



Parents Handbook 2025-2026

Together, we celebrate every success and prepare for life

Together we celebrate



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Mission and Vision Statement



“Celebrating Success”

To establish Al Ain’s premier British International School founded on 140 years of traditional academic excellence and committed to global relevance and contemporary UAE society. To nurture confident, well-rounded, tolerant and forward-thinking individuals with ambitions to fulfil their potential in an innovative, open, creative and inclusive society. We will ensure that our students develop both the skills and the competencies aligned with the culture and strategic goals of the UAE.

To deliver successful educational achievements through committed and skilled teachers successfully delivering English National Curriculum, leading to our students meeting or exceeding individual expectations.

To foster a caring environment and a family atmosphere leading to personal student happiness and good relationships between all members of the school community, including parents, as part of UAE society.

Purpose of the Parent Handbook

The Belvedere International School Parent Handbook provides you with valuable information regarding school guidelines, expectations, and general information.

It is aimed to help you become more familiar with school regulations, procedures, important dates, school hours, contact information, and school operations.

All parents are required to familiarise themselves with the content of this handbook. If you have any questions or concerns, please do not hesitate to contact us.

info@belvedereinternationalschool.com

1. Admissions and Enrolment



1.1 Age for Admission

In line with ADEK policy, Belvedere International School's admission policy requires a minimum age of 4 years old for FS2 on the 31st of August. BIS places students in the correct year groups in accordance with their age. The school follows the 'year' system on the ADEK eSIS system.

1.2 Re-enrolment

Students are eligible for re-enrolment for the next academic year, unless there are significant behavioural issues, as per the ADEK Student Behaviour Policy effective from 2025-2024 academic year. Fees must be up to date to enable re-enrolment.

1.3 Registration of new students

Once a place is offered we request that parents accept or decline the offer within one week of receiving the offer in writing. Any missing documents will be requested and must be submitted to the BIS Admissions department to ensure that the admission complies with ADEK requirements.

A student's place in the school is only confirmed once we have received all documents and the payment of the registration fee.

1.4 Class Capacity

Class sizes will not exceed 25 students in FS2, and will not exceed 30 in the rest of the school.

1.5 Medical records

The school requires current and accurate information regarding your child's medical requirements. Parents must update the school should any medical circumstances change. We require records of previous medical treatments, allergies, and immunisation records to be provided on registration.

1.6 Photograph / video consent

BIS has an 'opt out' policy regarding photographs / videos taken at the school during the school day and at school events such as; sports day, performances and during class activities. Photographs and videos will be used for; display around the school, BIS social media platforms, for promotion of the school and for school year pictures.

If you do not want your child included in photographs or videos at BIS please complete the [BIS Photo and Video Consent Form](#) and submit it to admissions@belvedereinternationalschool.com

2. School Hours



Our school week is from Monday to Friday.

School timings			
	FS2	Primary school (Year 1 to Year 6)	Secondary school (Year 7 to Year 12)
Student arrival time	7:30 am	7:30 am	7:30 am
Assembly & registration	7:45 am	7:45 am	7:45 am
Lesson start	8:00 am	8:00 am	8:00 am
Lesson finish	1:40 pm	2:20 pm	2:20 pm
Bus departure	2:30 pm	2:30 pm	2:30 pm
Extra-school activities	2:30 - 3:15 pm	2:30 - 3:15 pm	2:30 - 3:15 pm
School timings (Friday)			
Student arrival time	7:30 am	7:30 am	7:30 am
Assembly & registration	7:45 am	7:45 am	7:45 am
Lesson start	8:00 am	8:00 am	8:00 am
Lesson finish	11:40 am	11:40 am	11:40 am

*ECAs are held from Monday to Wednesday

Office hours	
Monday - Thursday	7:15 am - 3:15 pm
Friday	7:15 am - 12:00 pm
School Holiday Hours (Monday - Thursday)	9:00 am - 2:00 pm
Friday	9:00 am - 12:00 pm
Saturday and Sunday	School is closed

Parents should drop off their children and collect their children on time at the start and end of the school day.

