



PARENT HANDBOOK

Empowering young minds, and inspiring excellence every step of the way.



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Vision

CREATE AND NURTURE HAPPY,
RESPONSIBLE AND REFLECTIVE
GLOBALCITIZENS WHO CAN THINK
FORWARDAND RELATE
EDUCATIONTO LIFE.

Woodlem Education

Mission

- Facilitate access to appropriately advanced digital resources to help students evolve as future ready, resilient and environmentally conscious citizens.
- Provide equal opportunities to all aspiring students to evolve as lifelong learners and empower them to actualize their potential.
- Strive to challenge young minds through research, innovation and entrepreneurship and provide a future focused education with a dynamic inquiry based transdisciplinary curriculum framework.
- Embrace the Local and International values and promote the progressive Islamic culture and rich Arabic language of the land in which we live.





President of the United Arab Emirates **Highness Sheikh Mohamed bin Zayed Al Nahyan**

“2025” ANNOUNCED YEAR OF COMMUNITY

His Highness Sheikh Mohamed bin Zayed Al Nahyan announced 2025 as the Year of Community in the UAE. The leader encouraged "all those who call the UAE home" to contribute towards improving the community. The national initiative will be held under the slogan 'Hand in Hand'.

"Hand in hand we will work to strengthen social bonds, foster shared responsibility, and unlock potential for inclusive and sustainable growth."

The Dubai Ruler hailed the declaration of the Year of Community as highlighting future priorities, like "strengthening social bonds and fostering unity across society."

A strong community "lays the groundwork for a brighter future for generations to come," Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE, and Ruler of Dubai, said. The foundation of the nation's strength lies in the connection and care between individuals, he stressed.

This also seeks to foster innovation in fields such as entrepreneurship and emerging industries, including artificial intelligence, alongside other UAE national priorities. Numerous events will be held throughout 2025 to strengthen cohesion, preserve cultural heritage and uphold Emirati values, nurture intergenerational ties, and create inclusive spaces.

Link: <https://share.google/rXTITMLJsn2bUyWYv>



Principal
Ms. Shiny Davison

Dear Parents, Students, & Well-Wishers,

It is my pleasure to welcome you to Woodlem Hamidiya, a school where every child is nurtured with care, challenged with purpose, and inspired to dream beyond boundaries. Our vision is to build lifelong learners who excel academically while growing into compassionate and confident global citizens.

At Woodlem Hamidiya, education goes beyond textbooks! It is a journey of curiosity, creativity, and character-building. We equip students with 21st-century skills while staying rooted in cultural and ethical values. Together with parents, we create a supportive environment that empowers every child to reach their fullest potential.

We value collaboration, respect, and open communication. By working hand in hand with families, we ensure a safe, inclusive, and forward-looking space where children develop resilience, empathy, and responsibility.

Let us join efforts to shape a brighter tomorrow for our learners.

Warm Regards,
Shiny Davison

WHO WE ARE : SLT



Principal
Ms. Shiny Davison



Head of Kindergarten
Ms. Angeles Monis



Head of Primary
Ms. Smitha Rajesh



Primary Supervisor
Ms. Hina Siddiquah



Head of Middle & Secondary
Ms. Neha Naaz



Phase 3 & 4 Boys Section
Coordinator
Ms. Farha Hashmi



Phase Coordinator Girls
Section
Ms. Elmona Immanuel

WHO WE ARE : ADMIN TEAM



Admin Officer
Mr. Sanoj K K



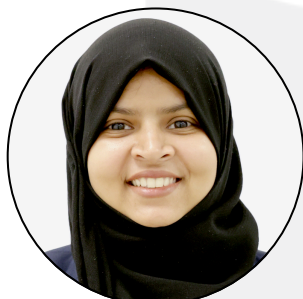
HR Officer
Ms. Sonu Sabu



Registrar
Ms. Ramda Razi



Arabic Secretary
Ms. Ghada Abduo



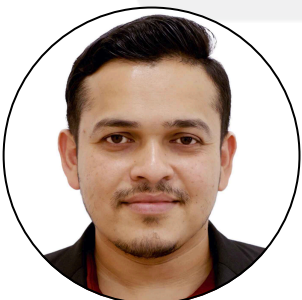
Secretary to Principal
Ms. Sana K



Activity Coordinator
Mr. Yuttzriel Lantra



School Head Nurse
Ms. Priya



Store In-Charge
Mr. Anas K.C



Transport In-Charge
Mr. Rashid



Cashier
Ms. Fathima Nida

HOW TO CONTACT US

Admin Officer	
Mr. Sanoj	adminofficer@woodlemparkhamidiya.ae
Front Desk	
Ms. Minahil	info@woodlemparkhamidiya.ae
Principal Secretary	
Ms. Sana	pa@woodlemparkhamidiya.ae
Accounts	
Ms. Nidha	accounts@woodlemparkhamidiya.ae
Human Resource	
Ms. Sonu	hr@woodlemparkhamidiya.ae
Transport	
Mr. Rashid	transport@woodlemparkhamidiya.ae
Registrar	
Ms. Ramda	registrar@woodlemparkhamidiya.ae

