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WORLD ACADEMY

Towards Excellence

New Parents Welcome Pack 2019-20

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Welcome Pack - Introduction by the Principal 2019-20

Dear Parents

What makes RWA special is the 'family feel' that parents comment on when visiting the school. We have worked tirelessly to develop a school where all stakeholders feel happy and safe. To put it simply: 'RWA is a thriving and bustling community'. The school is a community of learners, where there are opportunities for students, teachers and parents to learn from each other. I hope this fantastic spirit of collaboration continues for the future. It is only by working together that we can ensure the very best education for your child.

The development of student leadership and responsibility across all phases is a key feature of our school. Student-led organizations to encourage wellbeing, protect the environment, and commitment to action in the community are demonstrated through 'hands on' support for those less fortunate, channeled through GIVE, which thus far has funded a variety of schools in Nepal and is now poised to deliver the same in Malawi.

Our commitment to health and safety is reported by KHDA as an outstanding feature. Our buses have radio and CCTV coverage. Our clinic has our own dedicated doctor and nursing staff. The doctor is also instrumental in supporting health education throughout the school community. Reports about all safety incidents are reported and action taken. Prevention is our watchword.

Whether your child is a student in the primary or secondary section, our curriculum is continuous and integrated. We want our students to think and solve problems rather than memorise and regurgitate facts. We are in the business of creating tomorrow's critical thinkers, problem-solvers and entrepreneurs. We embrace academic rigour with regular, 6 – 8 weekly, assessments to measure individual progress and ensure that our standards are comparable to the very best in international education. Our results are evidence of this.

We continue to develop support for students for whom English is an additional language. Teachers understand their responsibility as supporting 'EAL in the mainstream' and are also responsible for implementing individualised learning plans (ILPs) for students in need of additional support, which can also include talented and gifted (TAG) students.

This welcome pack aims to provide you with the essential information you need to make your child's transition to a new school and/or new class smooth and as free from stress as possible. Please go through it and contact us in good time if there are any worries or confusions - or just if you feel you need assistance.

The admissions office and our administrative team are here to help and so is the senior leadership team in both primary and secondary schools.

My team and I would like to thank you for making Raffles World Academy the school of choice for your child and look forward to meeting you.

Very best wishes

Tim Roberts

Principal



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TABLE OF CONTENTS

Section	Content	Page
1	Completing the Registration Process	4 – 10
2	Student Orientation Date & timings Fee Payments and Refunds	11
3	Student Placement	11-13
4	Useful Contacts	13
5	Student and Parent Handbooks	13-14
6	Daily Timings	14
7	Uniform	14-16
8	Educational Material	16
9	Co-Curricular Activities	16
10	Cafeteria	17
11	Transport	17
12	Parking	17
13	Health Information	18
14	Terms and Conditions	19-21



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COMPLETING THE REGISTRATION PROCESS

The admissions office at RWA sends out offer letters to parents of students who have successfully undertaken the assessment test. Upon receiving the offer letter, please read through it carefully to ensure you are aware of its contents and provisions.

Documentation

For complete registration of the student with the Knowledge and Human Development Authority (KHDA) that regulate Private Schools within Dubai, the following is required:

- 1 x copy student's passport (including the UAE residence visa page)
- 1 x copy student's & parent's Emirates I.D
- 1 x copy of student's birth certificate (English or Arabic)
- 2 x passport photographs
- 1 x copy of transfer certificate as per the instructions mentioned in this document
- 1 x copy of previous two years of student's school reports in English
- 1 x copy of immunization records

All documentation must be provided BEFORE the student begins at RWA. If you have any questions or concerns, please contact the admissions office without delay at RWAadmissions@rwadubai.com

Student's Registration within Dubai Knowledge and Human Development Authority (KHDA)

A constructive partnership between the school and parents is key to ensuring that students' well-being is at the core of their educational experience. It is beneficial for all concerned if this partnership is based on agreed terms and conditions set out clearly in a contract form that KHDA has introduced as a Parent School Contract for all schools in Dubai.

