



المدرسة الفلبينية

THE PHILIPPINE SCHOOL



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

PARENT ENGAGEMENT HANDBOOK

SY 2024 - 2025



“LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION”

Name: _____

Grade and Section: _____

HAIL! TPS ABU DHABI!
Lyrics : J. Esguerra & Maturan
Music : P. Maturan

Hail to thee our Alma Mater!
The Philippine School of Abu Dhabi
The cradle of learning and virtue
for the Filipino youth
We will soar high in the sky
like the mighty falcon fly
Colors flying green and gold
symbol of hope and excellence
Hail to thee our Alma Mater!
The Philippine School of Abu Dhabi
Our shining light and guiding spirit ,
towards the road to victory
On the golden sand of this land
Stands a pillar to behold
Red, green, white and black to unfold
the colors of UAE
Hail to thee our Alma Mater!
The Philippine School of Abu Dhabi
With hope and pride our thanks to you,
O Alma Mater dear
Hail To TPS !



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

MISSION AND VISION

The Philippine School is a learning institution, with a mission to provide an affordable education while developing and nurturing the whole child in a God centered environment. It envisions to become the leader in academic excellence and values formation through respect, self-discipline, nationalism, and tolerance.

PARENTS CODE OF CONDUCT

Schools shall work in partnership with parents to support their child's learning. In encouraging parents to model appropriate behavior, schools shall require parents to agree to the following code of conduct at a minimum:

1. Respect the vision, mission, and value statements of the school and its learning environment.
2. Treat members of the entire school community including students, staff (including security guards, cleaners, etc.), parents, in a professional and respectful manner and maintain relationships in the best interest of students.
3. Acknowledge that the education and wellbeing of each child whilst in school is a joint responsibility based on a positive school-to-home relationship between the school and the parent and that they will commit to their responsibilities (e.g., ensure their children engage in home learning, get adequate sleep, consume healthy foods in moderate amounts, engage in physical activity).
4. Set a good example with regard to speech and behavior and a willingness to resolve concerns in a professional manner whether verbal or written (e.g., not raising one's tone of voice, using offensive language, or using social status to belittle or threaten others).
5. Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the ADEK School Cultural Consideration Policy.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

6. Seek to clarify a child's version of events with the school's view order to bring about a peaceful solution to any disputes.
7. Correct their child's behavior (or those in their care), where it could lead to conflict/unsafe conduct or limit the ability of other children to learn.
8. Commit to and be respectful of the school's general policies and whilst on school premises, behave and dress in a manner that is respectful of UAE national identity and cultural values and its current legislation.
9. Strive to achieve and maintain excellent daily attendance and punctuality of their child, including not taking holidays outside official school breaks, following up on their child's academic performance, and being respectful of arrival and pick-up timings.
10. Respect the school's policy on academic honesty and integrity (i.e., monitoring their child's schoolwork for plagiarism, refraining from providing unnecessary assistance) to ensure the work accurately reflects the child's ability. This includes refraining from providing false information to the school (i.e., submitting fraudulent documents and making false excuses for absences).
11. Respond to teacher requests to attend parent/teacher meetings when invited and maintain frequent positive communication to benefit the child's growth and steady progress.
12. Cooperate with the school's recommendations for additional learning support, in instances where the school deems learning support is necessary for their child's educational progress and development.
13. Should the above minimum requirements be disrespected or ignored, at the discretion of the school, parents may be asked to leave the school premises or be denied access.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

SCHOOL RULES AND POLICIES

All students are responsible to:

- Follow all policies, rules, and regulations set forth by ADEK and school.
- Follow and respect the Student Code of Conduct and Student Rights and Responsibilities.
- Engage actively and positively to the learning environment;
- Contribute to promote a positive school environment.