ACADEMIC CALENDAR 2025 - 2026



مدرسة وودلم بارك الحميدية الخاصة
Woodlem Park Al Hamidiya Private School

April 2025

VALUE OF THE MONTH: HUMILITY

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input checked="" type="checkbox"/> Kindergarten <input type="checkbox"/> Primary <input type="checkbox"/> Middle and Secondary <input type="checkbox"/> Whole School Event			1	2	3	4	5
Events • 7/4 : ACADEMIC YEAR BEGINS FOR ACADEMIC AND ADMIN STAFF • 9/4 : ORIENTATION FOR PARENTS OF KG2 - GRADE 10 • 10/4 : ORIENTATION FOR PARENTS OF KG1 • 14/4 : ACADEMIC YEAR BEGINS FOR STUDENTS FROM KG2 - GRADE 10 • 15/4 : ACADEMIC YEAR BEGINS FOR STUDENTS OF KG1 • 28/4 : PERIODIC TEST 1 FOR GRADE 10 BEGINS	6	7 Academic Year begins for academic and admin staff	8	9 Orientation for parents of KG2 - Grade 10	10 Orientation for parents of KG1	11	12
	13	14 Academic Year begins for students from KG2 - Grade 10	15 Academic Year begins for students of KG1	16	17	18	19
	20	21	22	23	24	25	26
	27	28 Periodic Test 1 for Grade 10 begins	29	30			



مدرسة وودلم بارك الحميدية الخاصة
Woodlem Park Al Hamidiya Private School

May 2025

VALUE OF THE MONTH: DETERMINATION

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input checked="" type="checkbox"/> Kindergarten <input type="checkbox"/> Primary <input type="checkbox"/> Middle and Secondary <input type="checkbox"/> Whole School Event					1	2	3
Events • 8/5 : PERIODIC TEST 1 FOR GRADE 10 ENDS • 19/5 : PERIODIC TEST 1 FOR GRADES 1 TO 9 BEGINS • 30/4 : PERIODIC TEST 1 FOR GRADES 1 TO 9 ENDS	4	5	6	7	8 Periodic Test 1 for grade 10 ends	9	10
	11	12	13	14	15	16	17
	18	19 Periodic Test 1 for grades 1 to 9 begins	20	21	22	23	24
	25	26	27	28	29	30 Periodic Test 1 for grades 1 to 9 ends	31





VALUE OF THE MONTH: COURAGE

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> Kindergarten <input type="checkbox"/> Primary <input type="checkbox"/> Middle and Secondary <input type="checkbox"/> Whole School Event	1	2	3	4	5 Government Holiday (Eid Al-Adha) World Environment Day	6 World Food Safety Day	7
Events <ul style="list-style-type: none"> 5/6 : WORLD ENVIRONMENT DAY 5/6 : GOVERNMENT HOLIDAY [EID AL-ADHA] 6/6 : GOVERNMENT HOLIDAY [EID AL-ADHA] 7/6 : WORLD FOOD SAFETY DAY 	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					



VALUE OF THE MONTH: OPTIMISM

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> Kindergarten <input type="checkbox"/> Primary <input type="checkbox"/> Middle and Secondary <input type="checkbox"/> Whole School Event			1	2	3	4 Summer break begins for teachers and students	5
Events <ul style="list-style-type: none"> 4/7 : SUMMER REAK BEGINS FOR TEACHERS AND STUDENTS 12/7 : SCHOOL CLOSES FOR SUMMER VACATION FOR MLT'S, SLT'S, AND ADMIN STAFF 	6	7	8	9	10	11	12 School closes for summer vacation for MLT's, SLT's and admin staff
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		