PARENT SCHOOL CONTRACT (PSC) – Applicable to new admissions only

Parents are required to sign the Parent School Contract once the student's admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

On receipt of KHDA's confirmation of the registration of the student for the academic year, parents will receive notification from the admissions office to visit the school in order to electronically sign the PSC. Alternatively, you may complete this formality online as well at link

<https://www.khda.gov.ae/khdaparentportal/#/login> (Refer Annex 1 below)

Failure to comply with this mandatory requirement by the KHDA will cause suspension of the student from attending classes and the student's registration or re-registration with the school stands at risk.



REGISTRATION OF THE STUDENT ON THE KHDA SYSTEMS AND APPROVAL OF ADMISSION:

(Swiping of the original Emirates ID of the student and one parent at the electronic machine at the admissions office)

Parents are required to register their Emirates ID (EID) and their child’s latest Emirates ID details with the school before the Parent School Contract is signed. Any changes to the EID’s must be updated on the systems. Please visit the admissions office to electronically swipe the original ID cards at the electronic machines placed at the office for this purpose. Kindly carry the original Emirates ID cards and a mobile when you visit the admissions office to complete this formality. On registration, the Parent School Contract will be generated in the KHDA system for you to sign and the school will keep you informed of the same.

Completion of the above is a KHDA mandate for official recognition of the student’s registration with the school. The above documentation is prescribed by the Dubai Government for legitimate residence in the country and proper registration in a Dubai school.

Failure to comply may result in the school taking punitive action as mandated by the KHDA, and this may range from temporary suspension to cancellation of admission.

In case you face any exceptional circumstances causing a delay in attaining an Emirates ID for yourself or your child, please provide the admissions office with official documentary evidence for submission to KHDA.

Steps to be taken for the registration formality within Dubai Knowledge and Human Development Authority

	Action	Responsibility
Step 1	Submission of transfer certificate to our admissions office	Parent
Step 2	Emirates ID registration for the child and one parent by swiping through the electronic machines placed at our admissions office <i>Note: you must bring your mobile phone on record as you will receive a one-time password (OTP) which is needed to complete the contract</i>	Parent and School
Step 3	On completion of Step 1 and 2 , KHDA will approve the registration and enables the school to generate the Parent School Contract for you	KHDA and school
Step 4	Signing of the Parent School Contract electronically <ul style="list-style-type: none"> Electronically at our admissions office 	Parent and School



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Note: you must bring your mobile phone on record as you will received a one-time password (OTP) which is needed to complete the contract.

- Remotely online (as per instruction in **Annex. 1**)

Annex. 1

Steps for signing Parent School Contract through KHDA e-services or mobile application;

1. After the school publishes your child's contract in KHDA System, you will receive a SMS with the KHDA Parent/Contract link to access the Happy Home Portal (Smart Parent - School Contact). KHDA link to follow is: <https://www.khda.gov.ae/khdaparentportal/#/login>
2. Parents follow the above link to create an account- Sign up (either by email address/mobile/valid EID) –
Note: Mobile number should be entered in this format 971-00-0000000
3. Parents should receive an OTP code to confirm creating the account
4. Once account created, the portal will show all students for this family
5. Parents will click on a student profile to start reading the contract
6. They will need to choose Parent/ School Contract
7. It will open page by page in the contract and parents should mark in the bottom that they read every single page
8. Once all pages are read, parents should click on red bottom square to sign the contract
9. After marking all pages as read they will need to click on sign contract
10. The Declaration page will open and parents should tick on the bottom (I agree to terms and conditions)
11. Click on Provide Consent, they will receive another OTP code once entered correctly they will confirm the signature and parents will receive an email.

For more info about the Parent School Contract, please refer to the KHDA website at:

<http://www.khda.gov.ae/en/parentcontracten?i=3>



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Transfer Certificate

All overseas school transfers and transfers from schools of other Emirates (not Dubai) joining grade 2 and above at the beginning of the academic year MUST supply the RWA admissions office with a copy of the transfer /leaving certificate stamped/ attested as per the requirements of the KHDA, before joining the school. After the start of the academic year and after 15th. November all overseas students and students from other Emirates require to submit the same with a 30 day validity (this includes KG /FS & Grade 1/Year2 students as well).

This document is compulsory for registering students with the Knowledge and Human Development Authority (KHDA) who regulates private schools within Dubai. Failure to supply the correct documentation, inhibiting this registration process, will lead to steps being taken which may result in non-promotion of the student at the end of the academic year, school reports being withheld and non-issue of any documentation from the school should the student leave.

