



RAFFLES
INTERNATIONAL
SCHOOL
SOUTH CAMPUS, UMM SUQEIM

New Parents

Welcome Pack

2011-2012

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A VERY WARM WELCOME

Dear Parents,

Raffles International School South Campus welcomes you as we begin the next year of school. We thank you for entrusting us with your children's education. Choosing a school is a big step and we appreciate your joining RISS. We know that as the year progresses we will have opportunities to meet together to help your child progress, answer your questions and celebrate success.

This Welcome Pack is to provide you with some quick references as you begin the new school year. Some of the information will be familiar to you and serve as a reminder. Other forms and information will help with the transition into RISS.

RISS and the team of teachers want to ensure that we have a very collaborative partnership with the parents of our community. You are encouraged to schedule appointments to meet your child's teacher whenever there may be a need. Taking just a moment at the classroom door does not always provide an opportunity to go into detail nor is it appropriate for the teacher to leave the students unattended.

As parents, you are encouraged to join in activities that help build the school community. The diversity of our population may be recognized through the celebrating of events and holidays for each child's home country. You are urged to bring along artifacts of your country that may be shown to the students. Additionally, many students have spent time living in other countries and these too may be talked about through special events. We are all eager to know more about each other and through parents participating and supporting their children we all can gain the knowledge.

I look forward to meeting each of you during the school year. Collectively we will all work towards the same goal of educating the children at RISS.

Sincerely,

Donavon Reinsmoen

Superintendent



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COMPLETING THE REGISTRATION PROCESS

The Admissions Office at RISS sends out Offer letters to parents of students who have successfully undertaken the assessment test.

Upon receiving the Offer letter, please read through it carefully to ensure you are aware of its contents and provisions.

Documentation

For complete registration of the student with the Knowledge and Human Development Authority (KHDA) that regulates Private Schools within Dubai, the following is required:

- 2 x **copy** student's passport
- 2 x **copy** of student's UAE residency visa page in passport
- 2 x **copy** of student's birth certificate (English or Arabic)
- 4 x passport photographs
- 1 x **original** Transfer Certificate
- 1 x **copy** of previous two years of student's school reports in English
- 1 x **copy** of school medical form along with immunisation records

All documentation must be provided BEFORE the student begins at RISS. If you have any questions or concerns, please contact the Admissions Office without delay admissions@rafflesis.com

Transfer Certificate

All students joining Grade 2 or above at the beginning of the academic year MUST supply the RIS Admissions Office with an Original Transfer Certificate before joining the school. All students that join us after the start of the academic year must supply us with an Original Transfer Certificate with a 30 day validity (this includes KG students).

This document is compulsory for registering students with the Knowledge and Human Development Authority (KHDA) who regulates Private Schools within Dubai. Failure to supply the correct documentation, inhibiting this registration process, will lead to steps being taken which may result in non-promotion of the student at the end of the academic year, school reports being withheld and non-issue of any documentation from the school should the student leave.



What is a Transfer Certificate?

A Transfer Certificate (TC) is not the same as school records, reports or school transcripts. A TC should clearly state to which grade/year a student is promoted at the end of the year (if enrolling in September), or in which grade/year the student is currently enrolled (if enrolling mid-year). Please use the sample provided (on next page) to assist your school in composing a TC if they are unfamiliar with the requirements.

Which stamps do I need for my Transfer Certificate?

These are dependent on the location of the school from which the student is transferring and the date of transfer, typically:

North America, West Europe, Australia or New Zealand, North Europe

- School stamp and signature only

Middle East (except the UAE), South and Central America, Asia, former Soviet States,

Eastern Europe and Africa

- School stamp and signature
- Ministry of Education (in the country of the school's location)
- Ministry of Foreign Affairs (in the country of the school's location)
- UAE Embassy (in the country of the school's location)

Another Emirate of the UAE

- School stamp and signature (TC must be in Arabic)
- Educational Zone of the Emirate

Dubai

- School stamp and signature (TC must be in Arabic)



Transfer Certificate - Sample

The Original Transfer Certificate MUST be on **original school letterhead, signed by a school official and stamped.**

It should be issued by the school which the student is leaving from, prior to joining RISS.