VALUE OF THE MONTH: PRESENCE

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>Kindergarten</div> <div>Primary</div> <div>Middle and Secondary</div> <div>Whole School Event</div>	31					1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
Events <ul style="list-style-type: none"> 18/8 : SCHOOL WILL REOPEN FOR SLT, MLT, AND ADMIN STAFF 19/8 : SCHOOL WILL REOPEN FOR ACADEMIC STAFF 25/8 : SCHOOL REOPENS FOR ALL STUDENTS AFTER SUMMER VACATION 	17	18 School will reopen for SLT, MLT and Admin Staff	19 School will reopen for academic staff	20	21	22	23
	24	25 School Reopens for all students after summer vacation	26	27	28	29	30



VALUE OF THE MONTH: ACCEPTANCE

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>Kindergarten</div> <div>Primary</div> <div>Middle and Secondary</div> <div>Whole School Event</div>		1	2	3	4	5 Teachers Day celebration	6
	7	8 Literacy Week - Thematic Activities	9 Field Trip to Sharjah Aquarium	10	11	12 Literacy Week - Thematic Activities	13
Events <ul style="list-style-type: none"> 5/9 : TEACHERS DAY CELEBRATION 8/9 : LITERACY WEEK - THEMATIC ACTIVITIES 9/9 : FIELD TRIP TO SHARJAH AQUARIUM 12/9 : LITERACY WEEK - THEMATIC ACTIVITIES 15/9 : START OF TERM 1 EXAMINATION FOR GRADES 1-9 22/9 : WORLD PEACE DAY ACTIVITIES 26/9 : END OF TERM 1 EXAMINATION FOR GRADES 1-9 29/9 : INTER-CLASS SINGING COMPETITION 	14	15 Term 1 examination for grades 1 to 9 begins	16	17	18	19	20
	21	22 World Peace Day activities	23	24	25	26 Term 1 examination for grades 1 to 9 ends	27
	28	29 Inter Class Singing Competition	30				



VALUE OF THE MONTH: RESPONSIBILITIES

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>Kindergarten</div> <div>Primary</div> <div>Middle and Secondary</div> <div>Whole School Event</div>				1	2	3	4
Events <ul style="list-style-type: none"> 1/10 : CAT4 EXTERNAL ASSESSMENT BEGINS 6/10 : ASSET MOCK TEST 1 BEGINS FOR GRADE 3 TO GRADE 9 8/10 : TERM 1 EXAMINATION BEGINS FOR GRADE 10 9/10 : COLORING COMPETITION 10/10 : WORD WEAVERS: ONCE UPON A PEN STORY TELLING COMPETITION FOR GRADE 1 AND 2 STORY WRITING COMPETITION FOR GRADE 3 - 4 POEM WRITING/STORY WRITING COMPETITION FOR GR 5 - 8 11/10 : PTM FOR TERM 1 GRADES 1 - 9 15/10 : MOVIES AND POPCORN DAY 17/10 : MINI SCIENTIST DRESS UP PARADE (GR 1-2) STEM CHALLENGE (GR 3-6) TED THINK SCIENCE (SCIENCE TOPIC) FOR (GRADE 7 - 9) 20/10 : HEALTHY FOOD WEEK IN KG 22/10 : TERM 1 EXAMINATION ENDS FOR GRADE 10 24/10 : MOVIES AND POPCORN DAY FOR GR 1&2 28/10 : SPORTS DAY FOR GRADE 3 AND 4 29-30/10 : SPORTS DAY FOR GRADE 5 - 9 GIRLS / BOYS 	5	6 Asset Mock Test 1 begins for Grade 3 to Grade 9	7	8 Term 1 Examination begins for Grade 10	9 Coloring competition	10 Word Weavers: Once upon a pen Story telling competition for Grade 1 and 2 Story Writing Competition for Grade 3 - 4 Poem Writing/Story writing competition for Grade 5 - 8	11 PTM for Term 1 Grade 1 - 9
	12	13	14	15 Movies and Popcorn Day	16	17 Mini Scientist Dress up parade (Gr 1-2) STEM Challenge (Gr 3-6) TED Think Science (Science Topic) for (Grade 7 - 9)	18
	19	20 Healthy Food Week in KG	21	22 Term 1 Examination ends for Grade 10	23	24 Movies and Popcorn Day for gr 1&2	25
	26	27	28 Sports Day for Grade 3 and 4	29 Sports Day for Grade 5 - 9 Boys	30 Girls	31	