What is a Transfer Certificate?

A transfer certificate (TC) is not the same as school records, reports or school transcripts. A TC should clearly state to which grade/year a student is promoted at the end of the year (if enrolling in September), or in which grade/year the student is currently enrolled (if enrolling midyear). Please use the sample provided (see next page) to assist your school in composing a TC if they are unfamiliar with the requirements.

Which stamps do I need for my transfer certificate?

These are dependent on the location of the school from which the student is transferring and the date of transfer, typically:

North America, West Europe, Australia or New Zealand, North Europe	School stamp and signature only
Middle East (except the UAE), South and Central America, Asia, former Soviet States, Eastern Europe and Africa	School stamp and signature
	Ministry of Education (in the country of the school's location)
	Ministry of Foreign Affairs (in the country of the school's location)
	UAE Embassy (in the country of the school's location)
GCC Countries (Oman, Kuwait, Qatar, Saudi Arabia, Bahrain)	Ministry of Education (in the country of the school's location)
Another Emirate of the UAE	School stamp and signature
Dubai	KHDA attested leaving certificate from the previous school in Dubai for all grades.



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Transfer Certificate - Sample

The original transfer certificate MUST be on original school letterhead, signed by a school official and stamped.

It should be issued by the school which the student is leaving from, prior to joining RWA.

Any problems in obtaining a transfer certificate, or the correct stamps, must be referred to the admissions office at the earliest convenience.

The information it must contain is:

ORIGINAL SCHOOL LETTERHEAD PAPER	
Name of Student:	Anne Brown
Nationality:	British
Date of Birth:	6 June, 1996
Curriculum followed:	IB Curriculum
12 or 13 year school system:	12 year/ 13 year system
Last day school was attended:	17 December, 2008
Current Grade (if leaving during the academic year)	Grade 9/ Year 9
OR	
Passed and promoted to (if completed the academic year)	Grade 10/ Year 10
Signature of Principal/ Head Teacher/ School Director or other school official	
School Stamp	



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SECURITY – PARENT’S AND REGULAR VISITOR’S ID BADGE:

All visitors to the school must wear an ID badge. A visitor badge can be obtained after leaving recognized photo identification (example-Emirates ID, Driving License) with security. It is highly recommended that all regular visitors to the school apply for a RWA ID Badge to avoid possible lengthy delays.

Two badges will be provided free of charge to two designated members of each family. Additional badges can be requested at a cost of AED 50 each.

Badges that have been lost may be replaced at a cost of AED 100 each.

On enrolment of the student, parents will be sent the link by the admissions department, advising on the process for ordering the RWA ID badge. Thereafter you will be contacted by email when your cards are ready for collection.

PARENT’S ID CARD/BADGE

Parents are requested to help us make our school community a safe environment by ensuring they carry their Parent ID cards/badge with them while visiting the school. Additional cards required may be purchased and you can upload your details to <http://apps.innoventureseducation.com/rwa/parentid/>

If you experience any difficulty with this, please contact rwahelpdesk@rwadubai.com

FEE PAYMENTS AND REFUNDS

Semester Fees are payable on/before the first day of each Semester:

Semester 1 Fee payment - on/before 1st Sep, 2019

Semester 2 Fee payment - on/before 1st Feb, 2020

Mode of Payments: Payments are accepted by cheque, cash, credit/debit card and bank transfer.

- **Cash payments:** Cash payments can be done at RWA cash counters. Please obtain a duly signed and stamped receipt upon cash payment.
- **Credit/debit card payments:** - Card payments can be done at RWA cash counters. Please obtain a signed and stamped receipt upon payment.
- **Cheque payments:** All cheques should be made payable to: **Raffles World Academy'** (in full). Please write the Student's Name and Grade on the back of the cheque. You may drop your cheque at the RWA Accounts office
- **By Bank Transfer – Our account details are as follows:**

Account Name : Raffles International School LLC
Account No. : 1001411725
IBAN : AE850230000001001411725



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Swift Code : CBDUAEAD
Bank Name : Commercial Bank of Dubai
Branch : Umm Suqeim
City : Dubai
Country : UAE
Email ID : rwaaccounts@rwadubai.com
Purpose : Tuition fee payment (please mention your Child's ID #, Name & Grade)

Kindly forward a copy of transfer advice/swift message to rwaaccounts@rwadubai.com once you have done the transfer.

