



الإمارات  
The Emirates

We track Your Child's Future  
**ALAMEER**  
English School



نصعد لمستقبل أولادكم  
**الألمير**  
مدرسة الإنجليزية

# STAFF HANDBOOK

## 2020-2021

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## **1. About the School**

### **1.1 Overview**

The Al-Ameer English School was founded in 1991 in Ajman, United Arab Emirates. The school is accredited by Central Board of Secondary Education, New Delhi and has the recognition of the U.A.E.'s Ministry of Education.

The school first opened in 1991 in a villa in Rumaila, Ajman. In 2004 the school moved to its present spacious campus. The school grew over the years to have sections for KG, Primary and Secondary education. Male and female students have separate instruction.

The principal, Mr. S.J Jacob, received best teacher award from President Of India in 2014.

The school has a line of records to its credit in achieving 100% results in Grade X and XII Board Examinations.

The school has a course curriculum structured by the CBSE Board for Secondary and Higher Secondary. From Kindergarten to class XII, it admits pupils in various classes in each of its academic years. The academic session of Al-Ameer English School starts from the month of April. The school is affiliated to the CBSE Delhi Board and approved by the ministry of Education, UAE.

## 1.2 Vision and Mission



### *Our Vision*

*Al Ameer aims at giving opportunity to all children to accomplish their full potential and to develop responsibility, with high quality learning experience in a very conducive and congenial atmosphere. The school sets out to develop great scholars, winners of laurels, ideal citizens and above all perfect human beings.*

### *Our Mission*

- To develop the ability for critical thinking and fellow feelings.*
- To maintain a rapport among students, teachers and parents.*
- To embrace diversity and unique talents.*
- To instill in our students value based education.*
- To foster creativity, understanding compassion and courage.*

## 1.3 Core Values

**al aameer**  
English School



**الأملير**  
مدرسة الانجليزية

### **CORE VALUES**

#### **1. EMPATHETIC HUMANS**

*Instill the ability to understand and share the feelings of others.*



#### **2. GLOBAL CITIZENS**

*A global citizen is someone who identifies with being part of an emerging world community and whose actions contribute to build this community's values and practices.*



#### **3. FUTURISTIC LEARNERS**

*Enable them to face future challenges in educational practices and research areas.*



#### **4. RESPONSIBLE LEADERS**

*Responsible Leaders shape universal sense of social responsibility by the culture they are created with and vision they hold.*



## 2. School Calendar

### CALENDAR 2020- 2021

MONTH	DAYS	NO.OF WORKING DAYS	EVENTS
APRIL	5--9	5	5th - Reopening of the New Academic Year For Teachers & Admin
	12--16	5	12th - Commencement of New Academic Year 2020 – 2021
			13th - Welcome Assembly - ( 1 - 5 )
			14th - Welcome Assembly - ( 6 - 12 )
			15th - Know your school around ( Grade 1 )
			15th - Musical Band Circular
			16th - Selection of Class Monitors
	19--23	5	19th - Division of Houses
			19th - Musical Band Selection
			20th - Selection of Captains
			23rd - Investiture Ceremony
			24th - Ramadan expected to begin
	26--30	5	26th - Ramadan Awareness Campaign
			27th - One Dirham can make a difference ( Grades 1 & 2 )
			26th - 29th - Diagnostic Test ( English , Science , Maths & Arabic )
			<b>TOTAL WORKING DAYS : 20</b>
MAY	3--7	5	3rd -English Read Aloud Competition ( Grades 1 - 5 )
			4th - Science Quiz ( Classwise Grades 3 - 12 )
			5th - Mathematics Table Challenge ( Grades 2 - 12 )
			7th - Arabic Inter House Reading Competition ( Grades 1 - 5 )
	10--14	5	10th - 13th - Inter House Chess Competition
			14th - Class Test ( Grades 1 -12 ) Commences
	17--21	5	21st - Class Test ( Grades 1 -12 ) Finishes
	27--28	2	24th - 26th : Eid Ul Fitr Holidays
			26th - English Story Writing Competition ( Grades 6 - 8 )
			26th - Build a word ( Grades 1 & 2 )
			27th - Inter House Qirat Competition
28th - Musical Band Inauguration			
31	1	31st - No Tobacco Day	
		31st - Industrial Visit ( Grade 12 Commerce )	
			<b>TOTALWORKING DAYS : 18</b>