Any problems in obtaining a Transfer Certificate, or the correct stamps, must be referred to the Admissions Office at the earliest.

The information it must contain:

ORIGINAL SCHOOL LETTERHEAD PAPER	
Name of Student:	<i>Ann Brown</i>
Nationality:	<i>British</i>
Date of Birth:	<i>6 June, 1996</i>
Curriculum Followed:	<i>IB Curriculum</i>
12 or 13 year school system: (generally the final year of high school)	<i>13 year system</i>
Last day school was attended:	<i>17 December, 2008</i>
**Current Grade (if leaving during the academic year) OR ** Passed and Promoted to (if completed the academic year)	<i>Currently in Year XX</i>
Signature of Principal / Head Teacher / School Director or other school official	
School Stamp	
** one or other to be used, dependant on whether the student is leaving at the end of an academic year or during the academic year.	



FEE PAYMENTS AND REFUNDS

Payments are accepted by cheque, cash, and bank transfer.

Semester Fees are payable on or before the first day of each Semester:

Cheque 1 should be submitted by 1 September, 2011

Cheque 2 should be submitted by 1 February, 2012

Alternatively, you can pay by bank transfer or cash, on or before the dates indicated above.

For bank transfers, the following account details should be used:

Account Name:	Innoventure Educational Investments LLC
Bank Name:	Mashreq Bank
Account Number:	0490929814
Swift Code:	BOMLAEAD
IBAN:	AE700330000010490929814
Branch:	Riqqa
City:	Dubai
PO Box:	1250
Required Remittance Information:	Student Name and Grade and Section

It is very important to state the required remittance information so payment can be traced and credited correctly.

All cheques should be made payable to: **"Innoventure Educational Investments LLC"** (in full).

The Parent/s or Guardian/s whose signature/s appears on the Application for Admission Form (or the Terms and Conditions, once enrolled), shall be jointly and severally liable to RIS for the payment of outstanding school fees.

If a student has attended any part of a Semester then fees or refunds owing shall be collected / refunded as per RIS's Terms and Conditions, in accordance KHDA (Knowledge and Human Development Authority) guidelines. Educational Material, uniforms, and other sundry expenses as outlined in Schedule B in this section of the Welcome Pack are not subject to refund.

For the full terms and conditions regarding fee payments and refunds, please refer to the Terms and Conditions pages at the end of this Welcome Pack.



Schedule 'A' School Fees Academic Year 2011/2012

Grade Level	Tuition Fee	Advance Payment	Semester 1	Semester 2
	Annual	Registration / Re-registration Fee	Payable by 1 September 2011	Payable by 1 February 2012
KG1	25,000	500	12,000	12,500
KG2	30,000	500	14,500	15,000
Grades 1 - 3	38,800	500	18,900	19,400
Grades 4 - 6	46,800	500	22,900	23,400
Grades 7 - 9	52,800	500	25,900	26,400
Grades 10	58,800	500	28,900	29,400
Grades 11	70,000	500	34,500	35,000
Grades 12	70,000	500	34,500	35,000

Note for new students:

- Assessment Fee AED 1000 (non-refundable)
- Registration Fee AED 500 (nonrefundable but adjustable against Semester 1 fee if admission is confirmed).
- Sibling discount of 5% is applicable for the fourth child onwards

Note for returning students:

- Re-registration Fee AED 500 (non-refundable but adjustable against Semester 1 fee)
- Sibling discount of 5% is applicable for the fourth child onwards

SCHEDULE 'B'-Additional Costs

- Stationery
- Educational and field trips that may be organised from time to time may incur additional costs which will be intimated on a case by case basis. Fees payable for such trips will be payable separately to all other fees
- Voluntary excursions or sports tournaments in which costs are incurred
- School uniforms; team kits and other necessary sporting attire or auxiliary items
- External examinations
- Meals
- Transportation
- Other activities for which costs accrue to the school
- Insurance: It is suggested that parents maintain health, accident and liability insurance for their children



- Educational materials fees
- Replacement of Student ID Card

Some of the above items are available from independent suppliers and subject to their terms and conditions for refund.

