutes. Students should not provide personal information to anyone over the internet or share passwords with anyone except school teachers and administrators, and parents.

Please keep the iPad in a secure location when it is not at school. The school recommends that when using the iPad at home, it is used in a family or common area, and not in the bedroom.



HOME SCHOOL COMMUNICATIONS

We understand the importance of a strong home-school relationship: communication between parents and the school is key to help children's learning. At SZPAG, we have multiple communication methods that we use to keep in touch.

Email

The main method of communication with your child's teacher in elementary will be via Seesaw. Please let your child's homeroom teacher know if you would prefer to be contacted by email. Her email address will be provided in the welcome letter sent home on the first day of school. Your child's teachers will send you periodic emails; please ensure that she has your correct email information.

Contact information for your child's specialist teachers will be shared at the "Meet the Teacher" meeting which takes place at the beginning of term.

In secondary school, the main method of communication with your child's teacher is via email. All teachers' email addresses will be provided in the welcome letter sent home on the first day of school. Your child's teachers will send you periodic emails; please ensure that she has your correct email information. In secondary this also includes the subject teacher.

We have a two-working days reply policy. Please understand that teachers are busy taking care of your child's well-being and may not reply to an email immediately; but will do so within 48 hours of the initial email query.

Phone

Periodically, a teacher may request to speak to you by phone; please ensure that he/she has your correct information.

SMS

You will receive SMS messages relaying important news from the school.

Progress Meetings

Teachers meet with parents four times a year following the release of progress reports to discuss students' progress and attainment over the course of a term or year.

Parent Meetings

We have parent-teacher conferences set up throughout the year. However, if you would like to meet a teacher at any point throughout the year, please email her directly or contact reception to set up a meeting. Alternatively, your child's teacher may contact you to discuss learning and behavioral needs if she feels this is required.



HOME SCHOOL COMMUNICATIONS

Newsletters

Several newsletters are published weekly and monthly to inform our community about the activities, events and learning taking place at SZPAG.

- **Whole School Newsletter:** A whole school newsletter is published monthly that includes key events taking place throughout the school; such as testing periods, parent conferences, performances and holidays. In this, you will often find various articles about teaching and learning and ways to help your child at home.
- **Class and phase newsletters:** Early Years, Elementary and Arabic and Islamic classes will send out a regular newsletter with information about that week's learning objectives, lessons and activities.

Website

You can find information about the school at www.szpag.com.



SZPAG SPECIFIC COMMUNICATIONS

The school uses a wealth of digital channels to enrich parental communication.

Pre-K to Grade 5

Pre-K to Grade 5 uses Seesaw as its Virtual Learning Environment (VLE). The platform allows teachers to share learning materials, teacher feedback, announcements, newsletters and messages with parents and students.

Grades 2 to 5 use Epraise as their pastoral online environment. It allows teachers to share all rewards, praise and concerns with parents instantly. Epraise is also used for booking parent conference meetings and recording all matters relating to the pastoral well-being of students.

Secondary

The secondary school uses Schoology as its Virtual Learning Environment (VLE). All work is set via Schoology and students submit all of their work through the VLE. The platform allows teachers to share learning materials, messages and teacher feedback and hosts live grade books.

For parents of students in the secondary school it is very important that you access your Schoology account regularly. Via your account, you will be able to see all of your child's assignments, submissions, non-submissions, grades, rubrics and feedback. As the secondary school issues its yearly assessment grades via continuous coursework submission, it is important that parents keep an eye on how well their child is progressing.

All work set in secondary school is given a specific deadline and all submissions on Schoology are timestamped. Please be aware that deadlines are adhered to as any work that is submitted past the deadline will not be marked and your child will receive zero for that piece of work. In circumstances where an extension has been agreed, the new deadline must be adhered to otherwise the work will not be marked and your child will receive a zero for that piece of work. Occasionally, where a child has had a long medical absence and the appropriate documentation has been submitted to school, a student may be excused from a specific piece of work. Only on this occasion would their missing assignment be marked as 'excused' and the non-submission would not negatively affect their continuous assessment grade.



SZPAG SPECIFIC COMMUNICATIONS

Epraise and the School Reward System

The secondary school uses Epraise as its pastoral/well-being online environment. Epraise points and demerits are directly linked to our school's reward system so it is important that parents access their child's Epraise pages regularly. All parents have their own account linked to their children's and have their own password. Points are awarded to students for positive actions, which include both academic and social values. Demerits are awarded when your child fails to follow the expected norms, academically or socially. Demerits are negative points and when they are awarded the reason for the demerit is also given on the student's Epraise page. All matters relating to the pastoral wellbeing of the student are recorded on Epraise. Every half term there is a reward event for those students who meet the criteria of having enough positive points but also not having a set number of demerits. Additionally positive points can be cashed in to the Epraise shop and students can get rewards such as a non-uniform pass for the day.

Epraise is also used for booking parent conference meetings, signing up for ECA's and also for selection of Electives in our high school.

Epraise is the communication route for students to message their teachers and for teachers to message students. Epraise can be used by teachers to message parents but the school's main route of communication for parents remains via email.

In elementary, Epraise is used to reward and monitor student behavior. Students will receive merits when they show they are meeting behavior expectations and will receive demerits if they are not meeting behavior expectations. All incidents and interventions related to behavior are documented in Epraise and parents can view these at any time by logging on to their Epraise account.