Should you anticipate that for any reason you will be late, you are kindly requested to inform the school administration by calling the school on (03) 719 0000 or email admissions@belvedereinternationalschool.com

2. School Hours



2.1 Punctuality

All students must be in school by 7:30 am for FS2 to Year 12. Any students who arrive after the start of the National Anthem at 7:45 am each morning will be issued with a late slip and their lateness will be recorded in the register. The total number of late marks will be recorded on report cards.

Please refer to the Attendance and Punctuality Policy for further information. All attendance and punctuality data is automatically submitted to ADEK as per regulations.

2.2 Permission to leave early

To ensure the safety and protection of our students at all times, we have put in place the following procedures for early pick up:

- Notification of early pick up must be submitted by 9am in the morning by email or call to the admissions office.
- The notification must be submitted by a parent or legal guardian and needs to include a valid reason for the early pick up.
- We would encourage all parents to set planned appointments (medical, dental or other) for after school hours when possible.

2.3 Pick Up

When picking up students from FS2 to Year 2, a Parent Pass or the allocated password is mandatory to collect the student from the designated waiting area.

Please provide the school with the correct identification of the parent, driver and/or nanny who will be picking up your child.

2.4 Absences

Student attendance is entered daily into the ADEK eSIS system. Parents of any absent students will receive a message from ADEK.

If a student is absent for more than one day, a written note from the parents or a medical report clarifying the reason for the absence must be submitted to the form teacher or to the school administration.

There may be certain circumstances when it is necessary for a student to be absent from the school for a longer period of time. Parents should in this case obtain a written consent from AEDK (Al Ain Regional Office) and submit it to the school administration.

Parents should bear in mind that such absenteeism will cause disruption to the student's studies. The school will attempt to provide a reasonable schedule of work to be completed by the student with parental support during the absence.

2. School Hours



2.5 Breaks and Lunches

Monday - Thursday: FS2 to Year 11 have two 20-minute breaks per day for snack and lunch and one 20-minute Moderate to Vigorous Physical Activity session (MVPA) per day. Friday: FS2 to Year 11 have one 20-minute snack break and one 20-minute Moderate to Vigorous Physical Activity session (MVPA)

2.6 Prayer time

A specific time has been allocated for the Dhuhr prayer in the school, and the call to prayer is broadcast over the school's internal audio system daily.

Students are organized to pray under the supervision of teachers for both male and female students in their own rooms with a designated area for ablution.

The prayer rooms have been equipped with appropriate facilities and are available daily from 12:25 pm until 1:00 pm. Students can use the prayer rooms after the end of the school day for those who are unable to pray on time.

2.7 Cafeteria

The school has a cafeteria selling healthy snacks and drinks, and hot meals on specific days. The cafeteria is open at break and lunch times each day.

- BIS offers a cashless system for purchases from the cafeteria.
- DirectCard, in partnership with DirectSchool App, aims to enhance convenience and safety for both students and parents during transactions within the school premises.
- How to get started:
 1. Download the DirectSchool parents' app from the Google Play Store or the App Store.
 2. Log in using your Gmail, Apple ID, or mobile number.
 3. Use the unique activation code provided by the school to register your child's DirectCard in the app.
- Download link is provided below:

Google play store - <https://play.google.com/store/apps/details?id=io.directschool.parents>

App store - <https://apps.apple.com/ae/app/directschool-app/id1198204119>

2.7 Visitors

Visitors will only be allowed on the school premises with an original Emirates ID or a BIS Parents Pass. If parents/visitors need to enter the school after 7:45 am or before 2:20 pm, we ask you to make an appointment with School Reception.