STUDENT PLACEMENT

Grade

The correct grade for students is identified through consultation with the Admissions Team. It is our intention to always place students in the grade most appropriate for them to thrive both academically and socially in their new environment.

During this phase the following will be taken into account:

- a) Previous schooling to date and student's previous school reports
- b) Assessment test results (and interview if applicable)
- c) Age of student
- d) Information provided on the student's Transfer Certificate
- e) Ministry of Education –UAE/KHDA requirements

Schools around the world use different numbering conventions as well as follow different curriculums. It is common to find North American schools and those following the US Curriculum using a 12 year numbering format, and British schools and those following the National Curriculum for England and Wales using a 13 year numbering format. In addition, there are other numbering conventions as well as those mentioned.

In the UAE there are many schools offering different curriculums and following different numbering conventions. Below is a table indicating RIS's numbering convention and the equivalent numbered class in schools following a 13 year numbering convention. **RIS follows the 12 grade system.**



Typical Age of Student	12 grade system	RIS – South Campus (12 grade system)	RIS – West Campus (12 grade system)	13 year system, followed by some schools
17-18	12	-	IB Diploma yr 2	13
16-17	11	-	IB Diploma yr 1	12
15-16	10	-	IGCSE	11
14-15	9	-	IGCSE	10
13-14	8	-	CLSP	9
12-13	7	-	CLSP	8
11-12	6	-	CLSP	7
10-11	5	CIPP	IB PYP	6
9-10	4	CIPP	IB PYP	5
8-9	3	CIPP	IB PYP	4
7-8	2	CIPP	IB PYP	3
6-7	1	CIPP	IB PYP	2
5-6	KG 2	Montessori Programme	IB PYP	1
4-5	KG 1	Montessori Programme	IB PYP	KG 2
3-4	Nursery			KG 1

The ages shown here are typical, and there may be occasional exceptions.

Please refer to the school website: www.rafflesis.com for an overview of what RISS has to offer your child, curriculum details, and our fee structure.



Class / Homeroom

At the end of each academic year, it is RIS's policy to ensure an even spread of age, gender, nationality and ability across the classes. It also helps to ensure that new children who are joining RIS have the chance to make friends and that existing students are able to expand their social network.

Classes are composed by the Principal & Academic Team who endeavor to ensure that each student is placed with some familiar students (if already enrolled), whilst also being in the right group for his or her specific requirements.

Requests from parents for particular teachers or classmates will not be entertained as it disrupts the process stated above and may result in students being placed in inappropriate groups.

USEFUL CONTACTS

Front Desk/Switchboard: 04 427 1200

Admissions: admissions@rafflesis.com

+971-4-4271273

Finance: accounts@rafflesis.com

+971-4-4271200 ext. 1251/1253/1254

Front Desk: +971-4- 4271261/1262

Medical Office: +971-4- 4271246

Website: www.rafflesis.com

Please do feel free to contact us with any questions you may have prior to your child starting at RIS, and browse our website for information about the school, the calendar, the curriculum, Parent/Student handbooks, events and newsletters.

STUDENT AND PARENT HANDBOOKS

There is a Student and Parent Handbook available for download from our website: www.rafflesis.com or please do not hesitate to contact the Admissions Office who can email you the document as a *pdf* file. We would suggest all new parents and students take the time to read the handbook and familiarise themselves with its contents.



The handbooks contain further information on subjects such as:

Academic Programme

Bullying and Harassment

Code of Conduct

Useful Contacts

Medical Services

DAILY TIMINGS

All students should be in school by 7:45 am. Please ensure you drop off and collect your child promptly at the start and end of each school day.