It is very important to state the required remittance information so payment can be traced and credited correctly. Please ensure to annotate your child's name and grade on the bank transfer to enable us to identify and locate the transfer.

The Parent/s or Guardian/s whose signature/s appears on the Application for Admission Form (or the Terms and Conditions, once enrolled), shall be jointly and severally liable for the payment of outstanding school fees.

If a student has attended any part of a Semester then fees or refunds owing shall be collected / refunded as per RWA's Terms and Conditions, in accordance KHDA (Knowledge and Human Development Authority) guidelines. Educational Material, uniforms, and other sundry expenses as outlined in Schedule B in this section of the Welcome Pack are not subject to refund.

For the full terms and conditions regarding fee payments and refunds, please refer to the Terms and Conditions pages at the end of this Welcome Pack.

The school calendar for 2019- 2020 with orientation dates and timings may be viewed on our website at www.rwadubai.com.



NEW STUDENT ORIENTATION PROGRAMME

Grades	Day & Date	Timings
KG1 [New Students] KG1 will have a staggered orientation. Teachers will email parents, giving them a 15 minutes time slot, which will allow them to spend a substantial amount of personal time with each child and their parents.	Sunday, 01 September 2019	8:00am -10:00am 10:30am - 12:30pm 1:30pm -3:30pm
KG2- Grade 5 [New Students]	Sunday, 01 September 2019	8:00am - 10:00am*
Grades 6 to 11 [New Students]	Sunday, 01 September 2019	11:00am - 12:30pm
Grade 12 Prefects(Student Leadership Team only)	Sunday, 01 September 2019	10:30am - 12:30pm
First Day of School for all students (new & returning) for all Grades		
Semester 1 begins (All Students)	Monday, 02 September 2018	KG1 - 7:40am-12:40pm <i>(shorter day for the first week only, thereafter normal time (7:40am-1:50pm)</i> KG2 - 7:40am -1:50pm Grade 1- 5 - 7:40am-2:50pm Grades 6-12 - 7:40am-2:50pm
*Please note during the new students’ orientation day for primary on 1 st September, there will be a PYP information session for new parents from 10:00-11:00am. It is mandatory for all KG2-G5 new parents to attend the session from 10:00-11:00am.		

STUDENT PLACEMENT

The correct grade/year level for students is identified through consultation with the admissions team. It is our intention to always place students in the grade/year level most appropriate for them to thrive both academically and socially in their new environment.

During this phase the following will be taken into account:

- a) Previous schooling to date and student’s previous school reports
- b) Assessment test results (and interview if applicable)
- c) Age of student (as on 31st. December)
- d) Information provided on the student’s transfer certificate
- e) Regulatory body of UAE- KHDA requirements



Schools around the world use different numbering conventions as well as follow different curriculums. It is common to find North American schools and those following the US Curriculum using a 12 grade/year numbering format, and British schools and those following the National Curriculum for England and Wales using a 13 year numbering format. In addition, there are other numbering conventions as well as those mentioned. In the UAE there are many schools offering different curriculums and following different numbering conventions. Below is a table indicating the numbering convention and the equivalent numbered class in schools following a 13 year numbering convention.

(Refer Table- A below).

Typical Age of Student	12 grade system	RWA -Currently (12 grade system)	13 year system, followed by some schools
17-18	12	IB Diploma yr. 2	13
16-17	11	IB Diploma yr. 1	12
15-16	10	IB MYP 5	11
14-15	9	IB MYP 4	10
13-14	8	IB MYP 3	9
12-13	7	IB MYP 2	8
11-12	6	IB MYP 1	7
10-11	5	IB PYP	6
9-10	4	IB PYP	5
8-9	3	IB PYP	4
7-8	2	IB PYP	3
6-7	1	IB PYP	2
5-6	KG 2	IB PYP	1
4-5	KG 1	IB PYP	KG 2
3-4	Not Applicable		KG 1

The ages shown here are typical, and there may be occasional exceptions.



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The age cutoff date is as on 31st. December of that academic year.

CLASS/HOMEROOM

At the end of each academic year, it is the school’s policy to ensure an even spread of age, gender, nationality and ability across the classes. It also helps to ensure that new children who are joining us to have the chance to make friends and that existing students are able to expand their social network.