VALUE OF THE MONTH: RESPECTFULNESS

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>Kindergarten</div> <div>Primary</div> <div>Middle and Secondary</div> <div>Whole School Event</div>	30						1
Events <ul style="list-style-type: none"> 3/11 : FLAG DAY PERIODIC TEST 2 FOR GRADES 1 TO 9 BEGINS MOCK 01 TEST FOR GRADE 10 BEGINS 11/11 : KIDS THEATRE SHOW 14/11 : PERIODIC TEST 2 FOR GR 1-9 END CHILDREN'S DAY 17/11 : ASSET MOCK TEST - 2 BEGINS 18/11 : KG 1 SPORTS DAY 20/11 : KG 2 SPORTS DAY 21/11 : MATH DAY: BLENDING FUN AND CROSS AGE ACTIVITIES PRE-BOARD 2 BEGINS FOR GRADE 10 28/11 : UAE NATIONAL DAY CELEBRATION PRE-BOARD 2 ENDS FOR GRADE 10 MOCK 01 TEST FOR GRADE 10 ENDS 30/11 : COMMEMORATION DAY 	2 Commemoration Day	3 Periodic Test 2 for grades 1 to 9 begins Mock 1 Test Begins G10 Flag Day	4	5	6	7	8
	9	10	11 Kids Theatre Show	12	13	14 Periodic Test 2 for gr 1-9 end Children's day	15
	16	17 Asset Mock Test - 2 begins	18 KG 1 Sports Day	19	20 KG 2 Sports Day	21 Math Day: Blending fun and cross age activities Pre- Board 2 begins for Grade 10	22
	23	24	25	26	27	28 UAE National Day Celebration Pre- Board 2 ends for Grade 10 Mock 01 Test G10 Ends	29





VALUE OF THE MONTH: CONFIDENCE

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Kindergarten		1	2	3	4	5	6
Primary			Government Holiday (National Day)				Carnival grade 3 - 9
Middle and Secondary							
Whole School Event							
Events							
<ul style="list-style-type: none"> 2-3/12 : GOVERNMENT HOLIDAY (NATIONAL DAY) 6/12 : CARNIVAL GRADE 3 - 9 8/12 : PTM FOR KG 11/12 : CONCERT GRADE 1 - 2 15/12 : SCHOOL WILL CLOSE FOR ALL STUDENTS FOR WINTER VACATION 							
	7	8	9	10	11	12	13
		PTM For KG			Concert grade 1 - 2		
	14	15	16	17	18	19	20
		School will close for all students for Winter Vacation					
	21	22	23	24	25	26	27
	28	29	30	31			



VALUE OF THE MONTH: KINDNESS

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Kindergarten					1	2	3
Primary					Government Holidays (New Year)		
Middle and Secondary							
Whole School Event							
Events							
<ul style="list-style-type: none"> 1/1 : GOVERNMENT HOLIDAYS (NEW YEAR) 5/1 : SCHOOL WILL REOPEN FOR ALL STUDENT'S FACULTY AND ADMIN STAFF 7/1 : MOCK Q2 TEST BEGINS FOR GRADE 10 9/1 : GLOBEX GR 1 - GR 9 PRE - BOARD 3 BEGINS FOR GRADE 10 12/1 : ASSET EXAMINATION BEGINS 15/1 : HANDWRITING COMPETITION 19/1 : KG 1 ANNUAL DAY 19/1 : PRE - BOARD 3 & MOCK Q2 TEST ENDS FOR GRADE 10 23/1 : KG 2 ANNUAL DAY 24/1 : KG CONCERT KG1 & KG2 26/1 : MOCK Q2 TEST BEGINS FOR GRADE 10 							
	4	5	6	7	8	9	10
		School will reopen for all student's faculty and admin staff		Mock Q2 Test Begins for G10		Globex Gr 1 - Gr 9 Pre - Board 3 begins for Grade 10	
	11	12	13	14	15	16	17
		ASSET Examination Begins			Handwriting competition	KG 1 Annual Day	
	18	19	20	21	22	23	24
		Pre - Board 3 & Mock Q2 Test ends for G10				KG 2 Annual Day	KG Concert KG1 & KG2
	25	26	27	28	29	30	31
		Mock Q3 Test Begins for G10					



