



## **PROGRESSIVE ENGLISH SCHOOL (L.L.C.)**

(Approved by the Ministry of Education, UAE, Affiliated to CISCE (ICSE / ISC), New Delhi)

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### **School-Parent Contract 2025-2026**

**Progressive English School** was established in 1981 to ensure quality education for the diverse expatriate community in the UAE. In 2003, we transitioned from the CBSE curriculum to the CISCE curriculum. The school management was taken over by Dr. A.S. Judson in April 2005, succeeding Prof. Geevarghese.

Affiliated with the Indian Council for Secondary Education (ICSE), New Delhi, we prepare students for the ICSE (Class 10) and ISC (Class 12) examinations, which are globally recognized. PESS is approved by the Ministry of Education (MOE) and the Sharjah Private Education Authority, UAE.

#### **VISION**

Expanding knowledge and understanding leads to wisdom.

#### **MISSION**

PES enables students to become self-motivated, competent, lifelong learners who generate creative ideas to do the right things for the growth of society.

#### **MOTTO**

Learn, Progress, Lead

#### **Structure**

PESS provides integrated academic excellence coupled with co-curricular activities, which enables our students to become well-rounded individuals both in and out of the classroom. Headed by Director Mrs. Sama KA, Principal Mrs. Neera Raveendran, Vice Principal Mrs. Anie Philip, and Headmistresses, a dedicated team of 116 teachers, along with administrative staff and reasonable infrastructure, the school creates a congenial atmosphere for 2,200 students. We impart holistic education to pupils from KG to Class XII (Science & Commerce).

#### **Policy of the School**

##### **1. Communication**

A strong partnership between the school and parents requires effective communication.

##### **1.1 School Responsibilities**

Day-to-day communication is available between parents, teachers, and students through telephone, WhatsApp, email, and the school portal.

##### **1.2 Parent/Guardian Responsibilities**

Parents are required to attend Parent-Teacher Meetings and Open Houses. They should discuss the needs and concerns of both parents and students with the teachers and relevant authorities

and work towards resolving them amicably. Parents should visit the school whenever instructed and respond accordingly.

## **2. Acceptance of the Student's Enrolment in the School**

### **2.1 School Responsibilities**

#### **ADMISSION**

- The school's admission policies and procedures ensure that students are appropriately placed. Admission decisions are made based on fair and objective criteria. Proper placement ensures that students benefit from the curriculum offered.
- The school is committed to working closely with parents to determine the best and most appropriate educational placement for students.
- The school is dedicated to providing a safe and supportive learning environment that enables all students to achieve their full potential.
- The school does not discriminate based on race, gender, additional needs, or national origin and seeks to accept all students who apply.
- Members of the senior leadership team, including the principal, may review an admission application if necessary.
- In case of an admission request for a child with additional needs, a detailed assessment will be conducted to determine the child's requirements.
- All medical, psychological, or educational assessments or reports must be provided to the school prior to entry. Failure to disclose relevant information or intentionally withholding information may result in a child not making the expected progress in school.
- The principal must be notified in writing if parents are aware of or suspect that their child (or a member of their family) has a learning difficulty. Parents must submit copies of all relevant written reports and other pertinent information.

Admission is offered based on the final examination result of the previous year and the Transfer Certificate.

Pupils seeking admission to KG1 will be assessed through a simple conversation.

#### **KG2 Onwards**

Students from KG2 onwards will be required to pass an entrance test in English and Mathematics. There is no direct admission to Classes X and XII for students from other boards.

#### **Documents Required for Admission**

1. Completed application form.
2. One copy of the passport with the visa page (Student, Parents, or Guardian).
3. One passport-sized photograph.
4. Transfer Certificate from the previous school:
  - (i) Sharjah – Attested by SPEA.
  - (ii) Outside Sharjah – Attested by the concerned Ministry of Education.

- (iii) Outside UAE – Attested by the Head of the Institution, followed by the concerned Consulate and the U.A.E. Ministry of Foreign Affairs.
5. Original mark sheet attested by the previous school.
  6. Original Emirates ID (Student, Mother & Father or Guardian).
  7. For students in Grade 11 and above, the Grade 10 mark sheet must be attested by the Ministry of Foreign Affairs (MOFA) if the student is from outside the U.A.E.
  8. Additionally, the Grade 9 mark sheets must be submitted.

