

MERRYLAND INTERNATIONAL SCHOOL

(Sherwood Group of Schools)

Post Box: 73340, ME-9, Mussaffah, Phone +971 (2) 5519626

www.merrylandinternational.ae

Abu Dhabi, U.A.E



*Changing Lives ...
Nations Wide ...*

Compass

PARENT HANDBOOK



FOUNDER'S MESSAGE



Merryland School founder **Mrs. Susheela George** with
His Highness Sheikh Nahyan bin Mubarak Al Nahyan,
Minister of Culture and Knowledge Development, UAE and
Mrs. **George** after receiving her professorship and doctorate from Oxford.

“After crossing 83 long milestones, I know my only treasure is the memory of my Merryland and Sherwood children of the past and present bestowed upon me by God. For the future, I would like to leave my impressions as I see life and the world today, so that when your children grow up, they will carry on their life with true values and pass them on to their children.

Remember dear children, earthly possessions will vanish. All the money and name you gained with pain will be like Alexander the Great’s empty palm. He conquered nations, but carried nothing when he died. That was the message on his dead palm.

Mrs. Susheela George.

CHAIRMAN'S WELCOME

Dear Merryland International School Community,

It is with immense pleasure and pride that I extend a warm welcome to each and every one of you to the MIS family. As the Chairman of this esteemed institution, I am honoured to address you through these pages and share in the collective excitement as we embark on another year of exciting education, growth, and boundless possibilities.

At Merryland International School, our commitment to excellence in education is unwavering. Over the past 40+ years, we have been a beacon of knowledge, nurturing young minds to become well-rounded global citizens who are ready to embrace the challenges of the modern world. Our school's ethos is built on fostering a culture of curiosity, creativity, and compassion, and it's a privilege to see our students thrive in this environment.

Our dedicated faculty members are not just educators, but also mentors, guiding students on their educational journey. With a curriculum that combines academic rigour with experiential learning, we strive to equip our students with the skills, knowledge, and values they need to succeed in an ever-evolving society.

Merryland International School isn't just a place of learning; it's a vibrant community where every student, parent, and staff member plays a vital role. As parents, you are an integral part of this journey, and your involvement and support are invaluable. Together, we create a nurturing and stimulating atmosphere that encourages our students to discover their passions, realize their potential, and embrace a lifelong love for learning.

In today's interconnected world, embracing diversity and fostering a sense of global citizenship are crucial. Our school of many nationalities reflects the rich cultural tapestry of the United Arab Emirates. We celebrate this diversity by offering an inclusive education that honours every individual's uniqueness, while also nurturing a sense of unity and understanding among our students.

This Parent's Handbook is a testament to our commitment to transparency and communication. It serves as a guide to help you navigate the various aspects of school life, ensuring that you are well-informed partners in your child's education journey. I encourage you to make full use of this resource and engage with the school community as we work hand in hand to create a nurturing and empowering environment for our students.

As we stand on the threshold of a new academic year, let us look forward with enthusiasm and optimism. Together, we will continue to write the success stories of our students, shaping them into confident, compassionate, and capable individuals who will make a positive impact on the world.

Thank you for entrusting us with the privilege of educating your children. Here's to a year filled with growth, learning, and cherished memories.

Warm regards,



Aaron Grandon

Chairman & Chief Operations Officer

Merryland International School, Abu Dhabi, UAE



WHY IS MERRYLAND UNIQUE?

- One of the first schools in the UAE (est. 1978), well-reputed and recognized, winner of more than 25 International Awards in the field of Education.
- Brand Ambassador of Cambridge, UK for the whole of MENA region.
- An OUTSTANDING/ BAND A school as recognized by ADEK for the past TWELVE consecutive years.
- Merryland is the only school that provides (from the very early stages to Grade 12) very advanced learning in the three separate branches of Physics, Chemistry and Biology through discovery learning.
- A state-of-the-art Math lab and online assessment programs making learning of Math easier.
- A one-of-a-kind English Language Development Lab that plays a vital role in the development of fluency, pronunciation, grammar and vocabulary.
- High-end ICT lab suites to strengthen the advanced computer literacy and digital competence.
- A robotics lab that has 30 different high- end robots including humanoids, quadrupeds, hexapods, flying and pet robots to enroot pupils into Science, Technology, Engineering & Mathematics (STEM) system of learning towards higher dimensions.
- Complete Arduino based assembling, AI programming and navigation programming of Drones
- A full-fledged, multipurpose, 3D Theater for advanced audio visual learning.
- Ithaca Science center, New York, inspired MIS CARL SAGAN SPACE WALK
- Planetarium - Immersive 360 Degree 3D Projection for our wannabe astronauts and rocket scientists
- Organic farm to build agricultural skills in pupils.
- Unique handwriting instruction.
- An atmosphere to attain **Divinity, Discipline and Dedication** which surround all learning and living.
- CUG – Career University Guidance to support students in mapping their academic and professional futures.
- Wellbeing initiatives integrated into the school culture, prioritizing students’ mental, emotional, and physical health.

MERRYLAND INTERNATIONAL SCHOOL – AN OVERVIEW

Merryland was founded in 1978 by **Mrs. Susheela George** with just three teachers and forty children. Today, after more than four decades, it has taken the shape of Merryland International (Sherwood group) recognized by The Ministry of Education, The Abu Dhabi Education Zone and The Abu Dhabi Education Council. Highly applauded for academic achievements, strong sense of discipline and effective teaching and learning methods over the past forty four years, we have now developed into an International School located in Mussafah, ME-9, with cutting-edge technology incorporated with modern teaching methods.

Since its inception, we have successfully strived to create ladies and gentlemen of tomorrow who possess intellectual maturity, emotional stability, moral fiber and strength of character to make the right decisions in life.

OUR PUPILS

Our pupils not only grow to be world citizens in the truest sense, but they also make a positive impact in the countries of their origin. This philosophy places the school in an excellent position to cater to individuals from different ethnic backgrounds who are interested in gaining a world-class international education.

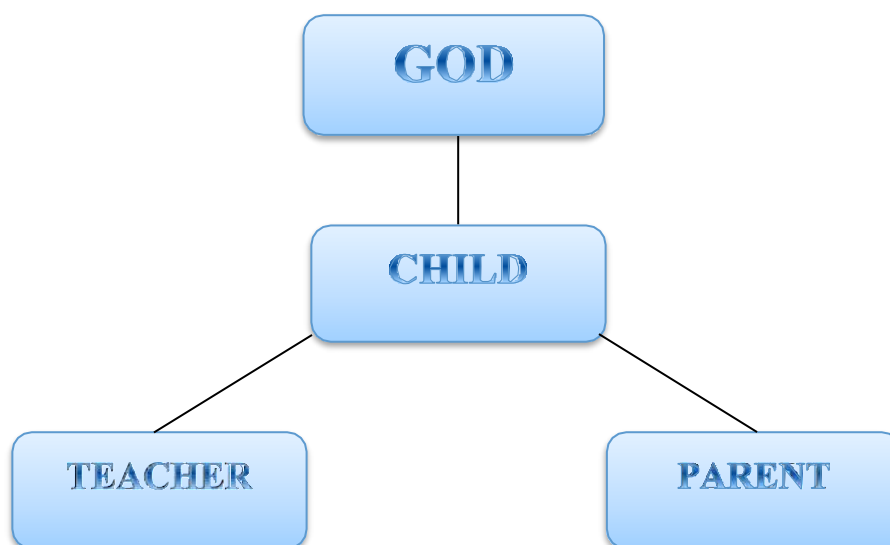
We believe in equipping our pupils, not only to earn a respectable living in this competitive world, but also to make a positive difference in their individual sphere of influence in immediate society, amidst their peers and carry the values wherever their life continues.

OUR MOTTO

changing lives... nations wide...

Welcome to a new academic year. This year will be filled with many opportunities for students to learn, make friends and become involved in a variety of school activities. Merryland students are encouraged to aspire for excellence, both in their academic work and in their behavioural choices. The school staff is committed to nurturing a learning environment that will enable all students to learn and grow. Collaboration with parents and teachers is essential for a student's success. Our learning community grows stronger with your involvement and support.

