مدرسة ليوا الدولية
Liwa International School
Al Qattara القطارة

ليوا للتعليم
Liwa Education

# PARENTS' HANDBOOK

2025-2026

## Principal's Welcome Message

**Dear Students, Parents and Guardians,**
**Assalamu Alaikum,**

I am honored and excited to welcome you to another inspiring year at Liwa International School Al Qattara. As the newly appointed principal, I am thrilled to join this vibrant community of learners, educators, and families who are committed to the pursuit of excellence in education.

At Liwa International School Al Qattara, we believe in fostering a nurturing and inclusive environment where every student can thrive academically, socially, and emotionally. Our purpose is to empower each student to reach their full potential, guided by our core values of respect, integrity, innovation, commitment and achievement. We aim to cultivate a love of learning that extends beyond the classroom, preparing our students to be thoughtful, innovative, and engaged citizens in an ever-changing world.

This handbook has been carefully designed to provide you with important information about our school's policies, procedures, and expectations. It serves as a guide to ensure that our school community operates smoothly and harmoniously, with the shared goal of creating a positive and productive learning environment for all.

I encourage you to take the time to review this handbook together as a family. Understanding and adhering to these guidelines will help us work together to support your child's academic journey and personal growth. Our team of dedicated educators is here to support every student's learning experience, and we value the partnership between school and home in achieving our common goals.

As we embark on this academic year, I invite you to join me in embracing the challenges and opportunities ahead. Let us work collaboratively to make this school year one of growth, achievement, and success for all our students.

Please feel free to reach out to me or any member of our team if you have questions, concerns, or suggestions. Your feedback is invaluable in helping us continuously improve and meet the needs of our school community.

Thank you for your trust and support. I look forward to an exciting and successful year together.

**Warm regards,**
**Cathy Hayes**
**Principal**

## School Mission

**We create an inclusive learning community that fosters innovation, creativity to deliver high standards of achievement for all students.**

## School Vision

**Creating an outstanding and individualized learning experience enriched with innovation, national values and global awareness.**

## About the School

**At Liwa International School Al Qattara we offer an inclusive international educational experience that inspires students to be independent, innovative, lifelong learners.**

**With our outstanding learning facilities and state-of-the-art technology alongside our world-class renowned teaching strategies, we ensure that our students are enriched with the finest education. We are fortunate to be part of Liwa Education schools and to draw on the decades-long educational knowledge and expertise from our sister schools.**

**"International standards, inspired by national values"**
**Get Directions**

**Liwa International School – Al Qattara**
**Facebook**

***Creating an outstanding and individualized learning experience enriched with innovation, national values, and global awareness.***

**Liwa International School Al Qattara**
**School email: info@lisq.ae**
**Mobile: +971 50 441 3076**

## Useful Contacts

| Full Name (Eng) | Position | Email |
|---|---|---|
| Cathy Hayes | School Principal | principal.cathy@lisq.ae |
| Ms. Abla Nabulsi | Vice Principal | abla.nabulsi@lisq.ae |
| Ms. Shauna Kay Calder | Assistant Vice Principal | shaunakay.calder@lisq.ae |
| Ms Marwa Ibrahim | Head of Administration | marwa.ibrahim@lisq.ae |
| Ms. Jamsheena Kandy | Accountant | jamsheena.thenisseri@lisq.ae |
| Ms. Muna Bin Dahman | Registrar - Student's affairs | muna.aboud@lisq.ae |
| Ms. Alyazia Aldhaheri | Parent Liaison | alyazia.aldhaheri@lisq.ae |
| School Clinic | | clinic@lisq.ae |
| Reception Desk ( Main Entrance) | | reception@lisq.ae |
| Reception Desk ( KG Entrance) | | |
| School Number | | +97137046555 |
| School email | | info@lisq.ae |

## Campus Facilities

LISQ offers state-of-the-art learning facilities and technologies. Each of our classrooms is fitted with interactive whiteboards and individual student devices, and are designed to engage students in independent and self-directed learning activity stations.

