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Parent – School Agreement

Repton Abu Dhabi

Introduction:

A positive relationship between the school and families is key to ensuring that the students' well-being is at the core of an effective educational experience. It is beneficial for both parties that these constructive relationships are based on agreed terms and conditions set out clearly in this agreement.

The Abu Dhabi Department of Education and Knowledge (ADEK) will uphold the terms outlined herein should either party refer a matter to ADEK for deliberation and endorsement.

This Parent - School Agreement is signed annually by the Parent/Guardian.

Definitions:

- **Authority or ADEK:** The Abu Dhabi Department of Education and Knowledge.
- **Child:** the child or children admitted by the school to be educated and whose name appears in this document.
- **Parents School Agreement:** this document.
- **Educational Services:** the services that the school provides to support the learning and development of the students.
- **Parent/Guardian**: the person legally liable for the child or entrusted with their care, as defined by Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
- **Policies**: the principles, guidelines, and/or rules adopted by a school and shared with all stakeholders to achieve specific objectives, as outlined in the Repton Abu Dhabi Parent Handbook and related policy documents.
- **School:** Repton Abu Dhabi
- **Curriculum:** British Curriculum
- **School Tuition Fees:** any amounts owing to the school for a student's enrolment and education.
- **Student(s):** all those who are admitted and registered at the school to be educated at any grade level.
- **Extracurricular Activities (ECA):** Organised activities that students can participate in that are usually external to the school curriculum.

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1. Parent Code of Conduct and Engagement

Section 1: Parent/Guardian Commitments

A. Uphold the Repton Ethos and UAE Values:

- Support and respect the school's vision, mission, and core values, and contribute to a positive and collaborative learning environment.
- Treat all members of the Repton community—students, staff, and fellow parents—with courtesy, professionalism, and respect at all times.
- Model appropriate behaviour, resolving any concerns through the correct school channels in a constructive manner, refraining from aggressive or disrespectful communication.
- Refrain from posting culturally inconsiderate or defamatory content about the school, its students, staff, or other parents on social media or other public platforms, in line with ADEK policy. Please refer to the Social Media Policy which outlines the appropriate use of social media by parents in relation to our school community, ensuring that we all contribute to a safe and supportive environment for our students. By signing these terms and conditions, you confirm that you have read, understood and agree to the Social Media Policy.
- Promote the school's inclusive ethos and ADEK's Inclusive Education Policy ensuring every learner has equitable access to education.

B. Actively Support My Child's Learning and Conduct:

- Acknowledge that my child's education and wellbeing are a joint responsibility between home and school.
- Ensure my child adheres to the Repton School Student Code of Conduct.
- Promote excellent daily attendance and punctuality, avoiding scheduling holidays during official school terms, and respect school timings for arrival and pick-up.
- Support my child in completing personal study and ensure they are well-rested, organised, and prepared for school each day.
- Uphold the school's policy on academic honesty and integrity by monitoring my child's work and refraining from providing undue assistance. And to not provide false information or fraudulent documents to the school.
- Provide the school with full and accurate information at the time of admission, including all relevant medical, psychological, or educational reports, and inform the school promptly of any changes as updated information becomes available. As part of our safeguarding procedures, the school will contact previous schools to verify records. Failure to provide required documentation, to disclose inclusion needs, or if any information is later found to be inaccurate or incomplete, may result in the school withdrawing the offer or declining re-registration. In such cases, all fees paid for any period not yet attended will be refunded in full, while fees corresponding to days already attended will not be refundable.

- Work collaboratively with the Inclusion Team and teaching staff to review progress and agree on appropriate strategies to support my child's needs.

- All children entering FS1 andFS2 must be fully independent in using the toilet at the time of entry. If additional support is required, the school will contact the family to discuss next steps.

C. Engage in Communication and Collaboration:

- Respond promptly and attend scheduled parent-teacher consultations and meetings to discuss my child's progress.

- Maintain open and respectful communication with all staff.

- Cooperate with the school's recommendations for support from the Inclusion Team or external services such as Speech and Language, Occupational Therapy and Psychologists, if it is deemed necessary for my child's educational progress and wellbeing.

D. Respect UAE National Identity and Cultural Values:

- While on school premises, behave and dress in a manner that is respectful of the UAE's national identity, cultural values, and current legislation.

- Support my child's participation in school activities that celebrate UAE national identity and values.

Section 2: Repton School Abu Dhabi Commitments

We, Repton School Abu Dhabi, commit to using our best endeavours to:

A. Deliver an Exceptional and Inclusive British Education

- Deliver a challenging and supportive curriculum that prepares students for global citizenship and academic success, in line with ADEK and the school's high standards.

- Foster a safe, secure, and inclusive environment that upholds the core values of the UAE, and nurtures Repton culture.