7.45 am Arrival

7.50 am Registration

2.00 pm School dismissal

UNIFORM

At Raffles International School, the uniform is worn with pride. It is an outward sign of the choice that students have made to join the RIS community and a way to demonstrate daily their commitment to fully embrace the values and spirit of RIS.

GRADE	BOYS	GIRLS
KG 1 & KG 2	<ul style="list-style-type: none"> - Raffles White Polo T-shirt - Raffles Maroon Bermudas - Black leather school shoes with white socks 	<ul style="list-style-type: none"> - Raffles White Polo T-shirt - Raffles Maroon Bermudas - Black leather school shoes with white socks
PE	<ul style="list-style-type: none"> - Raffles Maroon T-Shirt - Raffles Black Micro Fibre Shorts - White shoes and black socks 	<ul style="list-style-type: none"> - Raffles Maroon T-Shirt - Raffles Black Micro Fibre Shorts - White shoes and black socks



Sweater	- Blue Fleece Jacket	- Blue Fleece Jacket
Others	- Caps – Standard Maroon Baseball caps - PE jacket & track pants	- Caps – Standard Maroon Baseball caps - PE jacket & track pants
Junior School (Grades 1-5)	- Raffles White Shirt, (short or full sleeves) - Raffles Maroon Bermudas (Grade 4 & 5 full length trousers optional) - Black leather school shoes with white socks	- Raffles White Blouse (short or full sleeves) - Raffles Maroon Trousers or Skirts - Black leather school shoes with white socks
PE	- Raffles Maroon T-Shirt - Raffles Black Micro Fibre Shorts - White shoes and black socks	- Raffles Maroon T-Shirt - Raffles Black Micro Fibre Shorts - White shoes and black socks
Sweater	- Blue Fleece Jacket	- Blue Fleece Jacket
Others	- House Tshirts & Caps – only for Grade 3,4 & 5 - Standard maroon baseball caps for Grades 1-5 - PE jacket & track pants	- House Tshirts & Caps – only for Grade 3,4 & 5 - Standard maroon baseball caps for Grades 1-5 - PE jacket & track pants
Accessories (Optional)	- Raffles Book Bag - Art Smock - Raffles Baseball Cap	- Raffles Book Bag - Art Smock - Raffles Baseball Cap - Head Scarves: white, black, maroon or navy only (solid colour only) – not available at uniform store - Scrunchies / Hairband



Uniforms are available at the Uniform Store located at the respective campus (West Campus store to open in August).

We recommend at least two complete sets of the uniform per child. Parents are expected to purchase the school uniforms/attire prior to student attending school. The school reserves the right to refuse attendance of a student who does not observe the uniform code requirement.

EDUCATIONAL MATERIAL

Educational material that includes textbooks will be given to the student in the classroom by the concerned teacher. This does not include stationery. The fee for the same will be required to be paid along with the semester 1 tuition fee. Payment of the tuition fee for semester 1 and the educational material fee is required to be completed before the start of the semester in September and before the student starts attending class.

Educational material fee (excludes stationery):

Grades 1 & 2	AED 900
Grades 3,4 &5	AED 1200

AFTER SCHOOL ACTIVITIES

RISS is proud to offer a wide range of activities and we encourage participation in various After School Activities (ASAs) to aid the holistic development of our students by building their self-esteem and improving their performance in academics, sports and other extra-curricular fields.

A variety of activities are scheduled during the year. Classroom teachers conduct many of these activities. Others are offered by community members and organizations. Some activities may have fees charged. Buses will also be available after the activities.

A variety of activities are scheduled during the year which includes:

- Library related activities
- Additional Art activities
- Classes in Music
- Different Sports programs
- Clubs



A list of activities is provided on the RIS website; please look for the one that would interest your child or one you think your child needs to be involved in. Each activity has an assigned academic member that you can contact should you wish to enroll your child. Admission to a particular activity is on a first come first served basis through email directly to the activity sponsor.

