



RAFFLES
INTERNATIONAL
SCHOOL
Towards Excellence

New Parents Welcome Pack 2017-2018

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Dear Parents,

A warm welcome to Raffles International School (RIS). We thank you for choosing to join RIS for your child's continuing education and growth in all respects. Our 'community of teachers, support staff, students and Parents' Association (PARIS) welcome you warmly. We at RIS believe that the partnership between parents, students and teachers is central to creating a positive learning community.

I am truly honored to be the instructional leader of such a wonderful school community. I have been dedicated to the field of education for more than twenty years of which the last ten years have been spent in various roles at RIS itself. This vast and varied experience both in Canada and in the Middle East has made me appreciate that as a school we cannot stand still but must seize the exciting opportunities ahead and as a community stay true to our vision and core values, and committed to our journey, 'Towards Excellence'.

You are joining us at a dynamic stage in our development - RIS Secondary School opens Year 12 in September 2017, with students starting AS/A level courses. In Years 7-8, the students follow Cambridge Secondary 1/UK National Curriculum programme. We have already been rated 'Good' by KHDA, with many 'Outstanding' features - now we look ahead and continue to refine and build on the achievements of the school community.

The pace of our development towards being an 'outstanding' school continues to be steady and sure. We also recognise that we have areas that require improvement and this can only begin with effective partnership between all stakeholders. As a community we continue to reflect on how to move forward effectively and focus on areas of progress over the academic year. I strongly persuade you to become active members of the RIS Parent's Association.

This welcome pack will provide you with the essential information you will need for your child's smooth transition into a new school or a new class. Please do not hesitate to contact us if you need any assistance.

I look forward to meeting and welcoming you.

Yours faithfully,

Zeba Khan
Principal

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COMPLETING THE REGISTRATION PROCESS

The Admissions Office at RIS 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 regulate Private Schools within Dubai, the following is required:

- 2 x **copy** student's passport (including the UAE residence visa page)
- 2 X copy student's & parent's Emirates I.D. (Emirates ID requires to be swiped at the electronic machines placed at the admissions office/front desk)
- 2 x **copy** of student's birth certificate (English or Arabic)
- 3 x passport photographs
- 1 x copy of Transfer Certificate* (Only for Overseas students & students from other Emirates, joining Year 2 and above, not applicable for students transferring from schools within Dubai)
- 1 x **copy** of previous two years of student's school reports in English
- 1 x **copy** of immunization records

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

Student's Registration within Dubai Knowledge and Human Development Authority (KHDA)

A constructive partnership between the school and parents is key to ensuring that students' well-being is at the core of their educational experience. It is beneficial for all concerned if this partnership is based on agreed terms and conditions set out clearly in a contract form that KHDA has introduced as a Parent School Contract for all schools in Dubai.

PARENT SCHOOL CONTRACT (PSC)

Parents and students of age 15 years and above, are required to sign the Parent School Contract for each academic year (this is a mandatory KHDA requirement). On receipt of KHDA's confirmation of the registration of the student for the academic year, parents will receive notification from the Admissions Office to visit the school in order to electronically sign the PSC. Alternatively, you may complete this formality online as well at link <https://www.khda.gov.ae/khdaparentportal/#/login>(Refer [Annex 1 below](#)).

Failure to comply with this mandatory requirement by the KHDA will cause suspension of the student from attending classes and the student's registration or re-registration with the school stands at risk.

REGISTRATION OF THE STUDENT ON THE KHDA SYSTEMS AND APPROVAL OF ADMISSION:

(Swiping of the Original Emirates ID of the Student and one parent at the electronic machine at the Admissions office)

Parents are required to register theirs and their child's latest Emirates ID (EID) details with the school before the Parent School Contract is signed. Any changes to the EID's require to be updated on the systems each academic year for the PS contract for that year to be generated by KHDA for the parent to sign. Please visit the Admissions Office to electronically swipe the original ID cards at the electronic machines placed at the office for this purpose. Kindly carry the original Emirates ID cards and a mobile when you visit the admissions office to complete this formality. On Registration, the Parent School Contract will be generated in the KHDA system for you to sign and the school will keep you informed of the same.