## 2.2 Parent/Guardian Responsibilities

- All books, regular uniforms, and sports uniforms are available in the school store.
- Books must be neatly covered and labelled with brown paper.
- Ensure that your child wears the proper uniform to school.
- Check the circulars and communication daily to ensure that all assignments are completed on time.
- Students suffering from contagious diseases must complete a quarantine period before returning to school. A medical certificate must be provided on the day of return.
- All entries, messages, marks, etc., must be acknowledged by parents.
- Please do not hesitate to interact with teachers and supervisors. Any queries may be forwarded to the teachers.

## 3. Curriculum and Educational Program

### 1. Compulsory Subjects

<b>Phase-1 (KG 1 &amp; KG 2)</b>	English, Mathematics, Environmental Science, (Understanding the World) General Knowledge, Art and Craft, Reading time, show and tell, life-skills, wellbeing
<b>Phase- 2</b>	Arabic, Islamic Studies, Moral Science, UAE Social Studies, English, Second language (Hindi, Urdu, Bengali), Moral Education, Science, Social Studies, Mathematics, Computer Studies, Optional Language (Malayalam /Telugu).

<b>Phase -3</b>	Arabic, Islamic Studies, UAE Social Studies, English, Second language (Hindi, Urdu, Malayalam & Bengali), Moral Education, Science, Social Studies, Mathematics, Computer Studies & Moral Science
<b>Phase-4</b>	<p>Class 9</p> <p>Compulsory subjects:</p> <p>Arabic, U.A.E.</p> <p>Social Studies, English, Science, Social Studies, Mathematics, Second Language, &amp; Moral education</p> <p>Islamic Studies (for Muslim students), Moral Science (For Non-Muslim Students)</p> <p>Elective subjects:</p> <p>Computer Application/ Physical Education/ Commercial Application</p> <p>Class 10</p> <p>Arabic, English, Science, Social Studies, Mathematics, Second language (Hindi, Urdu, Bengali, Malayalam, Arabic)</p> <p>Islamic Studies (for Muslim students)</p> <p>Elective subjects:</p> <p>Computer Application</p> <p>Physical Education/ Commercial Application (Only if they have already registered with CISCE from other schools in Class 9)</p> <p>Class 11 &amp; 12</p> <p>Compulsory Subjects:</p> <p>English, Arabic</p> <p>Islamic Studies (for Muslim students)</p> <p>Physics &amp; Chemistry (For Science Stream)</p> <p>Accounts, Commerce, Economics (For Commerce stream) Elective subjects</p> <p>Biology / Computer Science (For science stream)</p> <p>Mathematics/ Sociology (For Science &amp; Commerce Stream)</p>

### 3.2 Evaluation Policy

Cumulative assessment:

<b>Phase: 4</b>	<p>Class 11 &amp; 12</p> <p>English &amp; any 3 subjects - 35%</p> <p>Arabic &amp; Islamic Studies - 60%</p> <p>Class 9 &amp; 10</p> <p>English &amp; any 4 subjects -33%</p> <p>Arabic &amp; Islamic Studies - 60%</p>
<b>Phase 3</b>	<p>Classes 6 to 8</p> <p>Arabic &amp; Islamic Studies - 50%</p> <p>Moral Education- Grade</p> <p>UAE Social Studies -50%</p> <p>English, Science, Mathematics, Second Language, Computer Application &amp; Social Studies-33%</p>
<b>Phase 2</b>	<p>Classes 1 to 5</p> <p>Arabic &amp; Islamic Studies - 50%</p> <p>Moral Education- Grade</p> <p>UAE Social Studies -50%</p> <p>English, Science, Mathematics, Second Language, Social Studies- 33%</p> <p>Computer Studies -Grade</p> <p>Optional Language- 33%</p>
<b>Phase 1</b>	<p>KG.1 &amp; KG.2</p> <p>Continuous Evaluation in all written and oral work for all the subjects. Subjects: English-Literacy, Mathematical-Numeracy, Environmental Studies, (UTD) General knowledge. All the skills related.</p> <p>Social and Emotional Development.</p> <p>Graded on a 5-point scale.</p> <p>Kindergarten (KG1 &amp; KG2): As there are no formal assessments, all the students are entitled to be promoted to the next Grade unless requested by the parent.</p>

## **Retest Policy for Ministry Subjects**

If a student does not secure the minimum marks in Arabic, Islamic Education, and UAE Social Studies for Grades 3 to 10, a retest will be conducted. As per SPEA policy, a retest will be conducted in one subject only.