CAFETERIA

The Cafeteria is open from the start of the day till after lunch and hot meals or snacks can be purchased.

TRANSPORT

Our Transport Provider is Arab Falcon Bus Rental LLC. The Transport Office is located at RIS- South Campus. Application Forms can be collected from the reception desk at the South Campus. Contact Person: Mr. Hussain on mobile no. 050 9421754.

PARKING

- Remain courteous and respectful to other drivers and staff.
- Follow directions given by our security guards and members of staff who direct traffic at the busy times of day.
- Be very careful when driving and parking in the carparks, especially when reversing, as small children are not clearly visible if they are standing or walking behind your vehicle.
- Share the school-run with other parents who live near you, or setup cycling/walking groups together if you live near to the school.
- Consider making use of the school bus service.
- Feel free to come and talk to our front desk staff or other school staff about any suggestions you may have regarding improving the parking arrangements.



HEALTH INFORMATION

Medical Check-Up

The Department of Health and the School require that all students in the school have a general medical examination. Parents will be informed if their child requires any special medical attention.

Medically Unfit Students

Children should not be sent to school if they are unwell. In the case of infectious diseases such as Chicken Pox, Conjunctivitis, Mumps etc., they should only return to school when the quarantine period ceases. No child will be allowed to attend school without a medical certificate or the school doctor's approval in the case of having contracted an infectious disease.

Medical Records

The school nurse maintains medical records for every child and requests parental help in keeping these records up to date. If your child has a persistent condition, allergies or any medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered immediately.

If your child needs to take any medication during school hours, please ensure that this medication is stored in the School clinic, with the nurse, and that it also includes exact directions of how the medication should be administered, amount and frequency required.

Head Lice

A check will be done once a term, or if a case of head lice is reported in any particular class for the Elementary students. Parents should not be offended, this is a common condition amongst children, and can be easily treated. Your co-operation in administering treatment to your child when required would be highly appreciated.

Medical Documentation

The school medical form and information is available on our website



TERMS & CONDITIONS

1. School Fees

Please refer to information on fees for the relevant academic year given in **Schedule A** on the website www.rafflesis.com.

2. Additional Costs

Parents are also responsible for any additional cost of students attending RIS which include but not limited to educational materials fee; school uniform; meals; replacement Student ID Cards etc as identified in **Schedule B** on the website www.rafflesis.com

3. Payment

3.1. The academic year is divided into 2 Semesters of approximately equal length. Semester 1 runs from September to January; Semester 2 runs from February to June. The school calendar at www.rafflesis.com will contain Semester start and finish dates.

3.1.1. The Parent/s agrees to provide payment for the Academic Year, either in full or by way of two cheques. These cheques being dated for the 1st day of each Semester or earlier, and submitted on the 1st day of the Semester or earlier.

3.1.2. Alternatively, the Parent/s can pay by way of bank transfer or cash for the entire Semester, whereby payment is received by Raffles International School (RIS) no later than 1st day of each Semester.

3.1.3. *(for new students)* If a student joins the school mid-year and requires that a place be reserved for them from the start of the Academic Year, meaning that no other student is able to take the place, then the full year's fees will need to be paid as per the Annual Tuition Fee Schedule.

3.1.4. *(for new students)* If a student joins the school mid-year as a late enrolment, fees for the Semester in which they are joining will be calculated on the following basis and have to be paid before they start:

3.1.4.1. If attending less than two weeks of the Semester then one month's fees are payable.

3.1.4.2. If attending more than two weeks and less than one month of the Semester then two month's fees are payable.

3.1.4.3. If attending more than one month and less than six weeks of the Semester then three month's fees are payable.

3.1.4.4. If attending more than six weeks of a Semester then full Semester fees are due.

3.1.4.5. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.