OUR BELIEF & OUR BOND OF LOVE



Parental Involvement

Getting involved in **your** child's school can be extremely rewarding. Think about how you can participate, celebrate events, provide support, stay informed and even to resolve a concern.

Contacting the School

At MIS, we are always willing to address any concerns you may have regarding your child. We believe in working together as a team to support the development of the child entrusted to us by God Almighty.

Please note the important email addresses below to help you direct your concerns to the appropriate department. Most concerns will be addressed within 2–4 business days, if not earlier.

- **Complaints:** complaints@merryland.org
- **General Queries and Administrative Requests** (letters, proformas, etc.): contact@merryland.org
- **Absence Notification:** absent@merryland.org
- **Registration, Certificates, Admission Documents, Study Continuation Letters, and School Leaving Certificates:** registrar@merrylandinternational.net
- **School Clinic:** nurse@merryland.org
- **School Counselor:** counselor@merryland.org
- **School Fees:** finance@merryland.org
- **Disciplinary Committee:** dc@merryland.org

Resolving Your Concern - We Care

The school should always be your first point of contact if you have any concerns about your child's education. Teaching and learning work best when parents and teachers talk to each other and work together to solve any problems.

Any appointments to speak with school staff about a concern should be arranged through the school office.

- Talk about the problem with your child's teacher/s by telephone or organize a face-to-face meeting. Most problems can be solved this way.
- If you still have a concern after talking to your child's teacher/s you may contact the Principal.

YOUR PARTICIPATION AT SCHOOL

Your involvement with us helps children achieve the best possible learning outcomes. You can participate in your child's school life, both formally and informally.

We at MIS encourage our parents to be a part of our big family and you can render your service in the following areas such as career counselling for senior pupils, health awareness talks, helping with school excursions and school events, assistance with reading and math programs, participation in environment awareness events, cultural programs, National Day celebration, sport activities, etc.

You can become their inspiration!!!

STAYING INFORMED

The more you know about your child's school, the more you will be able to support his/her learning. The following communication channels are available so that you can keep yourself informed of your child's experience at school.

STUDENT REPORT CARDS

Student reports provide an overview of how well your child is doing at school. Parents receive digital report card thrice a year on the student's portal and remains available for the parent throughout the academic year.

COMMUNICATIONS FROM SCHOOL

The teachers and school administration will occasionally send out notifications and reminders of activities and events via SMS, the parent portal, Orison School app and email. To ensure you receive these important details, kindly inform the school reception (contact@merryland.org) immediately if there are any changes in your contact information. Any email you send to school that requires a reply will be responded to either via phone call or via email within two-four business days. That response may not be an answer to your specific query but it will be our assurance that we are working on the proper response to your query or concern. The process of solving your issue may require additional phone calls with staff members or a meeting (either face-to-face or virtual depending on the nature of your issue).

PARENT-TEACHER MEETINGS

You will have at least three formal meetings with your child's teacher/s each year.

If you have any concerns about your child's progress, throughout the year you can contact the school for an appointment and make a mutually convenient time to meet with the classroom teacher or Principal.

A parent-teacher meeting enables you to:

- Discuss your child's progress both academically and socially
- See your child's work
- Get to know your child's teachers
- Stay informed about plans for your child's future learning

SCHOOL POLICIES, GUIDELINES, NEWSLETTERS & CIRCULARS

School newsletters and circulars contain important information and promote student achievements. The newsletters provide a great way to learn about what is happening at school and activities you and your child can be involved in. School newsletters, guidelines, important policies and circulars are available on our school website www.merryland.org

KINDERGARTEN AND GRADE 1-9

- The school timing for KG1 and KG2 will be from 08:00 am to 02:00 pm and for Grades 1 to 9 it will be from 08:00 am to 02:10 pm (Children are expected to be in school at 07:45 am)
- Parents who come to collect their ward are requested to come only after 02:00 pm for KG and after 02:10 pm for Grades 1-9 to facilitate a safe and smooth flow of traffic. **We kindly ask parents who have children with different release times to come only at the release time of the oldest child (not later than 02:45 pm). Children waiting for older siblings will be supervised and can bring an additional snack for this time).**
- All buses will leave campus only by 02:30 pm.
- Every student should wear an identity badge with his/ her photograph, name, class information, telephone number, transportation information, location etc. ID badges will be issued by the school. Replacement of lost badges will incur a fee of 10AED. The child's name should be written clearly on the school bag, tiffin box, water bottle and all the books. Only children with the ID badge will be released to transport companies.
- We encourage students to eat healthy snacks when they are at school. Suggested snacks are those that are low in sugar such as fruits, vegetables and crackers. Fruit juice or water should be brought in unbreakable bottles. Parents, please note that the children should not be given messy, oily or unhealthy breakfast. (Chocolates, chips and soft drinks like Pepsi, Coke, etc. are not allowed.)

GRADE 10-12

- For Grades 10-12, school timing will be from 08:00 am to 4:00 pm

GENERAL INSTRUCTIONS

- Parents, guardians or drivers are not allowed to meet the pupils or teachers during school hours. They may contact the school authorities, in case of an emergency.
- If required, parents can make an appointment to meet teachers between 09:30 am and 01:30 pm on Sundays. Otherwise, parents can send email requests to the appropriate school contact.
- Wearing jewelry or other expensive items to school is strictly forbidden. In case of any loss, the school cannot be held responsible.
- Please inform the school if there is any change in the address, email and/or telephone number by sending an e-mail to **registrar@merrylandinternational.net** and the class teacher's email.

- Encourage your child to participate in all activities of the school.
- Return assessment records promptly.
- Respond promptly to school circulars.
- Send a written intimation **AND** an e-mail (**absent@merryland.org**) if the child is required to leave the school early in case of any emergency.
- Parents are not supposed to give any gifts or special favours to any school staff.
- Pupils should carry light-weight school bags with only the books needed according to the time table.

Grade	Max. Backpack Weight
KG1/ KG2/ GR1/ GR2	Not to exceed 2 kgs
GR3/ GR4/ GR5	Not to exceed 3 to 4.5 kgs
GR6/ GR7/ GR8	Not to exceed 6 to 8 kgs
GR9/ GR10/ GR11/ GR12	Not to exceed 10 kgs

CURRICULUM

Phase 1 : KG 1 and KG 2: Cambridge Early Years

Phase 2: Grades 1 – 6: Cambridge Primary

Phase 3: Grades 7 & 8: Cambridge Lower Secondary

Phase 4: Grade 9 & 10: Cambridge IGCSE

Phase 4: Grade 11 and 12: Cambridge AS and A Level

ASSESSMENT

At Merryland International, assessment is integrated into a well-balanced productive method. We assess our pupils in all areas of learning and the results of assessment are closely monitored, recorded, analyzed and shared with the pupils and parents. Pupils will engage in different assessments throughout the year including but not limited to baseline assessment, diagnostic assessment, formative assessment, criterion-referenced assessments, interim/benchmarked tests, summative assessments and norm-referenced assessments. Pupils engage in continuous assessment throughout the school year, from kindergarten to higher secondary, to ensure that children are making sustained progress. Difficulties in any of the areas of learning, whatever the cause, are identified and addressed. Monitoring of each pupil's progress also ensures that each one reaches their full potential. Summative assessment reports are issued thrice a year: in December, March and June. These reports reflect the progress that your child has made in all the areas of learning. Students will receive a detailed report card. Report card must be duly signed by the parent and returned to the class teacher.