Completion of the above is a KHDA mandate for official recognition of the student's registration with the school. The above documentation is prescribed by the Dubai Government for legitimate residence in the country and proper registration in a Dubai School.

Failure to comply may result in the school taking punitive action as mandated by the KHDA, and this may range from temporary suspension to cancellation of admission.

In case you face any exceptional circumstances causing a delay in attaining an Emirates ID for yourself or your child, please provide the admissions office with **official documentary evidence** for submission to KHDA.

Steps to be taken for the registration formality within Dubai Knowledge and Human Development Authority

	Action	Responsibility
Step 1	Submission of Transfer Certificate to our Admissions Office (applicable for overseas transfers and those coming from other Emirates in the UAE)	Parent
Step 2	Emirates ID registration for the child and one parent by swiping through the electronic machines placed at our Admissions Office Note: you must bring your mobile phone on record as you will received a one-time password (OTP)	Parent and School

	<i>which is needed to complete the contract</i>	
Step 3	On completion of Step 1 and 2 , KHDA will approve the registration and enables the school to generate the Parent School Contract for you	KHDA and school
Step 4	Signing of the Parent School Contract electronically <ul style="list-style-type: none"> o Electronically at our Admissions Office <p>Note: <i>you must bring your mobile phone on record as you will received a one-time password (OTP) which is needed to complete the contract</i></p> <ul style="list-style-type: none"> o Remotely Online (as per instruction in Annex. 1) 	Parent and School (Students of age 15 years and above are also required to sign the PS contract).

Annex. 1

Steps for signing Parent School Contract through KHDA e-services or mobile application;

1. After the school publishes your child’s contract in KHDA System, you will receive a SMS with the KHDA Parent/Contract link to access Happy Home Portal (Smart Parent - School Contact). KHDA link to follow is: <https://www.khda.gov.ae/khdaparentportal/#/login>
2. Parents follow the above link to create an account- Sign up (either by email address/mobile/valid EID) –
Note : Mobile number should be entered in this format 971-00-0000000
3. Parents should receive an OTP code to confirm creating the account
4. Once account created, the portal will show all students for this family
5. Parents will click on a student profile to start reading the contract
6. They will need to choose Parent/ School Contract
7. It will open page by page in the contract and parents should mark in the bottom that they read every single page
8. Once all pages are read, parents should click on Red Bottom Square to sign the contract
9. After marking all pages as read they will need to click on sign contract
10. The Declaration page will open and parents should tick on the bottom (I agree to terms and conditions)
11. Click on Provide Consent, they will receive another OTP code once entered correctly they will confirm the signature and parents will receive an email.

For More info about the Parent School Contract, please refer to the KHDA Website at :

<http://www.khda.gov.ae/en/parentcontracten?i=3>

Transfer Certificate

All Overseas School transfers and transfers from schools of other Emirates(not Dubai) joining Year 2 and above at the beginning of the academic year MUST supply the RIS Admissions Office with a copy of the Transfer /Leaving Certificate stamped/ attested as per the requirements of the KHDA, before joining the school. After the start of the academic year and after 15th November all overseas students and students from other Emirates require to submit the same with a 30 day validity (this includes FS2 & Year 1 students as well).

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 midyear). Please use the sample provided (see 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)
GCC Countries (Oman, Kuwait, Qatar, Saudi Arabia, Bahrain)	UAE Embassy (in the country of the school's location)
	Ministry of Education (in the country of the school's location)
Another Emirate of the UAE	School stamp and signature (TC must be in Arabic)
Dubai	Not applicable

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 RIS.

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

The information it must contain is:

(SAMPLE)

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:	<i>12 year/ 13 year system</i>
Last day school was attended:	<i>17 December, 2008</i>
Current Grade (if leaving during the academic year) OR	<i>Grade 9/ Year 9</i>
Passed and promoted to (if completed the academic year)	<i>Grade 10/Year 10</i>
Signature of Principal / Head Teacher / School Director or other school official	School
Stamp	

Parents & Regular Visitors ID Badge:

If a badge is not shown at any entry point, a visitor badge can be obtained after leaving recognized photo identification (example-Emirates ID, Driving License) with the security. It is highly recommended that all regular visitors to the school apply for a RIS ID Badge to avoid possible lengthy delays.