3. The School Calendar



Term Dates

Date	Event	Public Holidays
Term 1 2025-2026		
18 th August	Staff induction	
25 th August	Term 1 for students starts	
3 rd September	Parent-teacher meeting	
4 th September	Public Holiday	Prophet Muhammad's birthday
13 th October to 17 th October	Mid-Term Break for Students	
2 nd December to 3 rd December	Public Holiday	Eid Al Etihad
5 th December	Term 1 for students ends	
8 th December to 2 nd January	Winter break for students	
Term 2 2025-2026		
5 th January	Term 2 for students starts	
14 th January	Parent-teacher meeting	
13 th March	Term 2 for students ends	
16 th March to 27 th March	Spring break for students	
18 th March to 21 st March	Public Holiday	Eid al-Fitr

3. The School Calendar



Term Dates

Date	Event	Public Holidays
Term 3 2025-2026		
30 th March	Term 3 for students starts	
26 th May to 29 th May	Public Holiday	Day of Arafat, Eid al-Adha
16 th June	Public Holiday	Islamic New Year
3 rd July	Academic Year for students ends	

**Islamic holidays may change and are subject to official announcements and may be different from the dates given.*

Please refer to the School Termly Calendar dates that you should note in your planners. The school operates on three terms per year as indicated in the calendar.

4. School Transportation



For an additional fee, the school provides supervised transportation in fully air-conditioned buses. Transportation fees are fixed, irrespective of whether the student uses the bus one way or two ways. Charges may be obtained from the school accountant or on the school website.

4.1 All students are expected to behave well on board school buses. Students who misbehave, put the safety of themselves or others at risk and are disobedient to the bus supervisor or driver will face sanctions as per the BIS School Behaviour policy. Continued misbehavior will result in the student being excluded from using the school transport service.

4.2 Once the bus routes have been confirmed at the start of the academic year, parents will be informed about the time students should be ready to board the bus in the mornings. The bus will not wait or return for students who are late.

4.3 Students who are registered to use the school bus service are expected to go home by bus at all times. These students may NOT use any other transport unless permission is given, in writing, by parents' direct to the school.

4.4 Students who are not registered for the bus service are not allowed to use the bus under any circumstances. Also, students who are registered in the bus service are NOT allowed to switch bus routes.

4.5 As per the requirements of ADEK and the Department of Transport, parents need to take note of the following:

- There will be frequent inspections on board school buses in order to make sure that the drivers are committed to ensuring that all students are seated properly at all times.
- Drivers who do not comply with this requirement will be fined in accordance with Law no. 8 (Reckless driving), and the bus will be confined for a month. In the event of a traffic accident, the driver will be requested to appear in the traffic department's courts.
- Regarding any bus supervisor who does not ensure the safety of students on board of her bus, a detailed report will be compiled of any specific incident, including her name, the bus number, the day, and the date of the incident. The report will be submitted to the concerned Authorities.
- In case a student defies the bus rules and regulations, his/her parents will be required to pay the fine corresponding to the infraction.

5. Resources and Supplies



At Belvedere International School textbooks and notebooks are supplied to the students by the school at the beginning of the academic year. Parents will be responsible for supplying files and stationery for your child. You will be informed of the requirements at the beginning of the school year.

We follow a [Bring Your Own Device \(BYOD\) policy](#), which means students will need to ensure they have their own electronic devices as follows:

FS2 to Year 2: iPads or Tablets – a list of apps to be preloaded will be provided at the start of the academic year.

Year 7 to Year 11: Chromebooks or laptops - these are the only devices to be used at school.

All students will be expected to comply with the [BIS Digital Policy](#) to ensure they stay safe online during the school day. Any infractions will be reported to parents.

At BIS we understand that students will occasionally need to be contactable, for example if they are travelling by school transport. Mobile phones are only permitted for students in the Secondary school, Year 7 to Year 12. Mobile phones are NOT allowed to be used during school hours in school, this includes add-ons such as smart watches or air pods.

If your child brings their phone to school, it should remain off and in their bag at all times.

Staff are responsible for confiscating mobile phones seen throughout the day. The confiscated device will be clearly marked with the student's name and locked away. The mobile phone will be handed back at the end of the school day.

Mobile phones brought into school are the responsibility of the owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones.