VALUE OF THE MONTH: INDEPENDENCE

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>Kindergarten</div> <div>Primary</div> <div>Middle and Secondary</div> <div>Whole School Event</div>	1	2	3	4	5	6	7
					Asset Examination Ends	Islamic Week Surah Recitation for KG Islamic Story telling for Gr 1 & 2 Quran Recitation for Gr 3 & 4 Azan Competition for Gr 5 - 8	
Events <ul style="list-style-type: none"> 5/2 : ASSET EXAMINATION ENDS 6/2 : ISLAMIC WEEK SURAH RECITATION FOR KG ISLAMIC STORY TELLING FOR GR 1 & 2 QURAN RECITATION FOR GR 3 & 4 AZAN COMPETITION FOR GR 5 - 8 MOKO Q3 TEST FOR GRADE 10 ENDS 9/2 : TERM 2 EXAMINATION FOR GRADE 9 BEGINS 11/2 : SPORTS DAY FOR GR 1 & 2 12/2 : KG2 GRADUATION 13/2 : GRADE 04 GRADUATION 20/2 : GRADE 8 GRADUATION 25/2 : TERM 2 EXAMINATION FOR GRADE 1 - 8 BEGINS SPELL BEE COMPETITION FOR KG STUDENTS 26/2 : TERM 2 EXAMINATION FOR GRADE 9 ENDS 	8	9	10	11	12	13	14
		Term 2 examination for Grade 9 begins		Sports Day for Gr 1 & 2	KG2 Graduation	Grade 4 Graduation	
	15	16	17	18	19	20	21
						Grade 8 Graduation	
	22	23	24	25	26	27	28
				Term 2 examination for Grade 1 - 8 begins Spell Bee competition for KG students	Term 2 examination for Grade 9 ends		



VALUE OF THE MONTH: LOVE

Platforms	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>Kindergarten</div> <div>Primary</div> <div>Middle and Secondary</div> <div>Whole School Event</div>	1	2	3	4	5	6	7
		Bridge classes for Grade 9 commences					
	8	9	10	11	12	13	14
		KG Term 3 Assessments begins				Term 2 examination for Grade 1 - 8 ends	
Events <ul style="list-style-type: none"> 2/3 : BRIDGE CLASSES FOR GRADE 9 COMMENCES 9/3 : KG TERM 3 ASSESSMENTS BEGIN 13/2 : TERM 2 EXAMINATION FOR GRADE 1-8 ENDS 20/3 : END OF ACADEMIC YEAR FOR STUDENTS 	15	16	17	18	19	20	21
						End of Academic Year for students	
	22	23	24	25	26	27	28
	29	30	31				

WOODLEM AWARDS: BEST TEACHER AWARD CRITERIA

At *Woodlem Park Al Hamidiya School*, the *Best Teacher Award* recognizes educators who go beyond classroom instruction to inspire, motivate, and nurture our students. This award highlights teachers who demonstrate professional excellence, creativity in teaching, and unwavering dedication to building a positive and supportive school environment, in line with our vision and values.

Contribution To Positive School Ethos

- Is well groomed and culturally fit.
- Regards School Policies and adheres to the protocols.
- Supportive relationship with students.
- Maintains good rapport and possesses participatory communication skills that aid in connection to the parents.

Work Ethics & Professional Development

- Meets Deadlines and is very punctual.
- Does plenty of reference work and strives to improve and improvise teaching strategies.
- Is curious, takes the feedback positively and follows up the directives immediately.
- Strong communication Skills in English.
- Is keen on working toward personal and professional development.

Teaching

- Holds the subject knowledge and promotes active and focused learning students.
- Meets students' individual needs and plans the lessons accordingly.
- Develops the critical thinking skills among students.