<b>JUNE</b>	1--4	4	1st - Preparatory arrangements for Talents Day
			2nd - English Article Writing Competition ( Grades 9 - 12 )
			3rd - Quiz : Who am I ( Grades 1 & 2 )
			4th - Science Activity ( Grades 1 - 5 )
	7--11	5	7th - 9th - 2nd Language Week ( Grades 2 - 10 )
			11th - Talents Day Circular to be given
	14--18	5	14th - Periodic Test - 1 ( Grades 1-12 ) Commences
	21--25	5	25th - Periodic Test - 1 ( Grades 1-12 ) Finishes
28--30	3	28th - Selection of Annual Day Programme Incharges	
			<b>TOTAL WORKING DAYS : 22</b>
<b>JULY</b>	1--2	2	2nd - Open House
			3rd - School closes for Summer Vacation ( Students & Teachers)
			<b>TOTAL WORKING DAYS : 02</b>

<b>MONTH</b>	<b>DAYS</b>	<b>NO.OF WORKING DAYS</b>	<b>EVENTS</b>
<b>AUGUST</b>	23-- 27	5	23rd- School Reopens after Summer Vacation ( Teachers )
	30 - 31	1	30th - School Reopens after Summer Vacation ( Students )
			31st - Onam ( Holiday )
			<b>TOTAL WORKING DAYS : 06</b>
<b>SEPTEMBER</b>	1--3	3	2nd - Greeting Card Competition ( Grades 1 & 2 )
	6--10	5	6th - 10th - Screenig for Talents Day
	13--17	5	17th - Portion Completion ( Grades 1 - 8 )
			17th - Hindi Day
	20--24	5	20th onwards Revision ( Grades 1 - 8 )
			23rd - Talents Day ( Boys )
			24th - Talents Day ( Girls )
	27--30	4	27th - Engsih Hand Writing Competition ( Grades 1 - 5 )
			28th - Housewise Group Dance Competition
27th - 30th - Cleanliness Campaign			
29th - Selection of Youfest participants & Trainers			
			<b>TOTAL WORKING DAYS : 22</b>

	1	1	1st - Cleanliness Campaign
	4--8	5	4th - Half Yearly Exam ( Grades KG1 - 12 ) Commences
	11--15	5	15th - Half Yearly Exam ( Grades KG1 - 12 ) Finishes
			15th - Global Hand Washing Day
	18--22	5	17th - Drawing and Painting Competition
			18th - Group Song Competition
			19th - Hindi Story Writing Competition ( Grades 5 - 10 )
			20th - Inter House Arabic Calligraphy ( Grades 6 - 12 )
			20th - Selection of Annual Day Participants
			20th - Inter House Football Competition ( Juniors )
			21st - UAE Quiz Competition
<b>OCTOBER</b>			21st - Book Review Day ( Term -1 )
			22nd - Inter House Football Competition ( Seniors )
			22nd - Science Exhibition
			22nd - Open House
	25--28	4	25th - Inter House ( MS Painting ) Competition ( Grades 1- 5 )
			25th - Inter House Islamic Nasheed ( Moulid Rasool )
			26th - Inter House Mathematics Quiz ( Grades 6 - 12 )
			27th - Inter House Football Competition ( Seniors )
			28th - Inter House Science Quiz
			29th - Inter House Cricket Competition ( Juniors )
			29th - Milad un Nabi ( Prophet Muhammed PBUH Birthday )
			<b>TOTAL WORKING DAYS : 20</b>

MONTH	DAYS	NO.OF WORKING DAYS	EVENTS
<b>NOVEMBER</b>	1--5	5	1st - Kerala Pravi Day
			2nd - Inter House Islamic Quiz
			3rd - Flag Day
			4th - Trials Sports Day for Boys