SCHOOL REQUIREMENTS

A. School Uniform

KINDERGARTEN 1 and 2



PRIMARY
(Grade 1 to Grade 3)



المدرسة الفلبينية

THE PHILIPPINE SCHOOL



INTERMEDIATE
(Grade 4 to Grade 6)



JUNIOR HIGH SCHOOL
(Grade 7 to Grade 10)



المدرسة الفلبينية

THE PHILIPPINE SCHOOL



SENIOR HIGH SCHOOL
(Grade 11 to Grade 12)



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

B. Haircut or Hairstyle

Inspection is made every 1st Monday of every month. Failure to comply with the haircut standard will result in a minor conduct violation. In case the 1st Monday of the month is declared a holiday, the next regular school day is the haircut inspection day.

MALE	FEMALE
Undercut and spiked hairdos are not allowed for the boys. They must adhere to the prescribed haircut style of the school (i.e. 2 by 3 cut)	Girls' hair should be properly clipped or tied. Accessories should not draw undue attention to the students. Wearing of valuable and expensive jewelries is not allowed.
Hair must not be suspended on the face, be tidily arranged and should be of its natural color.	Boy haircut is not allowed for the girls. Only a natural hair color range and pattern are acceptable. Colored hair and highlights are not allowed.

C. School Bag Policy

Policy Limiting School Bags Weight

As the custodians of your children's well-being, we would like to address well-being, we would like to address the potential long-term effect of students' carrying heavy school bags.

- The use of big, heavy bags, especially those with trolleys is unacceptable on the grounds of health and safety in the school bus.
- It is recommended that a child's bag does not exceed 20% of the body weight to avoid adverse effects on the spine and body.



المدرسة الفلبينية

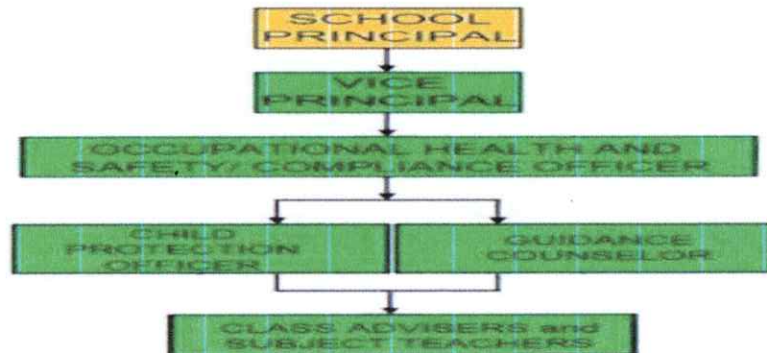
THE PHILIPPINE SCHOOL

- Listed below are the maximum weight as prescribed by the Abu Dhabi Department of Education and Knowledge.

Grade/Year (US) (UK)	Maximum Backpack Weight (KG)
KG1/FS2	2.2
KG2/Year 1	2.4
Grade 1/Year 2	2.6
Grade 2// Year 3	3.0
Grade 3 /Year 4	3.4
Grade 4/ Year 5	3.8
Grade 5/ Year 6	4.1
Grade 6/ Year 7	4.5
Grade 7/ Year 8	5.0
Grade 8/ Year 9	5.8
Grade 9/ Year 10	6.5
Grade 10/ Year 11	7.3

GUIDELINES ON BEHAVIOR CONCERN

Student Behavior Management Committee



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

LEVELS OF MISCONDUCT

Level 1: Minor Offenses

The following violations are considered minor in a nature:

1. Wearing of improper incomplete uniform.
2. Not wearing of the official school I.D.
3. Wearing of earrings and studs.
4. Wearing of make-up (prohibited until Grade 10) Light make-up allowed to Senior High School students.
5. Improper haircut/hairstyle (spiked, undercut, emo")
6. Colored hair/ nails and highlights
7. Inappropriate accessories (trinkets, dangling fancy earrings)
8. Wearing of valuable and expensive jewelries
9. Incomplete materials needed in school.
10. Loitering and playing during breaks.
11. Littering on school premises and school bus.
12. Misconduct during flag ceremony/assemblies.
13. Bringing and using of IPOD, music player, toys and other gadges during School hours without the approval of the teacher.
14. Bringing, using of non-educational and playing cards.
15. Playing billiards, video games, going to movie houses/malls and other related activities anywhere outside the school while wearing the school uniform.
16. Disregarding the teacher/school communications and advisories
17. Wearing and using others ID.
18. Tearing pages /erasing notes of teachers in the diary and other means of communication.
19. Leaving the classroom without the following passes (admin, clinic, toilet and hall pass).