- Implement fair, transparent, and consistently applied policies on admission, enrolment, fees, behaviour, and assessment.

B. Ensure the Highest Ethical and Professional Standards

- Ensure all staff demonstrate integrity, impartiality, and ethical behaviour, in accordance with the ADEK Professional Code of Ethics and the Repton Staff Code of Conduct.

- Actively promote respect for UAE national identity and cultural values across all school activities and integrate them into the life of the school.

C. Communicate Effectively and Partner with Parents

- Provide clear and constructive communication about each child's academic progress, behaviour, and wellbeing through reports and parent-teacher meetings.
- Ensure respectful and open communication to discuss progress and concerns.
- Inform parents of crucial information regarding school operations, calendar events, safety protocols, and any concerns related to their child.
- Provide meaningful opportunities for parent involvement through open mornings, volunteering, workshops, school events, and governance (e.g., Parent Representative Forum).

D. Student Information

Schools are required to keep the following information about students and parents up to date on the Enterprise Student Information System (eSIS) according to ADEK regulations:

- **Health Information:**
  Includes immunisation records, BMI data, and any health concerns that may affect the student. In accordance with the ADEK Health and Safety Policy, the school nurse conducts annual health screenings for all students, which include reviewing medical history, measuring BMI, and performing vision tests.
- **Disciplinary Actions:**
  Records of any disciplinary measures or incidents involving enrolled students.
- **Student Protection Concerns**:
  Any concerns or incidents of maltreatment that must be reported in line with student protection policies.
- **Students, Parents Information**
  The school must maintain accurate Student and Parents information on eSIS (Name, date of birth, gender, nationality, address and contact number)
- **ALN-related Data:**
  The school must maintain accurate ALN information on eSIS. This data is used solely for educational planning, compliance monitoring, and safeguarding, in accordance with UAE data protection requirements.
- **Attendance Records:**
  Daily attendance and participation in extracurricular activities.
- **Academic Progress and Achievement:**
  Records of academic performance, including grades, assessment results, and achievements
- **Other Required Information:**
  Any additional information mandated by ADEK or other relevant authorities.

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2.Attendance and Punctuality

Responsibilities of the Parents

Parents are expected to ensure that their child attends school regularly and arrives on time. Parents must notify the School of any absence and provide appropriate supporting documentation as outlined in the School's Attendance Policy. Parents are also responsible for ensuring their child completes any missed work following an absence and for working collaboratively with the School should any attendance or punctuality concerns arise.

All detailed requirements regarding authorised and unauthorised absences, documentation standards, reporting processes and expectations for medical or other exceptional circumstances are set out in the School's Attendance Policy, which forms part of the Parent Contract.

Consequences for Repeated Tardiness and Absenteeism
The School monitors attendance and punctuality in line with ADEK regulations and the School's Attendance Policy. Where attendance or punctuality falls below acceptable thresholds, the School may take appropriate action, which may include:

• Notifying Parents of concerns.

• Implementing intervention or support plans.

• Reporting persistent unauthorised absenteeism to ADEK, where required.

• Taking disciplinary action in accordance with the Student Behaviour Policy in cases of persistent unexcused lateness.

Full details of thresholds, escalation processes, and potential consequences are outlined in the School's Attendance Policy.

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3. Student Behaviour and Protection

Section 1: Our Shared Commitment to Positive Behaviour

We are committed to a "Positive Behaviour Model" that promotes behaviour that is conducive to learning, wellbeing, and safety.

The School Agrees to:

- Establish clear expectations for positive behaviour through the Student Code of Conduct.
- Educate students on respect, emotional regulation, and bullying prevention through the school aims of Grounded, Rounded and unbounded.
- Create a welcoming, caring, and inclusive environment for all students, regardless of background, nationality, or ability.
- Promote UAE national identity and cultural values.
- Prioritise support and intervention to help students meet behavioural expectations whilst applying the school behaviour policy.

The Parent/Guardian Agrees to:

- Read, understand, and support the school's Student Behaviour, Wellbeing and Digital Policies.
- Partner with the school in embodying and promoting positive behaviour at home.
- Ensure children understand the behavioural expectations and the importance of respecting the school community.
- Actively engage and support the school to address any behavioural concerns.

The Student Agrees to:

- Follow the school's Student Code of Conduct, including on school transportation, during school-related activities and trips.
- Show care and respect for the school, its staff, students, and property.
- Demonstrate a positive mindset towards learning by attending on time, being prepared, and completing assignments with honesty and effort.
- Behave respectfully, courteously, and safely towards everyone.
- Dress in a manner that is respectful of the UAE's national identity, cultural values, and current legislation.
- Take personal initiative to be a "responsible citizen" by not engaging in misconduct and reporting bullying or other concerning incidents to an appropriate member of staff.

