

# A PARENTS' *GUIDE*

to Al Mawakeb



January 2018



مدارس المواقب  
Al Mawakeb Schools  
managed by AMSI

pines; and UNESCO and the INTERNATIONAL ASSOCIATION OF  
UNIVERSITIES, *Higher Education and Development in South-*  
*east Asia*, 3 vol. (1967), which contains useful background  
materials in the form of country profiles.

## **Education, Philosophy of**

Philosophy of education is a field of inquiry, speculation and application in which philosophical methods are applied to the study of a problem, topic, or issue. Characteristic of these methods is the attempt to think as accurately, clearly, coherently, and as fully as possible. Analytical philosophy of education should end with the clarification and justification of educational statements. In practice, however, the field includes a wide range of material written on education by influential philosophers. There is, therefore, much overlap between the history of education, and ultimately between the two fields.

*transforming lives...*



As a complete solution provider, AMSI caters to every genre of educational institution at all levels of the academic delivery process be it inside the classroom, within the confines of a laboratory, in the multimedia room, in the activity room, in the sports center, or anywhere where a learning curve is growing or an academic is at work.

## AMSI Philosophy

What if we could better academic delivery and enhance student perception of standard programs? What if we could improve the integration of ICT applications into the standard classroom? What if we could guide schools to improve their performance with total integrity and commitment to social development and welfare?

*What if we never stop asking?*

At AMSI, the what-if questions were about trust and commitment... the answers were always about parents and children and the drive of humanity...

Contact Us!

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Al Mawakeb - Al Garhoud

Al Mawakeb - Al Barsha

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The content of this booklet is subject to change.  
Please visit our website regularly for any updates.

## Guiding Statements

### Our Vision

In a complex and rapidly changing world, we will steadfastly provide an excellent education in a caring and respectful environment dedicated to the wellbeing and happiness of all students.

### Our Mission

At Al Mawakeb, we are convinced that every human being is valuable and deserves the opportunity for self-realization and self-fulfillment. We are committed to providing a high-quality education and applying a distributed leadership model that will encourage our students to embrace accountability, self-reliance and teamwork in their daily lives. We aim to work with parents, students, teachers and other stakeholders to provide all students with a caring, sustainable and inclusive learning environment in which collaboration, innovation, talent, and critical thinking are valued and encouraged, thus empowering children to achieve their fullest potential. We are committed to developing their 21st century skills and building students to become well-rounded, goal-driven and holistic individuals who are advocates of multiculturalism and are capable of solving global, local, and environmental issues. We will challenge students to take personal responsibility for their own learning and to apply their learning to a diverse and changing world.

### Internationalism/Interculturalism at Al Mawakeb

Internationalism at Al Mawakeb is perceived through collaborating effectively in a diverse and multinational community and preparing our students to face future challenges and become global citizens. To that end, we will create a culture of openness and acceptance of the diverse views and beliefs emerging from our multicultural community. We will also build our students' linguistic proficiency in 3 languages (Arabic, English & French) while encouraging them to practice their native language at home and elsewhere.

**The curriculum we adopt supports the school's commitment to internationalism through:**

- Triggering our learner's curiosity to investigate the school's multicultural community
- Considering the globalizing world and grasping exciting opportunities for international exposure and education
- Developing their problem solving skills so that they contribute in tackling worldwide issues
- Providing a variety of opportunities to demonstrate their entrepreneurial skills
- Embedding internationalism into content areas to continuously inspire students to innovate in their learning

**We take personal responsibility in:**

- Celebrating a diverse range of values and beliefs through school wide activities
- Providing a platform for our young leaders to initiate awareness campaigns about global and international concerns
- Broaden students' global communication through ample venues

### OUR CORE VALUES

- \* FAMILY
- \* HONESTY
- \* EXCELLENCE
- \* LEADERSHIP
- \* COMMITMENT
- \* RESPONSIBILITY
- \* RESPECT
- \* CARE
- \* TOLERANCE & ACCEPTANCE



Al Mawakeb, Al Garhoud - licensed by the KHDA (Knowledge and Human Development Authority) of Dubai, UAE (License #20119) - founded in 1979.

Al Mawakeb, Al Barsha opened in 1997 - licensed by the KHDA of Dubai, UAE (License #20120).

Al Mawakeb Schools are managed by AMSI and provide a most comprehensive university preparatory education to students of all backgrounds and nationalities.

Al Mawakeb boast a student body of over 5,800 with over 70 nationalities represented in both of its campuses.



Although our medium of instruction is English, we have a multilingual learning environment. Students study English, French, and Arabic from K-12. All students are required to take all academic subjects. Non-Muslims only are exempted from Islamic Education.

Upon completing twelve years of study, students receive a high school diploma which enables our graduates to pursue higher education worldwide.

## Curriculum

### Curriculum Statement

The Al Mawakeb curriculum reflects our commitment to personal development and academic excellence. The structure and content cater for the cultural and social sensitivities of the complex demographic population of our schools. It is language-rich, student-centered, skills-driven and outcomes-focused, consisting of a dynamic, flexible and comprehensive blend of international curricula.



We follow a US Curriculum within an international context that suits the complex and diverse population of our school. Our academic program includes the core subjects of English, Mathematics, Science, Arabic, Islamic education as well as Social studies, Physical education, Computer Science, Music, Arts and French language. The curriculum guidelines provide the challenge, progression and rigor that help all students to be prepared for their next level of education. Our curriculum is aligned with CCSSM/E (Common Core State Standards Math/English), NGSS (Next Generation Science Standards) and California State Standards, and the UAE Ministry of Education, where applicable.

Our extra-curricular activities (ECA) program offers a rich variety of after school activities, clubs and academic support that provide students with a well-balanced learning experience.

In addition to achieving specific academic program goals, our curriculum emphasizes the development of critical thinking skills and intercultural learning. Our resulting ethos emerges as a school-wide sense of family, respect, responsibility, honesty and kindness as well as a conscious drive to maintain strong morals, sound ethics and a commitment to the development of global citizens who will become agents of change and progress in their community.

A variety of academic support programs and intervention strategies enable the teachers to fulfill the school mission to meet the identified needs of the local community through an admissions policy committed to inclusion.