6. Academics



6.1 Curriculum

At Belvedere International School, we offer the Early Years Framework (EYFS) in FS2, the National Curriculum for England (NCfE) from Year 1 to Year 9 and IGCSE / A Levels from Year 10 to Year 13. The curriculum is delivered by highly trained teachers with internationally recognised qualifications and experience.

Whilst, of course, Belvedere International School will place a strong emphasis on the core academic elements of the curriculum, we believe that to provide the best possible all-round education and care for our students our curriculum must deliver more. Our extensive extra-curricular programme provides students with the opportunity to develop vital life skills and interests through activities such as sport, music, art, outdoor pursuits and young enterprise.

Belvedere International School's curriculum will prepare students for the world and, accompanying examinations, ensures that they leave having completed a rigorous and internationally recognised programme of study, enabling them to access top universities within the UAE and abroad.

6.2 Homework

At Belvedere homework is set appropriately per year group. Differentiated homework serves the purpose of providing opportunities for students to reinforce learning taken place in class and to develop students' independent study skills. Work set may include written exercises, reading, practical projects and independent research. Parents will be expected to assist their child with their work at home so that they can be part of their learning experience and understand what is being learnt.

Staff will indicate to the students when the homework needs to be handed in. Students must write their homework in their homework diaries and have it signed by a parent to confirm that it has been completed. A weekly overview of homework activities is shared by email, on Class Dojo and on Google Classroom every Friday.

6.3 Student Assessments

Students will be assessed continually in each subject per term. Continuous assessments will be tracked on the Learning Ladders platform. Parents will be able to keep track of their child's progress via the parent portal on Learning Ladders. The termly assessment schedule will be made available to parents two weeks prior to the end of term assessments.

The following standardised assessments and international benchmark assessments are either mandatory or recommended by ADEK. It is very important that parents support the students in understanding the importance of taking these assessments seriously. The teachers will ensure the students are provided support in preparing for the assessments.

6. Academics



Year Group	External/Standardised assessments
FS2	IELS
Year 4	ABT GL Progress Tests: Maths, English & Science
Year 5	ABT PIRLS TIMSS GL Progress Tests: Maths, English & Science
Year 6	ABT GL Progress Tests: Maths, English & Science
Year 7	ABT GL Progress Tests: Maths, English & Science
Year 8	ABT PIRLS TIMSS GL Progress Tests: Maths, English & Science
Year 9	ABT PIRLS TIMSS GL Progress Tests: Maths, English & Science
Year 10	ABT PISA GL Progress Tests: Maths, English & Science
Year 11	ABT AS Levels Examinations
Year 12	ABT AS Levels Examinations
Year 13	ABT A Levels Examinations EmSAT / IELTS

For further information, please refer to the [BIS Assessment Policy](#).

6.4 Reports

Written reports are provided at the end of each term to inform you of your child's education and progress.

7. Parent-Teacher Meetings



Parent-Teacher meetings are held each term as indicated in the BIS School calendar in order to give parents the opportunity to meet with the teachers to discuss their child's progress.

At other times parents are welcome to contact the school to arrange mutually convenient appointments with social workers and staff throughout the school year to discuss the student's academic and behavioural needs.

8. Attitudes and Behaviour

Belvedere International School strives to offer its students a hazard-free and emotionally safe environment in which they can achieve their full academic and personal potential.

We aim to foster compassion, tolerance, honesty and integrity in our students. The students are expected to respect the rights, feelings and property of classmates, teachers and others and to be cooperative, courteous, considerate and well-mannered.

8.1 Behaviour expectations

Students in school are expected to:

- Follow all school rules and instructions.
- Behave responsibly and not endanger the safety and welfare of others or themselves.
- Care for the facilities and property of the school and of others.
- Arrive at school and lessons on time and provide valid reasons for any lateness or absences.
- Participate in promoting a positive school image.
- Demonstrate a positive attitude and apply their best effort toward their learning.
- Behave responsibly so as not to disrupt the class or the teaching of others.
- Commit to the heritage, culture and values of the UAE.
- Show respect to all members of the school community, parents/guardians, visitors, and other members of the local community.