Classes are composed by the principal and academic team who endeavour to ensure each student is placed with some familiar students (if already enrolled), while also being in the right group for their specific requirements.

Requests from parents for particular teachers or classmates will not be entertained as it disrupts the process stated above and may result in students being placed in inappropriate groups.

USEFUL CONTACTS:

Switchboard		04 427 1300
Front Desk	rwaadmissions@rwadubai.com	04 427 1302/1303
Admissions	rwaadmissions@rwadubai.com	04 427 1304/1305
School Secretaries:	jannelj@rwaduvai.com	04 427 1380
	Raquels@rwadubai.com	04 427 1357
	maryr@rwadubai.com	04 427 1310
School Nurse	nerissa@rwadubai.com (nurse)	04 427 1376
	vaneetaa@rwadubai.com (doctor)	04 427 1366
Accounts	rwaaccounts@rwadubai.com	04 4271200 ext. 1251/1253/1254/1353
Website	www.rwadubai.com	

Please do feel free to contact us with any questions you may have prior to your child starting school, and browse our website for information about the school, the calendar, the curriculum, parent/student handbooks, events and newsletters.

STUDENT AND PARENT HANDBOOKS

There is a student and parent handbook available for download from our website: www.rwadubai.com or please do not hesitate to contact the admissions office who can email you the document as a pdf file. We would suggest all new parents and students take the time to read the handbook and familiarize themselves with its contents.

The handbooks contain further information on subjects such as:



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- Academic Programme
- Bullying and Harassment
- Code of Conduct
- Useful Contacts
- Medical Services

DAILY TIMINGS

All students should be in school by 7:40 am. Different year groups finish their school day at different times from 1:50 pm. Please ensure you drop off and collect your child promptly at the start and end of each school day.

SCHOOL TIMINGS:

Level	School Hours
KG1 &KG2	7.40 am – 1:50 pm. <i>Optional CCA offered to KG2 from 1:50-2:50pm.</i>
Primary School Grade1 - Grade 5	7:40 am – 2:50 pm
Secondary School Grades 6 -12	7:40 am – 2:50 pm

UNIFORM

The uniform is worn with pride. It is an outward sign of the choice that students have made to join the RWA community and a way to demonstrate daily their commitment to fully embrace the values and spirit at our school.

You may purchase school uniforms from the supplier directly:

Sumeru Trading LLC

J3 Mall (Opposite Choithram Supermarket)

Al Wasl Road, Umm Suquiem 2

Telephone: 058 1029932

Timings: 10 am to 7 pm from Saturday to Thursday. Friday is closed.

We recommend at least two complete sets of the uniform per child. Parents are expected to purchase the school uniforms/attire prior to student attending school. The school reserves the right to refuse attendance of a student who does not observe the uniform code requirement.



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Grades: KG1&2	Grades:1 to 5	Grades:6 to 8	Grades:9 to 12
Boys	Boys	Boys	Boys
RWA maroon & gold T-shirts RWA maroon Bermudas Footwear: black leather school shoes & white socks	RWA maroon Bermudas RWA maroon Trousers: optional for grades 4 &5 RWA white shirt (short / long sleeves) Footwear: black leather school shoes & white socks	RWA khaki trousers RWA white shirt (short / long sleeves)-only plain white T-shirt may be worn under the school uniform shirt Footwear: black leather school shoes & white socks	RWA khaki trousers RWA white shirt (short / long sleeves)-only plain white T-shirt may be worn under the school uniform shirt Footwear: black leather school shoes & white socks
Girls	Girls	Girls	Girls
RWA maroon & gold T-shirts RWA maroon Bermudas Footwear: black leather school shoes & white socks	RWA maroon skirt or trousers RWA white shirt/blouse (short / long sleeves) Footwear: black leather school shoes & white socks	RWA khaki skirt or trousers RWA white shirt/blouse (short or long sleeves) Footwear: black leather school shoes & white socks	RWA khaki skirt or Trousers RWA white shirt/blouse (short or long sleeves) Footwear: black leather school shoes & white socks
PE	PE	PE	PE
RWA maroon T-shirt RWA black micro fibre shorts Footwear: white shoes & white socks	RWA maroon T-shirt RWA black micro fibre shorts Footwear: white shoes & white socks	RWA maroon T-Shirt RWA black micro fibre shorts Footwear: white shoes & white socks	RWA maroon T-shirt RWA black micro fibre shorts Footwear: white shoes & white socks
Sweater	Sweater	Sweater	Sweater
Blue V-Neck Sweater	Blue V-Neck Sweater	Blue V-Neck Sweater	Blue V-Neck Sweater
Others	Others	Others	Others
Caps- standard maroon baseball caps Wide rimmed hats Swimming costume	House T shirts & caps- Only for grade 3 ,4 & 5 red, green, yellow, blue Standard maroon baseball caps for grades 1 to 5 Wide rimmed hats	House T shirts & caps (6 to 12) red, green, yellow, blue Standard maroon baseball caps for grades 6 to 12 Swimming costume	House T shirts & caps (6 to 12) red, green, yellow, blue Standard maroon baseball caps for grades 6 to 12 Swimming costume