The student-centered approach with interdisciplinary and differentiated teaching and learning allows students to develop their full potential. As a result of the range, diversity and progression of our rigorous and comprehensive curriculum, our students secure admissions to English medium uni-

versities worldwide. This progression ensures the students continue their academic progress and personal development beyond school to succeed in a range of career pathways.

### **Kindergarten**

Students in KG are introduced to a trilingual program of English, Arabic and French. Students are immersed in all three languages in all learning opportunities.

### **Primary (Gr. 1-5)**

Students from Gr. 1 begin instruction in English. Students are trained to be more independent in all aspects of their school work. Students from Gr. 1 have the option to take Arabic B, French B, Social Studies in English and Islamic Education in English. Parents are asked to consult the Head of Section before registering for the above mentioned courses.

### **Middle School (Gr. 6-8)**

In middle school, students begin building their foundation for the rigorous high school program. Students develop their skills in analysis and research. They learn to be more responsible and accountable for their learning.

### **High School (Gr. 9-12)**

Students in high school begin a rigorous program in preparation for university. The process of understanding the options available to them in career and university choices begins in high school. Upon completion of grade 12 students receive a high school diploma certified by KHDA. Students have the option of attending any university system worldwide. Students are given clear information to all required standardized test. (PSAT, SAT, TOEFL, IELTS) and university admission requirements.



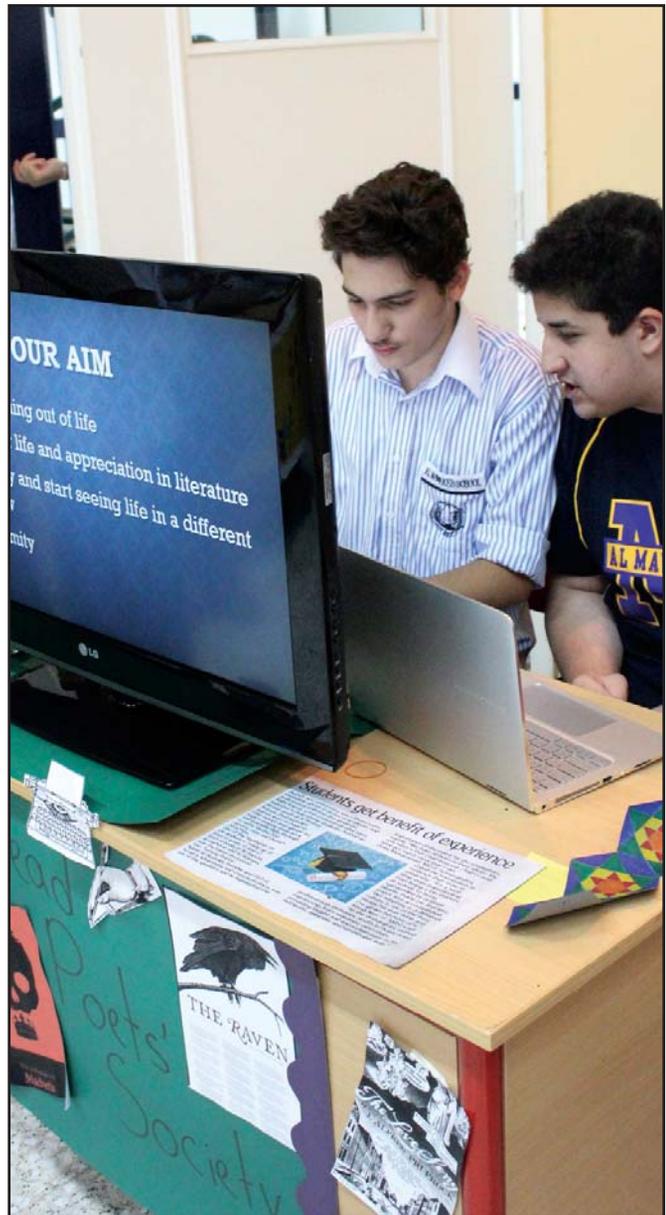
## Student Life

We take pride in the belief that a well-rounded education coupled with various activities offer the students a chance for more personal involvement with their school and its faculty. Students often realize their potential in extra-curricular activities, and their interaction with others in non-academic forums allows them the chance for self-fulfillment. At Al Mawakeb, we strive to create these opportunities for our students and watch them grow into responsible young adults who will give back to their communities.

There are many clubs for the students to join. These clubs aim at enriching their experiences and enhancing any talents they may have as well as helping them discover new ones. Some of these clubs include but are not exclusive to: Scouts, Student Council, Drama, Art, Computer Club, Photography Club, Science Club, Math Club, Environment Club, Robotics, Business Club, Humanitarian Club, Model United Nations, Music Club, Heritage Club and so much more.

In addition to regular physical education classes, the school extends its sports activities to involve varsity teams for girls and boys. Practice is after school hours. Varsity teams include basketball, volleyball, and football.

All clubs are under direct supervision and guidance by our staff and teachers. Most of the club meetings take place during school hours.



## Student Services

### Technology-Centered Environment

All classes from 1-12 are equipped with full multimedia capabilities. This allows our teachers to actively access our data-base and library and the internet to retrieve data, and therefore enhance the classroom material with predesigned and approved processes. Our students are thus able to develop and learn through active engagement. The classroom technology components include a multimedia projector, an interactive board and a classroom server wired into the main network and database servers.

The school is equipped with technology rooms especially set up for ICT Studies, and Computer Sciences Courses.

In grades 11 and 12, where the Notebooks for Books (N4B) environment is deployed, the technology is more advanced. N4B classrooms are structured to allow the use of notebook computers in the place of books. This gives students immense access to resources under teacher supervision. The notebooks are loaded with respective curriculum data so that all their resources and references are electronically available.

### Library

The library includes a host of references and scientific and cultural publications in Arabic, English, and French. A wide range of novels in the three languages is available for students. Students who visit the library also have access to PC's that have all the appropriate internet provisions necessary to allow them to have adequate research access.

### Science Labs

The science laboratories are fully equipped for each of the sciences taught (Biology, Chemistry and Physics). Each student has direct and supervised access to the material and instruments needed to facilitate the understanding of scientific concepts and procedures. Our lab technicians are readily available to prepare any hands-on activities as well as experiments that are age-appropriate and that enhance our science curriculum and enrich their grasp of science.

### Art Workshops

The Art workshops provide an opportunity for students to develop their creativity. The school has several art workshops equipped with all the necessary materials.

