

# A PARENTS' *GU*IDE

to Al Mawakeb Schools



January 2017



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 philosophers of education should end with a statement that clarifies and justifies educational statements. In practice, however, the field includes a great deal of material written on education by influential people. There is, therefore, much overstatement about the history of education, and ultimately the two fields are

*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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@Mawakeb\_Garhoud

@Mawakeb\_Barsha




@AlMawakeb\_AlGarhoud

@AlMawakeb\_AlBarsha



Al Mawakeb School - Al Garhoud

Al Mawakeb School - Al Barsha



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Contents of this booklet are subject to change.  
Please visit our website regularly for any updates.



## Our Mission & Core Values

### Our Mission

We are convinced that every human being is valuable and deserves the opportunity for self-realization and self-fulfillment. We aim to work together to provide all students with a caring environment in which learning, cooperation, self-esteem and success are valued and encouraged, thus enabling children to achieve their maximum development potential. We are committed to helping learners acquire and use knowledge, communicate effectively, and become responsible and respectful active individuals in their community, prepared to meet the challenges of the future. We challenge our students to take personal responsibility for their education and to apply their learning to a diverse and changing world.

### Our Goals

- \* To provide a challenging educational program based on a strong university preparatory curriculum
- \* To promote intellectual curiosity
- \* To develop the potential of students by encouraging them to participate in a diverse and full range of school activities
- \* To nurture in each student feelings of self-confidence and pride in accomplishment
- \* To create in each student an awareness of a world of rapid change and unforeseeable demands in which continuing education throughout adult life will be a normal expectation

### Purpose Statement

Our purpose is to develop our students' knowledge, skills, qualities, and character and to ready them for future success. We work diligently to produce well-rounded individuals who are independent learners, problem solvers, critical thinkers, leaders, team players, and innovators. We strive to enable them to initiate positive change in their society and communities at a time where change is vital.

### OUR CORE VALUES

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



### Al Mawakeb Schools Profile

Al Mawakeb School, Al Garhoud - licensed by the KHDA (Knowledge and Human Development Authority) of Dubai, UAE (License #20119) - was founded in 1979 as a private international school.

Al Mawakeb School, 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 Schools boast a student body of over 5,500 with over 60 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.









**Facilities at Al Mawakeb****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 to check out. 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.

**The Career Counseling Center**

The Career Counseling Center provides help to students in their final high school years. Clear guidelines are available to assist students with university admissions processes. Through the Career Counseling Center, the school hosts annual educational recruitment fairs, and welcomes representatives from different universities who come to school to answer any questions that the students may have. The career counselor provides comprehensive online assistance through the use of the internet facilities and follows up on individual applications till the final acceptance.

**School Clinics**

The school's resident physicians oversee all student health-related matters. Two full time doctors and three nurses are on duty in school. They are on call for any emergency and they also maintain accurate student records and related medical documents. Our medical staff also conducts regular check-ups and organizes activities to raise students' awareness on general nutrition and health issues.

### Computer Labs

Computer Science is an integral part of the school's curriculum. The school boasts 186 state of the art computers in 6 modern labs. ICT is taught using an innovative interactive learning method - iLearn- developed by AMSI, in which the learning content is available online and provides automatic feedback to the students' learning activities.

The internet is accessible from any PC in the lab and the school utilizes the facilities available to their fullest. The students of the Computer Club use the same labs after regular school hours to enhance their skills and improve them.

### Notebooks for Books (N4B) at Al Mawakeb (Gr. 11 & 12)

N4B was launched in August 2004.

Our classes were restructured to allow the use of notebook computers to replace the traditional book. Every grade 11 and 12 student carries a notebook computer that is fully loaded with data specified by his/her curriculum and level. The standard classroom has been transformed into a learning e-hub with the teacher firmly in command of all resources and allowing students the designated access level he/she desires. Audio/Video components, interactive white boards, multimedia projectors and state of the art network structures are all the tools available at the teachers' disposal. The standard Al Mawakeb books have been digitized and transformed into e-formats to allow the students total access and manipulation capabilities.





### 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 best suited for our students' age and that enhance our science curriculum and their grasp of science.

### Art Workshops

Every campus is home to 2-3 art workshops where our students have access to all kinds of materials and tools that allow them to make the best out of their art classes. Some of our brightest artists are discovered in the art workshops under the guidance of a staff whose aim is to cultivate an appreciation for the arts and all its components.