Social Media:

- Instagram: <https://www.instagram.com/SZPAG/>
- Facebook: <https://www.facebook.com/SZPAGirls>
- LinkedIn: <https://www.linkedin.com/company/szpag>



SCHOOL TUITION

School fees can be found on the school website or by contacting the Accounts Department. Transportation and uniform fees are not included in tuition fees. The purchase of a school digital device is compulsory from Grades 3 to 12 and is not included in the tuition fees.

Registration/Re-registration fee

Students are required to pay a 5% advance on the total tuition fee by May to reserve a seat for the next academic year. The 5% advance will be adjusted against Term 1 fees.

Fee Regulations

The payment of fees must be completed by the following dates:

- 1st Installment (40%) August
- 2nd Installment (30%) December
- 3rd Installment (30%) March

Withdrawal/Refund Policy

If a student wishes to withdraw after enrollment, the withdrawal form must be filled in and submitted to the school's registrar before the start of the academic year to receive a refund of the 5% advance.

If a student withdraws after the start of the academic year, the following fees will be due:

Attendance	Refund Eligibility
Week 1 or fails to show up at all without the parent/guardian notifying the school in writing in advance before the beginning of a term.	Registration or re-registration fee
Week 2 of the semester	One month of tuition fees
Week 3 of the semester	Two month of tuition fees
Week 4 or more of the semester	Three month of tuition fees
Week six or more of the semester	Full Term fees

Non-Payment Policy

Until all dues are settled, the school may:

- Withhold report cards
- Block a transfer on eSIS/not issue a transfer certificate
- Deny a student re-registration

The school will send three warning letters to the student's parents/guardian in accordance with the ADEK guidelines for non-payment.



SCHOOL TUITION

Fees Payment

Please direct all payments to the Accounts Department by cash, bank transfer or current dated check. Checks should be made to "The Sheikh Zayed Private Academy for Girls L.L.C."

- If you pay your school fees by bank transfer, you must include your child's ID number, name and grade in the remittance slip. After completing the transfer, you must also email the school a copy of the remittance slip.
- If you pay your school fees by cash at an ATM, you must email the school with the cash deposit slip and student's ID number, name and grade.

The school cannot confirm payments without this information. The Accounts Department's email address is:

SZPAG_Account@zayedacademy.ac.ae

Bank Details:

- The Sheikh Zayed Private Academy for Girls LLC
- Bank Name: First Abu Dhabi
- Bank Branch: Corniche Branch
- IBAN No: AE180357771001006804061
- Account No: 7771001006804061
- Swift Code: NBADAEAXXX



EXTRA-CURRICULAR ACTIVITIES

The Sheikh Zayed Private Academy for Girls offers students the opportunity to take part in a wide variety of extra-curricular activities (ECAs) to address different interests and to enrich student experiences.

ECAs assist students in developing skills and healthy social behaviors with the opportunity to build new friendships. Participation in ECAs supports our students in building self-efficacy, promoting good citizenship and school spirit. In addition, it encourages them to become actively and constructively involved in our community and beyond.

The school offers a wide range of activities including clubs, sports, arts, leadership opportunities and enrichment activities. Students will be offered a variety of activities they can participate in after school on Tuesdays. The success of each activity depends on the enthusiasm and commitment of the student and their parents. Students are highly encouraged to participate in at least one ECA per term.

Most ECAs are run by SZPA teachers for no charge. In addition, the school partners with approved outside providers who contract professional coaches to offer even more selections for our students at a minimal charge.



ENRICHMENT PROGRAMS

Every day, The Sheikh Zayed Private Academy lives and breathes its vision statement, Honoring the past. Educating for the future. We have developed a range of enrichment programs, some embedded in the curriculum, some offered as an additional component, to ensure students continue to understand better and appreciate their past, while becoming tomorrow's leaders and innovators. This range of unique programs, specifically designed for our students, are intended to develop leadership and innovation skills, as well as a greater knowledge of their country's traditions and identity. These include:

Quran Memorization Program

Students from Grade 1 upwards are invited to join the free extra-curricular program 'Quran Memorization Program', organized under the patronage and with the support and follow-up of the wife of Sheikh Hamdan bin Zayed Al Nahyan, Ruler's Representative in Al Dhafra, Her Highness Sheikha Shamsa bint Hamdan bin Mohammed Al Nahyan. The program runs from September to May. Qualified instructors licensed and approved by AWQAF join students from 7:00 AM to 7:40 AM Monday through Thursday to help students with Quran memorization.

Student Council

SZPA comprises both an Elementary and Secondary School Council. Throughout the year, Student Council members meet and coordinate events for the student body.



ENRICHMENT PROGRAMS

My Identity Program

In keeping with our vision, 'Honoring the past. Educating for the future.', SZPA has established the "My Identity program" for all students. Each month, one key attribute is highlighted and integrated within the school curriculum, activities, and assemblies.

Month الشهر	Value	القيمة
September سبتمبر	Respect	الاحترام
October أكتوبر	Responsibility	المسؤولية
November/December نوفمبر/ديسمبر	National Identity	الهوية الوطنية
January يناير	Self-Confidence	الثقة بالنفس
February فبراير	Communication	التواصل
March مارس	Tolerance	التسامح
April/May أبريل / مايو	My Family	أسرتي
May/June مايو/ يونيو	UAE Values	قيم الإمارات العربية المتحدة



FINAL REMARKS

This document is meant as a guide to help answer questions you may have about The Sheikh Zayed Private Academy for Girls and to guide you through your time with us. If you have further questions or would like to discuss the content of this document, please feel free to contact us at:

The Sheikh Zayed Private Academy for Girls

- zayedacademy@zayedacademy.ac.ae
- 02-619-5555

Please note that this is a working document and as such may be amended at any time.