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

Corrective Actions for Minor Offenses

First Offense

- Record of the incident/offense in the anecdotal record by the concern teacher/class adviser.
- Verbal warning from the concerned subject teacher/class adviser.

Second Offense

- Minor offense is noted in the anecdotal record.
- Every class adviser shall inform (call, SMS) the concerned parent of the child.
- Counseling with the class adviser.

Third Offense

- Minor offense is noted in the anecdotal record.
- Letter to the parents/guardian informing them of the minor offenses committed by the child.
- Counseling with the class adviser.

Level 2. Major Offenses

The following major offenses are considered grave in nature:

1. Possession of mischievous/pornographic magazines or literary works that affects the moral and good values of others.
2. Writing, speaking and drawing with vulgarity.
3. Disrespect, disobeying and neglect of persons in authority and student officers.
4. Influencing others insubordination.
5. Inciting trouble between two or more persons/groups in school premises and in the school bus.
6. Giving false testimonies nor falsely accusing another student.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

7. Habitual tardiness/absences without valid reason/excuse letter
8. Cutting classes/truancy
9. Bullying
10. Fighting/hurting a fellow student (situation may vary)
11. Maligning fellow students and school authority through the following acts: slandering; name calling; badmouthing; use foul/profane/coarse/vulgar language, profane/indecent actions.
12. Having body tattoos or body piercings.
13. Stealing and shoplifting in and out of the school.
14. Improper behavior or misconduct
15. Vandalism, destroying and tampering with notices on whiteboards, bulletin boards and other materials. If the damages are proven/verified by the committee the parents should bear the cost of any damages to the school property caused by their child/children.
16. Using emblem/name/logo for out of school affairs without the permission of the school authorities.
17. Selling tickets, collecting contribution, soliciting subscription or selling any article or raising class funds without the written permission approved by the principal.
18. Bringing deadly weapons such as knives, explosives, knuckle dusters, firearms and other inflammable materials.
19. Coming to school under the influence of intoxicating drinks and engaging spree and bringing to school alcoholic beverages.
20. Bringing cigarettes, smoking and vaping to the school premises and on the school bus.
21. Inappropriate display of affection (PDA) with opposite/same gender in school or anywhere else while wearing the school uniform.
22. Gambling of any form in the campus or within the school premises.
23. Utilizing white weapons such as scissors, cutter, sharp blade or pencil etc. to hurt classmates or schoolmates.
24. Falsification/forgery of notes and signatures on letters, cards and other documents.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

25. The fourth violation of any minor offense is considered as a major offense.
26. Posting/watching adult content material/uploading vulgar/foul/indecent photos/articles
Video comments via internet and social media.
27. Non-compliance with the use of Digital Technology (refer to e-safety Guidelines).
28. Academic Dishonesty
- possession or use of any notes, in any format or medium, for the purpose of cheating.
 - copying or looking at another student's paper during examination.
 - holding up one's test paper or allowing another student to copy from his paper or writing on another student's test paper.
 - giving signals or any form of communication which may be interpreted as giving or soliciting help during examination.
 - stealing, giving or receiving test papers.
 - Online cheating
29. Plagiarism

Corrective Actions for Major Offenses

First Offense

- Record of the incident/offense in the anecdotal form by the concerned teacher/class adviser.
- Incident is reported to the Child Protection Officer for further evaluation.
- Letter to the parents informing them of the offenses committed by the child.
- Conference with the parents.