### Bus Services

The school provides transportation for students to most locations in Dubai, Sharjah and Ajman. Parents may track the assigned school bus in real time through our GPS System by logging into the school portal.



[Contact us](#)
[Mawakeb Home](#)



**Al Mawakeb School**  
managed by AMSI

*Al Barsha Campus*

Portal Home

LearnOnline

EXPO 2020  
DUBAI, UAE

Graduation  
Class of 2013

Photo Gallery

**Author Week, Grade 3**



Students were exposed to three Authors on this week. Students were so eager to get to know these authors.

[Read More](#)

**Diabetes Day, Grade 1-2-3**



At Al Mawakeb it is essential for our students to be aware of important factors of a healthy lifestyle. During Diabetes Day, students of Grade 1, 2 and 3 participated in a variety of activities and exercises that helped guide their understanding of what Diabetes is and how they and their families can avoid a future health risk. Students showed a keen interest in expanding their knowledge. It was a very enjoyable day for them as well as their teachers.

[Read More](#)

**Dribble Mania**



Dribble Mania was a new fun competition we started this year aiming to help students improve their dribbling skills in a fun competition way. The students showed interest in the competition which resulted in a good sportsmanship conduct, as we saw opponents shake hands after each game and exchange congratulations. Looking forward to the next challenge.

[Read More](#)

**UAE Math Garden, Boys Section**



As a salutation for the UAE in its 42nd national day anniversary, our 5th and 6 boys' section united their efforts to embellish the hallway of their department by "Math Garden". They used hundreds of water bottle caps to execute some operations related to whole numbers and fractions. They also refined by their come up with a bouquet of dazzling flowers and attractive caterpillars polished the UAE...

**Visit to Sharjah Archaeology Museum**



Sharjah Archaeological Museum is a masterpiece that narrates the history of the and the region. Students were introduced to four stages presented in four halls. The first known as the stone age, the second known as the bronze age, the third iron age, and the fourth representing a tangible civilization of Sharjah and the were able to examine objects from the four periods and have an idea about those ages.

Username:

Password:

[Log in](#)

March 2014

S	M	T	W	T	F	S
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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
30	31					

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barsha.almawakeb.sch.ae



garhoud.almawakeb.sch.ae

## iCampus

IS NOW AVAILABLE ON  
YOUR MOBILE



**Available on:**



ANDROID APP ON  
Google play



Available on the  
App Store


[TEXTS](#)
[16](#)

**Al Mawakeb Schools**  
managed by AMSI

ABOUT US - OUR CAMPUSES - ADMISSIONS - INTEGRATED EDUCATION - STUDENT LIFE

The object of Education  
is to prepare the young to educate  
themselves throughout their lives...

**WELCOME TO AL MAWAKEB**



Al Mawakeb School was founded in 1979 as a private international school. Al Mawakeb Schools provide the most comprehensive college preparatory education to students of all backgrounds and nationalities. They boast a student body of over 6000 with over 60 nationalities represented on both its campuses (Al Garhoud and Al Garhoud)...

[Read More](#)


**NEWS**

AMSI Schools partner with AUS ...

AMSI Schools, Al Mawakeb School and the International School of Arts & Sciences, signed a Memorandum of Understanding (MoU) with ...

22 Jan 2013 10:11


**Ski Trip**



To confirm our commitment to a well-rounded experience, Al Mawakeb organizes ski trips abroad. The annual ski trip has proven to be very popular among the students and the success stories that spread throughout our halls in the absence of activities in education.

[Learn More](#)


**AMS & The Environment**



The best hope for learning to live sustainably lies in schooling that is "rooted" by nature. It includes experiencing the natural world, learning how nature sustains life, nurturing healthy communities and recognizing the implications of the voice we hear and protect ourselves.

[Learn More](#)

**Graduation**



Al Mawakeb School, 30 years later ... over 300,000 students who at some point or another made our schools their home ... over 4000 graduates later ... all are celebrating this joyous day with us tonight every one of them proud of what they have accomplished.

[Learn More](#)

[www.almawakeb.sch.ae](http://www.almawakeb.sch.ae)

**[www.almawakeb.sch.ae](http://www.almawakeb.sch.ae)**

Al Mawakeb offers a host of online services that open a direct link between parents, students, teachers and the school administration. Information is posted about the school's profile, facilities, students, and activities to provide a quick overview about the school. You can find more detailed information about rules and regulations, school hours, class schedules, important dates, curriculum and courses, student honours and awards, registration and transportation procedures, medical insurance, and fee structures.