## **Retest Policy for Annual Examinations**

- If a student has not attained the minimum grades in core subjects, a retest will be conducted.
- The final decision on all matters pertaining to the retention of a student is made by the principal, based on inputs and advice from the Supervisor and Class Teacher, as well as the prevailing CISCE by-laws at the time.
- A request from parents to repeat a grade will only be accepted if received in writing. Such requests will be sent for approval to SPEA.

## **Well-being Session**

- Enrichment programs for physical exercise and mental relaxation are provided regularly.
- Numerous co-curricular events and competitions are held throughout the year.
- Important days such as Teachers' Day, Mother's Day, Environment Day, and U.N. Day etc. are celebrated to impart knowledge and provide entertainment.
- U.A.E. Flag Day, National Day, Martyrs' Day, Eid-UL-Milad, Ramadan Awareness programs, and others are celebrated, helping students learn and understand U.A.E. culture, sparking their interest in the U.A.E., and promoting well-being through regular, systematic studies.
- Sports events like exercises, quizzes on various sports, and Sports Day are also celebrated.

#### 4. Annual School Fees (FEE/PHASE)

FEE/PHASE	KG 1& KG 2	Class 1	Classes 2 to 5	Classes 6 to 9	Classes 10 to 12
TUITION FEE	AED:4,500/-	AED:4,800/-	AED:5,200/-	AED:6,600/-	AED:8,000/-
MEDICAL FEE	AED:100/-	AED:100/-	AED:100/-	AED:100/-	AED:100/-
ANNUAL FEE	AED:250/-	AED:250/-	AED:250/-	AED:250/-	AED:250/-
TRANSPORT FEE	Sharjah AED:3000/- Ajman AED:3500/-	Sharjah AED:3000/- Ajman AED:3500/-	Sharjah AED:3000/- Ajman AED:3500/-	Sharjah AED:3000/- Ajman AED:3500/-	Sharjah AED:3000/- Ajman AED:3500/-
BENCHMARK TEST (CAT4 &ASSET)	Nil	Nil	AED:160/- (Class 3 to 9)	AED:160/- (Class 3 to 9)	Nil
CAUTION DEPOSIT	AED:2000/- (Refundable)	AED:2000/- (Refundable)	AED:2000/- (Refundable)	AED:2000/- (Refundable)	AED:2000/- (Refundable)

#### 4.1 Fee Payment Mechanism

**Modes of Payment:** Cash, Credit Cards, Zenda Application, and Online Transfer.

**Frequency:** To be paid as follows:

##### 4.1.1 Payment Installments

Fees may be paid in 5 installments or in one installment.

- **Installment 1:** Annual Fees + Medical Fees + Book Cost + 1 Month Tuition Fee + 1 Month Transport Fee  
*Payable on or before April 10.*
- **Installment 2:** 2 Months Tuition Fees + International Benchmark Test (CAT4 & ASSET) Fee + 2 Months Transport Fees  
*Payable on or before May 10.*
- **Installment 3:** 2 Months Tuition Fees + 2 Months Transport Fees  
*Payable on or before September 10.*
- **Installment 4:** 2 Months Tuition Fees + 2 Months Transport Fees  
*Payable on or before November 10.*

- **Installment 5:** 3 Months Tuition Fees + 3 Months Transport Fees  
*Payable on or before January 10.*

**Non-payment of tuition fees** may result in suspension from regular classes, withholding of results, and the Transfer Certificate, as permitted by the authority from time to time.

#### **4.1.2 Benchmark Tests**

Benchmark tests are mandatory for all students in Classes 3 to 9, as per SPEA guidelines. The test fee will be collected with the second installment of the school fees.

#### **4.1.3 Late Fee**

A late fee of AED 20 will be charged for each installment.

#### **4.1.4 Cheque Bounce Fine**

A fine of AED 200 will be charged for a cheque bounce.

#### **4.1.5 Arrears**

Parents are entitled to pay arrears in fees if there is any fee hike as approved by SPEA.

#### **4.2 Fee Refund Policy**

Fees paid will not be refunded under any circumstances.

#### **4.3 School Fee Reduction Policy**

A 50% reduction in the annual tuition fees will be provided to the third child of the same parent.

#### **4.4 Scholarship Policy**

A 50% reduction in the annual tuition fee for Class 11 will be granted to a Progressive English School student who scores above 95% and secures the first position in the Council Examination in Class 10. This scholarship continues into Class 12 if the student maintains the same score.

#### **4.5 Certificate Blocking Mechanism**

No Transfer Certificate (TC) or certificates will be provided until all outstanding dues are cleared.