Second Offense



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

- Record of the incident/offense in the anecdotal form by the concerned teacher/class adviser.
- Incident is reported to the Child Protection Officer for further evaluation.
- Letter to the parents informing them of the offenses committed by the child.
- Conference with the parents.
- Counseling (Guidance Counselor)

Third Offense

- Record of the incident/offense in the anecdotal form by the concerned teacher/class adviser.
- Incident is reported to the Child Protection Officer for further evaluation.
- Letter to the parents informing them of the offenses committed by the child.
- Conference with the parents.
- Counseling (Guidance Counselor)
- Suspension for up to a maximum of three (3) school days depending on gravity of the offense.
- Deportment from receiving Behavior and Academic Award

GRADING SYSTEM

For Grades 1-12

- Minimum passing grade per learning area is 75 on the report card.
- The lowest mark on the report card is 70.000 for Quarter grades and final grades.

ASSESSMENTS

Standardized Benchmark Assessment



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

- International Benchmark Test (Mathematics, English, Science, Reasoning)

Arabic Language Assessment

- International Benchmark Test (Arabic B)
- ABT (listening, reading, writing and speaking)

Internal Assessment

- Quarterly examinations
- Pretest and Post Test
- Written Work
- Performance Tasks

Other External Assessment

LEARNING PROGRAMS AND PLATFORMS

For Kindergarten

- Checklists and anecdotal records based on learning standards found in the kindergarten curriculum guide are used instead of numerical grades.

Computation of Quarterly Final Grades

Step 1: Raw scores from all student work are added up. (Written Works, Performance Tasks and Quarterly Assessment.)

Step 2: The sum for each component is converted to the Percentage Score

To compute the Percentage Score (PS), divide the raw score by the highest score, then multiply the quotient by 100%



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

$$\text{PERCENTAGE SCORE (PS)} = \left[\frac{\text{Learner's total raw score}}{\text{Highest possible score}} \right] \times 100\%$$

Step 3: Percentage Scores are then converted to Weighted Scores show the importance of each component in promoting learning the different subjects.

To do this, the Percentage Score is multiplied by the weight of the component found in Table 1 for Grades 1 to 10 and Table 2 for Senior High School. The product is known as the Weighted Score (WS).

Table 1: Weight of the Components for Grades 1-10 include:

Components	English, Filipino, Arabic, AP, UAE SS, VE, MEP, Islamic	Science, Math	MAPEH, HELE/TLE, ICT
Written Work	30%	40%	20%
Performance Task	50%	40%	60%
Quarterly Exam	20%	20%	20%

The grading system for Senior High School (SHS) follows a different set of weights for each component.



Table 2: Weight of the Components for SHS include: (for SY 2024-2025)

Components	CORE SUBJECTS	ACADEMIC TRACK (STEM)	
		All Other Subjects	Work Immersion/ Research/
Written Work	25%	25%	35%
Performance Task	50%	45%	40%
Quarterly Exam	25%	30%	25%

Step 4: The sum of the weighted scores in each component is the Initial Grade. This initial grade will be transmuted using the given transmutation table to get the quarterly final grade (QFG).

Step 5: The quarterly grade for each learning area is written on the report card the student.

For **MAPEH**, individual grades are given to each area: Music, Arts, Physical Education, and Health. The quarterly grade for MAPEH is the average of the quarterly grades in the four areas.

$$\text{Quarterly Grade (QG) for MAPEH} = \frac{\text{QG for Music} + \text{QG for Arts} + \text{QG for PE} + \text{QG for Health}}{4}$$

For **ICT/Robotics Grades (1-3)**, individual grades are given to each area: ICT and Robotics. The quarterly grade for ICT/Robotics is the average of the quarterly grades in the two areas.



$$\text{QFG FOR ICT/ Robotics} = \frac{\text{QFG for ICT} + \text{QFG for Robotics}}{2}$$

For **ICT, Robotics and HELE (Grades 4-5)**, individual grades are given to each area: ICT, Robotics and HELE. The quarterly grade for ICT, Robotics and HELE is equivalent to the sum of the weighted QFG of the said subjects.