### School Clinics/Medical Services

A resident doctor oversees the clinics across all sections of the school. Each clinic is staffed by a nurse and meets all the standard requirements of the Ministry of Health. All parents are required to share all relevant medical issues and vaccination information with the school upon registration.

### Bus Services

The school provides transportation for students to most locations in Dubai, Sharjah and Ajman. On board, video surveillance cameras monitor bus activity to ensure the safety of our students and staff. Parents may also track the assigned school bus in real time through our GPS System by logging into the school portal.

### School Cafeteria

The school cafeterias serve students from Gr. 1-12 and are open during break time. A selection of nutritious snacks, sandwiches and salads are available for students. Cafeteria coupons are the only form of payment accepted in the school cafeteria. Cash is not accepted. Cafeteria coupons can be purchased in the administration throughout the year.



## University & Career Guidance Counseling

The University & Career Guidance Counseling program at our school is designed to support all students by helping them acquire complete familiarity and understanding of university admission processes and providing guidance and information, for them to explore and research career pathways.

Some of the services and support that we offer through the University & Career Guidance Counseling Center include:

- 1) Individual/group meetings and workshops for students to advise and guide them about university requirements and preparations, as well as university life and career options.
- 2) Registration and preparation information for SAT (I & II), TOEFL, IELTS and CEPA.
- 3) Opportunities to meet with university representatives from the UAE, USA, Canada, Australia, UK, Europe, MENA region and worldwide.
- 4) An E-Guidance folder containing detailed information regarding University Admissions requirements is loaded on the students' laptops. A University Handbook is also available on the school's official website. [www.almawakeb.sch.ae](http://www.almawakeb.sch.ae).



## Graduation Requirements

What are the overall High School Graduation requirements?

Subjects	Years	Credits
English	4	4
Arabic	4	4
Sciences – General Sciences, Biology, Chemistry, Physics	4	4
Math	4	4
Social Studies	4	2
Islamic Education (Required for Muslims)	4	2
French	4	2
P.E	4	2
Visual/Performing Arts	1	0.5
Electives	4	3.5

*\*Students need 1 year (1 course) of Visual/Performing Arts in order to graduate.*

*\*Visual Arts is counted as an elective.*

### Why are electives important?

- They strengthen college applications. Electives can also play a role in helping students discover new hobbies or career interests.
- They offer a way for students to pursue an area of interest that they may have.
- They offer Insight to courses for them to make better decisions.

### How do students decide on which electives to take?

- Students must develop a clear interest in a particular subject. This subject can be anything: biology, writing, playing the piano, computer programming, etc. Colleges like to see passion and dedication to a specific topic, and electives are a great way to show them what students' interests are.
- Students must choose electives that relate to their main academic focus. If a student wants to major in business, they could take electives in related topics such as Business, Management, etc. In addition, if they want to go to medical school, students could take related courses such as Biology, Chemistry, Nutrition, etc.

**What is an AP course?**

Advanced Placement (AP) offers college-level curricula and examinations to high school students in US curriculum schools and it is a yearlong course.

- It gives the students the opportunity to experience college-level work and gain in depth knowledge of a subject.
- It helps develop deep passion for a subject.
- It provides students with a competitive edge with university admissions process worldwide.
- Students have the chance to earn university level credits from institutions worldwide if exam results are strong

**AP courses (1 credit – 6 periods)****Electives (1/2 Credit – 3 periods)**

- 1- AP Biology (Grades 11 &12)
- 2- AP Calculus (Grades 11 &12)
- 3- AP English (Grades 11 &12)
- 4- AP Chemistry (Grades 11 &12)
- 5- AP French (Grades 11 &12)

**Please note** AP Calculus and AP English replace regular English and Calculus classes and are not counted as electives.

**Electives (1/2 Credit – 2 periods)****Grades 9 and 10**

- 1- Networking & Safety (ICT)
- 2- CS Languages (ICT)
- 3- Intro to Arts
- 4- Sustainability and Our Environment
- 5- Health and Fitness
- 6- Health Sciences
- 7- Intro to Business
- 8- Principles of Photography

**Electives (1/2 Credit – 3 periods)****Grades 11 and 12**

- 1- Business Computer (ICT)
- 2- Mechanics (Gr. 11)
- 3- Advanced Biology
- 4- Organic Chemistry
- 5- Nutrition
- 6- Creative Writing
- 7- Business, Management and Administration

### What are the requirements to join an AP course?

- Strong performance in the prerequisite subject and overall solid academic standing.
- They are recommended by the Heads of Sections and teachers and require the final approval for withdrawal and entering the AP course.

### How demanding is an AP course?

- The amount of material covered in an AP course is quite extensive and immersive; therefore, students must be interested, organized and disciplined.
- AP courses and exams require high level of analytical and critical thinking.
- An AP course demands excellent time management to handle the rigorous course load.

### Which grades are eligible to take the AP exam?

G11 and 12 students are eligible to register for AP courses.

### How are AP exams scored?

Each AP exam is given a score from 1 to 5.

5: Extremely Well Qualified

4: Well Qualified

3: Qualified

2: Possibly Qualified

1: No recommendation

Any score of 3 or higher is considered passing. Receiving credit for an exam grade varies from universities to university. The College Board website has a list of universities and the credit it offers for specific subjects and grades. [www.collegeboard.com](http://www.collegeboard.com)

### How do students register for an AP exam?

- The school registers the students for AP exams. Students will be required to pay a registration fee
- The exam will be conducted in school in the month of May

**For further information and inquiries, please contact the Guidance Counselor:**

**E-mail:** [guidance@almawakeb.sch.ae](mailto:guidance@almawakeb.sch.ae)

Students can visit the guidance counselor's office during school hours with the permission of the heads of sections.

Parents can take an appointment via e-mail or through the school receptionist.



**AL BARSHA CAMPUS**

Home | Learn Online | Dubai Expo2020 | UAE Vision 2021 | Graduation | Photo Gallery

**Sports Day, Grade 5-8 Girls** February 9, 2016

Our sports stars left their classes for a day to compete in the annual Sports Day competition. Students from grades 5 to 8 ran, played, and laughed their way through 12 different games while practicing good sportsmanship and teamwork. Everyone had a great time.

[Read More](#)

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**Catapult Competition** January 27, 2016

For weeks, each of the grade 11 classes built their own catapults to be tested in a final head to head competition. During break, all 3 catapults were brought out to the break to see which one was more efficient in launching a water balloon across the playground.

