



# Parent Handbook

Sheikh Khalifa Bin Zayed Arab Paksian School



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Sheikh Khalifa Bin Zayed Arab Pakistan School L.L.C. Abu Dhabi

مدرسة الشيخ خليفة بن زايد العربية الباكستانية ذ.م.م. أبوظبي

# Parent Handbook

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## 1. Welcome Message

We warmly welcome you to Sheikh Khalifa Bin Zayed Arab Pakistan School (SKBZAPS). This handbook has been designed to provide parents and guardians with essential information regarding school policies, procedures, expectations, and support services. Your cooperation ensures a safe, efficient, and productive learning environment for all students.

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## 2. School Vision and Mission

### Vision

To provide innovation-based, high-quality holistic education to produce self-directed, emotionally intelligent scholars

### Mission

To provide a safe, conducive, and inclusive environment for learners grounded in national and international values, to empower them to become skillful global citizens.

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## 3. School Timings

- **Gates Open:** 7:00 AM
- **Morning Assembly:** 7:35 AM
- **Classes Begin:** 7:50 AM
- **Dispersal:**
  - KG Section: 1:05 PM
  - Grades 1–5: 1:35 PM
  - Grades 6–12: 1:35 PM

Parents are requested to ensure punctual arrival and pick-up of their children.

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## 4. Attendance and Punctuality

Regular attendance is essential to academic success. Parents must ensure:

- Students attend school daily unless sick or in emergency situations.
- A written note or medical certificate is required after absences.
- Late arrivals must report to the reception for an entry slip.

Excessive absences may affect the student’s academic progress.

## 5. School Uniform

Students must wear the approved school uniform at all times:

- **Boys:** School shirt, trousers, black shoes.
- **Girls:** School shirt, skirt/trousers, black shoes.
- **PE Uniform:** Worn only on designated days.

Uniform must be clean, neat, and worn properly.



## 6. Communication with Parents

To ensure smooth communication:

- Parents will receive updates via email, Phone calls, SMS, WhatsApp Groups and the Webpage.
- Parent-Teacher Meetings (PTMs) will be held each term.
- For any concerns, parents may book an appointment with the VP or administration.

All communication must remain respectful and professional.

## **7. Curriculum and Assessments**

The school follows a curriculum aligned with ADEK and the Federal Board of Intermediate and Secondary Education (FBISE). Students will be assessed through:

- Class tests
- Assignments
- Projects
- Term examinations

Promotion criteria will be shared at the start of the academic year.

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## **8. Student Discipline Policy**

We expect students to behave responsibly and respectfully at all times. The school will not tolerate:

- Bullying or harassment
- Disruptive behavior
- Vandalism or misuse of school property

Consequences may include warnings, parent meetings, suspension, or other actions as per school/ADEK policy.

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## **9. Health and Safety**

The safety of our students is our top priority.

- The school complies with ADEK and Civil Defense safety regulations.
  - Students who are unwell should not attend school and notify school with Medical certificate.
  - All medications must be submitted to the school nurse with clear instructions.
  - Emergency drills will be conducted regularly.
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## **10. Transportation**

For students using school transport:

- Parents must ensure timely drop-off and pick-up for school bus.
- Students must follow bus rules strictly.
- Complaints related to transport must be reported to the transport supervisor and school administrator.

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## 11. School Fees and Payments

- Fee invoices will be issued term-wise.
- Payments must be made on or before the due date.
- Late payments may result in restrictions as per ADEK policies.

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## 12. Personal Belongings

- Students should not bring valuable items, gadgets, or unnecessary money.
- The school is not responsible for lost personal belongings.

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## 13. Emergency Procedures

In case of emergencies:

- Parents will be notified immediately through official channels.
- Students will only be handed over to authorized guardians listed in school records.

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## 14. Parent Responsibilities

Parents are expected to:

- Support their child's learning at home.
- Ensure attendance, punctuality, and completion of homework.
- Keep contact information updated.
- Maintain respectful communication with staff.

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## 15. School Contact Information

**Sheikh Khalifa Bin Zayed Arab Pakistan School (SKBZAPS)**

- **Address:** 21st Dihan Street, Muroor Road, Abu Dhabi
  - **Phone:** 024487160-58
  - **Email:** skbzaps@yahoo.com
  - **Website:** skbzaps.com
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