- Two badges will be provided free of charge to two designated members of each family.
- Additional badges can be requested at a cost of AED 50 each.
- Badges that have been lost may be replaced at a cost of AED 100 each.

On enrolment of the student, parents will be sent the link mentioned below by the admissions department, advising on the process for ordering the RIS ID badge. Thereafter you will be contacted by email when your cards are ready for collection.

SECURITY – PARENT ID CARDS

Parents are requested to help us make our school community a safe environment by ensuring they carry with them their Parent ID cards while visiting the school. Additional cards required may be purchased. You may please upload your details to <http://apps.innoventureseducation.com/ris/parentid/> by entering your family ID. If you experience any difficulty with this, please contact rissouthhelpdesk@rafflesis.com

The School Calendar for 2017- 2018 may be viewed on our website at www.rafflesis.com.

Orientation and Phasing-in Schedule August-September 2017

Nursery		
All Students	Wednesday, 30 th August, 2017 and Monday, 04 th September, 2017	08:00 am - 12:00 pm Parent and student introductory meeting
All Students	Tuesday, 5 th September- Monday, 11 th September	08:00 - 11:00 am Phasing-in Shortened Hours
All Students	Tuesday, 12 th September	08:00 am – 02:00 pm Full nursery day
Foundation Stage		
All Students	Wednesday, 30 th August, 2017 and Monday, 04 th September, 2017	08:00 am -12:00 pm Parent and student introductory meeting

All Students	Tuesday, 5 th September- Thursday, 07 th September	07:40 am - 11:00 am Phasing-in Shortened Hours
All Students	Sunday, 10 th September, 2017	07:40 am -02:30 pm Full school day
<i>The phasing in period in Nursery and FS is to help your child have a positive start to school. Buses for Nursery will begin on Tuesday, 12th September and for FS on Sunday, 10th September 2017</i>		
Primary School (Years 1 - 6)		
New students	Wednesday, 30 th August, 2017 and Monday, 04 th September, 2017	08:00 am – 12:00 pm
All Students (New and returning)	Tuesday, 05 th September, 2017	7:40 am - 02:30 pm Full school day
First full day for Primary School will be on Tuesday, 05th September – regular school transport begins		

Secondary School (Years 7 - 12)		
Year 10 - Year 12 (All students)	Wednesday 30 th August 2017	08:00 am - 12:00 pm
Secondary School (Years 7-9) (new students)	Monday, 04 th September, 2017	08:00 am - 12:00 pm
Secondary School (Years 7-12) (New and returning students)	Tuesday, 05 th September, 2017	7:50 am - 03:25 pm Full school day
First full day for Secondary School will be on Tuesday, 05th September - regular school transport begins		

Reminder: All parents must sign or re-sign the Parent-School Contract for Academic Year 2017-2018.

Notes:

- Parents of Primary School children may attend the Orientation meeting on Wednesday, 30th

- August **or** on the Monday, 04th September 2017.
- Parents of children from Nursery to Year 6 who are using school transport must attend the Orientation Day on Wednesday, 30th August **or** on Monday, 04th September to meet the Homeroom Teacher.
 - All new parents should complete their registration at the appointed desks prior to classroom visits.
 - Children from FS onwards to come dressed in their school uniform for Orientation.
 - Regular School Transport will be provided for FS children from Sunday, 10th September 2017.
 - Regular School Transport will be provided for Nursery children from Tuesday, 12th September 2017.

Regular School Hours:

- ❖ Nursery : (08:00 am – 02:00 pm)
- ❖ Foundation Stage to Year 6 : (07:40 am - 02:30 pm)
- ❖ Year 7 to Year 12 : (07:40 am - 03:25pm - **Sunday to Wednesday**) (07:40 am-02:30 pm - **Thursday**)

FEE PAYMENTS AND REFUNDS

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

- Semester 1 Fee payment - on/before 5th Sep, 2017
- Semester 2 Fee payment - on/before 1st Feb, 2018

Mode of Payments: - Payments are accepted by cheque, cash, credit/debit card and bank transfer.