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Optional items	Optional items	Optional items	Optional items
RWA book bag	RWA backpack	RWA book bag	RWA book bag
Art smock	Art smock	Art smock	Art smock
Scrunchies (for girls)	Scrunchies (for girls)	Scrunchies (for girls)	Scrunchies (for girls)
Hairband (for girls)	Hairband (for girls)	Hairband (for girls)	Hairband (for girls)
Socks (white)	Socks (white)	Socks (white)	Socks (white)
PE jacket & track pants	PE jacket & track pants Headscarves: white, black, maroon or navy(solid color only) not available at the store	PE jacket & track pants Headscarves: white, black, maroon or navy(solid color only) not available at the store	PE jacket & track pants Headscarves: white, black, maroon or navy(solid color only) not available at the store

EDUCATIONAL MATERIAL

Educational material that includes textbooks will be given to the student in the classroom by the concerned teacher. **This does not include stationery.** The fee must be paid along with the semester 1 tuition fee. Payment of the tuition fee for semester 1 and the educational material fee is required to be completed before the start of the semester in September and before the student starts attending class.

Refer to Fee Structure above: Schedule 'C'

CO-CURRICULAR ACTIVITIES

The school is proud to offer a wide range of activities and we encourage participation in various co-curricular activities (CCA's) to aid the holistic development of our students by building their self-esteem and improving their performance in academics, sports and other extra-curricular fields.

A variety of activities are scheduled during the year. Classroom teachers conduct many of these activities. Others are offered by community members and organizations. Some activities may have fees charged. Buses will also be available after the activities.

A variety of activities are scheduled during the year which includes:

- Library related activities
- Additional art activities
- Classes in music
- Different sports programmes
- Clubs



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CAFETERIA

A list of activities is provided on the school website; please look for the one that would interest your child or one you think your child needs to be involved in. Each activity has an assigned academic member that you can contact should you wish to enroll your child. Admission to a particular activity is on a first come first served basis through email directly to the activity sponsor.

The cafeteria is open from the start of the day till after lunch and hot meals or snacks can be purchased.

TRANSPORT

Raffles World Academy has contracted Arab Falcon Bus Rental LLC, a reputable transportation company which is being used by a number of schools in Dubai to ensure that we are providing our students a safe, reliable and professional transport service.

Whilst every effort will be made to accommodate all requests, the decision on whether the student is being allocated a seat rests with Arab Falcon Bus Rental which would depend on whether there is available seat on existing buses and the student resides along the planned bus routes.

If you require transportation services kindly fill the form that is available on our website or at the reception and return to transport office in school or email it to csr.rwa@arabfalcondubai.ae or fax it to 04 4271301.

For any query kindly call the customer care representative of Arab Falcon on 055 3431592 or email csr.rwa@arabfalcondubai.ae.

PARKING

- Please remain courteous and respectful to other drivers and staff.
- Please follow directions given by our security guards and members of staff who direct traffic at the busy times of the day as this helps keep your children safe.
- Be very careful when driving and parking in the car parks, especially when reversing, as small children are not clearly visible if they are standing or walking behind your vehicle.
- Share the school-run with other parents who live near you, or setup cycling/walking groups together if you live near to the school.
- Consider making use of the school bus service.

Feel free to come and talk to our administration or other school staff about any suggestions you may have regarding improving the parking arrangements.