Sporting Facilities
Outdoor and indoor play areas, shaded playground, gymnasium, football court, basketball court, swimming pool.

Additional Facilities
Sensory learning space, canteens, school clinics.

## Completing the Registration Process

**The Registration Office at LISQ sends out offer letters to parents of students who have successfully undertaken the assessment test.**
**Upon receiving the offer letter, please click the link below and read through it carefully to ensure you are aware of its contents and provisions.**
Application Form

## School Fees

**Kindly find the tuition fees as per the Abu Dhabi Department of Education and Knowledge at the following link: Tuition Fees**

## School Policies

**We kindly request your attention to our school's policies. These policies are designed to ensure a safe, productive, and inclusive learning environment for all students. To familiarize yourselves with these guidelines, we urge you to click on the following link LISQ Policies and Procedure. Your cooperation in understanding and adhering to these policies is greatly appreciated as we work together to provide the best educational experience for our students.**

## Parents & Visitor ID Cards

**All parents/guardians are required to wear their Parent ID Card when entering the school premises. This protocol is essential to ensure the safety and security of our students by verifying that only authorized individuals are allowed on campus. If a badge is not shown at any entry point, a visitor badge can be obtained after leaving recognized photo identification (example-Emirates ID, Driving License) with the security.**

Additionally, anyone picking up a student whether from the school or the school bus must wear the Parent ID Card. This measure ensures that students are released only to authorized individuals, maintaining a secure environment for all. For more details, please refer to the PARENT IDENTIFICATION CARD – TERMS & CONDITIONS.

## Teaching & Learning

**Curriculum**

We follow the American Curriculum from California which provides a rounded education with a robust set of core skills that help create lifelong learners who can play a full part in society.

Our curriculum at Liwa is broad, balanced, and appropriate to students' ages, abilities, and aptitudes. It also includes a comprehensive range of extra-curricular activities to enrich the children's learning experience. At LISQ we also offer a strong focus on our national heritage and traditions and an education equal to the best internationally.

## Teaching Staff

Our teachers are highly skilled and innovative practitioners who cultivate a lifelong love of learning by providing an exceptional balance of support and challenge for each of our students. They are highly qualified and approved to teach the American Curriculum.

## Grading Guidelines & Reporting

The courses offered at LISQ focus on student achievement, developed from a set of rigorous academic standards that are internationally recognized and include content, concepts, and skills that a student needs to master. At the

highest academic level, the standards that will be used for our Advanced Placement (AP) courses will be set by the College Board.

In LISQ, we use a standards-based approach to assessment which allows us to accurately establish ability levels of students. By using standards, we can focus our assessments on measuring the degree of student learning. For this reason, it is important to state that the actual grades on our report cards are intended to show learning, not behaviors. However, students are assigned grades for their participation in class and their completion of classroom work at the expected level. Students will be penalized when work is handed in late or their attendance and punctuality is poor, as it affects their overall ability to learn. However, these factors, while important, are not a measure of student learning. They will be reflected in the Citizenship Grades from Grade 6 onwards. Student learning must be measured in terms of what they can do in relation to academic standards.

For more information, please refer to the Assessment and Grading FAQs.