Cash payments: - **Cash** payments can be done at RIS cash counters. Please obtain a duly signed and stamped receipt upon cash payment.

Credit/debit card payments: - **Card** payments can be done at RIS cash counters. Please obtain a duly signed and stamped receipt upon payment.

Our partner bank, Emirates NBD has worked out an attractive proposition for fee payment. Under this arrangement, payment made via Emirates NBD credit cards will entitle parents to convert the fee payment into easy 3-12 month instalments at 0% interest*.

To enable our parents to take advantage of this offer, Emirates NBD has assigned the following representatives:

Ayeesha Alamgir– khatria@emiratesnbd.com 050 2008332

Shaloo Bhatia – shaloob@emiratesnbd.com 050 8740990

Cheque payments: – Cheque to be made payable to: **“Raffles International School LLC”** (in full).

(We suggest parents to submit the PDC to avoid last minute rush)

Bank details for transfer:-

Account Name	:	Raffles International School LLC
Account No	:	1001411725
IBAN	:	AE850230000001001411725
Swift Code	:	CBDUAEAD
Bank Name	:	Commercial Bank of Dubai
Branch	:	Umm Suqeim
City	:	Dubai
P O Box	:	35881
Purpose	:	Tuition fee payment (please mention your Child’s ID #, Name & Grade)

Kindly forward a copy of transfer advise/swift message to accounts@rafflesis.com once you have done the transfer.

It is very important to state the required remittance information so payment can be traced and credited correctly. Please ensure to annotate your child’s name and grade on the bank transfer to enable us to timely identify and locate the transfer.

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 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.

FOR FEE PAYMENT & SCHEDULE FOR 2017-2018, PLEASE REFER TO OUR WEBSITE www.rafflesis.com

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 (as on 31st. December)
- d) Information provided on the student's Transfer Certificate
- e) Regulatory body of 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 12 Grade numbering convention. **RIS follows the 13 year system.**

Typical Age of Student	12 grade system followed by some schools	RIS -(13 year system) (Years)	RIS- 13 year system, Curriculum followed
17-18	12	13	
16-17	11	12	A-Levels
15-16	10	11	IGCSE
14-15	9	10	IGCSE
13-14	8	9	CS1(Cambridge Secondary 1)
12-13	7	8	CS1
11-12	6	7	CS1
10-11	5	6	CP(Cambridge Primary)
9-10	4	5	CP
8-9	3	4	CP
7-8	2	3	CP
6-7	1	2	CP
5-6	KG 2	1	CP
4-5	KG 1	Foundation Stage 2(FS2)	Montessori with Integrated Cambridge Primary(CP)
3-4	Nursery		Montessori

The ages shown here are typical, and there may be occasional exceptions. The age cut-off date is as on 31st. December of the academic year.

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

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

Switchboard		04 427 1200
Front Desk	admissions@rafflesis.com	04 427 1261/1262
Admissions	admissions@rafflesis.com	04 427 1273/1277
School Secretaries:	hemalatas@rafflesis.com	04 427 1257
	valerien@rafflesis.com	04 427 1240
	sandraa@rafflesis.com	04 427 1225
School Nurse	lalithan@rafflesis.com	04 427 1246
Accounts	accounts@rafflesis.com	044271200 ext. 1251/1253/1254
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

All students should be in school by 7:40 am. Please ensure you drop off and collect your child promptly at the start and end of each school day.

Please ensure your child immediately goes to the School Atrium and joins his/her Class ready for the regular school assembly

PLEASE ENSURE YOUR CHILD DOES NOT WALK TO THE CLASS ROOM OR AROUND THE SCHOOL CORRIDORS

Parents are requested to leave the school premises once they have dropped off/collected their children

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.