Types of Assessment	Method
<i>Baseline assessment: School-based</i> Assess the pupils on the entry level to grade their levels.	Entry-level assessments
<i>Formative tests- Ongoing assessments</i> Ongoing assessment of a student's performance during instruction is a regular occurrence throughout the instructional process.	KG to Grade 12
<i>Summative tests</i> Measure a student's achievement at the end of instruction or a topic.	End of Term exams & Midterm Tests
<i>Progress Analysis tests- GL ASSESSMENT- ADEK initiated Benchmark examination- Formal and mandatory</i>	Grades 3 to 9
<i>Cambridge Checkpoint Examination- School-initiated Cambridge Benchmark examination- Formal and mandatory</i>	Key Stage 1- Grade 6 Key Stage 2- Grade 8
<i>Progression Analysis:</i> Compares a student's performance against the CIE world around group each year.	Grades 3 to 9

PARENT -TEACHER MEETINGS

Parent/teacher meetings are conducted frequently. These meetings provide an excellent opportunity to share information regarding your child. The parents and teacher of a pupil make up a team that, through regular communication, work best to guarantee the success of that pupil. The teacher should communicate how your child is doing at school, and you should tell the teacher how the child is doing at home. Together, you and the teacher will discover how your child learns best.

When there are questions or concerns about your child's education, your first point of contact should be the class teacher. As the teacher is busy with students during the day, the easiest, fastest and the most effective ways to reach any teacher is through either an email to the corresponding email address (see attached list). If you would like to meet face-to-face with the teacher, please contact the school office **(02-5519626)**.

TRANSPORTATION

Merryland International School DOES NOT provide daily transportation to/ from school. Only transportation to/ from offsite activities arranged by the school will be managed by the school. Daily transportation (including its safety and cost) is the responsibility of the parent. We ask that parents are vigilant to ensure their selection of transportation is safe and follows all applicable laws. The school will not board a student onto any transport provider that does not follow established ADEK, MoE, ITC or DoT protocols. Any communication regarding school transportation must be addressed directly to the provider. The school can attempt to assist a parent AFTER the parent has attempted but has received NO response. Office: 02 445 4811, Transport co-ordinator: Mr. Paul (055 814 0850); Email: zenith_gtransport@hotmail.com

SCHOOL CLINIC

If your child needs to take any medication during school hours, the medicines should be brought to the school nurse by the parent/guardian with the prescription from a physician. If you forget, you can also scan and email it to nurse@merryland.org

If your child has any known allergies, specifically to food or over-the-counter medications, please inform the school office and school nurse in writing at the beginning of the year or whenever it is discovered.

contact@merryland.org; nurse@merryland.org)

Any student with a fever of 38 deg C or higher should remain home until the fever is below 38 deg C without the use of medication. Likewise, if a pupil suffers from any infectious disease, the student should be kept home from school until the full contagious period is over and a medical certificate from an accepted medical practitioner has been submitted. The medical certificate should be submitted to the school nurse before the student can be permitted to attend classes. (nurse@merryland.org)

CONTAGIOUS PERIODS FOR INFECTIOUS DISEASES

Mumps	14 days or more until the swelling has gone down.
Chicken pox	16 days or more until the skin is clear.
Sore eyes (Pink Eye)	5 days, longer if eyes are still not clear.
Viral fever	Until their fever remains below 38°C without medications.
Typhoid fever	At least one week after clearance of clinical symptoms (until the laboratory results are proved negative)
Measles	Eighteen days since onset of the disease and appearance of the rash

SCHOOL UNIFORM

Our school uniform ensures conformity and uniformity but more than that it gives our pupils a sense of belonging to the family of Merryland. It brings all pupils to a common platform irrespective of colour, creed, religion or ethnicity. We want our pupils to respect the uniform and be proud of it. We want them to wear it with dignity and not just for conformity. We want them to look smart and presentable at all times. Modesty is a virtue and what better way to portray it than through the school uniform.

So uniforms must be clean and ironed, shirt collars must be buttoned, ties strung up, shoes polished and hair neatly groomed. Girls must have their hair neatly plaited or covered with a head scarf and skirts must be well below the knee. Boys at all times must crop their hair short and must not grow them beyond a reasonable length. Both boys and girls are expected to groom their hair and maintain a healthy scalp to avoid infestations. At no time will fancy hairstyle or colouring of hair be permitted. Trousers and Track Pants must be worn above the hips. Boys can wear black leather belts with a simple, non-ornamental buckle.

Hair Grooming:

- **Girls:**
 - Hair must be neat, clean, well-groomed, and plaited, combed with a band at the back, or covered with a headscarf.
 - A neat ribbon may be added for plaiting. Fancy hairstyles or hair coloring are strictly prohibited.
- **Boys**
 - Hair must be neat, clean, well-groomed, trimmed short, and of one natural color.
 - Senior boys must maintain a clean-shaven face at all times, demonstrating maturity and adherence to the policy without needing reminders.

Both boys and girls must maintain a healthy scalp to prevent infestations. Skirts must extend well below the knee to uphold modesty. No makeup, nail polish, body art, visible body piercing, or jewelry is permitted. The school will not be held responsible for any loss of jewelry.

Uniform Purchase: All uniforms must be purchased exclusively from the authorized supplier.

Iris International School Supplies LLC, Branch of Abu Dhabi Address: C157,
Building No. 34, Al Shuara Street, Mussafah, Abu Dhabi
Phone: 02 554 4446 Website: www.irisuae.ae
Location: <https://goo.gl/maps/5bGULMwMS5Bu262K7>

Special Occasions

On occasions such as National Day or birthday celebrations, students may wear non-uniform attire only with authorization from the School Principal.

- Girls: Must dress modestly, adhering to the school's values. Short skirts are strictly prohibited.
- Boys: Half-pants are strictly prohibited.

Facial Covering Policy

For educational and security reasons, full facial covering is not permitted on campus:

- **Educational Rationale:** Teachers need to see a student's whole face in order to read the visual cues it provides. Open communication between teachers and students relied not only on the spoken word, but also on non-verbal elements and body language. Teachers rely on visual cues, non-verbal communication, and body language to support students' educational development. Full facial covering may hinder effective communication and learning.
- **Safety and Security:** In addition, it is important for the safety and security of the school community to know who is on site, and to be able to see and identify individuals. Wherever security is an important protocol, like for example, the immigration or at the airport, it is required that the face needs to be seen to know and it is important for the school to know who is in the campus. So full facial covering is not permitted on campus.

THE STUDENT ID CARD

The student ID card is a non-negotiable component of our school's security and operational procedures.

Student ID cards are required for:

- Gate Entry and Dispersal: Students must present their ID cards upon request by a staff member for verification upon entering and exiting the school premises.

- **Transport Identification:** The colour-coded lanyards attached to the ID cards play a vital role in identifying students' modes of transport, ensuring a smooth and safe arrival and dispersal process.
- **Clinic Access:** Students requiring medical attention at the school clinic must present their Student ID cards to the School Nurse upon request for identification and record-keeping purposes.

Therefore, please ensure your child wears their ID card visibly, without exception, every day. This is not merely a request, but a mandatory requirement for the safety and efficient management of our school.

For the most up-to-date information regarding our school uniform requirements, kindly visit our website www.merryland.org

PUPIL DISCIPLINE POLICY

“He who reins within himself and rules passions, desires, and fears is more than a king” - John Milton.

Apart from academic excellence, there has always been a strong emphasis on student discipline at Merryland. This is one of the reasons why many parents prefer their children to have a Merryland education. We believe that discipline is a continuously evolving process where students will not only progress through the grades but also from enforced discipline to the highest form of discipline: self- discipline.

BEHAVIOURAL MANAGEMENT (GRADE 1 - 4)

Types of Misconduct	
Minor Misbehaviour	
Behaviour	Actions
Talking out of turn or interrupting others	Verbal reminder or redirection.
Not following instructions after a reminder	Time-out or Brief reflection period- in class or designated places, positive reinforcement such as talking.
Minor disruptions in class or during activities	Loss of privileges (e.g., recess, field trips, PE classes, laptops etc).
Making inappropriate sounds during class	Verbal reminder
Moderate Misbehaviour	
Behaviour	Actions
Disrespectful behaviour towards others, such as name-calling or teasing	A more serious warning and discussion with the student about the behaviour
Not staying in assigned areas during recess or class	Parent or guardian notified (via note, email, or phone)
Damaging property that includes writing on the wall, table, bus seat/ sticking gum under the table	Time-out or Relocation within the classroom or to another space to calm down/ Reparation of damaged property or actions
Serious Misbehaviour	
Behaviour	Actions
Fighting or physically hurting others	A meeting with the student, teacher, and principal
Bullying or intimidating peers	A phone call or meeting with the parents or guardians.
Severe disrespect to teachers or staff	Possible suspension from certain activities such as trips, PE classes, laptops etc
Stealing or purposefully damaging school property	In case of physical harm or bullying, a formal written warning or a day's in school suspension based on the severity.

BEHAVIOURAL MANAGEMENT (GRADES 5 above)

Level 1- LIST OF MISCONDUCT- Applicable from Grade 5 onwards

Misconduct	LEVEL 1	Procedure
Conduct 1	Being repeatedly late to the morning assembly or failing to participate without an acceptable excuse	Step 1 to 4
Conduct 2	Failing to attend classes on time repeatedly without an acceptable excuse/ visiting washrooms without permission/ loitering in corridors	Step 1 to 8
Conduct 3	Non-compliance with the school uniform (regular or PE) without an acceptable excuse and not wearing the school ID	Step 1 to 5
Conduct 4	Not bringing books and other resources for school without an acceptable excuse	Step 1 to 8
Conduct 5	Eating during class or assembly without permission	Step 1 to 8
Conduct 6	Improper dressing/ inappropriate hairstyle	Steps 1 to 8
Conduct 7	Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the classroom	Steps 1 to 8
Conduct 8	Noncompliance of homework and assignments in a timely manner	Step 1 to 8
Conduct 9	Disturbing lessons/ not staying calm/ disciplined during class time, making inappropriate sounds inside or outside the classroom.	Step 1 to 8
Conduct 10	Misuse of digital devices in school (e.g., playing video games, viewing social media, messaging, using head/ earphones in the classroom without justification or permission).	Step 10 & 11

Step	Correction procedure	Involved members	Positive reinforcement
Step 1	For first-three occurrences: Discussion and reminders with the respective teacher + Entry in Orison by teacher	Teacher involved Class Teacher	Reflection sheet- done in discussion with counselor. Character checklist- done with the counselor. Peer Mentoring- in class. Movement Break. Positive phone calls.
Step 2	After the fourth occurrence: Discussion with Counselor + Entry in Orison	Counselor	
Step 3	After the fifth occurrence: Discussion with VP + Entry in Orison	VP	
Step 4	After the sixth occurrence: Meeting with the Disciplinary Committee (DC), including Principal + Entry in Orison	VP DC Principal	

Step 5	Discussion with parent and student by the members of DC + Entry in Orison	VP DC Parent Principal	Safe seating in lesson. Verbal Praise- by the VP. Appreciation in the classroom. Positive Behaviour Entry. Special learning plans. Positive phone calls
Step 6	Written warning to student by DC- Written Warning 1 + Undertaking for parent	VP DC Parent	
Step 7	Involving Inclusion team to monitor academic performance and support help	VP Inclusion Team Principal	
Step 8	Referring for External Assessment	VP Inclusion Team External Agency Parent	
Step 9	Written Warning to student and parent + Entry in Orison	Parent VP	Granting responsibilities Written Appreciation for the changed behaviour and improved conduct. Positive phone calls
Step 10	Loss of privileges such as IT device, School Activity, Library Usage, PE Lessons + entry in Orison by teacher	VP Student Subject Teachers	
Step 11	Payment of fine for the repair of damage/ replacing the item- decision by DC + entry in Orison by teacher	VP DC Parent School Finance Principal	

LEVEL 2- LIST OF MISCONDUCT- Applicable from Grade 5 onwards

Misconduct	LEVEL 2	Procedure
Conduct 1	Unexcused absence for school activities and events	Steps 1 to 5
Conduct 2	Leaving or entering the classroom during class time without permission.	Steps 1 to 5
Conduct 3	Refusal to follow school safety instructions as per the health and safety policy	Steps 1 to 7
Conduct 4	Minor damage to school property- writing on wall, table, bus seat/ sticking gum under table/ tampering alarm bells	Step 8 & 9
Conduct 5	Taking out/ using mobile phones at school without permission	Step 10 & 11
Conduct 6	Physical fighting, inciting quarrel, intimidating peers and threatening	Step 12 to 14
Conduct 7	Acting or behaving against the school/ ADEK Cultural consideration policy	Step 16 to 17
Conduct 8	Using or possessing or distributing tobacco products/ vapes/ lighters on the school campus or in the bus	Step 16 to 17
Conduct 9	Verbally abusing or insulting any member of the school community (including visitors).	Step 19 to 21
Conduct 10	Any other forms of misconduct similar to the above as per the discretion of the Behavioural Management Committee	

Steps	Correction procedure	Involved members	Positive reinforcement
Step 1	For first-three occurrences- Discussion with student by the respective teacher + Orison entry by teacher	Respective Teacher Class teacher	Positive Behaviour Entry Community Service

Step 2	After the fourth occurrence- Discussion with student by Counselor + Orison entry	Counselor	Assisting the Class Captain in leadership role Striver certificate Co-creating classroom expectations
Step 3	After the fifth occurrence- Discussion with student by the VP + Orison entry	VP	
Step 4	After the sixth occurrence- Signing the undertaking by the student & the parent & entry in Orison	Student Parent VP Principal	
Step 5	Involving Inclusion team to monitor academic performance and support	Inclusion Team	
Step 6	Counseling Sessions + Orison entry	Counselor	
Step 7	Detention to complete work and Denial of Privileges	Inclusion Team	
Step 8	Signing the undertaking by the student & parent & entry in Orison	Parent Principal VP	
Step 9	Paying for the cost and reinstallation of damaged items	Parent Finance Principal	
Step 10	Offence 1& 2: Confiscation of items if used that are not allowed at school after informing the parents and returning the item to the parent only after signing the undertaking by the parent + Orison entry	VP Class teacher	Partnering with families
Step 11	Repeated offence 3: Confiscated items till the term end after informing the parents and signing the undertaking + Orison entry	VP Class teacher	
Onsite Suspension			
Step 12	On - site Suspension up to 2 days	DC VP Principal	Provision for counseling Conducting group talk on effective citizenship
Step 13	Creating a written strategy with student	VP Counselor	
Step 14	Parent signing the undertaking to support the strategy	Parent VP	
Step 15	Counseling Sessions	Counselor	
Step 16	Written Warning and signing the undertaking to the student and the parent	DC Principal VP	Refection Time Provision for counseling
Step 17	In school Suspension for 1 day + Orison entry	DC Principal VP	
Step 18	Counseling Sessions	Counselor	
Expulsion			
Step 19	Immediate off site suspension upto 5 days until the investigation is completed by DC	DC Principal VP	Parents can request to the appeal committee
Step 20	Decision on students continuity by the DC	DC	

Step 21	Reporting to ADEK in the ESiS portal of student with evidence of behaviour strategy	Registrar Principal VP DC	
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LEVEL 3- LISTS OF MISCONDUCT- Applicable from Grade 5 onwards

Misconduct	LEVEL 3	Procedure
Conduct 1	Leaving the school premises without permission	Step 1 to 3
Conduct 2	Bullying, intimidation, harassment, and/ or abuse of members of the school community, including defaming them on social media	Steps 4 to 8
Conduct 3	Physical fighting causing hurt, inciting quarrel, intimidating peers and threatening	Steps 9 to 13
Conduct 4	Seizure, destruction, and/ or vandalism of the school bus (including all furnishing), including causing harm to the driver, supervisor, and/ or other road users	Step 14 to 17
Conduct 5	Academic dishonesty/ plagiarism (including cheating in exams or falsely taking credit for individual work).	Steps 18 to 21
Conduct 6	Fabrication, falsification of documents, and impersonation.	Step 22 & 24
Conduct 7	Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.	Step 25 & 26
Conduct 8	Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent	Step 25 & 26

Step	Correction procedure	Members	Positive reinforcement
Step 1	Signing the undertaking by the parent & entry in Orison	Counselor DC VP Parent	Provision for reflection time Provision for counseling
Step 2	Summon the parent to sign the undertaking Parent meeting with Child Protection team		
Step 3	If repeated the second time, can lead to blocking of admission		
Step 4	Intervention by Anti- Bullying officers + informing the parents. Signing the undertaking by the student & entry in Orison	ABC VP Principal DC Parent	Provision for reflection time Provision for counseling Apology time
Step 5	After investigation by ABC , meet the parent to sign the undertaking		
Step 6	Offsite Suspension up-to 3 days as per the intensity of the case		
Step 7	Reporting to cybercrime based on severity. (the level of severity will be determined by the DC and ABC)		
Step 8	Offsite Suspension up-to 3 days with parental undertaking as per the intensity of the case after investigation	VP Principal DC Counselor Parent Registrar	Involving Appeal committee Counseling Community Service at School
Step 9	Counseling Sessions		
Step 10	Reporting to ADEK in the ESiS portal of student with evidence of behaviour strategy.		

Step 11	Decision on continuity by the DC		
Step 12	Investigation by transport committee + informing the parents Summon the parent to sign the undertaking + Orison entry by transport team	Transport Coordinator VP Parent	
Step 13	Parent called for signing an undertaking + Paying for the cost and re-installation of damaged items		
Step 14	Suspension from using Bus up to 3 days+ Orison entry by transport team		
Step 15	Investigating the matter by examination cell + Orison entry by present teacher + informing the parents		
Step 16	Summon the parent to sign an undertaking and Cancellation of Examination	Principal VP Exam Officer Parent Counselor	Counseling sessions & Provision for re-sitting for the examination
Step 17	Re-sitting for the examination with approval from DC + exam cell		
Step 18	If in case of the CAIE examination, the procedures will be followed as per the regulations of CAIE.		
Step 19	Investigating the matter by DC + Stopping from School & Reporting to ADEK	Principal Registrar DC	
Step 20	Admission on hold until the Final decision on continuity by DC		
Step 21	Stopping from School, Reporting to ADEK and the Police		
Step 22	Applying to ADEK to expel the student with evidence of behaviour strategy	DC Principal	

LEVEL 4- LISTS OF MISCONDUCT

Misconduct	LEVEL 4	Frequency
Conduct 1	Trespassing on school premises after school hours.	Step 1 & 4
Conduct 2	Persistent bullying, intimidation, harassment, and/ or abuse of members of the school community, including defaming them on social media.	Step 1 & 4
Conduct 3	Any other forms of misconduct similar to the above as per the discretion of the Behavioural Management Committee.	Step 1 & 4
Conduct 4	Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim.	Step 1 to 4
Conduct 5	Theft and/ or engaging in its cover-up	Step 1 to 4
Conduct 6	Using forms of communication (e.g. social media, digital devices) for unlawful or immoral purposes, or in a manner discrediting the school and members of the school community.	Step 5 to 8
Conduct 7	Leaking exam questions or engaging in related activities	Step 5 to 8
Conduct 8	Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/ extremist videos)	Step 5 to 8
Conduct 9	Insulting political, religious, or social figures in the UAE.	Step 5 to 8
Conduct 10	Possessing, using, or distributing weapons or objects used as weapons (e.g. arms, blades), or their equivalent, on the school premises, on the bus, or during school activities offsite	Step 5 to 8
Conduct 11	Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite	Step 5 to 8

Conduct 12	Using, promoting, possessing, and/ or distributing alcohol, narcotics, medical drugs, or psychotropic substances, on the school premises, on the bus, or during school activities offsite	Step 5 to 8
Conduct 13	Disseminating or promoting culturally inappropriate ideas/ beliefs that go against the laws of the UAE with malicious intent, as per the ADEK School Cultural Consideration Policy	Step 5 to 8
Conduct 14	Intrusive and/ or illegal digital activity on school IT systems (e.g., hacking into school accounts, installing unauthorized software).	Steps 5 to 8
Conduct 15	Setting fire to the school premises	Steps 5 to 8

Step	Correction procedure	Members	Positive reinforce ment
Step 1	Investigate the matter by DC/ ABC + entry in Orison	Principal DC Registration Counselor	
Step 2	Offsite Dismissal up to 5 days after the investigation+ Orison entry		
Step 3	Final decision on continuity by DC		
Step 4	Reporting to ADEK and blocking admission		
Expulsion and Reporting to the Law Enforcement			
Step 5	Investigate the matter by DC/ABC + Orison entry + off site Suspension up to 5 days	Principal DC Registration ADEK Law & Enforcement	
Step 6	Reporting to ADEK and removal from admission with evidence of behaviour strategy		
Step 7	Reporting to ADEK and the Police/ Cyber crime		
Step 8	Applying to ADEK to expel the student with evidence of behaviour strategy		

ZERO TOLERANCE TOWARDS BULLYING

Bullying is an anti-social behaviour that affects everyone. It is unacceptable and will not be tolerated. It is defined as deliberately hurtful behaviour, repeated over time, where it is difficult for those being bullied to defend themselves.

The four main types of bullying are:

- physical (hitting, kicking, theft, taking and damaging belongings, improper touching)
- verbal (calling names, racist remarks, taunting, threats, offensive remarks)
- relational/ social (spreading rumors, exclusion from social groups, gossiping)
- cyber (e.g. texts, e-mails, picture/video clip bullying, Instant Messaging (IM))

We remain alert to the signs of bullying and act promptly and firmly against it to ensure that all pupils learn in a supportive, caring and safe environment without fear of being bullied. Social networking is, therefore, discouraged by the school as it can be a cause of great distraction to a young, growing mind. (e.g.: Instagram, Tiktok, Discord, Hangouts, Facebook, Twitter etc.). Internet users are responsible for the appropriateness of the materials they view and transmit. Parents are expected to agree to and enforce the school policy against these kinds of activities to ensure the proper development of their child.

The School does not permit the usage or possession of any of the following

Electronic gadgets including Mobile phones, tablets, personal computers, audio/video players, digital cameras, fidget spinners, laser pointers, weapons of any kind, any other object not required as a school necessity.

If found in the possession of students, these items will be confiscated and handed over to the parents at the end of the academic year only.

HIGH EXPECTATION ON THE BEHAVIOUR OF PUPILS

1. BEHAVIOUR IN THE COMPUTER LABORATORIES

- No food, drink or chewing gum should be brought into the computer labs.
- Computer games may not be played in the computer labs and libraries.
- The workstation must be left in good working order, neat and orderly, quitting all applications.
- Technology including the internet should be used appropriately.

2. BEHAVIOUR IN THE SCIENCE LABORATORIES

- No food, drink, or chewing gum should be brought into the science labs.
- Safety procedures are to be followed at all times according to health and safety regulations and instructions from teachers.
- All lab equipment must be handled carefully.
- Deliberate breakage of lab equipment will be treated as vandalism and apart from disciplinary procedures, parents will be asked to reimburse the amount to the school.

3. BEHAVIOUR IN THE LIBRARY

- No food, drink, or chewing gum should be brought into the library.
- Books are to be handled with great care and returned on the due date.
- Books must not be torn or damaged in any way.
- If books aren't returned or are lost, a fine equal to the book's cost must be paid.

4. BEHAVIOUR IN THE PLAY AREA

Students are expected to:

- Treat self and others with respect- share courts, balls, and play areas with others.
- Play in the designated area only and follow directions of the play area supervisor.
- Notify the play area supervisor immediately if an accident or injury occurs.
- Line up immediately without pushing or shoving when P.E. is over.
- Show respect for school property and follow the rules for all play area equipment.

HANDLING SCHOOL PROPERTY

- Students are expected to take full ownership and responsibility of their classroom and the school and all that is in it, including their desks and chairs.
- Any attempt to scratch desks, deface walls or tamper with computer and electronic systems including school computers, laptops, accessories, interactive displays, whiteboards, speakers, projectors or cameras will be treated as vandalism and apart from disciplinary procedures; parents will be asked to reimburse the cost involved in replacing the damaged unit to the school. Students must not destroy any school property located in and around the school including the auditorium, quadrangle, toilets and any other areas.
- Damage to school property will warrant appropriate sanctions including expulsion and parents will be charged an amount corresponding to the damage.

SCHOOL DISPERSAL

Merryland uses CurbSmart Dispersal program to manage our student release process. CurbSmart instantly synchronizes pick-up lane arrivals, allowing school staff inside and outside to coordinate the safe and organized release of students after school. School staff use the application by entering tag numbers into a smartphone or other device and class teachers view a list of student names inside their classrooms from where they release the students.

In an effort to provide the safest and most efficient release of students from our school, please be advised that you will be issued a tag with a number. Please display this hangtag in your vehicle's dashboard or from the rear-view mirror so it is clearly visible for entry by School staff.

Student Pick-Up/ OUTPASS Authorization

All authorized persons, other than the registered parents, may pick up students from school only if the parent submits a signed authorization letter along with a copy of the Emirates ID of the person collecting the student.

If a nanny or personal driver is to pick up the student, such persons must also be authorized by the parent through a signed letter, accompanied by a copy of the Emirates ID of the authorized individual. Without such authorization from the parent, the student will not be released.

ORISON SCHOOL APP/ PARENTS PORTAL

Merryland International School requires all parents to download and use the Orison App (ORISON SCHOOL V2 on the App Store or Play Store). A link to the parent portal app is also available on our school website. This platform is the official channel for communication between the school and parents, enabling you to remain informed about all matters related to your child's education, receive instant notifications from the school, and save valuable time.

For all ORISON based support or queries, please contact us via email at orsionsupport@merryland.org

ICT AND ONLINE SAFETY GUIDELINES

Being online is an integral part of our students' lives. Social media, online games, websites and apps can be accessed through mobile phones, computers, laptops and tablets – all of which form a part of the online world. While the internet and online technology provide new opportunities for young people's learning and growth, it can also expose them to new types of risks. E-safety is a fundamental necessity in safeguarding and child protection measures. The online world is ever changing. New services with great features continually emerge. Knowing about them and how young people use them can help you better understand the digital life your children experience as well as any concerns you may have for your children.

Please review our [ICT AND ONLINE SAFETY GUIDELINES](#) document available on [school website](#).

MERRYLAND INTERNATIONAL SCHOOL



FS 651082

**The First School in Abu Dhabi
with ISO 9001:2015 Certification**



CAMBRIDGE
International Examinations

Cambridge International School

**The First School in Abu Dhabi
with CAMBRIDGE (UK) Branding**

Changing Lives... Nations Wide...



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BEST ENTERPRISE

(The Great Britain and Northern Ireland
Patent Office, Reg. #2401351)

PARENTAL CONTRACT

Clarity and transparency are key to a constructive relationship between schools and the families they serve and enable a schooling experience that has a child's well-being at its heart. The Parent-School contract has been introduced with this in mind. It ensures that both schools and parents are aware of their duties and responsibilities towards each other and towards their children. It is to the benefit of both schools and families that this relationship is based on agreed terms and conditions, set out clearly in the form of a contract.

Merryland International School will uphold the agreement stipulated in the contract when a party refers a matter for deliberation and endorsement. Families are encouraged to read the contract carefully and to sign it only after all queries have been addressed by the school.

In addition to the contract, schools should have effective procedures in place to address and mitigate parental concerns and complaints. Parents should also be recognized and used as a valuable resource in the educational experience of their children.

PARENT HANDBOOK

- I have read, understood and agree to all guidelines and conditions mentioned in the Parent handbook (Compass). I agree to be bound by it and by any subsequent amendments as notified by the school from time to time.

THIS DOCUMENT IS A PART OF THE PARENTAL HANDBOOK COMPASS -MERRYLAND INTERNATIONAL SCHOOL

Responsibilities

The responsibilities of the school include:

- Provide the highest quality education with a carefully crafted curriculum based on the Founder's 3-D principles of Divinity, Dedication, and Discipline.
- Educate all students in a manner that sparks imagination and empower them to become highly productive global leaders.
- Respect and celebrate the diversity of the UAE.
- Moulding generations to pursue excellence in their intellectual, moral, and social spheres.
- Provide an outstanding world of learning at Merryland International School that promotes creativity, innovation, leadership, well-being, safety, and protection for all students at all times
- Communicating to parents all policies, possible changes, and immediate announcements.
- Using contact details provided by parents to communicate key messages.

- Updating the information about school policies, expectations, programs, staff, and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports and meetings.
- Building strong relationships cemented with faith, trust, and integrity with communities, families, and authorities.

The responsibilities of the Parents include:

- Supplying the school with valid and updated contact details, including home telephone and mobile numbers, e-mail addresses, and home location.
- Ensure that students arrive at school prior to the registration time, or make necessary preparations to facilitate this.
- Being prompt in the payment of School Fees and CAIE Examination fees (Grades 10, 11 &12) in the prescribed time without reminders.
- Being courteous in their approach to staff when enquiring about their child with all staff at school.
- Attending all meetings, conferences, and reviews related to their child's progress and performance.
- Parents and guardians are expected to cooperate with the school authorities by enforcing regularity and discipline, helping their children or wards to prepare their lessons, and taking a keen interest in the activities of the school.
- Parents are expected to monitor all communications sent through the School App (ORISON), teacher messages, the school website, circulars, telephone calls, or emails, and acknowledge them accordingly.
- To be polite in conversation and behaviour with any staff in the school.
- Parents are strongly advised not to miss the Parent-Teacher meetings arranged during the course of the academic year for enquiry about the progress of their children in studies and in other aspects of school life. They are requested to come personally and collect the report cards at the open house at the end of each term. Parents, guardians, or other persons are not allowed to see the students or meet their teachers during class hours without the permission of the respective heads of the sections or Principal.
- The parents can meet the teachers by fixing a prior appointment (on weekdays- Monday to Thursday between 03:00 pm to 04:00 pm and on Sundays from 09:30 am and 01:30 pm)
- Parents and guardians are requested to notify the school office in writing of any change in their address, email-id or telephone number. In all communications with the school, the name, grade, and section of their children should be clearly mentioned.
- The parent should encourage every child to attend school except under unavoidable circumstances.
- Parents shall plan their trips in accordance with the School Calendar.
- Parents should submit an official leave letter prior to the request for leave addressed to the Principal for approval.
- Parents along with the school, share the responsibility for the holistic growth of every child.
- We recommend that parents check the work of the students, spend quality time enquiring about their day at school every day, and maintain regular communication with the teacher. This will have a great impact on the behaviour and attitude of your ward.

- Provide students with a good atmosphere, space, and time at home conducive to learning and develop physically and emotionally.

ENROLLMENT/ RE-ENROLMENT

- The enrollment, re-enrolment and continuity of my child(ren) for the academic year depends on my agreement with and following of the preceding rules and keeping my financial account with the school current.

MEETING THE SCHOOL'S STANDARDS

- I understand that Merryland International school's standards are very high. Grades and promotions are earned, and my child has to work along with his/ her teacher to be involved and benefit from the research and journal based learning.
- I will give the teacher-concerned a request in writing well in advance if my child needs any extra help with his/her studies.
- I assure my entire cooperation with regard to his/ her learning and I will create a good learning atmosphere at home to make him/her an independent learner.
- I agree to allow my child to participate in all school club activities such as English literary club, Arabic club, science clubs, sports club, robotic club etc. If any of these activities involves field trips/ excursions outside of the school, prior notification by the school will be sufficient.

COMMUNICATION WITH SCHOOL

- I will communicate regularly with my child's teachers. I will respond to any phone call or email from any member of the school. My conversation will be polite with any staff in the school.
- If I am asked to attend a meeting at the school regarding my child's education or behaviour, I will make every effort to be there on time. I am aware that my child will not be allowed to attend the school until such meeting is over.
- If I have any concern or questions, I will communicate in a respectful manner with school staff.
- Any change of my/our address, telephone/mobile number, email address shall be immediately notified to the school in writing.
- I authorize the school to take photographs/ videos of my child for the school's usage in display/ print media/ publication/ electronic media/ school website/ newsletter/ video display, boards etc.
- Any changes to the pupil's particulars shall be notified in writing as soon as possible to the school.
- I have disclosed all relevant medical and health data about the pupil in the medical record submitted to the school and will keep the school informed of any changes to the information provided therein.
- All communications with the school may be monitored or recorded for quality assurance and training purposes.
- I am aware that I will receive a communication back from the school, depending on the concern addressed in my email, either in form of a phone call an email within two to four business days.
- I will follow the school's communication guidelines and hierarchy. For academic or behavioural concerns, my immediate contact person will be my child's class teacher. If the class teacher cannot answer the query directly, She/ He will direct my query to the appropriate school staff member who will follow up with me. If more than four business days has passed since my last update from the school regarding my

query, I can then contact the Grade Coordinator. For matters other than academics or behaviour, I will call or email the school administrative offices.

SCHOOL FEES

- For the most up-to-date information regarding our school fees, details on the due dates and the accepted modes of payment, kindly visit our website www.merryland.org or call/email our finance department at 02-5519626/ finance@merryland.org

As a private school, Merryland International School reserves the right to admit or re-enroll students for any academic year. Re-enrolment may not be granted in case of the below conditions:

- Disregard of school policies, rules and regulations
- Disregard of UAE government policies, rules and regulations
- Recorded, repeated, uncorrectable poor behaviour by the child.
- Recorded abusive or combative behaviour from the parent towards the school or its staff members.
- Not meeting their financial obligations to the school or making payments outside of the established payment windows.

FINANCIAL RESPONSIBILITY

- Both parents (or legal guardians) are jointly and severally responsible for the full and timely payment of all school fees and any other applicable charges. This responsibility remains binding irrespective of any personal or legal arrangements between the parents, and shall not be affected by any changes in the marital, custodial, or financial circumstances of either parent.

EMERGENCY MEDICAL TREATMENT

- I authorize the Principal to act *En Loco Parentis*, (in the place of a parent) giving consent on behalf of us, the parents, for my child to receive required medical attention by an appropriately qualified person if we cannot be contacted in time.

ATTENDANCE

- I understand that each school day is important, and I will make sure that my child attends school on time, every day. (before 07:45 am)
- I will not permit my child to be absent from school for unauthorized reasons. I understand the difference between authorized and unauthorized absences. I am also aware that I should provide a signed letter mentioning the reason for my child's absence, if any.
- I understand the importance of education imparted at school and hence I will plan family vacation and any travel plans so that my child will not miss the school working days as per the published school calendar.

UNIFORM AND CLEANLINESS

- I will send my child to school every day in a clean, well-pressed, full school uniform. I will ensure my child wears the identity badge with the appropriate colour coded tag/ lanyard. I will make sure that his/her socks are washed after every use and the shoes are polished. I know that long hair and unshaven faces will not be permitted for boys. Girls should have plaited, braided or otherwise tied back hair.

GENERAL

- I will be a role model with a polite, respectful and highly refined disposition both in my language and approach to the school.
- If any matter requires the approval of or notification to us, it will be sufficient for the school to notify or obtain approval from any one of the parent.
- That I will undertake the responsibility of the pupil's transport as the school does not provide transportation. All transport arrangements such as the pick-up/ drop time/ location, the charges involved/ payment, mode of payment/ its receipts and the communication with the transport agency will be solely my responsibility.
- As the security inside the school is a government approved agency, I will co-operate with the security team and guards of the school and follow the safety regulations in and around the school as stipulated by the security staff.
- An individual's grievance will be settled on an individual basis without a third party (whether family member or friend's) intervention – as I understand the UAE laws do not permit a group or mob interference for any reason or at any point of time, within or around the campus.
- It will be my first step to communicate with the school to solve my problems directly rather than approaching external bodies through anonymous complaints, which will damage my relationship with the school in the long run.
- Irrespective of my country's cultural and religious norms, I hereby undertake that my child and I will abide by the rules and regulations of the school, which are strictly in accordance with Islamic principles and the laws stipulated by the government of the United Arab Emirates.

STUDENT BEHAVIOUR AND DISCIPLINE

- I understand the School's expectation on values: Respect, Enthusiasm, Achievement, good Citizenship, and Hard work (REACH) and I will make sure that my child learns to live up to them.
- I also understand that there will be disciplinary consequences if my child violates the REACH values, and I will support the school in their efforts to enforce high standards for behaviour and citizenship.
- I will endorse the school in the zero-tolerance policy for bullying in all its forms, including emotional injuries with peers and the school staff, physical injuries and cyber abuse or misuse of social networks such as Instagram, Tiktok, Discord, Hangouts, Facebook, Twitter etc., against the school in any form, against any member of the staff, or against any pupil.
- I understand and stand by the school as it endeavors to shape, lead and guide, through disciplinary measures, my child. I fully comply with the school's rules and regulations for the benefit of his/ her personality development and academic growth.

I understand that while giving appropriate opportunities to act positively in Merryland school, all negative behaviour of children will lead to disciplinary action in accordance with the nature and severity of the negative behaviour. I also understand that Merryland follows the levels for disciplinary actions suggested by ADEK and the school has to enter all negative behavioural incidents on the ADEK eSiS portal.

As per the behaviour policy set by ADEK/ Moe the following are different levels of offenses:

Level One Offenses:

1. Being repeatedly late to the morning assembly or failing to participate without an acceptable excuse.
2. Failing to attend classes on time repeatedly without an acceptable excuse.
3. Non-compliance with the school uniform (regular or PE) without an acceptable excuse.
4. Not bringing books and other resources for school without an acceptable excuse.
5. Not following the school's rules as stated in the Student Code of Conduct, both inside and outside the classroom (e.g., eating during class or assembly without permission, not staying calm/disciplined during class time, making inappropriate sounds inside or outside the classroom, not dressing modestly, sporting inappropriate haircuts, if applicable).
6. Sleeping or eating during class time or during the morning assembly without justification or permission (after verifying the student's health status).
7. Not complying with the completion of homework (if applicable) and assignments in a timely manner, if applicable.
8. Misuse of digital devices in school (e.g., playing games, viewing social media, messaging, using head/earphones in the classroom without justification or permission).
9. Any other forms of misconduct similar to the above as per the discretion of the Behavioural Management Committee.

Level Two Offenses:

1. Leaving or entering the classroom during class time without permission.
2. Not attending mandatory school activities and events without an acceptable excuse.
3. Physical fighting, inciting quarrels, threatening, or intimidating peers in the school.
4. Acting or appearing in a manner that contradicts the ADEK School Cultural Consideration Policy.
5. Causing minor damage to school property (e.g., writing or sticking gum under tables or on bus seats minor tampering with the alarm bell or elevators).
6. Taking out and/ or using mobile phones at school without permission or in the case of emergency.
7. Verbally abusing or insulting any member of the school community (including visitors).
8. Using, promoting, possessing, and/ or distributing tobacco and other tobacco-derived products and paraphernalia such as shisha, e-cigarettes/ vaping, etc., lighters, and pipes on the school premises, on the bus, or during school activities offsite.
9. Refusing to follow any reasonable safety instructions in line with the ADEK School Health and Safety Policy.
10. Any other forms of misconduct similar to the above as per the discretion of the Behavioural Management Committee.

Level Three Offenses:

1. Bullying, intimidation, harassment, and/ or abuse of members of the school community, including defaming them on social media.
2. Fabrication, falsification of documents, and Impersonation.
3. Academic dishonesty/plagiarism (including cheating in exams or falsely taking credit for individual work).
4. Leaving the school premises without permission.