#### **4.6 Financial Sanctions Mechanism**

Re-registration for students with outstanding tuition fees will not be permitted.

### **5. Commitment to the School Calendar**

The School Calendar provides important dates such as semester start dates, holidays, and details of school activities and events during the academic year. Participation in school activities helps students learn values such as teamwork, responsibility, physical endurance, competition, and a sense of community.

#### **5.1 School Responsibilities**



- The school provides a well-planned and accurate calendar with details of important dates, events, and activities, which is made available to parents and students.
- A variety of events and activities are organized to support the holistic development of students in all areas of learning.
- Expectations and objectives for each event/activity are clearly provided.
- Maximum participation is encouraged.
- Various platforms are used to facilitate exposure based on students' areas of interest.
- School policies are communicated through the school portal.

## **5.2 Parent/Guardian Responsibilities**

- Show readiness and support for school events and activities planned by the school.
- Motivate and support their child to actively participate in scholastic activities. They should refrain from giving cell phones to school.
- Assist their child with resources and time to prepare and rehearse for performances or activities.
- Maintain proper conduct and communication channels.
- Monitor the child's studies and ensure there is no misuse of gadgets.
- Instruct students to follow the rules and regulations set by teachers.
- Read and understand circulars, follow the instructions, and monitor the student's activities.

## **6. Behaviour Management Policy**

The policies provided by SPEA and the School ensure smooth functioning. Together, we achieve the goal of personality development our children.

### **6.1 Guardian's Responsibilities:**

The school expects students to adhere to strict standards of behavior. For more details, please refer to the 'Behavioral Chart (available in every corridor)' and the 'Behavioral Policy.'

#### **1. Behavior and Discipline:**

- Guardians are entirely responsible for ensuring the student's behavior aligning with appropriate standards both inside and outside school.
- This includes the student's social media activities or any conduct that could damage the school's reputation or disrupt the educational environment.

#### **2. Appearance and Attire:**

- Guardians must ensure students adhere to the official school uniform standards and maintain a neat, clean, and appropriate appearance suitable for a respectful learning setting.
- The school reserves the right to suspend students temporarily if they fail to meet these appearance requirements until the issue is resolved.

### **3. Cooperation:**

- Guardians are expected to educate their children about acceptable behavior, respect for school policies, and values.
- They must collaborate with the school administration when summoned for discussions on behavioral concerns.

## **6.2 School's Rights and Policies:**

### **1. Expulsion Without Prior Notice:**

- The school reserves the right to expel a student immediately in cases of severe behavioral misconduct or repeated violations such as:
  - Acts of violence or bullying.
  - Intentionally damaging school property.
  - Bringing prohibited materials to school.
  - Ethical or legal offenses that jeopardize the school environment.
- Guardians will not be notified beforehand in such situations.

### **2. Legal Liability for Misconduct:**

- Any damage or loss caused to school property due to a student's behavior must be compensated by the guardian.
- If the student's actions necessitate legal intervention, the school will report the matter to the relevant authorities without consulting the guardian.

## **6.3 Policy on Mobile Phones and Electronic Devices:**

### **1. Ban on Devices:**

- Students are strictly prohibited from bringing mobile phones or electronic devices to school unless explicitly approved by the administration.

### **2. Consequences of Violation:**

- Confiscated devices may be permanently withheld by the school, and guardians have no right to demand their return.
- The school reserves the right to repurpose or dispose of confiscated devices as deemed appropriate.

### **3. Misuse of Devices:**

- If a device is used improperly, such as recording unauthorized content or sharing inappropriate material:
  - The school may analyze its contents and take disciplinary action.
  - Serious violations will be reported to legal authorities, and the device may be destroyed if necessary to prevent further harm.

## **6.4 Handling Severe Violations:**

### **1. Expulsion for Illegal or Unethical Behavior:**

- The school may permanently expel a student without appeal for actions including:
  - Physical violence or threats.
  - Harassment or unethical actions.
  - Intentional property damage.

- Violations of public morals or safety risks.
- 2. **Reporting to Authorities:**
  - The school will involve law enforcement authorities in cases of:
    - Possession or promotion of illegal items.
    - Behaviors that compromise the safety of students or staff.

