



PARENT/GUARDIAN GUIDE 2022-23

H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai

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WELCOME FROM THE PRINCIPAL ACADEMIC YEAR 2022-23

Dear Parents/Guardians,

Here at H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai (SRAMPS) we strive for academic excellence and personality grooming of students, availing the innovative and inclusive approach in line with the UAE Vision 2021.

In this Parent/Guardian Guide, you will find detailed information on the school that is of interest to the parents/guardians. There are also links to some of the school policies and procedures for the students: the comprehensive list of policies can be obtained from the school website. We request you to carefully read this guide and discuss it with you son/daughter so all are fully aware of the school expectations.

We also welcome any feedback from your side to guide and encourage the communication link between the school and the parents/guardians.

In case of any related information and further clarification on this guide, please do not hesitate to contact the school. We will be happy to assist you with any queries.

We look forward to a productive and successful year ahead for your child.

Yours sincerely,

Ms. Aisha Nasim
Principal



SRAMPS'S VISION

Vision of H.H. Shaikh Rashid Al Maktoum Pakistani School (SRAMPS) is to raise diligent, lifelong learners who are both responsible citizens and respectful individuals.

MISSION STATEMENT

Our mission is to produce hard working, responsible and respectful citizens and individuals who strive to excel in all aspects of life with integrity. We accomplish this by creating a conducive and positive environment where all students feel comfortable, respected, and are encouraged for their achievements and successes.



KEY STAFF

Principal		Ms. Aisha Nasim
Quality assurance Head		Ms. Humaira Junaid
Section Heads	Phase 1	Ms. Yasmin Harris
	Phase 2	Ms. Mehmooda Naseem
	Phase 3	Ms. Humaira Junaid
	Phase 4	Mr. Mehwish Sitara
Assistant Section Head	Phase 3	Ms. Huma Anjum
	Phase 3	Ms. Sarwat Rubina
	Phase 4	Mr Sajjad
IT Coordinator		Mr. Furqan Shahzad
Career Counselor		Ms. Anam Tariq
Inclusion Coordinator		Ms. Kanwal Shahzadi
Parent relation officer		Ms. Hamna Faizan
Health and Safety Officer		Ms. Anum Tariq
Well being Champion		Ms. Anum Tariq
Subject Heads	English	Ms. Amna Tariq
	Mathematics	Ms. Fareeha Faiz
	Science	Ms. Arooj James
	Arabic	Mr. Aasef Alhanifi
	Urdu	Ms. Saba Aslam
	Islamic Studies	Mr. Asif Mehmood
	Social Studies	Ms. Farah Naseem
	ICT	Ms. Farkhanda Rafique
	Moral Education	Ms. Rana
Head of Innovation		Mr. Hammad
Head of 'Reading Across Curriculum'		Ms. Sumaira Sarwar
Head of National Agenda		Ms. Fareeha Faiz
Examination Cell Officer		Mr. Syed Ali Naqi
Reception Team		Mr. Arshad Shah
		Mr. Muhammad Sohail Zulfiqar
Admin Team		Mr. Ilyas Khan
		Mr. Saif Ur Rehman
HR		Ms. Khaula Rabia



1. Developing a Culture of RESPECT at His Highness Shaikh Rashid Al Maktoum Pakistani School

The following guidelines are based on the principles of Respect and Protect as a student of His Highness Shaikh Rashid Al Maktoum Pakistani School

Respect Yourself:

- I will communicate only in ways that are kind and respectful.
- I will consider the information and images that I post online.
- I will consider what personal information about my life, experience or relationships I will post.
- I will listen to teachers or any school staff.

Protect Yourself:

- I will be mindful for any information, images and materials until I will be posting online.
- I will not publish my personal details, contact details or a schedule of my activities.
- I will report any inappropriate behaviour directed at me.
- I will not share my passwords or accounts.
- I will follow school protocols.

Respect Others:

- I will show respect to others by not using electronic media to bully and harass my friends, schoolmates and teaching staff and administration.
- I will show respect for others having different point of view.
- I will listen, pay attention and maintain eye to eye contact with the person who is talking.
- I will use appropriate voice and language at all times.
- I will respect other's privacy by asking for permission before taking a photo, video or story about a person.

Protect Others:

- I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
- I will interact with others appropriately and inclusively.
- I will treat others with respect and courtesy.



- I will keep things clean.
- I will accept responsibility of my own behaviour.

School Property

Students at His Highness Shaikh Rashid Al Maktoum Pakistani School deserve a clean and safe learning environment, it is expected from the students that the school premises will be free from vandalism, damage or misuse.

The students are responsible to inform any damage or misuse of any school property (chairs, table, computer, boards, vandalism in washroom or classroom, etc.) to the discipline incharge.

School Books

The school has partnered with a local book provider, Dar-UI- Hayat Bookshop (located in Sharjah) where parents can buy subject books for their children.