- 50% of QFG HELE
- 25% of QFG ICT
- 25% of QFG Robotics

$$\text{QFG for ICT, Robotics and HELE} = (\text{QFG HELE} * 0.5) + (\text{QFG Rob} * 0.25) + (\text{QFG ICT} * 0.25)$$

For **ICT, Robotics and TLE (Grades 6-10)**, individual grades are given to each area: ICT, Robotics and TLE. The quarterly grade for ICT, Robotics and TLE is equivalent to the sum of the weighted QFG of the said subjects.

$$\text{QFG for ICT, Robotics and HELE} = (\text{QFG HELE} * 0.5) + (\text{QFG Rob} * 0.25) + (\text{QFG ICT} * 0.25)$$



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

- QFG for ICT, Robotics and HELE= (QFG HELE * 0.5) + (QFG Rob * 0.25) + (QFG ICT * 0.25)
- 50% of QFG HELE
 - 25% of QFG ICT
 - 25% of QFG Robotics

$$\text{QFG for ICT, Robotics and TLE} = (\text{QFG TLE} * 0.5) + (\text{QFG Rob} * 0.25) + (\text{QFG ICT} * 0.25)$$

The following are the steps in computing for the general average at the end of the school year.

For Kindergarten

There are no numerical grades in Kindergarten. Descriptions of the learner’s progress in the various learning areas are presented using checklists and other portfolios.

For Grades 1-10

The average of the quarterly final grades (QFG) produces the Final Grade.

$$\text{Final Grade by Learning Area} = \frac{\text{1st-quarter grade} + \text{2nd-quarter grade} + \text{3rd-quarter grade} + \text{4th-quarter grade}}{4}$$



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

The General Average is computed by dividing the sum of all final grades by the total number of learning areas. Each learning area has equal weight.

The Final Grade in each learning area and the General Average are reported until three (3) decimal places.

$$\text{General Average} = \frac{\text{Sum of Final Grades of All Learning Areas}}{\text{Total number of Learning Areas in a grade level}}$$

For Grades 11 and 12

The two quarters determine the final grade in a semester. How are learners promoted or retained at the end of the school year? A Final Grade of 75 or higher in ALL learning areas allows the student to be promoted to the next grade level.

For Grades 1 to 3 Learners' Promotion and Retention

Requirements	Decision
Final Grade of at least 75 in all learning areas	Promoted to the next grade level
Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
Did Not Meet Expectations in three or more learning areas	Retained in the same grade level



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

For Grades 4 to 10 Learners Promotion and Retention

Requirements	Decision
Final Grade of at least 75 in all learning areas	Promoted to the next grade level
Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
Did Not Meet Expectations in three or more learning areas	Retained in the same grade level

For Grades 11 to 12 Learners' Promotion and Retention

Requirements	Decision
Final Grade of at least 75 in all learning areas in a semester	Can proceed to the next semester
Did not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject
Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise, the learner must retake the subjects that failed.

How are the Core Values of the Filipino child reflected in the Report Card?

The goal of the Matatag Curriculum is to holistically develop Filipinos with 21st century skills. The development of learners' cognitive competencies and skills must be complemented by the formation



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

of their values and attitudes anchored on the vision, mission, and core values of the Department of Education.

Descriptors and Indicators of Observed Values

Core Values	Behavior Statements
Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others
Makatao	Is sensitive to individual, social, and cultural differences
Makakalikasan	Cares for the environment and utilizes resources wisely, judiciously, and economically
Makabansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen

A non-numerical rating scale will be used to report on learner behavior demonstrating the core values.

Marking	Non-Numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

Attendance

- It is important for learners to be present in every school day.
- Learner's class attendance shall be recorded by the teachers on a daily account. At the end of each quarter the attendance is reflected in the report card.
- The Principal may, at his/her discretion and in the individual case, exempt a learner who exceeds the 20% limit for reasons considered valid in a quarterly basis.
- Habitual tardiness, especially during the first period in the morning and the afternoon, is discouraged.
- Teachers shall inform the parents/guardian through a meeting if a learner has incurred three (3) consecutive days of tardiness.

Three (3) consecutive days of tardiness is equivalent to one day of absence.