## **6.5 Guardian's Legal Responsibility:**

1. **Financial and Legal Accountability:**
  - Guardians are financially responsible for repairing any damage caused by the student to school or personal property.
  - If the student's actions disrupt the school or lead to legal consequences, the guardian must bear all resulting responsibilities.
2. **Acceptance of Disciplinary Actions:**
  - Guardians agree not to challenge any actions taken by the school under these policies, including expulsion or withheld certificates.
3. **Commitment to Rules:**
  - Guardians acknowledge all school policies and agree to monitor their child's behavior and ensure compliance.

## **7. The Care, Safety, and Protection of Students**

### **7.1.1 School Responsibilities**

- Provide medical care for students while maintaining confidentiality.
- Promote healthy lifestyle habits such as healthy eating and regular exercise.
- Conduct regular health and safety checks.
- Ensure risk assessment procedures are in place.
- Ensure all staff receive appropriate supervision, instruction, and training.
- Share relevant information with parents regarding health and safety standards.
- Follow the guidelines and policies issued by SPEA and MOH.

### **7.1.2 Child Protection**

The School is committed to safeguarding the welfare of all children. For more details, please refer to the "Child Protection Policy."

### **7.2 Parent/Guardian Responsibilities**

- Share information related to the child's medical condition and history with the school.
- Ensure that meals and snacks provided are healthy and nutritious, in line with the school's expectations.
- Adhere to the health and safety regulations set by the school.

## **8. People of Determination**

The School aims to provide a broad and balanced learning program that meets the diverse needs of all students, including those with additional support needs. For more details, please refer to the school policy.

## **8.1 School Responsibilities**

- The school provides a clear framework to ensure inclusion for students of determination.
- The school counsellor, inclusion champion, and class teachers monitor students' progress and well-being.
- We track students' academic, social, and emotional progress and plan for individual or group interventions when necessary.
- Resources are deployed to reflect the varying needs of students, and vulnerable students are supported through interventions, Individual Education Plans (IEP), or Individual Learning Plans (ILP).
- The school works closely with parents to support students' development.

## **8.2 Parent/Guardian Responsibilities**

- Parents should support the learning process both at school and at home.
- Regular communication with the school regarding the child's progress is essential.
- Understand and support the learning program specified in the Personalized Student Learning Plan (PSLP).

## **9. Transportation**

The School provides transport services to various destinations in Sharjah and Ajman.

### **9.1 School Responsibilities**

- Students will be picked up and dropped off at the notified times.
- Parents must adhere to the designated entry and exit routes.
- Parents can contact the bus supervisor for clarifications.
- Any changes to bus timings will be notified in advance.
- Buses may be delayed due to unforeseen circumstances or traffic, and parents are asked to be patient.

### **9.2 Parent/Guardian Responsibilities**

- Transport fees are charged for 10 months. Withdrawal from school transport requires one month's notice.
- Withdrawal is not permitted in the second half of the second semester (from January to March).
- Transport is a point-to-point service, not door-to-door.
- Parents or their representatives must be present at the drop-off point for KG1-4 students.
- Any address changes must be reported in writing to the office immediately.

## 10. Special Conditions (if any)

### Procedures for Managing and Resolving Disputes:

The school has established an appeal process to ensure that parents and students have the right to fair and impartial decisions regarding their educational experience at the school. It is preferable to resolve issues through meetings and discussions; however, there may be concerns and complaints that require further deliberation. Parents are expected to follow the steps outlined below for conflict resolution within the school:

- **Step 1:** If a parent wishes to discuss a concern, they should meet with the Class Teacher, Subject Teacher, or the Inclusion Champion.
- **Step 2:** If the parent is not satisfied with the outcome, they should meet with the Head of Section or Vice Principal.
- **Step 3:** If the issue remains unresolved, the parent must meet with the principal to attempt to resolve the matter.

The final decision, agreed upon by the committee, will be implemented. Parents are advised to schedule prior appointments to meet with the Teacher, Head of Department, Vice Principal, Principal, or Director.

Regards,

*Neera*  
23/3/2025

**Mrs. Neera Raveendran**  
**Principal**  
**Progressive English School**



### Declaration:

I/We hereby declare that we have read the terms and conditions, along with all related school policies, and agree to abide by all the rules and regulations outlined in the policy. We will address any issues that may arise with sound judgment. I/We agree to support the school in all aspects of our child's education and any sanctions that may be deemed appropriate concerning our child.

Please note that signing and returning this contract constitutes full acceptance of all the above terms and conditions.

Name of the Student: \_\_\_\_\_ Class & Division: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Signature:

Date:

Mobile Number and Mail Id: (Father) \_\_\_\_\_

Mobile Number and Mail id:(Mother) \_\_\_\_\_