ليـــوا للتعليم
Liwa Education

مدرســـة لـــيـــوا الـــدولـــيـــة
Liwa International School
الـقـطـارة Al Qattara

2026-2027

Specialist In-School Service Policy

Policy Document

AY 26/27

August 2026

Effective Date: Aug 2026
Review Date: Yearly

Liwa Education
Specialist In-School Service Policy

A. Purpose

LISQ is committed to providing inclusive, high-quality education for all students, including those requiring specialized support services. This policy outlines the school's collaboration with ADEK approved Medical Centres to ensure the effective delivery of specialist services in line with ADEK guidelines, addressing the medical, therapeutic, and educational needs of students of determination.

B. Scope

This policy applies to all staff, students, parents, and external partners involved in specialist services at LISQ.

C. Policy Guidelines

1. Identification and Referral Process

1.1. Teachers and staff are responsible for identifying students who may benefit from specialist services by observing their academic, behavioral, or social-emotional needs.

1.2 Observations and concerns are reported to the Inclusion Department for further assessment.

1.3 The Inclusion Department will engage with parents to discuss the need for specialist services.

1.4 Referrals to Medical Centres approved by ADEK will only proceed with prior written parental consent.

2. Services Provided by ADEK approved Medical Center

LISQ collaborates with ADEK approved Medical Centres to offer:

2.1 Occupational therapy

2.2 Speech therapy

2.3 Behavioral support

2.4 Medical evaluations and recommendations
Specialist services are delivered in accordance with individualized student needs, ensuring alignment with their Individualized Education Plan (IEP) or Support Plan.

3. Parental Involvement

3.1 Parents will be actively involved throughout the process, including:

3.1.1 Initial identification and consent for referrals.
3.1.2 Reviewing recommendations and progress reports provided by ADEK approved Medical Centres.
3.1.3 Supporting the implementation of strategies at home to reinforce interventions.

3.2 The school will facilitate communication between parents and ADEK approved Medical Centres to ensure transparency and collaboration.

4. Dedicated Spaces for Specialist Services

4.1 **Intervention Room**: LISQ provides a secure and inclusive Intervention Room that serves as:

4.1.1 A dedicated space for therapy sessions and specialist interventions.
4.1.2 A safe environment for storing resources and tools used during interventions.
4.2.3 A flexible space designed to accommodate the proportion of students requiring support.

4.2 The Intervention Room is managed by the Inclusion Department, ensuring privacy, safety, and accessibility for all users.

5. Confidentiality and Data Sharing

5.1 All records and information shared between LISQ and ADEK approved Medical Centres will adhere to UAE privacy laws and ADEK regulations.
5.2 Access to student data will be restricted to authorized personnel and specialists involved in delivering services.
5.3 Any data shared with ADEK approved Medical Centres requires prior written parental consent.

6. Management of Payment

6.1 In compliance with ADEK guidelines, parents are responsible for the payment of specialist services provided by ADEK approved Medical Centres.

6.2 The school is permitted to:

6.2.1 Charge parents **10% of the total Medical Centres service fees** in line with the ADEK School Fees Policy.

6.2.2 Facilitate discussions between parents and ADEK approved Medical Centres regarding payment terms.

6.2.3 Act as a mediator in payment-related concerns, ensuring services continue without disruption.

6.3 Payment arrangements will be documented for transparency and accountability.

7. Monitoring and Evaluation

7.1 The Inclusion Department will oversee the implementation and effectiveness of specialist services.

7.2 Progress will be reviewed through regular feedback from:

7.2.1 ADEK approved Medical Centres specialists.

7.2.2 Teachers and parents.

7.2.3 Students, where applicable.

7.3 The policy and its implementation will be reviewed annually to align with ADEK regulations and best practices.

Roles and Responsibilities

School Responsibilities

Ensure timely identification and referral of students requiring support.

1. Provide appropriate spaces and resources for interventions.
2. Facilitate communication and collaboration between ADEK approved Medical Centres and families.

ADEK approved Medical Centres Responsibilities

1. Deliver professional, evidence-based specialist services.

2. Provide regular progress updates and actionable recommendations.

Parental Responsibilities

1. Provide consent for referrals and interventions.
2. Collaborate with the school and ADEK approved Medical Centres to support the student's progress.

Student Responsibilities

1. Participate actively in specialist interventions and adhere to agreed plans.

Review and Approval

1. This policy will be reviewed annually or as required to ensure alignment with ADEK guidelines and evolving needs.

Policy Owner Department

Education Department

Key Stakeholders		
Policy Owner:	School Principal	LISQ Principal
Reviewed by:	Margaret Haynes	Director of Schools
	Kevin Wallis	Deputy CEO
Approved by:	Dr. Shereen Gobran	Chief Executive Officer