Section 2: Addressing Misconduct and Bullying

The school uses a fair and staged approach to address misconduct, focusing on understanding the root cause and providing support and appropriate consequences.

Levels of Misconduct:
Misconduct is categorized into four levels, with escalating consequences as outlined in the school behaviour policy.

Bullying Prevention:

- The school has a zero-tolerance approach towards bullying.
- All are responsible for reporting bullying incidents to an appropriate member of staff.
- The school will provide support for both victims and perpetrators of bullying.

Parent/Guardian Responsibilities:

- I understand that the school's Behavioural Management Committee will review serious behavioural concerns.
- I will participate in meetings with the school if my child is involved in a behavioural incident.
- I understand and accept the Staged Disciplinary Procedures (as outlined in the full ADEK policy), which may include warnings, meetings, onsite or offsite suspension, and in extreme cases, expulsion subject to ADEK approval.
- I understand that I have the right to appeal disciplinary decisions according to the school's appeals procedure.

4. Fees, Registration, and Refund Policy

A. Fee Structure: Tuition fees are established on an annual basis and are subject to approval by ADEK. The school has the authority to increase tuition fees only upon receiving formal approval from ADEK.

Additional Costs: Parents are responsible for additional costs such as:

- School uniforms, meals, bus transportation, extracurricular activities (ECAs), and specialist trips
- Learning support or therapies (where required)
- Examination fees and optional certifications

B. Payment Schedule:

- Re-registration Deposit: A deposit of 5% of the annual tuition fees is required to secure a place for the following academic year. This deposit is deductible from the first term's tuition fees.
- Payment Instalments: The annual tuition fee is payable in three or more equal instalments. The first instalment can be collected up to one month before the beginning of the academic year.

C. Late or Non-Payment of Fees: The school's policy on late payment is fair, transparent, and in compliance with ADEK guidelines.

- The school will issue three consecutive warning notices for late payment, each at least one week apart.

- After the third warning notice, the school may suspend a student for a maximum of three days per term.
- The school may withhold report cards, transfer certificates, and refuse re-enrolment for the following academic year until outstanding fees are settled. Parents will be informed in writing at least three months before the end of the academic year of this risk.
- The school shall not prevent a student from sitting for examinations due to unpaid fees.

D. Refund Policy:

- Refunds for cancellations with third-party providers must be handled directly with the provider, as the school does not process these refunds.
- Re-registration Deposit: The re-registration deposit will be refunded provided that written notice of re-registration cancellation is submitted at least sixty days prior to the first day of the new school year.
- Tuition Fee Refunds: If a student withdraws after the start of the academic year, tuition fees will be refunded or retained according to the following schedule:
    - Up to 1 week of the term: The full registration fee (5% of annual tuition) is retained.
    - 1 week to 3 weeks in a term: One month's tuition fee is retained.
    - 3 weeks to 6 weeks in a term: Two months' tuition fees are retained.
    - More than 6 weeks in a term: The full term's fees are retained.

Withdrawal Notice Requirement: Written notice of withdrawal must be submitted via the Withdrawal Request Form at least thirty days in advance. Refunds, when applicable, will only be processed once the student has completed the withdrawal clearance process.

5. Healthy and Sustainable Food and Nutrition Policy Reference

As part of our commitment to fostering a healthy and sustainable environment, we encourage all parents to familiarize themselves with the school's Healthy and Sustainable Food and Nutrition Policy. This policy outlines the guidelines for healthy eating practices, food safety standards, and the promotion of nutrition education within the school community.

Parents are expected to support the implementation of this policy by:

- Providing their children with healthy food options for school meals.
- Adhering to the school's guidelines regarding prohibited food items during school events.
- Engaging in discussions about nutrition and healthy eating habits at home.

For more detailed information, please refer to the full Healthy and Sustainable Food and Nutrition Policy available in the Parent Handbook or on the school website

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6. Transportation

Repton Abu Dhabi is committed to providing a safe, high-quality, and efficient school bus service in full compliance with the ADEK School Transportation Policy and the regulations of the Integrated Transport Center (ITC). The safe transportation of students is a shared responsibility between the school, the operator, and parents.

The School is expected to:

- Provide a school bus service and ensure the safety of all students on board, even when using a third-party operator.
- Appoint a School Transport Coordinator as the point of contact for parents regarding transportation matters beyond the daily journey (e.g., emergencies, schedule changes).
- Ensure that Drivers and Bus Supervisors hold valid ITC permits, are registered on the UAE PASS system, and have acknowledged the school's Student Protection Policy.
- Inform parents about the availability of the *Salama* application for tracking their child's school bus.
- Establish a clear process for handling parent concerns and complaints regarding transportation, with the final decision resting with the principal.