Parents will find that our online services are extremely helpful. To enhance admin-parent communication efficiency, we provide parents with detailed information on all our accounting procedures, including regulations that govern registration, late enrollment, cancellations and refunds, and discount policies. Registration is also made easy with the online statement of accounts and registration details being continuously updated on the web. In addition to the online administrative services, parents enjoy access to their children's daily work; they can view reports cards, view online courses, and are up-to-date on all activities in school. They can even watch their kids in KG through live web cameras. The website also provides parents with the means to communicate directly with their children's teachers to follow up on their progress in school and discuss any concerns.

Our website also caters to our students' needs. They have access to online examinations, grades and report cards. The online Career Counseling section is a great support for the upper grade students who need to be regularly updated with rules and procedures for university admission processes. Our website also features an e-magazine where students can exert their creativity through posting articles online. They can also access all photos of activities and events, and share them as post cards with family and friends.

The online services at Al Mawakeb also include a teacher resource centre, educational games, and a communication portal.







**Student Life****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-fulfilment. 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 activities include Scouts, Student Council, Drama, Folklore, Art, Varsity Sports, Computer Club, Photography Club, Comité de Français, The Science Club, The Math Club, The Environment Club, Robotics, The Business Club, The Humanitarian Club, Model United Nations, Music 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.

In addition to all these activities, and to confirm our commitment to a well-rounded experience, our school organizes ski trips abroad. The ski trip has proven to be very popular among the students and the success stories that ensued reaffirmed our belief in the essence of activities in education.

## General Rules & Regulations

At Al Mawakeb, we strive to maintain a wholesome and comfortable environment in which students are able to maximize on their talents and potential. In order to do that, we have set up some rules, regulations and expectations that will help them better concentrate their efforts on schoolwork.

In order to avoid any disciplinary action or deduction of points from the conduct grade, students, both new and current, are expected to abide by the school's instructions of which some are listed in this booklet.

Parents are encouraged to take part in this process by keeping in touch with the academic administrators in order to avoid any surprises.



**Outside Appearance and Other Matters:**

**In addition to disciplinary action, infractions will result in points deducted from the conduct grade for all of the following as well as others.**

1. School uniform is compulsory at all times.
2. PE uniform is compulsory on days of PE classes.
3. Jewelry (any kind) will be confiscated/discarded (discrete earrings (Girls only) and watches are allowed).
4. Mobiles/cell phones are strictly prohibited and will be confiscated/discarded.
5. Make-up is not allowed in any form or shape (including nail polish and hair coloring).
6. Unusual hairdos are discouraged among all students.
7. Absence not justified by Medical Report
8. Academic negligence

**In case of Absence/Tardiness:**

1. Parents have to inform the school about a student's absence.
2. Absence that is not justified by a medical report will be considered unjustified and will result in repercussions. Points will be deducted from conduct grade.
3. Students who miss exams/quizzes because of absence or tardiness will not be allowed to sit for a make-up exam unless they submit a medical report; an F is then entered as the student's grade.  
(This is especially applicable from Grades 7 through 12).
4. Tardiness past 07:50 will result in repercussions. Points will be deducted from conduct grade.



### Schools Hours

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.





## CONTACTING THE SCHOOL

### To meet with the Principal:

Call the school to schedule an appointment.

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

1. Every Head of Section has at least one afternoon dedicated to meetings with parents.
2. This day is usually announced in September by circular and on the website.
3. Call the respective Head of Section to schedule an appointment or to ask for a progress report.
4. Arrive at least 5 minutes before your appointment to avoid delays.

### Recommendations & Notes:

We recommend that you communicate with your children's head of sections through e-mail. You can locate the respective head of section's e-mail on the school website.

General Parent-Teacher meetings are announced via a circular which is also posted on the school website in case your children missed it. For your convenience, ALL significant school circulars are posted on our website for easier access.

We recommend that you follow up on any written note you send to us with a phone call to confirm its content and delivery. You may also do this with an e-mail to the respective recipient.

For any comments or inquiries, you can contact us on [gparent@almawakeb.sch.ae](mailto:gparent@almawakeb.sch.ae) (for Mawakeb-Al Garhoud parents) & [bpagent@almawakeb.sch.ae](mailto:bpagent@almawakeb.sch.ae) (for Mawakeb-Al Barsha parents) or visit [www.almawakeb.sch.ae](http://www.almawakeb.sch.ae).