AWARDS / RECOGNITION

The School gives awards of recognition to deserving students based on DepEd Order on the Policy of Guidelines on Awards and Recognition with some modifications approved by the TPS Management. This aims to give all learners equal opportunity to excel relative to the standards set by the curriculum and focus on their performance rather than competing with each other. It recognizes that all students have unique strengths that need to be identified and publicly acknowledged.

Quarterly Award

Academic Excellence Award is given to learners at the end of each quarterly grading period. This is given students from Grades 1 to 12 who:



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

- have attained a general average of at least 90.000 % in the sa grading period;
- have no grades lower than 85.000 % in English, Filipino, Math, Science, AP, UAE SS, Values Education (VE), Moral Education (ME);
- have not received an Arabic grade lower than 80.000 %, and for students taking Islamic classes should have a grade of at least 85.000 %;
- have final grade in MAPEH and HELE/TLE-ICT/Robotics not lower than 85.000 % and their components should not be lower than 80.000 %;
- must be of good moral character and have not been subjected to any disciplinary action within the current grading period;
- must be physically attending classes of at least 80% of the total attendance of the current grading period UNLESS the reason for absence is VALID and with supporting documents submitted for evaluation (subject into the approval of the SCHOOL PRINCIPAL) and have met the above criteria and specific cut-off grades

Year-End Academic Excellence Award	Year-End General Average
With Highest Honors	98.000 % and above
With High Honors	95.000 % - 97.999 %
With Honors	90.000 % - 94.999 %

Principal's Award

The Principal's Award is given to students who have met the following criteria:

- Consistently made it as a quarterly academic excellence awardee (1st - 4th Quarter)
- Have not incurred or been involved in any major form of disciplinary and/or conduct infractions within the current school year
- Have met the above criteria and specific cut-off grades:



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

Award	Year-End General Average
With Highest Honors	98.000 % and above
With High Honors	95.000 % - 97.999 %
With Honors	90.000 % - 94.999 %

Subject Excellence Award recognizes the exemplary performances of the students in different learning areas. It is given to students who have attained the HIGHEST FINAL GRADE (at least 90.000%) in each subject area.

Other Awards and Recognition

(Given during recognition, completion, or graduation ceremony)

Leadership Award (Grades 3 - 12)

- Students who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community.

Department Award (Grades 1 - 12)

- Students who have shown exemplary behavior, desirable habits, and a good attitude within the current school year as observed by all subject teachers.

Award for Work Immersion

- Students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

- The awardee/s must have received a high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program and have received an outstanding rating in the Work Immersion subject (at least 90.000).

Award for Research or Innovation (JHS and SHS)

- Individual, pair, or group who led the planning and execution of a research or innovation to advance the potential applications of technology, or for research whose findings can be used to drive better efficiency and productivity as well as improve the lives of the people in the school and/or community.

Award for Special Recognition

- Given to students who have represented and/or won competitions at a school, division, regional, national, international level.
- These awardees have demonstrated exemplary performance in academics, athletics, and the arts. UAE National Identity Award
- Given to the student/s who consistently served and performed in promoting the UAE National Identity Program.

Service Award

- Given to the deserving student/s who consistently served and volunteered as approved by the deliberation committee.

For Kindergarten

Performance Award

- Is given to recognize their most evident and prominent abilities.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

Character Traits Award

- Is given to affirm their positive traits and attitudes or to recognize their significant improvement.

SCHOOL CLINIC POLICY AND GUIDELINES

- The nurse should be informed of any medical condition of the student and any medication used by them during an emergency like an asthma attack, diabetes, heart issues and etc.
- All the parents should fill out the health information form.
- Unless it is prescribed life-saving medication and parents have authorized their child to carry it personally, Students should not be carrying around their own medications in their school bags. It is advised that the guardian can bring the medications to the school clinic in their original container with a signed parent note indicating the student's name, dosage, and frequency of administration.

Medical conditions and emergencies

1. Students who have been suspected of communicable diseases will need to stay at home until all the symptoms are cleared as officially declared by the medical practitioners.