## Student Timings

**Monday – Thursday:**
**KG - 7:30 - 1:20**
**Grade 1 to 8 - 7:30 - 2:45**

**Friday:**
**KG- Grade 8 - 7:30 - 11:30**

| | | |
|---|---|---|
| | | |
| **School Transportation**<br><br>**Buses will begin transporting students on Monday, August 25th.**<br><br>**All information must be confirmed prior to your child riding the bus.**<br><br>• **Completed Transportation Application**<br>• **Location Provided to Bus Supervisor**<br>• **Confirmation Received**<br><br>**Without all steps, your child will not be permitted on the bus.** | **Morning Arrival**<br><br>**KG** Students: Enter through KG **Gate 4**<br><br>**Gr. 5,6,7& 8 Girls:** Enter through KG **Gate 4**<br><br>**Grades 1 through Grade 8 (5,6,7& 8 Boys):** Enter through **Gate 3**<br><br>**No students will enter through Gate 2 (Main Entrance)**<br>**Gates open at 7:10 am for students**<br><br>**Any student not on the class list will be required to go with their parent to the reception (Gate 2)** | **Afternoon Dismissal**<br><br>**KG Students: 1:20 pm from the classroom**<br><br>**Grade 1 & 2: at 2:45 pm from their classes**<br><br>**Grades 3 through Grade : at 2:45 pm from the sports hall**<br><br>**Grades : at 2:45 pm from the Canteen** |

KG BoY Starting Dates and Hours First Week of School

| Start Date | Grade | Hours |
|---|---|---|
| Monday – August 25 | KG 2 | 7:30 – 11:00 |
| Tuesday– August 26 | KG 1 and KG 2 | 7:30 – 11:00<br>7:30 – 11:00 |
| Wednesday – August 27 | KG 1 and KG 2 | 7:30 – 12:00<br>7:30 – 12:00 |
| Thursday – August 28 | KG 1 and KG 2 | 7:30 – 1:15<br>7:30 – 1:20 |
| Friday – August 29 | KG 1 and KG 2 | 7:30 – 11:30 |

KG 1 and KG 2 Bell Schedule 2025 – 2026

| Break | |
|---|---|
| Period | Time |
| Homeroom | 7:30 – 7:55 |
| 1 | 7:55 – 8:40 |
| 2 | 8:40 – 9:25 |
| Break | 9:25 – 9:50 |
| 3 | 9:50 – 10:35 |
| 4 | 10:35 – 11:20 |
| Break | 11:20 – 11:45 |
| 5 | 11:45 – 12:30 |
| 6 | 12:30 – 1:20 |

## Bell Schedule 2025-2026

| Monday – Thursday | |
|---|---|
| **Period** | **Time** |
| Homeroom | 7:30 -7:45 |
| 1 | 7:45 - 8:35 |
| 2 | 8:35 - 9:25 |
| Break 1 | 9:25 - 10:00 |
| 3 | 10:00 - 10:50 |
| 4 | 10:50 - 11:40 |
| 5 | 11:40 - 12:30 |
| Break 2 | 12:30 - 1:00 |
| 6 | 1:00 - 1:50 |
| 7 | 1:50 - 2:40 |
| Dismissal | 2:45 |

| Friday | |
|---|---|
| **Period** | **Time** |
| Homeroom | 7:30 - 7:45 |
| 1 | 7:45 - 8:25 |
| 2 | 8:25 - 9:05 |
| Break | 9:05 - 9:25 |
| 3 | 9:25 - 10:05 |
| 4 | 10:05 - 10:45 |
| 5 | 10:45 - 11:25 |
| Dismissal | 11:30 |

## Water

Students are required to bring their water bottles to stay hydrated throughout the day.

## Healthy Eating

The children across the school are entitled to two breaks a day. These breaks allow them time to play with their friends and also eat a snack or lunch. As a school, we believe strongly that healthy food supports learning by helping to keep the children's energy levels up, keep blood sugar levels even and sustain them through the busy school day. We have a policy that unhealthy food is not to be brought to school, this is something you can explain to your child when packing their lunch box. Food such as chocolate, crisps, chips, fizzy drinks, cookies, sweets etc. are all not permitted. Although we understand that treats may be given on special occasions on an average school day, healthy snacks should be packed for lunch.

Water is an essential item to be packed every day in a refillable bottle. In the hot summer days in Abu Dhabi, it is easy for children to be dehydrated and overheat. Please ensure your child brings a water bottle daily and we will encourage them to refill them at the water fountains around school.