Learning

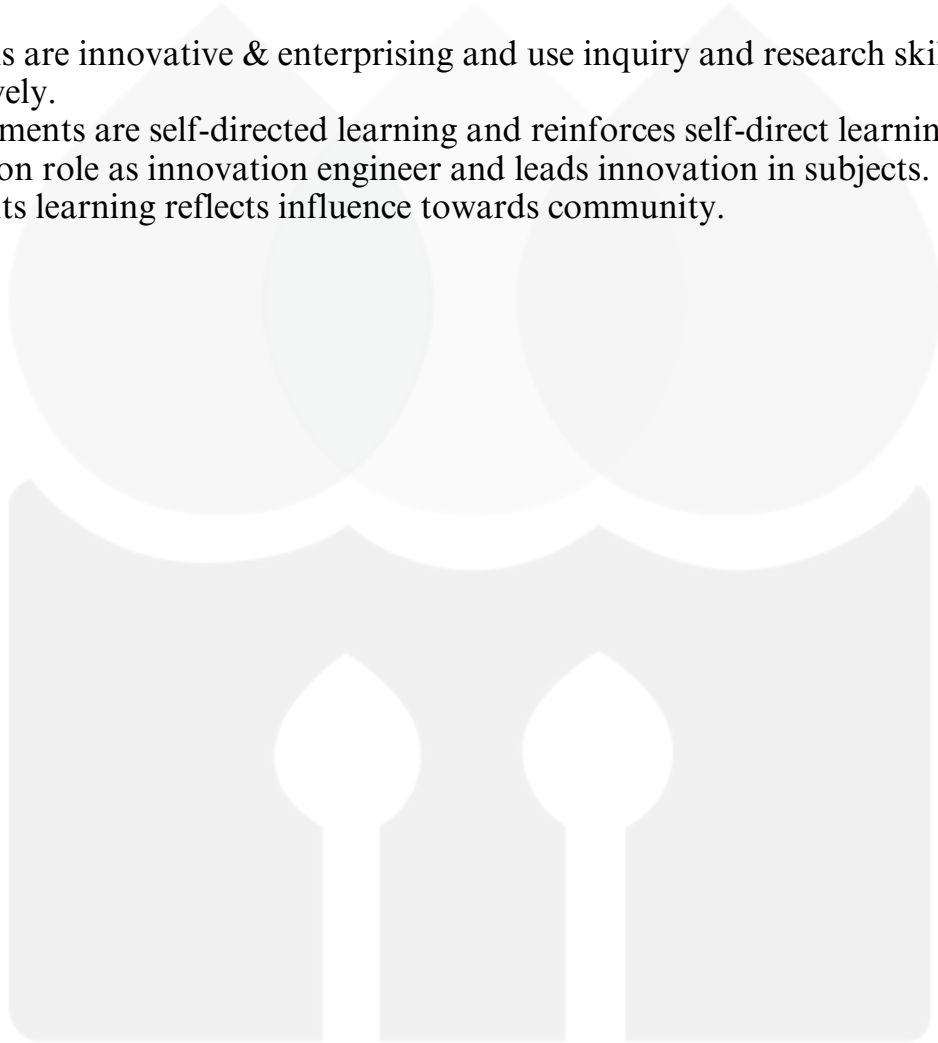
- Students shows eagerness during lessons and shows leadership quality.
- Students are able to communicate their learning effectively during plenary.
- Consistent meaningful connections are made and have real world connection.
- Questioning and reasoning is well planned, providing directions to all students covering all cognitive..
- Develops strategies to ensure equities and cater to the needs of students especially SOD.

Assessment

- Uses constant checks for understanding and reinstructs using checklist and trackers.
- Is well aware of the Internal assessment process and uses it consistently.
- Is aware of how to use data inside the classroom very effectively.
- Improvises lessons as per the analyzed data.
- Assessment information is used effectively to enhance the progress of all group of students.

Innovation

- Lessons are innovative & enterprising and use inquiry and research skills effectively.
- Assignments are self-directed learning and reinforces self-direct learning.
- Takes on role as innovation engineer and leads innovation in subjects.
- Students learning reflects influence towards community.



WOODLEM AWARDS: BEST CLASS

AWARD CRITERIA

At *Woodlem Park Al Hamidiya School*, the *Best Class Award* celebrates the collective spirit of students who demonstrate discipline, unity, and a positive learning culture. It recognizes classes that uphold respect, maintain high standards of decorum, and contribute to a harmonious school environment. This award encourages teamwork, responsibility, and a shared commitment to excellence in academics and behavior.

Discipline

- The behaviour of students in general.
- Attendance of the class.
- No behavioral concerns raised.

Attitude

- All students in the class are helpful to others.
- Respectful towards teachers and peers.

Decorum Of The Class

- Classroom displays are of high quality.
- Classroom is always maintained very neatly.

Contribution To Positive School Ethos

- No signs of bullying or fights.
- School values are embedded in the behaviour of the class.

Work Ethics & Submission Of Work By Students

- Meets deadlines and the class is very punctual to submit work.
- Listens to teachers' feedback and responds back positively.
- Is Keen on working towards personal development.

WOODLEM AWARDS: STUDENT OF THE MONTH

AWARD CRITERIA

At *Woodlem Park Al Hamidiya School*, the *Student of the Month* Award honors individual students who consistently display excellence in academics, character, and behavior. It is designed to recognize those who set a positive example for their peers through hard work, responsibility, and respect, while contributing to a supportive and inspiring school environment.

Academic Performance

- Consistently achieves good grades in class assessments and exams.
- Actively participates in class discussions.
- Completes assignments/homework on time and with quality.