Uniforms 2017-2018		
Year : FS2	Year 1 to 6	Year 7 to 12
Boys	Boys	Boys
Raffles Maroon Polo T-shirts	Raffles Maroon Bermudas	Raffles Khaki Trousers
Raffles Maroon Bermudas	Raffles Maroon Trousers: optional for Year 5 &6	Raffles White Shirt (short / long sleeves)-only plain white T-shirt may be worn under the school uniform shirt
Foot Wear: Black leather school shoes & white socks	Raffles White Shirt (short / long sleeves)	Foot Wear: Black leather school shoes & white socks
	Foot Wear:Black leather school shoes & white socks	

Girls	Girls	Girls
Raffles Maroon polo T-shirts Raffles Maroon Bermudas Foot Wear: Black leather school shoes & white socks	Raffles Maroon Skirts or Trousers Raffles White Shirt /Blouse (short / long sleeves) Foot Wear:Black leather school shoes & white socks	Raffles Khaki Skirts or Trousers Raffles White Shirt/Blouse (short or long sleeves) Foot Wear:Black leather school shoes & white socks
PE	PE	PE
Raffles Maroon & Gold T-Shirt Raffles Black Micro Fibre Shorts Foot Wear: White shoes & White socks	Raffles Maroon & Gold T-Shirt Raffles Black Micro Fibre Shorts Foot Wear: White shoes & White socks	Raffles Maroon & Gold T-Shirt Raffles Black Micro Fibre Shorts Foot Wear: White shoes & White socks
Sweater	Sweater	Sweater
Blue V-Neck Sweater	Blue V-Neck Sweater	Blue V-Neck Sweater
Others	Others	Others
Caps- Standard Maroon Base Ball caps Wide Rimmed Hats Raffles Book Bag Swimming costume	House T Shirts& Caps- <u>Only for Yerar4,5 & 6</u> Red,Green,Yellow,Blue Standard Maroon Base Ball Caps for Yr 1 to 6 Wide Rimmed Hats Swimming costume	House T Shirts & Caps (Yr7 to 12) Red,Green,Yellow,Blue Standard Maroon Base Ball Caps for Yr 7 to 12 Swimming costume
Optional Items	Optional Items	Optional Items
Art Smock Scrunchies(for girls) Hair Band(for girls) Socks (white) PE Jacket & Track Pants	Raffles Back Pack Art Smock Scrunchies(for girls) Hair Band(for girls) Socks (white) PE Jacket & Track Pants	Raffles Back Pack Art Smock Scrunchies(for girls) Socks (white) PE Jacket & Track Pants
	Headscarves: White, Black, Maroon or Navy - (Solid color only) not available at the store	Headscarves: White, Black, Maroon or Navy - (Solid color only) not available at the store

You may purchase school uniforms from the supplier directly:

Sumeru Trading LLC
J3 Mall (Opposite Choithram Supermarket)
Al Wasl Road, Umm Suquiem 2
Contact person : Ms Arcelie
Mobile Number : 0555709237
Timings : 10 am to 7 pm (Saturday to Thursday).

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 payment is required to be completed before the start of the semester in September and before the student starts attending class. Please refer the Fee Structure mentioned above Schedule 'C'.

AFTER SCHOOL ACTIVITIES

RIS 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 7.45 am till 1.30 pm and hot meals or snacks can be purchased.

TRANSPORT

Raffles International School has contracted Arab Falcon Bus Rental LLC, a reputable transportation company which is being used by a number of schools in Dubai to ensure that we are providing our students a safe, reliable and professional transport service.

Whilst every effort will be made to accommodate all requests, the decision on whether the student is being allocated a seat rests with Arab Falcon Bus Rental which would depend on whether there is available seat on existing buses and the student resides along the planned bus routes.

If you require transportation services kindly fill the form available on our website or at the reception and return to the transport office in school or email it to csr.ris@arabfalcondubai.ae or fax it to 04 4271201.

For any query kindly call Customer Care Representative of Arab Falcon on 055 4591027 or email to csr.ris@arabfalcondubai.ae.

PARKING- Authorization

- Please ensure you are courteous and respectful to other drivers and staff at all times.
- Please follow directions given by our security guards and members of staff who direct traffic at the busy times of the day as this helps keep your children safe.
- Be very careful when driving and parking in the car parks, 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.
- Complaints about any parking or bus issues can be made to the Administration Manager.
- Please do not park your car in the following places during the school day
Bus Parking Area/Staff parking area/Administration parking area in front of the school.
- Please fill the Authorization Form available at the front desk in relation to collecting and dropping off your child at school.