We have two canteens on our school's site. They are approved by the Abu Dhabi Food and Health Authority and by ADEK. They display the nutritional content of the food to ensure it does not exceed required content levels of fat. The menu is displayed on the website and
updated every month.

## Student Bags

| | | |
|---|---|---|
| | | |
| **Trolley bags are not allowed** | **Backpacks allowed** | **Questions**<br>**Call or WhatsApp us at 037046555** |

**for more information please click the link:** School Bag Weight Limit Policy

## Attendance and Punctuality

As a school, we recognize that regular school attendance and punctuality are most important. Irregular attendance undermines the educational process and leads to educational disadvantage. Children need to attend school regularly if they are to obtain the full advantage of educational opportunities available to them and have the best chance to achieve their full potential. As part of this aspiration, we will monitor and respond to any instances of poor and/or irregular attendance and/or punctuality and adopt a fair, consistent and even-handed approach.

Recognizing that parents are primarily responsible for ensuring that their children attend school and are punctual we will give our full support to them in this undertaking.

## School Uniform

The aim of the school is to have students dress with a school identity in a smart and presentable way, which conforms to standards of decency and safety and enables all students to be treated equally. The school uniform shows that students belong to our school community and should be worn with pride. School Uniform is a requirement for being part of our school and is compulsory for all students.

The school uniform will only be sold at UMART uniform store with the same school prices, between 10:00 am – 7:00 pm. Store location:

https://maps.google.com/?q=24.202291,55.668671

https://drive.google.com/file/d/1BPd6bVjK2qZsk9JCxGzOlEOGneU7NrmS/view?usp=sharing

https://drive.google.com/file/d/15gtgFFIm2LdNgsx6wPTiHACDIF7AN3X4/view?usp=sharing

Liwa International School expects all students to comply with compulsory school uniform standards.

## The Uniform is:

School and individual responsibilities

- **KG** : Girls dress White & Green short sleeves, Green T-Shirt ( long / short sleeves) + Black Jacket, and Black Pants
- **Grades 1 -4**: Green short sleeves, Green T-Shirt ( long / short sleeves) / Pinafore + Black Jacket, and Black Pants

- **Grades 5-7**: White T-Shirt (long / short sleeves) + Black Jacket and Black Pants / Pinafore
- **PE Uniform**: Full Set (3 pieces) for each student.

## Important Notes:

- Plain black, flat school shoes.
  - All students are required to wear White socks and Black shoes / Trainers
  - No Flashing light
  - No high heels
  - No ankle boots
  - An appropriate coat whenever it is likely to be cold or wet may be worn but only with full uniform and when outdoors.

## Jewelry

- One pair of plain, small stud earrings
- Wristwatch
- No other jewelry is allowed

## General instructions:

- Only black (flat) shoes are allowed
  - The school does not allow extremes of hair fashions i.e. no obvious dying of the hair. Please check with school first if you are unsure
  - No nail varnish or nail extensions
  - No make up
  - Any appropriate coat is allowed in case of cold weather as long as the full uniform is adhered to
  - Students are expected to be in full school uniform from day 1 of school
  - If the parent/guardian of any student has a genuine reason for not wearing an item of uniform, they must inform the school outlining the reason and agree a date when the student will be wearing the correct uniform
  - If no communication is received the student will be given 3 written warnings and parents will be contacted for a meeting
  - If the issue is not resolved, then the parent will be asked to meet with the Vice Principal/Social Worker.

We recognize that it is the responsibility of the parents to ensure that their child(ren) is/are wearing the correct uniform. However, where it becomes apparent that the child is refusing to comply with the uniform standards they will

be given a warning and given the opportunity to rectify the matter within an agreed time scale – normally one week. However, where it is apparent that there is serious flagrant refusal to follow uniform policy then this will result in a formal meeting.