CONTACT INFORMATION:

Parents agree to inform the RWA admissions office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone. It is important that the school has up to date contact information maintained in the school systems in order for all communication from the school to reach the parent in a timely fashion.

All students enrolled in school should be under the care of the authorised guardian and should not be residing independently.



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HEALTH INFORMATION

OVERVIEW OF POLICY

The school nurse maintains medical records for every child and requests parental help in keeping these records up to date. If your child has a persistent condition, allergies or any medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered immediately.

MEDICAL CHECK-UP

The Department of Health and the school require that student's grades: KG1, 1, 5, 9 and 12 have a general medical examination and all students have their Body Mass Index (BMI) checked. Parents will be informed if their child requires any special medical attention.

POLICY ON ACCIDENT AND EMERGENCIES

The school nurse or school personnel shall notify the parents or guardians in the event of accidents and / or cases of emergencies.

POLICY ON MEDICATION

Medication will not be dispensed without written permission. If your child needs to take any medication during school hours, please ensure that this medication is stored in the school clinic, with the nurse, and that it includes exact directions on administering the medicine including amount and frequency.

POLICY ON IMMUNISATION

As the school will not be providing vaccination services, the school nurse shall facilitate the vaccination process by sending regular reminders to parents, pertaining to vaccination requirements and timeline. Parents are required to submit a copy of the vaccination records to the school nurse for record purposes.

POLICY ON INFECTIOUS DISEASES

Children should not be sent to school if they are unwell. In the case of infectious diseases such as Chickenpox, Conjunctivitis, Mumps etc. They should only return to school when the quarantine period ceases. No child will be allowed to attend school without a medical certificate or the school doctor's approval in the case of having contracted any infectious disease.

HEAD LICE

A check will be done if a case of head lice is reported in any particular class and a letter sent to the parents. Parents should not be offended, as this is a common condition amongst children, and can be easily treated.

MEDICAL DECLARATION

The school medical form /declaration and information are available on our website www.rwadubai.com.



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Terms & Conditions

1. School Fees

Please refer to information on fees given in **Schedule A (for existing students) and Schedule B (for new students) on the website www.rwadubai.com** for the relevant academic year.

2. Additional Costs

Parents are also responsible for any additional cost of students attending Raffles World Academy (RWA) which include but not limited to educational materials fee; school uniform; meals; replacement Student ID Cards etc as identified in **Schedule C** on the website www.rwadubai.com

3. Payment

- 3.1. The academic year is divided into 2 semesters of approximately equal length. Semester 1 runs from September to January; Semester 2 runs from February to June. The school calendar at www.rwadubai.com will contain Semester start and finish dates.
 - 3.1.1. The parents agree to provide payment for the academic year, either in full or by way of two cheques. These cheques being dated for the 1st day of each Semester or earlier, and submitted on the 1st day of the semester or earlier.
 - 3.1.2. Alternatively, the parents can pay by way of bank transfer, cash or credit card for the entire Semester, whereby payment is received by RWA no later than 1st day of each semester.
 - 3.1.3. *(for new students)* If a student joins the school mid-year and requires that a place be reserved for them from the start of the academic year, meaning that no other student is able to take the place, then the full year's fees will need to be paid as per the annual tuition fee schedule.
 - 3.1.4. *(for new students)* If a student joins the school mid-year as a late enrolment, fees for the semester in which they are joining will be calculated on the following basis and have to be paid before they start:
 - 3.1.4.1. If attending less than two weeks of the Semester then one month's fees or applicable Registration/Re-registration fee, whichever is higher, is payable .
 - 3.1.4.2. If attending more than two weeks and less than one month of the semester then two month's fee is payable.
 - 3.1.4.3. If attending more than one month and less than six weeks of the semester then three month's fee is payable.
 - 3.1.4.4. If attending more than six weeks of a semester then full semester fee is payable.
 - 3.1.4.5. The value of one month's fees shall be calculated by the value of the total annual school fee over ten months.
 - 3.1.5. Should a cheque be dishonoured for any reason whatsoever, the school shall charge an administration fee of AED 200 for each cheque returned. In the event that the cheque(s) are not received by the due date, RWA may, at its discretion, suspend the student's attendance at the school and take such action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 3.2. *(for new students)* assessment test fee payment to be made after the parents are notified of the scheduled assessment test date but prior to the date on which the student is scheduled to sit the Assessment Test.