8.2 Anti-bullying

If bullying does occur, all students should be able to 'speak out' and know that incidents will be dealt with promptly and effectively. If a student is aware that bullying is happening, they are expected to tell a member of staff (classroom teacher, social worker, nurse, member of the school leadership team, principal).

Bullying can be direct, in the form of physical or verbal, or indirect, which involves psychological or emotional actions such as being ignored or not spoken to.

As a school, we take bullying in all forms seriously. Students and parents should be assured they will be supported when bullying is reported. For further information, please refer to the [BIS Behaviour Policy](#).

8. Attitudes and Behaviour



8.3 Parent Code of Conduct

As a partnership, our parents/carers will understand the importance of a good working relationship to equip our students with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

At Belvedere International School, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for students, staff and parents
- Model appropriate behaviour for our students at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community.

We expect parents, carers and other visitors to:

I hereby write to assure you that I, as a parent will:

- Respect the ethos, vision and values of our school.
- Work together with staff in the best interests of our students.
- Maintain reasonable expectations for staff response to general communications (up to 48 hours).
- Treat all members of the school community with respect – setting a good example with speech and behaviour.
- Seek a peaceful and reasonable solution to all issues.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Do not approach any student in school in order to discuss or chastise them because of the actions of this student towards their own child.
- Approach the right member of school staff to help resolve any issues of concern, following up if an appropriate response has not been received.

9. Supporting Student & Parent Wellbeing



We are committed to maintaining a supportive and safe environment for our entire community. We believe that student success is intrinsically linked to a healthy and supportive home environment, which is why our dedicated teams are available to offer confidential wellness support to both students and parents.

Wellbeing Team

To support the emotional, social, and future-readiness aspects of student life, providing direct support and parental consultation:

- **Wellbeing Coordinator:** Our Coordinator is a certified Neuro-Linguistic Practitioner (NLP) and promotes mental resilience by powering a growth mindset. Offering 1-to-1 and group wellbeing sessions upon request, whilst focusing on developing emotional regulation, stress management, and positive coping mechanisms for students.
- **Social Worker:** Our Social Worker acts as a vital bridge between home and school. Supporting families in navigating complex challenges, providing essential social support, and connecting families with external community resources and specialized services when needed.
- **Career & University Guidance Counselor:** Our Guidance Counselor supports student mental health by alleviating the stress of future planning. Guiding students through academic choices, career exploration, and the university application process, helping them make informed decisions that align with their personal goals.

Inclusion Department

Our Inclusion Department works to ensure that all students, including those with Additional Learning Needs (ALN) or special educational needs (SEN), receive the necessary academic and emotional accommodations for success. This team collaborates closely with parents to review and implement Documented Learning Plans.

- **Head of Inclusion:** Oversees the strategy and high-quality implementation of support plans for all students of determination, ensuring their mental health needs are considered within all accommodations.
- **SEN Teacher:** Provides direct, specialized instructional support and targeted intervention, helping students overcome specific educational barriers.
- **Inclusion Teacher:** Collaborates directly with subject teachers to implement necessary accommodations and modifications—such as flexible timetables or specialized tools—within the mainstream classroom environment to reduce academic stress and anxiety.

9. Supporting Student & Parent Wellbeing



Wellbeing Referral Pathways

To ensure that support is accessed promptly and effectively, BIS has established clear, explicit procedures for students, staff, and parents to refer an individual for mental health and wellbeing support.

- **Initiating a Concern:** Parents, students, and staff members can initiate a concern. If you observe a significant change in behavior or well-being in your child or a peer, please contact the relevant Class Teacher, Tutor, or Stage Leader as your first point of contact.
- **Formal Referral:** The Class Teacher or Stage Leader will conduct an initial check-in (Tier 1 Support) and, if the concern persists or is moderate in nature, will formally refer the student by completing a referral form which is shared with one of our Wellbeing or Inclusion Team members as appropriate for targeted, confidential intervention (Tier 2 Support).
- **Emergency or High-Risk Concerns:** For immediate or high-risk concerns (Tier 3), please contact one of our Wellbeing Team members immediately. The Wellbeing Team in coordination with the Senior Leadership Team will facilitate a referral to a licensed external health professional, requiring informed written parental consent unless an immediate risk applies).