Periodic uniform checks will be carried out. If a child's uniform does not meet the standards outlined in this policy parents/guardians will be informed by a warning which will identify the reason(s) and there will then be a second check a few days later. We will always try to act in a reasonable manner and involve parents at an early stage. In the interests of fairness and consistency across the school, please accept the Principal/Vice Principal's decisions on all uniform matters.

## Birthday Policy

We are delighted to celebrate your child's birthday at school! Kindly follow the guidelines outlined in the link provided to ensure a smooth and enjoyable celebration for everyone: Birthday Policy.

## After-School Activities ECA

At Liwa International School – Al Qattara, we aim to provide students with a well-rounded, balanced curriculum which has breadth as well as depth. We endeavor to fully develop a student's full potential by encouraging their talents and interests. As well as prepare students for life after school.
Our ECA programme is not only enjoyable, but also helps to increase social awareness, social skills, responsibility and empathy amongst peers.

## Communication

We work hard to ensure that communication is good, honest, open and based on mutual respect and understanding. The teachers all have accounts on our favorite communication tool – Class Dojo (over the year, this will be replaced by the PowerSchool portal). On this we put notices, newsletters,

information, reminders as well as pictures of everyday activities in the classroom. This helps us keep parents involved and well-informed about the learning that is taking place in our classes. Parents are also able to message teachers (homeroom & all subjects) there to get quick and easy responses to inquiries or concerns.

We have an open-door policy and parents can engage in quick informal chats with teachers at dismissal times. However, for more specific and in-depth conversations, parents can call or come in to the school to make an appointment for a one-to-one meeting on Thursday's afterschool between 2.30pm – 3.00pm to meet with a teacher of their choice.

Other than meetings scheduled throughout the term, we also have scheduled parent meetings three times a year at the beginning of each term to talk about targets and next steps for each student. Please try to attend these, where possible.

## Parking - Authorization

- Please ensure you are courteous and respectful to other drivers and staff at all times.
- Please follow directions given by our security guards and members of staff who direct traffic at the busy times of the day as this helps keep your children safe.
- Be very careful when driving and parking in the car parks, especially when reversing, as small children are not clearly visible if they are standing or walking behind your vehicle.
- Consider making use of the school bus service.
- Complaints about any parking or bus issues can be made to the Administration Manager.
- Please do not park your car in the following places during the school day.
- Bus Parking Area/Staff parking area/Administration parking area in front of the school.
- Please fill the Authorization Form available at the front desk in relation to collecting and dropping off your child at school.

# Health Information

**Medical Check-Up**
The Department of Health and the School require that all students in the school have a general medical examination. Parents will be informed if their child requires any special medical attention.

**Medically Unfit Students**
Children should not be sent to school if they are unwell. In the case of infectious diseases such as Chicken Pox, Conjunctivitis, Mumps etc., they should only return to school when the quarantine period ceases. No child will be allowed to attend school without a medical certificate or the school doctor's approval in the case of having contracted an infectious disease.

**Medical Records**
The school nurse maintains medical records for every child and requests parental help in keeping these records up to date. If your child has a persistent condition, allergies or any medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered immediately.

If your child needs to take any medication during school hours, please ensure that this medication is stored in the school clinic, with the nurse, and that it also includes exact directions of how the medication should be administered, amount and frequency required.

**Head Lice**
A check will be done once a term, or if a case of head lice is reported in any particular class for the Elementary students. Parents should not be offended, this is a common condition amongst children, and can be easily treated. Your cooperation in administering treatment to your child when required would be highly appreciated.

**Medical Documentation:**
**The school medical form and information is available on the link**
Health Form

## Contact Information

Parent/s agrees to inform the LISQ Registration Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone. It is important that the school has up to date contact information maintained in the school systems in order for all communication from the school to reach the parent in a timely fashion.

* All students enrolled in school should be under the care of the authorized guardian and should not be residing independently.