Textbooks and Exercise books are compulsory, as they are used to support learning progress in the classroom.

Note: Textbooks are not included in the school fees.

Personal Information Update

Parents should inform the school administration (Section Head or Admission staff) of any changes of the following:

- Home address
- Contact numbers
- Email address

Or any other required information to update as soon as the changes occurs.

Note: Parents can send authorization letter through the student to do so.

Personal Property

School Management discourages the parents to allow their children to bring valuable belongings (jewellery or large amount of money), as the school assumes no responsibility for lost or stolen property.

Electronic Equipment

The student must bring their own device such as laptop or tablet , which can be used for learning support during class time



Note: The school management will not take any responsibility for any damage or loss of the device.

Lost and Found

Parents are encouraged to label everything that the student brings to school. Parents and students are welcome to check for missing item at the reception which is located in the main entrance. Regarding lost items in the school bus, kindly contact Head of operations.

Head of operations: abdullahshah@sramps.sch.ae

- Items not claimed for more than one week will be donated to a worthy cause.
- The school is not responsible for any lost or stolen items.

Behaviour Management Procedure

We maintain a safe learning environment that helps the students in school to be productive and for the parents a safe place for their children. We encourage positive learning environment through positive reinforcement

Note: For more detailed information, please refer to the Discipline Policy, which can be found on the school website.

2. Student Support Services in His Highness Shaikh Rashid Al Maktoum Pakistani School

A. Career Counselor

The Career Counselor will explore the student's values and interests, understand skills and strengths and advice of majors and/or careers that might be a good fit to the individual student. They will assist students with university selection and preparation and help them make informed decisions on their futures.

The Career Counselor will also help the students to build and sharpen skills they wish to excel in and host workshops according to student's interests and needs.

Career counselor: counselor@sramps.ae

B. Inclusion Student Support Team

School targets meeting the academic and social needs of all students in its care by personalizing learning and providing outstanding care and provision. We aim



for all the students to receive high quality education where learning experiences are differentiated.

Note: For further details of Inclusion policy please check the school website.

C. Internet Access and Usage

The school is fully equipped with school-wide internet access. This is available for students and staff only. Students are given access to do research related to the assigned tasks. The school is installed high tech firewall that meets/restricts the access to any website other than educational website allowed by school.

Note: Any form of ‘cyber bullying’ is not tolerated in school. For further details on the cyber safety guide, refer to the school website.

3. School Clinic Services in His Highness Shaikh Rashid Al Maktoum Pakistani School

The health and safety of students at His Highness Shaikh Rashid Al Maktoum Pakistani School is so great importance. The school clinic is well staffed with full time doctor and two nurses.

A. Food

The school promotes healthy eating among its students. The students are encouraged to bring healthy food such:

- The intake of fresh fruits, fresh crunchy vegetables, milk, yogurt or cheese with less fat is advised along with meat or meat alternatives like lean meat (chicken strips), hard boiled eggs and a portion of grain cereal food like bread, a roll, flat bread or crackers.
- Students are encouraged to bring their own water bottles.
- All sweet drinks, chocolate bars, dried fruit bars, fatty, salty processed or fried food are discouraged which can lead to weight gain and other health problems in children and adults.

B. Medical Assistance

The medical team is responsible for minor injuries or health issues of the students and staff during school hours. The doctor and her team provide first aid, administer allowed medications and refer the students to emergency services if needed. The clinic is well equipped with an automated electric defibrillator, a nebulizer and oxygen apparatus. It is the responsibility of parents



to inform school about existing health issues of the child at the time of admission.

As part of Dubai Health Authority's regulation, the school doctor conducts a physical examination, provides emergency treatment and sends the student or staff to hospital if required. Student's vaccination record is kept in clinic and routine immunization is given to all children as per DHA rules.

If any child has allergies, asthma, epilepsy, diabetes or any chronic disease, the guardian is requested to inform the doctor about labelled emergency medication. In case of contagious illness, DHA guidelines are followed.

C. Hygiene

School sanitation and hygiene education is globally recognized as a key intervention to promote children's right to health and clean environment.

Hygiene of students is one of the first priorities of school's health team. The parents are advised to guide their child as mentioned below:

- taking shower regularly on daily basis,
- brushing their teeth at least once a day,
- washing hair with shampoo twice a week,
- washing hands with soap after going to the toilet and before preparing or eating food,
- keeping the nails clean and cutting nails on a weekly basis.
- The clothes should be clean and must be washed on high temperature to kill the germs and hanged in the sun to dry.
- Students are expected to cover their mouth and nose while coughing or sneezing.
- It is also important to keep school bags clean and free from food remnants, especially if the child carries a packed lunch to school.
- It is mandatory for children to wear clean undergarments and socks and change them daily.
- Children's hair should be checked regularly by the parents to avoid lice infestation.