10. Health and Safety



The health and safety of everyone in our community is our first priority. The school nurse provides professional nursing care throughout the day and is equipped to deal with both illnesses and physical injury.

10.1 Illnesses

Parents will be notified if their child falls ill during school hours. It is extremely important that you keep us informed of any changes regarding emergency contact details. If parents are contacted to collect their child due to illness, they must do so within one (1) hour.

- Any student attending FS2 and Year 1 who is unwell due to coughing, cold, fever, etc., should not be sent to school for the duration of the illness.
- Any student found to be suffering from an infectious disease will not be permitted in school until he/she is fully recovered and a medical report is provided.
- It is essential that parents update their child's medical records as the need arises.
- All students who require medication given by the school nurse should have the related doctor's prescription handed over to the school clinic. We regret that if there is no prescription, the nurse will not be permitted to give the medication.

10.2 Nutrition

Nutrition is a significant factor in the growth, development and overall functioning of a child. Good nutrition provides energy and nutrients essential to promote physical, emotional and cognitive development.

The development of healthy eating practices and physical activity can prevent disease and support a lifetime of good health. Good nutrition is critical in optimising each child's potential for success.

- We advise that students are provided with some substantial healthy lunch food and drinks to sustain them throughout the school day.
- Please send a reusable water flask with your child each day. Water coolers are available throughout the school for ease of access.
- We recommend that children eat a healthy breakfast prior to coming to school each morning.
- There are some foods that are not allowed at school for health reasons such as;
- chocolate, chocolate products, candy and fizzy drinks. Also be aware that the school does not allow the use of any Isotonic /Energy drinks / bars on its premises due to their negative side effects. The school will confiscate any such drinks / bars if found with the students.
- If there are allergies in class, the form teacher may set up additional food rules.

As a general rule all types of nuts and nut products such as peanut butter or Nutella like spreads are not allowed in school.

11. Safeguarding and Student Protection



Belvedere International School is a safe, caring and supportive school, which values praise, enjoyment, respect and honesty in all we do.

Our priority is the health, safety and wellbeing of the entire school community and we take our safeguarding and student protection responsibilities very seriously.

We recognise our moral and statutory guidelines to safeguard and promote the welfare of all students.

We endeavour to provide a safe and welcoming environment where students are respected and valued.

We are alert to the signs of abuse and neglect and follow our procedures to ensure that all students receive effective support, protection and justice.

Our staff are trained on Safeguarding and Student Protection and are fully aware of their responsibilities to report any concerns they may have to the Safeguarding and Student Protection Committee in line with ADEK policies.

The Child Protection Coordinator is Mrs Antonette Naidoo (Vice Principal)
viceprincipal@belvederinternationalschool.com

For further information, please refer to the [BIS Student Protection Policy](#).

12. Uniform and Appearance



All students are expected to follow the BIS School uniform guidelines as per the [BIS Uniform policy](#).

- It is compulsory for all students to wear the BIS school uniform. Uniforms are outsourced and available for purchasing from Zaks stores at Hili Mall.
- Only BIS jackets are permitted.
- For Year 10 and above, the BIS school blazer can be worn.
- Students may wear the PE uniform to school on the days they have PE in their timetable or if they have a sporting event.
- The PE uniform should match the BIS House that your child belongs to, as follows:

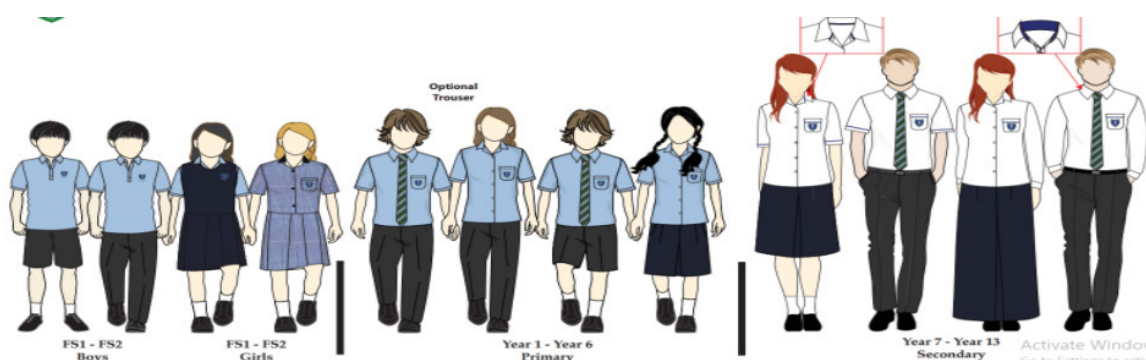
EAGLES	LEOPARDS	FALCONS	HORSES
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Students are required to wear:

- BIS School Uniform neatly and presentably – clean, ironed, and buttons fastened.
- Appropriate footwear – only closed black shoes are allowed.

Students' hair must be of natural colour. Boys must have short hair which they keep well groomed. For girls, long hair should be tied back fully off the face. Hair accessories should be plain and of a matching school colour, i.e. blue, green or white.

No make-up is to be worn by the students.



P.E. Uniform & Accessories



13. School Fees



Year Group	Tuition Fees (AED)	First Installment (40%)	Second Installment (30%)	Third Installment (30%)	Registration (5%)
FS2	26,600	10,640	7,980	7,980	1,330
Year 1	26,600	10,640	7,980	7,980	1,330
Year 2	27,800	11,120	8,340	8,340	1,390
Year 3	27,800	11,120	8,340	8,340	1,390
Year 4	27,880	11,152	8,364	8,364	1,394
Year 5	29,180	11,672	8,754	8,754	1,459
Year 6	29,180	11,672	8,754	8,754	1,459
Year 7	30,480	12,192	9,144	9,144	1,524
Year 8	30,480	12,192	9,144	9,144	1,524
Year 9	30,480	12,192	9,144	9,144	1,524
Year 10	31,680	12,672	9,504	9,504	1,584
Year 11	31,600	12,640	9,480	9,480	1,580
Year 12	32,500	13,000	9,750	9,750	1,625
Year 13	32,500	13,000	9,750	9,750	1,625

School fees are payable in three instalments:

1. Instalment on or before 31st August
2. Instalment on or before 31st December
3. Instalment on or before 30th March

(A non-refundable registration fee of 5% of the tuition fees will be deducted from the 3rd instalment)

4. Transport Fees are AED 4,750

Parents can pay fees online, by card, in person or by cheque. A reminder is sent three weeks before payment is due.

Please remember to write your child's name and your contact number on the back of the cheque.

Any queries regarding fees, please contact accounts@belvedereinternationalschool.com

14. Communication



You can communicate directly with any member of staff within the school via email. All BIS emails follow the format: name@belvedereinternationalschool.com. Teachers may also be contacted via Class Dojo.

Belvedere International School is a busy place, so staying abreast of events and activities is an essential task for every member of the community. We will send updated information via the parent contact details you have registered for your child. These contact details are also used in the case of emergencies.

It is vital that you please keep us updated with changes to any contact information eg mobile numbers or email addresses. Please send any changes to: admissions@belvedereinternationalschool.com

Please ensure that your filters allow receipt of email communications from the school. Information can be sent to or is generally sent from; admissions@belvedereinternationalschool.com or info@belvedereinternationalschool.com

14.1 Website

The school website is where you will find information about the school, including curriculum, facilities, sport, admissions and more. This is the ideal place for new or prospective parents to discover Belvedere International School - www.belvedereinternationalschool.com

14.2 Social Media

You can check out our school community in action on Facebook and Instagram. Photos, videos, links and news are posted daily. Visit our social media channels regularly to see what goes on at Belvedere International School on a daily basis.