### **To deliver a message to children:**

Call the school before 13:00 (Gr. 3-12) / before 12:00 (KG-Gr. 2)

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.

### **Cellular Phones:**

Cellular phones (mobiles) are strictly prohibited in school.

If a cellular phone is found on a student during school hours, it will be confiscated/discarded.

Conduct points will be deducted.

### **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.

### **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.



## Report Cards & Results

### Terms:

1. There are 3 terms in the scholastic year.
2. Each term is roughly 10 weeks. (12 weeks for Gr. 1, 2).
3. First & Second terms are immediately followed by Term Exams.
4. Term 3 is immediately followed by Final Exams (FE) to conclude the year.

### Written Work:

1. All graded work is returned to students. (except Final Exam)
2. Graded work happens regularly in all subjects.
3. Parents are encouraged to monitor results throughout the year.

### Report Cards:

1. Unofficial computer-generated report cards are passed out to all students 2 times a year. Report Cards may also be viewed online through our website. Tentatively: - First in December  
- Second in March
2. Parents may collect final report cards from school in June.
3. Parents are encouraged to contact us if they have not received their children's report cards around the listed dates.

### Translating Results:

1. An F is a failing grade.
2. A student who finishes the year with 4 or more F's is held back in the same grade the following year.
3. A student who finishes the year with an annual cumulative average equal to F is held back in the same grade the following year.
4. A student who finishes the year with 1, 2 or 3 F's has to sit for and pass a make-up exam before he/she is promoted to the next grade.

**Make-up exams are usually scheduled for the end of June.**

Honors & Awards



### 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 Al Mawakeb subjects\*

### 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 Al Mawakeb subjects\*

### 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 Al Mawakeb subjects\*

### 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

\*Al Mawakeb subjects include all subjects except for Arabic and Islamic Education.

	H	HH	HRH	HSH
One or Two Terms	Letter of Good Academic Achievement (detailing the honor accomplishments of the students).			
Three Terms	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



Every year, we honor a select group of students who have gone that extra mile to be extraordinary.

There are two facets to this process, academic and non-academic.

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

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

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

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

**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 94/95%.

**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.

**Excellence in Arts (Gr. 8-12):** Presented to students in recognition of outstanding achievement in Arts.

### **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.







**Notes:**

1. Boys & Girls are segregated as of Gr.5
2. N4B program is effective as of Gr.11
3. Selected classes and students of Gr.1 till Gr.12 sit for International standardized exams (MAP, IBT,...) in English, Math & Science annually.

**Courses taught at Al Mawakeb**

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
I.E. Arabic English Mathematics Computer Science Science French Social Studies P.E. Arts Music	I.E. Arabic English Mathematics Computer Science Science French Social Studies P.E. Arts Music	I.E. Arabic English Mathematics Computer Science Science French Social Studies P.E. Arts	I.E. Arabic English Mathematics Computer Science Science French Social Studies P.E. Arts	I.E. Arabic English Mathematics Computer Science Science French Social Studies P.E. Arts	I.E. Arabic English Mathematics Computer Science Science French Social Studies P.E. Arts
Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
I.E. Arabic English Mathematics Computer Science Science French Social Studies P.E.	I.E. Arabic English Algebra Geometry Computer Science Science French History Geography Civics P.E.	I.E. Arabic English Algebra Geometry Computer Science Science French History Geography Civics P.E.	I.E. Arabic English Algebra Geometry & Trigonometry Computer Science Chemistry Biology French History Geography P.E.	I.E. Arabic English Pre-Calculus Trigonometry Physics Chemistry CS & Technology French History Geography P.E.	I.E. Arabic English Calculus Trigo & Statistics Physics Biology Chemistry CS & Technology French History Geography Business Studies P.E.

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

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 500.00 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 3 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.

### On Rules and Regulations

1. The school shall ensure 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.

### The Transport Administration

1. The transport system operators cannot wait to pick up a student after the time that has been allocated to him 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 buses 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.

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

- \* Submit personal cheque to cover the amount due as you would during selfpaid registration.
- \* 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 processing 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 returned cheque, if available, after charging 150.00AED.

### **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 charge 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, P.E. uniform, school uniform, activities or the notebook computer for grades 11 and 12. They are non-returnable / non-refundable after they are delivered.
5. The application fee of 500AED is non-refundable and is applied on every new student.
6. Procedure: 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 for lack of funds 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.