[Read More](#)

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**Presentation About Diabetes** January 27, 2016

Our Health Committee prepared and conducted a presentation about Diabetes; its causes and ways to maintain a healthy lifestyle. They showed their support as a part of the awareness campaign that took place in the school.

[Read More](#)

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**January 26, 2016** إيماراتنا.. ثراثنا عريق

نضع بين يديك عزيزي الطالب، أولى الكلمات المنطوقة في لشكي "حيايا الوات"؛ الكلمات المنطوقة للصوف 7، 8 و 9. الكلمات المنطوقة للصوف 10، 11 و 12. لتزيد من المنطومات؛ موسوعة الإمارات العربية، الإنسكف والحياة البحرية

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**National Day 44** December 17, 2015

To honor the UAE as it enters its 44th year, we hosted our annual National Day Celebration composed of speeches and performances. This year we recognized the martyrdom of UAE soldiers who have bravely fought to defend this great country. Students paid tribute to the sacrifices made by these heroes as a part of Martyr's Day.

[Read More](#)

Username

Password

[Log In](#)

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Holidays | Exams | Others

**Important Links**

- UAE 44th National Day Chronicle
- UAE Vision2021 - First Rate Education System
- Parent-School Contract
- Graduation Chron
- Al Mawakeb Scho
- Virtual Tour
- Expo 2020 Newsl

**E-services**

- GPS bus tracking

introducing... **iCampus**

**Quote of the Day**

"The Union shall f  
- Sheikh Zayed Bi

**iCampus**  
IS NOW AVAILABLE ON  
YOUR MOBILE

**Available on:**

ANDROID APP ON Google play
 Available on the App Store

## Online Services

### Staying Connected

Al Mawakeb offers a host of online services that open a direct link between parents, students, teachers and the school administration. We are using various technologies, beyond the traditional formats, to communicate in a time-efficient way with our community.

All the information you need to know about the schools can be found on our school website at [www.almawakeb.sch.ae](http://www.almawakeb.sch.ae).

We also connect and interact with our parents and students through our school portal (iCampus) which provides a host of online services that enhance learning and offer an effective channel of communication between them and the school. The portal serves as an interactive tool for individualizing family information, allowing us to share goals, news and progress reports with parents, soliciting their support and involvement in their children's learning experience. Services such as viewing report cards, weekly homework and accessing lessons online are some of the many services that the portal has to offer.

Parents & students can also download the school portal app on their mobile phones by searching for **iCampus** on Google Store or App Store, allowing them to stay connected, informed and up to date on important tasks & events.

Parents can also stay up-to-date on all the school happenings in real-time through our E-Circulars and our social media platforms on:

 @Mawakeb\_Garhoud & @Mawakeb\_Barsha

 @AlMawakeb\_AlGarhoud & @AlMawakeb\_AlBarsha

Visit our school portal on:



barsha.almawakeb.sch.ae



garhoud.almawakeb.sch.ae

## General Rules & Regulations

We believe that every student strives to a respectable and responsible individual. It is the role of the school to guide each individual to reach their maximum potential by learning how to become more self-disciplined, self-reliable and self-aware.

We teach students to reflect and learn from the mistakes by being accountable for the actions.

We believe in working with students and psrents to resolve any issue related to students academic, social and emotional well-being.



### Uniform/General Appearance

- Students are required to be in school uniform daily.
  - Students must wear closed shoes or sneakers at all times. Sandals and slippers are not permitted.
  - PE uniform and sneakers are required for PE classes.
  - Additional sets of the uniform can be purchased throughout the year at the school uniform shop.
- Not wearing appropriate uniform to school could negatively affect students' conduct grade.
- Girls: Make-up, jewelry, nail polish are not allowed in school. Hair must be tied back neatly.

**Note: The school reserves the right to refuse any student entry to class if the uniform code is not observed.**

### Mobile Phones

Mobile phones are prohibited in school. If a mobile phone is found with a student during school hours, it will be confiscated/discarded. Conduct points will be deducted.

### Leaving Early/Arriving Late

Students will not be allowed to leave the school before the end of their school day unless the parents have sent a consent note and followed up with a call. Students who arrive late will not be admitted into classes unless they have a consent note and the parents have called to inform us about the delay.

Both cases are highly discouraged as they disrupt the academic process.

### Absence during quiz/exam

A makeup exam is given only when absence is justified by a medical report.

### Student Attendance and Punctuality Policy

Student's punctuality and attendance levels affect the school's ability to provide an effective education. Consistently late or absent students also disrupt the learning experiences of other students in the school. Parents, students and the school staff must work together to improve and maintain good punctuality and high attendance rates.

#### Student Attendance Policy

Students' attendance is recorded daily by the Heads of Sections. All absence must be reported by parents to the respective Head of Section by email or a phone call. Absence due to medical reasons must be justified by a medical report from a doctor. Students' attendance is recorded and noted in the school report card. Unexcused absence could result in deduction from conduct grade and student may be subject to disciplinary action.

#### Punctuality Policy

It is our firm belief that punctuality is essential to the development of responsible and mature students. We hope that from the beginning of the year, you child will show maximum commitment to arriving to school on time and avoid the negative impact of late arrival.

Punctuality policy for Grades (1→12)

- First bell and national anthem – 7:40 in the school playground
- First period/Attendance – 7:50
- Any student arriving to class after 7:50 will not be permitted to enter the first period class

The following applies for Grades (4→12) students only:

- Each late arrival will result in the deduction of 2 points from the student's conduct grade. (Note: conduct grade is calculated into average at the end of the year)
- In case of quiz/exam – student will be allowed to enter with permission from Head of Section but will not be given additional time
- 2x late arrival - verbal warning and parents informed
- 3x late arrival - parents sign a notification letter
- 4x and onwards late arrival – student will have detention the following school day until 4:00 pm
- If a student fails to attend detention, an additional 5 points will be deducted from the conduct grade and he will have to stay on detention the following day
- If a student fails to attend the second detention, he will be suspended for one day
- Adherence to punctuality and attendance policy is a factor in continued enrollment

*\*Refer to the parent contract on our school portal for details on expectations and consequences.*

### Anti-Bullying and Cyber Bullying Policy

Al Mawakeb has a zero tolerance policy with regards to bullying of any member of the school at any time. This includes on and off school premises, threats, intimidation and abuse whether physically, verbally or in writing or through the internet (cyber-bullying).