SECURITY – PARENT ID CARDS

Parents are requested to help us make our school community a safe environment by ensuring they carry with them their Parent ID cards while visiting the school. Additional cards required may be purchased and you may please upload your details to <http://apps.innoventureseducation.com/ris/parentid/>. If you experience any difficulty with this, please contact rissouthhelpdesk@rafflesis.com

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. It is important that the school has up to date contact information maintained in the school systems in order for all communication from the school to reach the parent in a timely fashion.

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

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 www.rafflesis.com

Terms & Conditions

1. School Fees

Please refer to information on fees given in **Schedule A (for existing students) and Schedule B (for new students) on the website www.rafflesis.com** for the relevant academic year.

2. Additional Costs

Parents are also responsible for any additional cost of students attending Raffles International School (RIS) which include but not limited to educational materials fee; school uniform; meals; replacement Student ID Cards etc as identified in **Schedule C** 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, Cash or **Credit card** for the entire Semester, whereby payment is received by 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 or applicable Registration/Re-registration fee, whichever is higher, is payable .

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

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

3.1.4.4. If attending more than six weeks of a Semester then full Semester fee is payable.

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. Refund of Registration and Re-registration Fees:

- 5.1 Registration/Re-registration fee is not refundable, but will be adjusted against Semester fees if admission is confirmed.
- 5.2 Registration/Re-registration fee paid cannot be deferred or carried forward to next Semester/academic year nor can be adjusted towards fee due for sibling

6. Refunds

- 6.1. 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.
- 6.2. If such notice is received by this date, the school fees paid in excess of Registration/Re-registration fee amount shall be refunded in accordance with RIS refund policy. Registration/Re-registration fee is non-refundable.
- 6.3. All other refunds shall be calculated on the duration of attendance in the Semester in which the leaving date falls:
 - 6.3.1. For attendance of less than two weeks in the Semester, then one month's fees or applicable Registration/Re-registration fee amount, whichever is higher, is payable, and the remainder of the Semester fees refunded.
 - 6.3.2. For attendance of more than two weeks but less than one month in the Semester, then two month's fee is payable, and the remainder of the Semester fees paid will be refunded.
 - 6.3.3. For attendance of more than one month but less than six weeks in the Semester, then three months fee is payable, and the remainder of the Semester fees will be refunded.
 - 6.3.4. If attending more than six weeks in the Semester, then full Semester fee is payable.
 - 6.3.5. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.
- 6.4. 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.
- 6.5. Registration/Re-registration fee; educational materials fee; Uniforms; and other sundry expenses, including those indicated in Schedule C, are not subject to refund.

7. Documentation

7.1. (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:

7.1.1 One copy of Student and Parents' current and valid passport

7.1.2 One copy of Student and Parents' current and valid UAE residency visa

7.1.3 One copy of Student's birth certificate (in English or Arabic only)

7.1.4 One copy of Student's previous two (2) year's school/nursery reports (in English only)

7.1.5 Passport photographs of the Student x 4

7.1.6 Copy of Student's immunization records

7.1.7 Transfer/Leaving 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.)

7.1.8 Registration of child's enrolment with KHDA: on confirmation of enrolment by the School, it is mandatory to register the child with the KHDA within the timelines defined by the School and the KHDA, by swiping the Emirates IDs of the student and one parent in the electronic machines available in the School

7.2. 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).

7.3. 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.

7.4. 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.

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

8. Parent School Contract (PSC): (applicable for both new and returning students) it is mandatory for Parents and Students of age 15 years and above to sign the Parent School Contract for each academic year before the start of the school as defined by the KHDA.

9. 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.

10. 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 authorized guardian and should not be residing independently.

I have read and understood the Terms & Conditions for Admission and Re-enrolment, and confirm acceptance of my payment duties, obligations, and rights herein by signing below:

Signatory One:

Signatory Two:

I, [.....]
Parent's or Guardian's name

I, [.....]
Parent's or Guardian's name

Am the legal Parent or Guardian of:

Am the legal Parent or Guardian of:

[.....]
Student's name

[.....]
Student's name

DATE: