

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:
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	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:

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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	