4. Billing

The parents or guardian, whose signature appears on the application for admission form or these terms & conditions, shall be jointly and severally liable to RWA for the payment of outstanding school fees.

5. Refund of Registration and Re-registration Fees

- 5.1 Registration/Re-registration fee is not refundable, but will be adjusted against semester fees if admission is confirmed
- 5.2 Registration/Re-registration fee paid cannot be deferred or carried forward to next semester/academic year nor can be adjusted towards fee due for sibling.

6. Refunds

- 6.1. Students who have registered for the new academic year and have presented cheque/s for school fees, but decide not to attend the school at all, must give written notice to the RWA admissions office, to be received no later than the start of the first day of the semester.
- 6.2. If such notice is received by this date, the school fees paid in excess of registration/re-registration fee amount shall be refunded in accordance with RWA refund policy. Registration/Re-registration fee is non-refundable.



- 6.3. All other refunds shall be calculated on the duration of attendance in the semester in which the leaving date falls:
- 6.3.1. For attendance of less than two weeks in the semester, then one month's fees or applicable Registration/Re-registration fee amount, whichever is higher, is payable, and the remainder of the semester fees refunded.
 - 6.3.2. For attendance of more than two weeks but less than one month in the semester, then two month's fee is payable, and the remainder of the semester fees paid will be refunded.
 - 6.3.3. For attendance of more than one month but less than six weeks in the semester, then three months fee is payable, and the remainder of the semester fees will be refunded.
 - 6.3.4. If attending more than six weeks in the semester, then full semester fee is payable.
 - 6.3.5. The value of one month's fees shall be calculated by the value of the total annual school fee over ten months.
- 6.4. Parents agree to inform the RWA admissions office in writing if they intend to withdraw the student from the school for any reason, and should provide at least thirty (30) days' notice to allow for documentation and applicable refunds to be prepared.
- 6.5. Registration/Re-registration fee; educational materials fee; uniforms; and other sundry expenses, including those indicated in Schedule C, are not subject to refund.

7. Documentation

- 7.1. (for new students) Parents shall undertake to provide all documentation required by the school to complete student registration. All documentation of this nature must be provided by the parents to the RWA admissions office. This includes, but may not be limited to:
- 7.1.1 One copy of student and parents' current and valid passport
 - 7.1.2 One copy of student and parents' current and valid UAE residency visa
 - 7.1.3 One copy of student's birth certificate (in English or Arabic only)
 - 7.1.4 One copy of student's previous two (2) year's school/nursery reports (in English only)
 - 7.1.5 Passport photographs of the Student x 4
 - 7.1.6 Copy of student's immunization records
 - 7.1.7 Transfer/Leaving Certificate, signed, stamped and attested by all necessary bodies. (Further details on this can be found in the Admissions Brochure or on the website at www.rwadubai.com.)
 - 7.1.8 Registration of child's enrolment with KHDA: on confirmation of enrolment by the school, it is mandatory to register the child with the KHDA within the timelines defined by the school, by swiping the Emirates IDs of the student and one parent in the electronic machines available in the school
- 7.2. It is the responsibility of the parents to ensure all documentation is provided before the student starts school. RWA will not take responsibility for incorrect documentation or missing documentation that may result in a student not being registered by the Knowledge and Human Development Authority (KHDA).
- 7.3. Failure to submit all required documents may result in the student's start date being delayed, or if they have joined, in results, reports and the Transfer Certificate for the student being withheld by the school. The school may also take other action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 7.4. The school shall not be responsible for any kind of charges / penalties levied by the KHDA for non -submission of required documents within the stipulated time including fee for application of extension time to submit documents .The same shall be borne by the parent.
- 7.5. Parents undertake that all documentation submitted to RWA is correct, genuine and complete.

8. Parent School Contract (PSC): (applicable for new admissions only)

It is mandatory for parents to sign the Parent School Contract once the student's admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

9. Code of Conduct:

Parent/s and students agree to maintain and uphold their responsibilities outlined within the RWA Code of Conduct in the parent & student handbook, as members of the larger RWA Community. This includes, but is not limited to, exercising courtesy at all times while on school premises and while interacting with RWA staff and other parents and students.

10. Contact Information:

Parents agree to inform the RWA admissions office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.