Character

- Demonstrates honesty, responsibility, and trustworthiness.
- Shows compassion, respect, and adaptability.

Behaviour

- Obeys school/classroom rules and maintains discipline.
- Displays good manners and a positive attitude towards peers and teachers.

Effort

- Works hard, shows persistence, and never gives up easily.
- Actively takes initiative in learning tasks.

Social Relationship

- Shows leadership qualities and is willing to help peers.
- Respects teachers and classmates; maintains healthy relationships.

Attendance & Punctuality

- Attends school regularly without unnecessary absences.
- Arrives to class on time and sets an example for peers.

WOODLEM AWARDS: SUPER PARENT AWARD CRITERIA

At *Woodlem Park Al Hamidiya School*, the *Super Parent Award* recognizes parents who go above and beyond in supporting their child's education and overall well-being. It celebrates those who actively engage with the school, foster a positive learning environment at home, and demonstrate exceptional dedication to nurturing their child's growth and success.

Communication &

- Regularly communicates with teachers and school staff.
- Actively engages in parent-teacher conferences and meetings.
- Collaborates with educators to support the child's learning and development.

Involvement & Volunteering In School Activities

- Participates in school events, volunteer programs, and extracurricular activities.
- Shows enthusiasm for school-related events and activities.

Support For Child's Learning

- Encourages a positive attitude towards learning and academic achievement.
- Provides a conducive learning environment at home.

Emotional Support & Well-Being

- Demonstrates empathy and understanding towards the child's emotional needs.
- Promotes a nurturing and supportive family environment.

Participation In Parent Education

- Seeks out resources to support the child's educational and developmental needs.
- Demonstrates a commitment to lifelong learning and self-improvement as a parent.

WOODLEM SCHOLAR BADGE

At Woodlem Park Al Hamidiya Private School, we believe that academic excellence deserves to be recognized and celebrated. The Scholar Badge is not just an award—it is a mark of distinction that represents perseverance, discipline, and a commitment to learning. By setting clear benchmarks for achievement, we aim to encourage our students to strive for the best in their academics while balancing all-round growth.

The criteria for earning the Scholar Badge are as follows:

GRADES	CRITERIA
Grades 1 & 2	A1 in all subjects, including both core and non-core.
Grades 3 & 4	A1 in any four core subjects and A2 in all other subjects.
Grades 5 to 9	A1 in any four core subjects and A2 in all other subjects.

The Scholar Badge will be distributed during the Phase Assembly, where students will be honored in front of their peers. Once awarded, the badge must be carried by the child with pride and responsibility until the next examination. The badge remains the child's responsibility, and in case of loss, a replacement will only be issued upon payment.

This initiative is designed to recognize excellence, motivate learners, and inspire every child to reach their full potential. We look forward to seeing many proud scholars wear this badge with honor.

CURRICULUM

KINDERGARTEN CURRICULUM

At Woodlem Park School, Al Hamidiya, the Early Years Foundation Stage (EYFS) serves as the cornerstone of our educational philosophy, providing a nurturing environment where young learners embark on a journey of discovery and growth. Our EYFS encompasses Kindergarten 1 (KG1) and Kindergarten 2 (KG2), catering to children aged 4 to 5 years.

Curriculum Framework

Our EYFS curriculum is a harmonious blend of the British EYFS framework and CBSE framework. This fusion creates a dynamic, inquiry-based, and trans-disciplinary learning environment that encourages children to explore, investigate, and express themselves. The curriculum is designed to foster holistic development, encompassing cognitive, emotional, social, and physical growth.

Areas Of Learning & Development

A. Prime Areas

- Personal, Social, and Emotional Development: Fostering self-confidence, self-awareness, and social skills.
- Physical Development: Enhancing coordination, control, and movement.
- Communication and Language: Developing listening, attention, and speaking skills.

B. Specific Areas

- Literacy: Encouraging reading and writing skills.
- Mathematics: Introducing numbers, shapes, and problem-solving.
- Understanding the World: Exploring people, places, and technology.
- Expressive Arts and Design: Promoting creativity through art, music, and role play.

Play-based Learning Approach

Central to our EYFS is the belief that play is essential for children's development. Through both structured and unstructured play, children learn to explore their environment, develop social interactions, and build foundational skills. Our classrooms are equipped with a variety of resources that stimulate curiosity and creativity, allowing children to learn through hands-on experiences.

PRIMARY CURRICULUM

The kindergarten at Woodlem Park School is designed to ensure a smooth transition to primary education. The skills and knowledge acquired during these formative years lay a strong foundation for future learning. Our gradual progression from play-based learning to more structured academic activities help children adapt seamlessly to the next stage of their educational journey.