Students will be held accountable for cyber bullying, even if it occurs off-campus.

Parents are requested to carefully monitor their children's use of the internet and to ensure that they maintain respectful and appropriate behavior when using the internet.

Students involved in bullying or in aggressive behavior will be subject to disciplinary action and they will receive appropriate counseling and support to correct the behavior. Repeated offense could result in suspension or eventual expulsion from school.

### Child Protection Policy

The health, safety and well-being of all our children is of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

All staff are expected to report suspected incidences of child abuse or neglect to the child protection officer in the school.

\*All other school policies are posted on the school portal.





## SEND (Special Educational Needs & Determination)

### SEND Admission Policy

The Principal and Senior Leadership Team (SLT) are authorized to admit students when they determine that adequate provision can be made for the particular needs of SEND students.

### Definition and Categories of SEND

#### Definition:

A child has a learning difficulty if they:

- Struggle to learn more prominently than the majority of children of the same age
- Have a disability which prevents or hinders them from making use of educational facilities
- Have had an assessment with an external agent (i.e., Educational Psychologist, Occupational Therapist) which provides data regarding student strengths, challenges and suggested teaching/learning strategies

#### Categories:

- Behavioral, social, emotional
- Sensory and physical
- Medical condition or health related disability
- Communication and interaction
- Learning
- Gifted and talented
- Physically disabled
- Mentally impaired

#### The Special Educational Needs Support Team consists of:

- Teacher(s)
- Inclusion Champion
- Inclusive Education Action Team
- School Nurse

**Morning arrival:**

Classes begin at 07:50 sharp. The first bell rings at 07:40 for students to line up and get ready for class.

**For KG:**

- Classes begin at 07:50 and end at 14:25 every day
- Fridays and Saturdays are off

**For Grades 1 through 8:**

- Every day consists of 7 periods
- Every period is 50 minutes long
- There are two breaks during the day (from 10:20 to 10:45 & from 12:25 to 12:45)
- Classes end at 14:25
- Busses move at 14:30
- Fridays and Saturdays are off

**For Grades 9 through 12:**

- Every day consists of 7 periods
- Every period is 50 minutes long
- There is one break during the day (from 11:10 to 11:55)
- Classes end at 14:25
- Busses move at 14:30
- Fridays and Saturdays are off

**School Gates/Entry and exit from school**

Al Mawakeb – Al Barsha

- KG – Gate 7 or 8
- Gr. 1, 2, & 3 – Gate 8
- Gr. 4 + Girls, Gr. 5-12 – Gate 6 or 7
- Boys Gr. 5-12 – Gate 3

Al Mawakeb – Al Garhoud

- KG – Gate 3 or 4
- Gr. 1, 2, 3, & 4 – Gate 3 or 4
- Girls Gr. 5-12 – Gate 3 or 4
- Boys Gr. 5 -12 – Gate 1

**KG – Gr. 4 students who go by private transportation must be picked up from class by a parent or an approved guardian.**

## Contacting the School

### To meet with the Principal:

Call the school to schedule an appointment.

### To meet with Teachers/Heads of Sections:

We believe strongly that school/parent communication is important and we value the opportunity for such communication. We recommend that parents communicate with children's Head of Section (HOS) through email. You can locate the respective HOS email on the school website.

- Meeting with the HOS can be arranged by email or through the school receptionist.
- Individual meetings with teachers can be arranged for parents by the HOS through an email request specifying the subject teacher that you wish to meet
- Parent/ Teacher conferences take place several times in the year. Parents of each section are notified of these meetings through email, circular or SMS

### To deliver a message to children:

Call the school before 13:00 (Gr.1-12) / before 12:00 (KG)

If the respective administrator is not available, leave the message with the reception.

The school is not responsible for any messages left after the time indicated above.

For any comments or inquiries, you can also contact us on:

For parents at Al Mawakeb-Al Garhoud: [gparent@almawakeb.sch.ae](mailto:gparent@almawakeb.sch.ae)

For parents at Al Mawakeb-Al Barsha: [bpagent@almawakeb.sch.ae](mailto:bpagent@almawakeb.sch.ae)

### General

- School transportation is available to students registered for the bus from KG - Gr. 12
- Students are assigned to their bus upon registration
- Students in the first seat must buckle the seatbelt at all time
- Moving around or standing when the bus is moving is not allowed
- Students are picked up and dropped off only in the designated location agreed upon with the parents. Parents must draw a map indicating the exact location of residence
- Students are not allowed to switch buses without permission from their Head of Section
- Students are not allowed to keep the bus waiting in the morning or afternoon
- Students are not permitted to leave bus transportation unless parents have notified the respective HOS
- Any changes in residence must be reported to the HOS and transportation supervisor
- Students who misbehave or violate bus transport rules may be subject to suspension from the bus or face other disciplinary action

**Note: We ask that all parents report any matters concerning safety or incidents on the bus directly to the HOS and not to address the driver or the helper on the bus.**

### Use of school bus

Students who are not registered in the bus service are not allowed to use the busses.

Students who are registered in the bus service are not allowed to switch busses on any day.

### Ride with friends

Students who are registered in the bus service are expected to go home by bus at all times.

These students may not go in their friends' cars unless their parents have sent notes of consent to the fact or called the respective administrators.

## Health & Nutrition

Health, fitness and leading a healthy lifestyle are a priority at our schools. We firmly believe that students must learn to make healthy choices with their meals and develop consistently good habits for being physically active and fit.

- All students are encouraged to bring healthy and nutritious food to eat during break time
- Sugary or carbonated drinks, candy, chips and cookies are not allowed
- Energy drinks are not permitted in the school
- Our school does not allow birthday or other celebrations in classes. Parents are requested to not send birthday or any occasion cakes
- We encourage students to bring snacks in reusable containers and reusable water bottles to support reduction of waste and encourage recycling

**Students of KG** are required to bring packed lunches from home. Their snack is eaten in class under the supervision of the class teacher before they exit to the playground. A cafeteria is not available for these classes. Clear guidelines and recommendations about contents for packed lunches are provided to parents in the beginning of the year.