5. Seizure, destruction, and/ or vandalism of school property.
6. Setting off or activating the school's fire alarm or fire extinguishers.
7. Seizure, destruction, and/ or vandalism of the school bus (including all furnishings), including causing harm to the driver, supervisor, and/or other road users.
8. Assaulting others in the school, on the bus, or during school activities offsite, without causing injury to the victim.
9. Driving a vehicle recklessly inside or around the school premises, and not following the security and safety instructions.
10. Capturing, possessing, viewing, or distributing media (audio, images, videos, etc.) of staff and students taken without consent.
11. Any other forms of misconduct similar to the above as per the discretion of the Behavioural Management Committee.

Level Four Offenses:

1. Using forms of communication (e.g. social media, digital devices) for unlawful or immoral purposes, or in a manner discrediting the school and members of the school community.
2. Possessing, using, or distributing weapons or objects used as weapons (e.g. arms, blades), or their equivalent, on the school premises, on the bus, or during school activities offsite.
3. Committing sexual assault (including engaging in sexual harassment) inside the school, on the bus, or during school activities offsite.
4. Assaulting others in the school, on the bus, or during school activities offsite, and causing injury to the victim.
5. Theft and/ or engaging in its cover-up.
6. Capturing, possessing, viewing, or distributing information/media (audio, images, videos, etc.) with unlawful content (e.g. pornography, terrorist/extremist videos).
7. Leaking exam questions or engaging in related activities.
8. Setting fire to the school premises.
9. Insulting political, religious, or social figures in the UAE.
10. Using, promoting, possessing, and/ or distributing alcohol, narcotics, medical drugs, or psychotropic substances, on the school premises, on the bus, or during school activities offsite.
11. Disseminating or promoting culturally inappropriate ideas/beliefs that go against the laws of the UAE with malicious intent, as per the ADEK School Cultural Consideration Policy.
12. Intrusive and/or illegal digital activity on school IT systems (e.g, hacking into school accounts, installing unauthorized software).
13. Trespassing on school premises after school hours.
14. Persistent bullying, intimidation, harassment, and/ or abuse of members of the school community, including defaming them on social media.
15. Any other forms of misconduct similar to the above as per the discretion of the Behavioural Management Committee.

PARENTAL CONTRACT

Please initial each box after reading the corresponding section and fill out/ sign the box at the bottom. **Your signature indicates that you have understood and agree to all guidelines and conditions mentioned in the Parent handbook (Compass) and other guidelines, policies published on school website.**

Forms can be printed and returned to class teacher or scanned and emailed to contact@merryland.org

PARENT HANDBOOK	
RESPONSIBILITIES	
ENROLLMENT/ RE-ENROLMENT	
MEETING THE SCHOOL'S STANDARDS	
COMMUNICATION WITH SCHOOL	
SCHOOL FEES	
FINANCIAL RESPONSIBILITY	
EMERGENCY MEDICAL TREATMENT	
ATTENDANCE	
UNIFORM AND CLEANLINESS	
GENERAL	
STUDENT BEHAVIOUR AND DISCIPLINE	

I hereby undertake with full comprehension that I desire to become a member of the MIS institution, living up to its values, virtues and ethics upon which this institution has been established since 1978, now situated on ME9, Mussafah, Abu Dhabi, UAE. I am fully committed to supporting the school, not only in the progress of my son's/ daughter's academics, but also in framing his/ her character and every aspect of discipline.

I have read and fully understood this parental undertaking and agree to be bound by it and by any subsequent amendments as notified by the school from time to time.

Name of the student		Class & section:
---------------------	--	------------------

	FATHER	MOTHER
Name		
Signature		
Date		

STUDENT PLEDGE

Forms can be printed and returned to class teacher or scanned and emailed to contact@merryland.org

FOR ALL STUDENTS FROM KG TO GRADE 12

- My conversation shall be honorable and edifying at all times, my desire being to build up my peers rather than to attack or discourage them.
- My behaviour shall be orderly and respectful, keeping in mind the goal of demonstrating courtesy, kindness and honesty in God's love.
- My position of submission to my parents' and teachers' authority is accepted gladly and thankfully.
- I will ensure that I follow all the school rules including the uniform policy. I am aware that the uniform policy includes the proper hairstyle and beardless face.
- I willingly refrain from using degrading language, swearing and any questionable activity not in agreement with MIS Values.
- I will respect the property of my school, and will commit myself to the protection and preservation of it. I understand that to steal another's property or to vandalize in any way is contrary to the standard of God's Word and deserving of correction and discipline.

I agree to abide by the above standards of conduct and other regulations expected of each student enrolled in Merryland International School while I am attending the school, and will encourage others to maintain this same commitment.

Name of the pupil	
Class & section	
Signature	
Date	

TRANSPORT USERS

Forms can be printed and returned to class teacher or scanned and emailed to contact@merryland.org

(only for parents whose ward is using the external transport to commute to and from school)

I,.....parent of of Gradeundertake the following:

- That the designated person will be available to receive the student from the bus at the scheduled time and place.
- To provide the school with the necessary contact information and update the same as necessary.
- To pay the cost of damage caused by my child to the bus.
- To educate my child regarding the safety during the bus journey, especially while waiting for the bus, boarding and disembarking and to instruct them to observe the following:
 - Reach the assigned stop before the specified time.
 - Behave in a way that avoids endangering anyone,
 - Remain on the bus until reaching the destination
 - Remain seated in the bus during journey and use seat belts when provided
 - Refrain from misbehaviour
- Report to the transport office if the school bus is not clean, or in any case of misbehaviour by drivers, escort or any other students.
- I understand the transport company/ school has the right to ban my child from using transport if:
 - He/ she repeatedly violates the safety regulations or endangers himself/ herself or others while on the bus.
 - He/ she continues to misbehave or creates a nuisance or participates in any inappropriate or aggressive behaviour toward other students after receiving three notices of misconduct during one academic year.

Name of parent(s)	
Name of the student(s)	
Class & section	
Signature of the parent(s)	
Date	

ONLINE SAFETY AGREEMENT

Forms can be printed and returned to class teacher or scanned and emailed to contact@merryland.org

Parents please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the class teacher. If you have any questions or concerns please speak to the respective class teacher or school administrative authorities.

This agreement is part of our overarching online safety policy.

Merryland International school understands the importance of children being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Young person's agreement:

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the parent or teacher.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/ or teacher and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to my parents.
- I understand that these rules are designed to keep me safe and I will follow them,

Signatures:

We have discussed this online safety agreement and [child's name] agrees to follow the rules set out above.

Name of the student	
Class & section	
Signature of the student	
Name of parent(s)	
Signature of the parent(s)	
Date	

Health Declaration Form

Forms can be printed and returned to class teacher or scanned and emailed to contact@merryland.org

Please answer the following questions by ticking the appropriate box	YES	NO
Does your child suffer from any chronic illnesses?		
Diabetes Mellitus		
Hypertension		
Chronic respiratory diseases such as Asthma		
Cardiac disease		
Kidney disease		
Liver disease		
Autoimmune disease		
Haematological disorders		
Is your child on any immunosuppressant medication?		
Other (if your son/daughter suffers from any other chronic diseases)		
Other (please specify)		

**If your child suffers from any chronic illnesses, please attach a medical report.*

If your child is identified as having a high- risk condition (any of the following chronic illness), it is instructed that you opt for distance learning education. Parents who have children with chronic conditions with a certificate from a doctor will be permitted to attend school only if an exemption is granted by ADEK.

Please provide any additional health related information you wish to share with the school nurse:

.....

.....

I, the undersigned, Mr./Mrs., parent or legal guardian of
hereby confirm that the information that I have provided in this declaration form is correct and complete.

- In case any of the above information is found to be false, untrue, misleading, or misrepresenting, I am aware that I may be held liable.
- If any of the above information about my child changes, I will immediately notify the school nurse.

Name of the parent	
Emirates ID	
Signature of the parent(s)	
Date	