Parents/Guardians are expected to:

- Acknowledge that the school may not provide bus services for certain areas. If a parent chooses to live outside the designated bus coverage area, then they are responsible for arranging transportation for their child to and from school and will not hold the school accountable.
- The school will take all reasonable steps to ensure transportation is available for all students however the school is not liable for transportation being unavailable due to capacity limitations on specific bus routes (i.e., when a route is full and no additional students can be accommodated).
- Ensure their child understands and abides by the school's Student Behaviour Policy while on the school bus, treating it as an extension of the school environment.
- Be present or ensure a Parent-Appointed Responsible Adult is present, at the designated drop-off point to receive any student under the age of 11. If no authorized adult is present, the student will be returned to school after other students are dropped off.
- Read and adhere to all information and educational materials provided regarding school bus safety.
- For Non-School Bus Transportation (e.g., private vehicles, scooters, bicycles):
    - Acknowledge that students in Cycle 3 (Year 10-Year 13) are authorized to arrive/depart unaccompanied using these methods, in line with ADEK safeguarding policy.
    - Understand and accept that the school is not liable for any incidents occurring during journeys using non-school bus transportation.
- For Sibling Pick-Up**:** If an elder sibling (15 years or above) is permitted to pick up a younger sibling (Year 3 or above), a signed consent form must be provided to the school. This form acknowledges the parent's acceptance of responsibility, and the school shall not be liable for any incidents resulting from this arrangement.

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7.Appeal Process

If a parent would like to raise a complaint, the following appeals process should be followed:

1. Meet with the teacher directly involved.
2. If not resolved, meet with the relevant Head of Department/ Year.
3. If still not resolved, meet with a member of the Senior Leadership team.
4. If still not resolved, meet with the Vice Principal.
5. If the issue remains unresolved, the parent may write an email to the Principal's PA to request a meeting with the Principal.
6. If still not satisfied, the parent has the right to refer the matter to ADEK.

8. Curriculum and Educational Programmes

Repton Abu Dhabi offers British curriculum. In accordance with UAE regulations:

- All Muslim students will study Islamic Education until Year 13.
- All Arab students (registered with an Arab passport) will study Arabic as native until Year 13.
- All other students will study Arabic as an additional language.
- All students will study Moral Education and Social Studies.
- All mandatory subjects are subject to UAE Ministry of Education modifications.

Please refer to the school's Parent Handbook and website for detailed information on the curriculum, educational streams, assessment policy and graduation requirements.

MOE Decree – Equivalency of Private Secondary Schools Completion Certificates

As parent or guardian, it is important that you are informed of the guidelines in the latest version of the Ministerial Decrees to receive the Certificate of Secondary Education (equivalency certificate) from the Ministry of Education.

The latest Ministerial Decrees that apply to schools following the British curriculum are:

- Decree 199 (2019) (Article 6 is specific to the British Curriculum)

- Decree 40 (2023) (Article 3 is specific to the British Curriculum)

- Decree 41 (2023) (Article 3 is specific to the British Curriculum)

- Decree 39 (2023) (Only applicable if moving to an IB Curriculum School)

If you would like to access all the relevant documents relating to MOE Equivalency, including Arabic translations, please click here.

Data Protection and Privacy

The school collects and processes personal information in accordance with applicable data protection law and its Privacy Notice (a copy of which is available here).

Force Majeure

The school shall not be held liable for any delay or failure to perform its obligations due to circumstances beyond its reasonable control, including natural disasters, government restrictions, or pandemics.

Governing Law

These Terms and Conditions are governed by the laws of the Abu Dhabi Global Markets and the court of the Abu Dhabi Global Markets shall have exclusive jurisdiction to determine any legal disputes arising out of such Terms and Conditions.

Declaration

I/We, the Parent/Guardian of **[Student Name]**, hereby certify that I/we have read the terms and conditions of this agreement, all applicable school policies available here **(**including the Parent Handbook, Student Behaviour Policy, Student Protection Policy, Attendance Policy, Parents Engagement Policy, Culture Consideration Policy, Inclusion Policy, Digital Policy, Fees Policy, Extracurricular Activities Policy, Inclusion policy and Healthy and Sustainable Food and Nutrition Policy) and all related ADEK School Policies and agree to abide by them. I/we agree to support the school in all aspects of our child's education and any consequences that may be deemed appropriate concerning my child.

By signing this document, I confirm that I have informed the other parent/guardian, and they are in agreement of the contents and terms.

This agreement is valid for the remainder of the current academic year (2025/26) and next academic year (2026/27). Any future amendments to the document will be shared with you.

Parent/Guardian Name: _____

Signature: _____

Date: _____