## Semester Average & Semester Exams

There are two semesters in the Academic Year. Each semester is approximately 17 weeks. Semester one and two are followed by semester exams. The students' cumulative average from all semesters and exams determines the final average per subject.

### Promotions

Promotion is granted to a student if a passing average is achieved in all subjects by the end of the year.

- A student who finishes the year with 1-3 failing marks is eligible to sit for a make-up exam at the end of June.

A passing mark in all subjects is required for promotion to the next grade.

Promotion is denied if a student finishes the year with 4 or more failing marks (The student will not be eligible for make-up exams).

- A student who fails to turn up for Make-up exams automatically receives a failing mark and will repeat the year.
- Failing to pass the make-up exam(s) will result in repeating the year.

### Report card

- Semester results are reported through a report card throughout the year.
- The final report card will be available end of June.
- Grade 12 final transcripts (KHDA approved) are usually available towards the end of June.

### Homework

Learning is an on-going process that takes place both in and out of school. The purpose of homework is for students to review and evaluate their understanding.

- Gr. 1 - 8 homework is given in the form of weekly work. The weekly work is distributed and available online every Thursday.
- Gr. 9 - 12 homework is posted on the web agenda daily
- All parents and students can access assigned homework on the school portal daily by logging on with their password.

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
I.E. Arabic English Mathematics CS Science French Social Studies P.E. Arts Music Moral Education	I.E. Arabic English Mathematics CS Science French Social Studies P.E. Arts Music Moral Education	IE Arabic English Mathematics CS Science French Social Studies PE Arts Moral Education	I.E. Arabic English Mathematics CS Science French Social Studies P.E. Arts Moral Education	I.E. Arabic English Mathematics CS Science French Social Studies P.E. Arts Moral Education	I.E. Arabic English Mathematics CS Science French Social Studies P.E. Arts Moral Education
Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
I.E. Arabic English Mathematics CS Science French Social Studies P.E. Moral Education	I.E. Arabic English Math (Algebra + Geometry) CS Science French Social Studies P.E. Moral Education	I.E. Arabic English Math (Algebra + Geometry) Science French Social Studies PE Electives & Visual / Performing Arts Moral Education	I.E. Arabic English Math (Algebra + Geometry Trigonometry) Biology French Social Studies PE Electives & Visual / Performing Arts	I.E. Arabic English Math (Pre-Calculus Trigonometry) Chemistry French Social Studies PE Electives & Visual / Performing Arts	I.E. Arabic English Math (Calculus) Physics French Social Studies PE Electives & Visual / Performing Arts

**I.E.:** Islamic Education    **P.E.:** Physical Education    **C.S.:** Computer Science

International Standardized Exams	Students Involved	Time Frame
MAP	Gr.3-9	Every year
CAT4	Gr.3-9	Every year
PSAT	Gr.10 & 11	Every year
SAT I	Gr.11 & 12	Every year
AP (Advanced Placement)	Gr.11 & 12 (Selected)	Every year
IELTS/TOEFL	Gr.11 & 12	Every year
TIMSS	Gr.4,8 (Selected)	Every 4 years
PIRLS	Gr.4 (Selected)	Every 4 years
PISA	15 years old	Every 4 years

## Academic Honors & Awards (Gr.7-12)

The academic honor system is applicable to students in Gr. 7-12. Students who fulfill the honor roll criteria are presented with academic awards during the award ceremony held the following year in the school. The awards are presented by one of our notable alumni who addresses the students in hopes to inspire them so that they too can make a difference in students' lives. Every year, we also honor a select group of students who have gone that extra mile to be extraordinary.



**Honor (H)**

1. Average is  $\geq 85\%$  and less than  $88\%$
2. Conduct (Behavioral) points  $< 15$  points
3. French may/may not be dropped (Award will change)
4. Grades under C- are not allowed in any subjects (except Arabic & Islamic Education)

**High Honor (HH)**

1. Average is  $\geq 88\%$  and less than  $90\%$
2. Conduct (Behavioral) points  $< 15$  points
3. French may NOT be dropped
4. Grades under C- are not allowed in any subjects (except Arabic & Islamic Education)

**Higher Honor (HRH)**

1. Average is  $\geq 90\%$  and less than  $95\%$  (Gr. 10-11-12)
2. Average is  $\geq 90\%$  and less than  $96\%$  (Gr. 7-8-9)
3. Conduct (Behavioral) points  $< 15$  points
4. French may NOT be dropped
5. Grades under C- are not allowed in any subjects (except Arabic & Islamic Education)

**Highest Honor (HSH)**

1. Average is  $\geq 95\%$  (Gr. 10-11-12)
2. Average is  $\geq 96\%$  (Gr. 7-8-9)
3. Conduct (Behavioral) points  $< 15$  points
4. French may NOT be dropped
5. Grades under C are not allowed in All subjects

	H	HH	HRH	HSH
<b>One or Two Terms</b>	Letter of Good Academic Achievement (detailing the honor accomplishments of the students).			
<b>Three Terms</b>	AA* 85 to 87	AA 88 to 89	AA 90 to 94/95	AA 95/96 or above
	Merit Award (no Fr)	High Achievement	Distinction	Highest Distinction
	Achievement Award			

\* AA = Annual Average

**Valedictorian:** is the senior who achieves Highest Distinction and the highest grade point average among the graduating class.

**Salutatorian:** is the senior who achieves Highest Distinction and the second highest grade point average among the graduating class.

**President's Shield:** is awarded to a senior who achieved Highest Distinction or Distinction in Gr.12 and either Gr.10 or Gr.11.

**Highest Distinction Award** is given to the student (Gr.7-12) who maintains Honor List status every term and whose final annual average is  $\geq 96\%$  (Gr.7-9) or  $\geq 95\%$  (Gr.10-12).

**Distinction Award** is given to the student (Gr.7-12) who maintains Honor List status every term and whose final annual average ranges from 90% to  $< 96\%$  (Gr.7-9) or 90% to  $< 95\%$  (Gr.10-12).

**High Achievement Award** is given to the student (Gr.7-12) who maintains Honor List status every term and whose final annual average ranges from 88% to 89%.

**Achievement Award** is given to the student (Gr.7-12) who maintains Honor List status every term and whose final annual average ranges from 85% to 87%.

**Merit Award** is given to the student (Gr.7-12) who maintains Honor List status every term and whose final annual average ranges from 85% to 87% but French is dropped.