The primary aim of the school doctor and her team is to improve the school hygiene education through useful practices connected to personal, water, and food, domestic and public hygiene.

4. School Safety in His Highness Shaikh Rashid Al Maktoum Pakistani School



A. Emergency Drills Procedure

For the safety of the students and staff at SRAMPS, everyone must adhere and strictly follow the emergency operation plan in case of an emergency.

B. Possession of Objects on School Property

School Management does not allow any student to bring any kind of 'Dangerous Weapons' and sharp object at any time inside the school premises or at any school activities away from the school property. Any student found carrying such an object is subject to investigation by the school management.

C. Drugs, Smoking and Alcohol

School is a smoking free, alcohol free and drug free community. Students found using or carrying any drugs in the school premises or any school events should expect serious consequences.

D. Anti-Bullying Procedures

We believe in educating the students about the issues related to bullying and provide advice and guide them to deal with peer pressure or bullying.

Reporting Bullying

The school always:

- Encourages victims and witnesses to speak up
- Takes all bullying issues seriously.
- Ensure that bullies and victims will be interviewed separately and obtain witness information with confidentiality.
- Keep a written record of the incident, investigation and outcomes and share it with the concerned school staff and faculty.

24-Hour on-duty Security Guards and CCTV footage

To ensure the safety of our students and staff, we have a security guard on duty 24 hours with CCTV surveillance. This is to secure the safety and learning environment of the staff and students.

Note: It is mandatory for all visitors coming to school to sign in at the reception.

5. Complaints Procedure in His Highness Shaikh Rashid Al Maktoum Pakistani School



The School takes all complaints seriously. All complaints are documented and followed up in a timely manner by the parent relation officer. Parents relation officer does the continuous follow-up of complaints.

UNIFORM

All school uniforms are available at the uniform shop at school and must be purchased during school hours. For details about uniform please click

<https://www.sramps.sch.ae/wp-content/uploads/2022/10/Uniform-Policy-2022.pdf>

CODE OF CONDUCT FOR STUDENTS

School aims to promote high standards of self-discipline and behaviour through positive encouragement. The students must develop healthy habits and disciplined code of conduct and they are expected to abide by the followings:

- Students are expected to join classes as per scheduled time. Repeated late joining in classes will lead to disciplinary action as per attendance policy.
- Students must observe personal cleanliness and proper uniform while attending classes.
- Students must have proper haircut before reporting to school.
- Playing online games, watching irrelevant videos and shouting during the classes are forbidden.
- Leave will not be granted during examination except on medical grounds.
- Unauthorized leave will be treated as absence from school and may result in suspension from the school role after two (2) weeks consecutive absence.
- English is official medium of instruction and mode of communication between teacher and students during classes. Students are advised to refrain from speaking any other language except specific language lesson. Any kind of vernacular/native language during classes other than English is not allowed.
- Any wilful damage to the class decorum may result in disciplinary action against student.



- Students should not throw litter around and must dispose waste in the trashcans placed in the school and classrooms separately for masks and general waste.
- Disrespect and disobedience to the teachers/superiors, use of foul/abusive language or any kind of misbehaviour may result in serious action.
- Students must ensure that they are picked up by their transport at home time not later than 15 minutes after prescribed time.
- Waiting students should only wait in designated areas and must not play/roam around or enter academic/administrative blocks.
- Any kind of ball games or sports are not allowed in the classrooms as well as in sports ground until permitted according to safety protocols.
- Students involved in serious fighting or bullying are liable to temporary suspension leading to termination from the school in case of recurrence.
- Students are not allowed to carry knives, scissors, any other sharp tool, lighters, cigarettes, perfumes, hair gels or any other make up material to school.
- Any kind of jewellery, wrist bands, and make up are not allowed. Girls can only wear small earrings/tops.
- Students are not allowed to bring huge sum of money or any other expensive item to the school. School will not be responsible in case of loss.
- Students availing school transport must follow all disciplinary instruction in the buses as well. They must sit on designated seat, not to walk in the buses or create noise that can divert attention of the driver. Any violation may result in immediate suspension of the transport facility.
- Any objectionable conduct involving reputation of the school, reported or observed from inside or outside of the premises will be taken very seriously.

All the above-mentioned measures are taken to provide a safe and disciplined environment to the students and will facilitate better academic and grooming opportunities.

Attendance And Punctuality Policy

To know about the attendance and punctuality policy of the school please click

<https://www.sramps.sch.ae/wp-content/uploads/2022/10/Attendance-Puncuality-Policy-version-5-2.pdf>

CONSENT FORM – USE OF PHOTOGRAPHS



Throughout the academic year, photographs or videos may be taken of your son/daughter. Kindly fill the consent form online for all your children: <https://forms.gle/FRHYKrcvuo98DxEx9>

If you wish to withdraw permission for your child to appear in any photographs or videos, please inform the Principal in writing.