@belvedereint



@belvedereint



/belvedereint

15. Gifts

It is school policy that teachers and staff are not permitted to accept gifts.

16. Lost Property



If your child loses any property, please come into school at the start or the end of the day to look for the missing item. Any lost property will be collected and stored in the 'Lost Property Box'. Please ask the School Receptionist for assistance in this matter.

Please ensure all items of clothing and possessions are clearly labelled with your child's name. Any uniform not claimed will be washed and kept in the school for students who may face an urgent need. All other items will be either donated to a local charity or discarded at the end of each term.

17. Complaints Procedure

Please bring any concerns to our attention early, before they grow and become more difficult to resolve. If you need to see your child's class teacher or subject teacher, please request an appointment.

If there is something urgent you need to let your child's teacher know, please inform the school receptionist, admissions officer or social worker. If you have a problem that needs urgent attention, please contact the Head of Department, Vice Principal or Principal. For further details, please refer to the [BIS Parent Complaints Policy](#).



BELVEDERE
INTERNATIONAL SCHOOL

Parent Acknowledgement

I, _____ (parent name), understands that the BIS Parent Handbook contains important information that we may need during the school year. We acknowledge that it is important for a student's education to attend school, punctually, every day.

We understand that all students are responsible and accountable for their behavioural choices and will be subject to disciplinary consequences outlined in the Code of Conduct and [Behaviour Policy](#) if school rules are breached.

If we have any questions or concerns in respect of the Parent Handbook or the Code of Conduct, they should be directed to the Vice Principal or Principal in the first instance. We have read and understood the BIS Parent Handbook, including the expectations and code of conduct.

Student/s full name: _____

Year group/s: _____

Parent's signature: _____

[Sign Online](#)



Key contacts

Administration

Name	Designation	Contact no.	Email
Ms. Maysoun Taha	Admissions	03-719-0000	admissions@belvedereinternationalschool.com
Mr. Eili Ghaseb	Admin Manager	03-719-0000	pro@belvedereinternationalschool.com
Mr. Glen Balboa	Health and Safety	03-719-0000	h.s@belvedereinternationalschool.com
Ms. Christine Castro	Principal's PA	03-719-0000	principalspa@belvedereinternationalschool.com
Reshma Manu	School Nurse	03-719-0000	nurse@belvedereinternationalschool.com
Mr. Ismail Jaffal	Accountant	03-719-0000	accounts@belvedereinternationalschool.com
Mr. Mohammed Ismaeel	IT Technician	03-719-0000	helpdesk@belvedereinternationalschool.com
Ms. Alaa Al Qedra	Social Worker	03-719-0000	alaa.alqedra@belvedereinternationalschool.com
Ms. Juvy Ibuyat	Librarian	03-719-0000	juvy@belvedereinternationalschool.com
Mr. Navas Noordeen	Examinations Officer	03-719-0000	navas@belvedereinternationalschool.com

Academics: SLT & HOD

Name	Designation	Contact no.	Email
Mr. Ismat Daou	Principal	03-719-0000	principal@belvedereinternationalschool.com
Ms. Antonette Naidoo	Vice Principal	03-719-0000	viceprincipal@belvedereinternationalschool.com
Ms. Nisrein Rabiah	Head of Arabic	03-719-0000	nisrein@belvedereinternationalschool.com
Ms. Eman Zaki	Head of Inclusion	03-719-0000	senco@belvedereinternationalschool.com
Ms. Carissa Gounder	Key Stage 2 Leader	03-719-0000	carissa@belvedereinternationalschool.com
Mr. Ismail Douma	Key Stage 3 Leader	03-719-0000	ismaildouma@belvedereinternationalschool.com
Ms. Reezana Rahman	Key Stage 4 Leader	03-719-0000	reezana@belvedereinternationalschool.com
Mr. Sikander Butt	Head of PE	03-719-0000	sikander@belvedereinternationalschool.com