In addition to academic honors, Al Mawakeb prides itself on having, within its student body, a large contingency of students who distinguish themselves in non-academic fields. These students are awarded with the following:

**Recognition Award (Gr. 10-12):** Presented to students for altruistic contribution to the school and its community through leadership and participation.

**Outstanding Athlete Award (Gr. 8-12):** Presented to students in recognition of outstanding athletic achievement.

**Outstanding Graduate:** This honor is bestowed upon a senior who distinguished him/herself through academic excellence and outstanding service.

He/she demonstrated a positive presence on campus, an outgoing personality and a commitment to his/her school and fellow students. This senior exhibited the highest standards in character, selflessness and drive to succeed. She/he is an Outstanding Graduate of Al Mawakeb.

### **AMSI LEADERSHIP AWARD**

is presented to a senior who:

1. Exhibits outstanding potential as a young leader
2. Is a significant contributing force in the life of his/her school
3. Exemplifies the qualities of character and leadership
4. Shows exceptional initiative and dedication to his/her school community
5. Is valued and respected by those with whom he/she works
6. Gives considerably of his/her time, skills and talent to his/her school
7. Demonstrates commitment, responsibility and enthusiasm in his/her involvement

This senior embodies the essence and spirit of his/her school's mission and fulfills the AMSI expectation in a potential future leader.



General  
Registration  
Information



### REQUIRED DOCUMENTS

1. Copy of passport with valid Residence Visa.
2. Copy of Emirates ID (both sides). Copy of application form if ID is under process. Original Emirates ID of students & parents must be presented upon registration.
3. One colour passport photo.
4. Copy of Birth Certificate translated to Arabic or English.
5. Copy of custody papers (if applicable).
6. Copy of sponsor's passport & Emirates ID (both sides).
7. Copy of Vaccination Card.
8. Most recent report card indicating the grade level completed.
9. Certificate of Continuation of Studies.
10. Letter of Good Conduct required for all students coming to Gr. 9-12.
11. For students of KG2 - 12 applying from:
  - *Dubai*: Students coming from British schools should submit original IGCSE results (Gr. 11 & 12).
  - *Other Emirates*: Original Transfer Certificate from previous school and legalised from the appropriate Educational Zone.
  - *Outside U.A.E.*: Original Transfer Certificate from previous school - translated to English or Arabic - and legalised from the Ministry of Education, Ministry of Foreign Affairs & U.A.E. Embassy in the country of origin and a letter confirming successful completion of the previous grade.
12. For students applying to Gr. 9-12:  
Original Transfer Certificate and Transcripts (from 8th grade onwards) - translated to English or Arabic - legalised & certified from the Ministry of Education, Ministry of Foreign Affairs & UAE Embassy in the country of origin.
13. For students applying to Gr.12 transferring from a British or IB curriculum: Registration is subject to prior KHDA approval. If students fail to provide the approval based on their results, he/she will either have to repeat Grade 11 or cancel registration.

### REGISTRATION PROCEDURES

1. All new students from KG to Grade 12 must sit for and pass an assessment & an interview. (Application fee/student is 650.00 AED, non-refundable).
2. The results of the assessment and interview will not be disclosed until all documents have been submitted to the registrar's office.
3. All parents (father or mother) must proceed to the Registration/Accounts department in school to complete the registration procedures, database and payment.
4. Parents must sign and approve the recommendations after the entrance assessment (including special and Academic Support classes).
5. Registration will be cancelled if a student fails to join the school for a period of 3 consecutive weeks of the academic year without prior written notice.
6. Registration to any class is not final until all the proper documentation is available with the administration, the annual tuition fees settled in full as per the procedure detailed below and after the approval of the Ministry of Education/relevant authority.
7. New Students applying from outside Dubai: Legalized transfer papers must be submitted before the end of September.
8. Grade 10, 11 and 12 students (current and new) must submit a copy of passport with residence visa valid for at least 6 months.

### TRANSPORTATION PROCEDURES

1. Registration for all transport services will be suspended one week before and after the start of the academic year, and will resume later pending availability.
2. In case of address change, an advance notice and map are required three working days ahead, before we can reinstitute the transport service and only if the new location is on designated routes.
3. The administration reserves the right to suspend/deny any student the use of the transportation service if he/she does not abide by the set rules and regulations. The students will be responsible for any damage done to the transportation buses.
4. The administration reserves the right to revoke the seat allocated to the student(s) at registration once the bus route is confirmed.

### Rules and Regulations

1. The school shall insure that every student registered for our transport utility shall have an allocated seat.
2. The school shall include every student registered for our transport utility in our accident & third party liability insurance scheme.
3. The school shall strive, from within the known restrictions, to maximize the efficiency of the transport system.
4. The school must adhere to the public rules and regulations of transport as prescribed by the traffic & concerned departments.
5. The school reserves the right to allocate collection and drop off points to certain areas, streets, compounds and multiple entry buildings. Such distribution, if any, would be announced to the subscribers upon finalization of the transport routes.

### Transport Administration

1. The transport system operators cannot wait for a student after the pick up time that has been allocated has passed.
2. Any student who is not collected at the point of delivery shall be returned to school and his parents contacted to collect him/her.
3. There will be restrictions on the motion of our busses due to road/construction or similar aspects. The school transport administration reserves the right to allocate the pick up and/or drop off point and time based on the factors that improve the overall efficiency of the operation & not on personal needs of the user.
4. Parents may track the assigned school bus online from the school portal.

## Accounting Procedures

**This memo defines the standards and regulations that govern the registration, cancellation, and discount procedures as set forth by the Chief Financial Officer of AMSI. The standards are final and cannot be altered or modified.**

*\* Registration will be cancelled if a student fails to join the school for a period of 3 consecutive weeks of the academic year without prior written notice.*

### **1. PROCEDURE FOR THE SETTLEMENT OF SCHOOL FEES**

Payment for tuition fees and registration shall be tailored over the payment plan that you deem appropriate. We ask that you redeem the cost of the books, uniforms, and the notebook computer (if any) on registration because we are paying these costs on your behalf before the beginning of the academic year.

**NOTE: a.** For new parents who settle their fees through their employer, or any other organization:

- \* Submit personal cheque dated prior to the first of September to leverage the payment.
- \* Secure an official acceptable confirmation on company letterhead to be presented with the registration documents.
- \* Secure the approval of our Accounts Department.
- \* Eventually, once your company's payment is confirmed, you shall be refunded the full amount of your original payment.