			<b>5th - Trials Sports Day for Girls</b>
	<b>8--12</b>	<b>5</b>	<b>8th - Class Test-2 ( Grades 1 - 8 ) &amp; Periodic Test-2 ( 9 - 12 ) Commences</b>
	<b>15--19</b>	<b>5</b>	<b>15th - Class Test-2 ( Grades 1 - 8 ) &amp; Periodic Test-2 ( 9 - 12 ) Finishes</b>
	<b>22--26</b>	<b>5</b>	<b>22nd - Inter House Powerpoint Competition ( Grades 6 - 12 )</b>
			<b>23rd - Heritage and Culture of UAE : Collage Work ( Grades 1 &amp; 2 )</b>
			<b>23rd - Inter House Commerce Quiz ( Grades 11 &amp; 12 Commerce )</b>
			<b>25th - Annual Sports Day for Boys</b>
			<b>26th - Annual Sports Day for Girls</b>
	<b>29--30</b>	<b>2</b>	<b>29th - 49th UAE National Day Celebrations</b>
			<b>30th - Martyr's Day</b>
			<b>TOTAL WORKING DAYS : 22</b>
<b>DECEMBER</b>	<b>1--3</b>		<b>1st - 3rd - UAE National Day Holidays</b>
	<b>6--10</b>	<b>5</b>	<b>6th - Inter House IT Quiz</b>
			<b>10th - Annual Day</b>
			<b>13th - School closes for Winter Vacation</b>
			<b>TOTAL WORKING DAYS : 5</b>
<b>JANUARY 2021</b>	<b>3--7</b>	<b>5</b>	<b>3rd - School reopens after Winter Vacation</b>
			<b>5th - Periodic Test-2 (Grades 1 - 8) &amp; Model Exam (Grades 9 - 12) Commences</b>
			<b>3rd - 7th - Karate Grading Test</b>
	<b>10--14</b>	<b>5</b>	
	<b>17--21</b>	<b>5</b>	<b>18th - - Periodic Tests-2 (Grades 1 - 8) &amp; Model Exam (Grades 9 - 12) Finishes</b>
			<b>19th - 2nd Language Week : Hindi &amp; Malayalam ( Grade 1 )</b>
	<b>24--28</b>	<b>5</b>	<b>28th - Open House</b>
<b>31</b>	<b>1</b>	<b>31st - Hand writing Competition ( Grades 1 &amp; 2 )</b>	
			<b>TOTALWORKING DAYS : 21</b>
<b>FEBRUARY 2021</b>	<b>1--4</b>	<b>4</b>	<b>4th - Portion Completion ( Grades 1 - 8 )</b>
			<b>4th - World Cancer Day</b>
	<b>7--11</b>	<b>5</b>	<b>7th - Book Review Day ( Term -2 )</b>
			<b>7th - 11th - Revision ( Grades 1 - 8 )</b>
	<b>14--18</b>	<b>5</b>	<b>18th - Hindi Magazine Release</b>
<b>21--25</b>	<b>5</b>	<b>21st - Annual Examination Commences ( Classes 1 - 9 &amp; 11 ) Commences</b>	
<b>28</b>	<b>1</b>		
			<b>TOTAL WORKING DAYS : 20</b>

<b>MARCH 2021</b>	<b>1--4</b>	<b>4</b>	
	<b>7--11</b>	<b>5</b>	
	<b>14 -- 18</b>	<b>5</b>	<b>14th – Annual Examination ( Classes KG1 - 9 &amp; 11 ) Finishes</b>
			<b>18th - End of the Academic year ( Students )</b>
	<b>21 -- 25</b>	<b>5</b>	<b>24th - Open House ( 6 - 9 &amp; 11 )</b>
			<b>25th - Open House ( KG1 - 5 )</b>
<b>25th - End of the Academic year ( Teachers )</b>			
			<b>TOTAL WORKING DAYS : 19</b>
<b>April 2021</b>	<b>4--8</b>	<b>5</b>	<b>4th - Reopening of the New Academic Year for Teachers and Admin</b>
	<b>11--15</b>	<b>5</b>	<b>11th - New Academic Year for Students</b>

### **3. Employment**

#### **3.1 Institutional Diversity and Equal Employment Opportunity**

As an institution dedicated to teaching, research, and community service, Al Ameer English School strives to provide its faculty and staff members with the most rewarding and fulfilling employment experience possible in order to allow all employees to work and achieve to the full extent of their capabilities. Equal employment opportunities and fair treatment are principles embodied in the UAE's national laws and set out in the heart of the School's policies and regulations. The school will recruit, hire, train, promote, and compensate employees in all job classifications solely on the basis of qualifications and productivity. No employee or prospective employee will be discriminated against because of race, color, religion, national origin, gender, age, or disability. The School has clear and published policies regarding ethical code of conduct and conflict of interest, ensuring a working culture of integrity, mutual respect, and transparency.