3.1.5. Should a cheque be dishonoured for any reason whatsoever, the school shall charge an administration fee of AED 200 for each cheque returned. In the event that the cheque(s) are not received by the due date, RIS may, at its discretion, suspend the Student's attendance at the School and take such action as is deemed necessary as per the prevailing rules and regulations of Dubai.

3.2. *(for new students)* Assessment Test Fee payment to be made after the Parent/s is notified of the scheduled Assessment Test date but prior to the date on which the Student is scheduled to sit the Assessment Test.



4. Billing

The Parent/s or Guardian, whose signature appears on the *Application for Admission Form* or these *Terms & Conditions*, shall be jointly and severally liable to RIS for the payment of outstanding School Fees.

5. Refunds

5.1. Students who have registered for the new Academic Year and have presented cheque/s for School Fees, but decide not to attend the school at all, must give written notice to the RIS Admissions Office, to be received no later than the start of the first day of the Semester. If such notice is received by this date, all cheques shall be returned and applicable school fees refunded in accordance with RIS refund policy. Refunds shall be calculated on the duration of attendance in the Semester in which the leaving date falls:

5.1.1. For attendance of less than two weeks in the Semester, then a month's fees shall be required, and the remainder of the Semester fees refunded.

5.1.2. For attendance of more than two weeks but less than one month in the Semester, then two month's fees shall be required, and the remainder of the Semester fees refunded.

5.1.3. For attendance of more than one month but less than six weeks in the Semester, then three months fees shall be required, and the remainder of the Semester fees refunded.

5.1.4. If attending more than six weeks in the Semester, then full Semester fees are due.

5.1.5. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.

5.2. Parent/s agree to inform the RIS Admissions Office in writing if they intend to withdraw the student from the school for any reason, and should provide at least thirty (30) days notice to allow for documentation and applicable refunds to be prepared.

5.3. Registration fee; educational materials fee; Uniforms; and other sundry expenses, including those indicated in Schedule B, are not subject to refund.

6. Documentation

6.1. (*for new students*) Parent/s shall undertake to provide all documentation required by the School to complete student registration. All documentation of this nature must be provided by the Parent/s to the RIS Admissions Office. This includes, but may not be limited to:

6.1.1. Two copies of Student's current and valid passport

6.1.2. Two copies of Student's current and valid UAE residency visa

6.1.3. Two copies of Student's birth certificate (in English or Arabic only)

6.1.4. One copy of Student's previous two (2) year's school reports (in English only)

6.1.5. Passport photographs of the Student x 4

6.1.6. Copy of Student's immunization records

6.1.7. Original Transfer Certificate, signed, stamped and attested by all necessary bodies. (Further details on this can be found in the Admissions Brochure or on the website at www.rafflesis.com).

6.2. It is the responsibility of the Parent/s to ensure all documentation is provided before the student starts school. RIS will not take responsibility for incorrect documentation or missing documentation that may result in a student not being registered by the Knowledge and Human Development Authority (KHDA).



6.3. Failure to submit all required documents may result in the student's start date being delayed, or if they have joined, in results, reports and the Transfer Certificate for the student being withheld by the School. The School may also take other action as is deemed necessary as per the prevailing rules and regulations of Dubai.

6.4. The School shall not be responsible for any kind of charges / penalties levied by the KHDA for non-submission of required documents within the stipulated time including fee for application of extension time to submit documents. The same shall be borne by the parent.

6.5. Parent/s undertakes that all documentation submitted to RIS is correct, genuine and complete.

7. Code of Conduct

Parent/s and Students agree to maintain and uphold their responsibilities outlined within the RIS Code of Conduct in the *Parent & Student Handbook*, as members of the larger RIS Community. This includes, but is not limited to, exercising courtesy at all times while on school premises and while interacting with RIS Staff and other Parents and Students.

8. Contact Information

Parent/s agrees to inform the RIS Admissions Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.

All students enrolled in school should be under the care of the authorised guardian and should not be residing independently.