2. COVID 19 POSITIVE AND CONTACTS

If the student is detected positive for COVID19 they have to inform the class adviser and the clinic through clinic.tpsauh@gmail.com. Send the pdf of the test results and the contact number the parent can reach.

3. FEVER

If the student has fever or flu symptoms, they are required to stay



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

home and take a rest. Any fever case should be coming back to school only if they don't have a fever for 24 hours without any antipyretics.

4. The students are requested to bring their COVID19 KIT, which includes sanitizers, an extra mask, wet wipes, etc. Please be responsible for sanitizing your hands before and after every session. Students are discouraged from sharing food and drinks.

5. Contacting the parents

Any injuries happen that require more than a band aid for students the school will make every effort to contact and advise the parent.

TRANSPORT POLICY

The school reserves the right to cancel the service or ban a student as a consequence of misconduct or unacceptable behavior of either the student or parent towards school officials and personnel as well as failure to comply with the abovementioned policy.

1. The bus service is on an annual basis. Bus fee is fixed and must be paid in cash and in advance either yearly or quarterly. In case of cancellation for any reason, fees must be paid in full.

2. As per the Integrated Transport Center, the travel time of the school bus is limited to **60 minutes**. Riders must be in the designated pickup/bus stop **5 minutes** before the given pickup time. The bus driver will not be able to wait for late comers. In case of any delay, please make alternative transportation arrangement for the child. **(NO WAITING TIME)**



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

3. Bus Supervisors will neither call up nor send messages to parents unless necessary. For safety reasons, please address any concern to the bus supervisor and not to the driver.
4. Bus service and seats are subject to availability. Such must be **CHECKED FIRST** through a **LETTER OF REQUEST** at least a month before a planned transfer of location. An accurate, clear location map with useful landmarks must be included in order to facilitate the request.
5. Any changes that may affect the route, timings, and sequence of drop/pick up must be properly communicated in writing and must be approved/authorized by the appropriate office.
6. Inform the bus supervisor as soon as possible if the child is absent or will not be riding the school bus. Bus switching is not allowed.
7. Ensure that students know the bus number, name, and mobile number of the bus supervisor.
8. Parent/Guardian of kindergarten to grade 3 pupils must be at the designated drop area 5 minutes before the arrival of the bus. If the parent/guardian is not in the area, the child will be brought back to school and the child must be fetched there. In case there is no one to receive the child (Grades 1 to 6), a waiver will be made and submitted to the school.
9. Proper behavior must be observed on the bus at all times. Vandalism, littering, or other misconduct that may cause damage to the bus or inconvenience to other riders will be dealt with according to the school's discipline policies.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

Damage to school property will be paid/replaced by the offender accordingly.

10. Riders are expected to give due respect to bus supervisors and drivers. All concerns related to the bus service must be reported to the bus supervisor not to the driver for necessary and prompt action.
11. Parents/Guardians are not allowed to ride the bus.

The school reserves the right to cancel the bus service as a penalty for misconduct or unacceptable behavior either of the student or the parent towards the school management. Rule # 1 will be applied.

PARENTS' RESPONSIBILITIES

1. Provide the school with the contact information of a person who can take calls at any time regarding bus concerns. This information must be updated as necessary.
2. Pay the cost of any damages to the school bus caused by the child/children. If the damages are proven/verified by the committee, the parents should bear the cost of any damages to the school property cause by their child/children.
3. Take an active part in educating children regarding safety and discipline during the school bus journey, especially while waiting for the bus, boarding and disembarking.
4. Work hand in hand and cooperate with the school regarding bus transactions and other concerns like routes, sequence, and time of pick up and drop.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

VISITORS POLICIES

Upon Arrival

- To observe and follow cultural matters of the UAE when visiting the school, visitors are encouraged to be in corporate/casual attire. Inappropriate attire is not permitted.
- Present the Emirates ID to the security guard to secure a visitor's pass and sign in the logbook.
- Proceed to the school's receptionist; tell the intention of the visit and wait for further instructions. When the transaction is completed
- Proceed to the security guard and sign again in the logbook. and present the signed transaction slip.
- Get the Emirates ID before leaving the school premises.