The Human Resources Department applies up-to-date recruitment methods, applying both technical and scientific analysis in reviewing and evaluating applicants. This comprehensive and dynamic recruitment system ensures hiring the most qualified and skilled employees possible to help fulfill the School's mission of providing academic services of the highest quality.

#### **3.2 Employment System**

Al Ameer English School recruits and appoints various qualified personnel both from inside and outside the country. The school adheres to the most up-to-date methods, applying both technical and scientific analysis in reviewing and evaluating applicants, to ensure hiring the most qualified and skilled administrative personnel possible to help fulfill the School's mission.

#### **3.3 Applying for Employment**

Anyone interested in joining Al Ameer may visit the school's website through the following link: [www.alameerschool.com](http://www.alameerschool.com) or enter the Job Opportunities page. Here one may fill out an application on the website, which will allow the school to contact the applicant for any additional information

#### **3.4 Faculty and Staff Records**

The institution maintains a record for each full-time faculty and professional staff member, including attested academic transcripts of academic preparation, the signed contract, and all documents required by the Ministry of Labor and Social Affairs in the U.A.E.

### **Authorized access to faculty and staff files**

All files and records are kept in safe cabinets at the Human Resources Department and access is limited to authorized personnel.

## **4. Staff Development**

Al Ameer English School recognizes the value of its staff as an important asset in the community, and it encourages them to develop and consider University job opportunities as part of their personal and career advancement. The school offers a wide range of services to help administrative staff and teaching staff develop managerial and professional skills to enhance individual and organizational success. These opportunities range from professional development to supervisory training, software and computer systems courses and leadership development that can help University staff reach their potential and goals.

## **5. Code of Conduct**

All employees are required to conform to professional standards of conduct. Professional standards of conduct presume that employees will not engage in conduct contrary to the interests of the school or that interfere improperly with the rights of other persons, their property, or the property of the School. Failure to adhere to professional standards of conduct or engaging in unacceptable behavior may be subject to disciplinary action, including discharge. Unacceptable employee conduct may include, but is not limited to:

- Unauthorized access, use, or release of confidential data.
- Any action that would place the interests of an employee in conflict with the interests of the school, including accepting or offering a gift to influence any matter in which the
- Illegal use, possession, or sale of controlled substances. Violent behavior in any form, including threats.
- Theft of school property, including data or intellectual property.
- Misrepresentation or falsification of University documents or information provided to the school

## **6. Staff communication and representation**

- The school provides e-mail services to all employees as soon as they are appointed to the school in order to facilitate communication and the transfer of documents by internet.
- Collegiality between colleagues is viewed as one of the school's top priorities and is encouraged through teamwork and joint committees so that colleagues may communicate with one another in a way that encourages the employee to help himself and gives him/her the sense of fully participating at the school.

## **7. Acceptable guidance:Rules and Regulations for Teaching and Support Staff**

1. Teachers should be aware of e-safety matters and of the current school / academy e-safety policy, practices and guidelines or policies.
2. Teachers should not be discouraged by any technical problems in the classrooms.
3. Develop and publicize internet use policies for your staff, students, and families. All digital communications with students / parents / teachers should be on a professional level and only carried out using official school portal
4. Discuss internet safety with your students regularly and authentically.
5. Teachers should monitor the use of digital technologies, mobile devices, cameras etc. in classes and other school activities and implement current policies with regard to these devices
6. Teachers should report any suspected misuse or problem to the e-learning officer concerned.
7. Be a digital citizenship role model including in areas such as research, etiquette and copyright.
8. Take time to find out how students are using the internet outside of class.
9. Teachers should follow up the online activities of the students in and outside the classroom.
10. Encourage students and parents to talk to you if there is a concern about internet safety.
11. Use sensible email addresses and username. Use privacy settings and strong passwords.
12. Don't put anything online you wouldn't want your colleagues, family and friends to see.
13. Carefully consider if you want to connect with students or parents on social media.
14. Teachers should create an awareness on good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
15. Teachers have to select a digital ambassadors and techno Savy, have to maintain a logbook of incidents during e-learning classes.