**b.** For new organization/employer, parents must submit personal cheque to leverage the payment.

## 2. ON LATE ENROLLMENT

2.1 Any registration prior to and up to the end of December, shall incur full tuition fees. All other fees remain at their fullest implications.

2.2 Any registration that is required in the period between the first of January and through the first of February shall incur fees as per the following formula: Divide value of tuition fees by 10 months, and then multiply that by the number of remaining tuition months. Add the value of the books, school uniforms, activities and notebook for Gr.11 & 12 and 1500.00AED for pro-cessing fees.

2.3 Any registration that is required past the first of February shall depend on the grade for calculation of fees. Any discount does not apply anymore. Registration shall incur fees as per the following formula: Divide value of tuition fees by 10 months, and then multiply that by the number of remaining tuition months. Add the value of the books, school uniforms, activities and notebook for Gr.11 & 12. Add 1000.00 AED processing fees for Gr.2-8, and 1500.00AED processing fees for Gr.9-12.

2.4 Transportation: Any registration prior to and through the end of January shall incur full transportation fees. Any registration past the first of February shall incur 50% of the transportation fees, pending availability.

2.5 Special Classes: Any registration prior to and through the end of January shall incur full special classes fees. Any registration past the first of February shall incur 50% of the fees.

## 3. ON ACTIVITY REGISTRATION

These are completed with a cash or current/cheque payment immediately upon registration.

Please note that the Accounts Department will issue a final registered participant sheet and cross tally it against actual participants.

3.1 Any participant who did not complete the registration procedures will be removed from activity.

3.2 Any registration prior to and through the end of January, shall incur full activity fees.

3.3 Any registration past the first of February shall incur 50% of the activity fees.

## 4. ON TRANSPORTATION REGISTRATION

The fees for any required school serviced transportation must be settled along with the registration fees and upon registration.

## 5. ON CANCELLATIONS AND REFUNDS

### Registration

5.1 A 1000.00AED processing fee shall be charged for cancellation of registration and 500.00AED for transportation, for current and new registered students, prior to the start of the school year and receiving books and uniform.

### Tuition

5.2 After the start of the school year and receiving books and uniform - through the end of January - divide the full tuition + special classes (include sibling discount if applied) value in question, without the cost of the books, P.E. uniform, school uniform, activities, other fees and the notebook computer for Gr.11 & 12 by the actual months of tuition (ten). Multiply by the number of months enrolled. Add 1000.00AED. The balance is refunded to parents.

5.3 Parents will not be entitled to any refund for cancellations made as of the first of February.

5.4 Refunds and cheque withdrawals cannot be made during July and August and will be processed as of the first week of September.

**All non-regular subjects: I.E. in English, Arabic (B), French, Social Studies in English**

5.5 The parents shall be entitled to a refund for the special subject fees in question, as per the following refund procedures:

**Refund Structure**

5.5.1. Through end of November, refund shall incur as per the following formula: Divide value of the special tuition fees by 10 months, and then multiply that by the number of studied months

5.5.2. After the first of December parents are not entitled to a refund

**Refund Procedure**

5.5.3 Withdraw the third payment (PDC) if available, and deduct the amount to be refunded without charging 100.00 AED (Cheque withdrawal charges)

5.5.4 Reconcile the amount to be refunded with any return cheque if available after charging 150.00 AED.

**Transportation**

**Refund Structure:** Divide the transport cost by 10 months, multiply by the number of months the service was used, and add one month processing fees. The balance is refunded to parents.

Parents will not be entitled to any refund whatsoever for cancellations made as of the first of February.

**Activity Refunds**

Any cancellation from date of enrollment through the first 2 weeks of the activity: Parents shall be entitled to a refund with a one month activity charges fee after which there will be no refunds.

**IMPORTANT NOTES THAT APPLY TO CANCELLATIONS AND REFUNDS**

1. A student who is suspended from any activity as deemed necessary by the academic administration, or expelled from school for any reason whatsoever shall not be entitled to any refund whatsoever.
2. No refunds shall be made to the parents unless their account is fully settled and there are no outstanding payments due in the form of post-dated cheque(s) or other.
3. Refunds will be made to the entity that settled the amount to the school.
4. Any refund cannot include the value of books, the P.E. uniform, the school uniform, activities or Notebook computers for Gr. 11 & 12. They are non-returnable/non-refundable after they are delivered.
5. The application fee of 500 AED is non-refundable and is applied on every new student.
6. Cancellation requests should be submitted in writing and must carry a valid reason. The accounts calculation will consider the date of the submitted written request.

## 6. ON DISCOUNTS

6.1 The Al Mawakeb Accounts Department will honor only the standard sibling discount applicable in case of the registration of one or more siblings at any of its campuses in the UAE.

6.2 The sibling discount is only applicable after the parents have fully reimbursed the school for any outstanding invoices or outstanding accounts and is only granted to zero balance accounts.

6.3 For students who receive a scholarship a respective amount will be credited towards the balance of the tuition fees of the student if payment was made in part. If payment was made in full, then the amount will be deducted from the tuition fees of the next academic year.

## 7. ON RETURNED CHEQUES AND UNSECURED PAYMENTS (CHEQUE WITHDRAWAL)

7.1 Any returned cheque shall be reimbursed in cash and not replaced by another cheque. Bank charges of 150.00AED shall be added to the then settled amount to be also collected in cash.

7.2 Any discount (if applicable), including sibling discount, will be void in the case of a returned cheque.

7.3 A 100.00AED processing fee shall be charged to the parents every time they request that their cheque be withdrawn prior to the deposit due date. This fee shall be settled in cash along with a withdrawal request letter. (The request letter must be dated at least 15 days before the cheque due date).



## Medical and Insurance

The school provides the following cover to all the students while in school or during any school-endorsed activity.

### **PERSONAL ACCIDENT COVER (PAC)**

Under this policy, all students are covered as per the below scope or limit in the unlikely event of an accident, even when the school is not liable. This applies during school hours or during any school-endorsed activity.

#### **Limits**

- \* 75,000.00 AED for death or total permanent/ partial disability per student per accident.
- \* 10,000.00 AED for accidental medical expenses per student per accident.



مدرسة المواقب  
Al Mawakeb Schools  
managed by AMSI