Early Pick-up of Child/ren

- In certain cases, the child/children will be picked up early due to personal and important reasons, secure an early dismissal slip at the reception area, and wait for your child/children in the administration building waiting area.
- An authorization letter must be presented to the receptionist if another person will fetch your child/ren.

Terms of Payments in the School

A. Cash Payment

- Can be made in the Accounts Office in the Admin Building of TPS - Abu Dhabi Campus in Baniyas East 7.
- Timing: Monday - Thursday (8:30AM - 2:00PM)
Friday (8:30AM - 11:30AM)
Sunday (9:00AM - 12noon)



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

B. Schedule of Quarterly Payment

- First Quarter - Upon Enrolment
- Second Quarter - 1st week of December of the current year
- Third Quarter - 1st week of February of the next year
- Fourth Quarter - 1st week of April of the next year



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

References:

1. <https://adek.gov.ae//media/Project/TAMM/ADEK/Downloads/PrivateSchools/Private-Schools-Policy-and-GuidanceManual.pdf>

2. Policy 50: Student Behavior Policy Corresponding to Article (55) of the Organizing Regulations. Private Schools Policy and Guidance Manual. Abu Dhabi Education Council, Abu Dhabi, United Arab Emirates. 2014-2015.

3. MANUAL (3rd Edition) edited as of 14 Jan.doc (cfo-pso.org.ph)
MANUAL OF POLICIES, STANDARDS AND REGULATIONS FOR PHILIPPINE SCHOOLS OVERSEAS, Third Edition, Manila, Philippines, 14 January 2015.

4. DepEd Order No. 8, s. 2015, issued on 1 April 2015

5. DepEd Order No. 36, s. 2016, issued on 7 June 2016

+97125831044

acctstpsauh@gmail.com

registrar.tpsauh@gmail.com

TPS AUH Happiness

tpsauh.info@gmail.com

(All school-related concerns and inquiries)



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

PARENT'S ACKNOWLEDGEMENT FORM

As parents, we hereby affirm our steadfast partnership with the school for the intellectual, moral, and social development of our child/children. To express our commitment, we pledge to adhere to the following policies set by The Philippine School:

● We will work with the school in building a good and moral upright environment for our child/children.

● We will give the school authority to impose discipline, but not exceeding any forms of corporal punishment, and administer corrective action whenever our child/children will go beyond the accepted norms of The Philippine School as stated in the student handbook.

● We will establish a strong partnership with The Philippine School through participation in any forms of parents-teacher fellowships, conferences, and meetings. In cases that our attendance will be hindered by time constraints, we will inform the school and will set a new schedule if necessary.

● We will support our child/children to join in all school activities, trainings, competitions, and field trips; and we will not hold The Philippine School accountable for any untoward incidents that may occur that is beyond the school's control.

● We will support the school's goal of maintaining academic excellence by providing our child/children an environment conducive to learning; through close supervision and encouragement; and through constant monitoring of homework, project, and examination.



المدرسة الفلبينية

THE PHILIPPINE SCHOOL

● We will responsibly attend to our child/children's financial needs such as tuition fees and other fees, with promptness and fairness.

We enter into this pledge voluntarily as partners of the TPS family.

Student's Name: _____

KG/Grade: _____ Section: _____

Father's Printed Name: _____

Mother's Printed Name: _____

Father's Signature _____ Date Signed: _____

Mother's Signature _____ Date Signed: _____

Father's contact number: _____

Father's E-mail address: _____

Mother's contact number: _____

Mother's E-mail address: _____

AFTER SIGNING, DETACH THIS PART AND SUBMIT TO TPS




المدرسة الفلبينية

THE PHILIPPINE SCHOOL

Policy Title:	Parent Engagement Handbook
Review Date:	January 06, 2025
Next Review Date:	August 29, 2025
Compliance and OHS Officer:	June Keith M. Mariano

Approved by:


Jesus S. Ostos Jr.
 School Principal