At Woodlem Park School, Al Hamidiya, we are committed to providing a nurturing and dynamic learning environment for our primary school students. As a CBSE-affiliated institution (Affiliation No: 6630279), our curriculum is designed to foster holistic development, ensuring that each child is well-prepared for the challenges of the 21st century.

Our primary curriculum is structured to provide a balanced and comprehensive education across various subjects:

- **English:** Emphasizing language proficiency, comprehension, and communication skills.
- **Mathematics:** Developing logical reasoning, problem-solving abilities, and numerical skills.
- **Science:** Encouraging inquiry-based learning to understand the natural world.
- **Social Science:** Exploring history, geography, and civics to build global awareness.
- **Languages:** Offering options such as Hindi, Malayalam, Tamil, and French to promote linguistic diversity.
- **Physical Education:** Fostering physical fitness, teamwork, and sportsmanship.
- **Art and Craft:** Encouraging creativity and self-expression through various mediums.
- **Music and Dance:** Developing rhythm, coordination, and cultural appreciation.
- **Islamic Education and Moral Science:** Instilling ethical values and spiritual growth.

Pedagogical Approach

Our teaching methodology is student-centered, focusing on active learning and critical thinking. Key aspects include:

- **Differentiated Instruction:** Tailoring teaching methods to accommodate diverse learning styles and abilities.
- **Inquiry-Based Learning:** Encouraging students to ask questions and seek answers through exploration.
- **Project-Based Learning:** Engaging students in real-world projects to apply their knowledge.
- **Collaborative Learning:** Promoting teamwork and communication skills through group activities.
- **Technology Integration:** Utilizing digital tools to enhance learning experiences.

MIDDLE SCHOOL LEARNERS

At Woodlem Park School, Al Hamidiya, we are dedicated to providing a nurturing and dynamic learning environment for our middle school students. Our curriculum is meticulously designed to foster holistic development, ensuring that each child is well-prepared for the challenges of the 21st century.

Curriculum Structure

Our middle school curriculum is structured to provide a balanced and comprehensive education across various subjects:

- **English:** Emphasizing language proficiency, comprehension, and communication skills.
- **Mathematics:** Developing logical reasoning, problem-solving abilities, and numerical skills.
- **Science:** Encouraging inquiry-based learning to understand the natural world.
- **Social Science:** Exploring history, geography, and civics to build global awareness.
- **Languages:** Offering options such as Hindi, Malayalam, Tamil, and French to promote linguistic diversity.
- **Physical Education:** Fostering physical fitness, teamwork, and sportsmanship.
- **Art and Craft:** Encouraging creativity and self-expression through various mediums.

- **Music and Dance:** Developing rhythm, coordination, and cultural appreciation.
- **Islamic Education and Moral Science:** Instilling ethical values and spiritual growth.

Pedagogical Approach

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- **Differentiated Instruction:** Tailoring teaching methods to accommodate diverse learning styles and abilities.
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- **Collaborative Learning:** Promoting teamwork and communication skills through group activities.
- **Technology Integration:** Utilizing digital tools to enhance learning experiences.

Co-curricular Activities

Recognizing the importance of holistic development, we offer a range of co-curricular activities:

- **Sports:** Cricket, football, basketball, and athletics to promote physical fitness.
- **Cultural Events:** Celebrations of festivals and cultural programs to foster inclusivity.
- **Clubs:** Encouraging participation in various interest-based clubs.
- **Community Outreach:** Instilling social responsibility through community service initiatives.

SECONDARY LEARNERS

At Woodlem Park School, Al Hamidiya, we are dedicated to providing a nurturing and dynamic learning environment for our middle school students. Our curriculum is meticulously designed to foster holistic development, ensuring that each child is well-prepared for the challenges of the 21st century.

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- **Mathematics:** Developing logical reasoning, problem-solving abilities, and numerical skills.
- **Science:** Encouraging inquiry-based learning to understand the natural world.
- **Social Science:** Exploring history, geography, and civics to build global awareness.
- **Languages:** Offering options such as Hindi, Malayalam, Tamil, and French to promote linguistic diversity.
- **Physical Education:** Fostering physical fitness, teamwork, and sportsmanship.
- **Art and Craft:** Encouraging creativity and self-expression through various mediums.
- **Music and Dance:** Developing rhythm, coordination, and cultural appreciation.
- **Islamic Education and Moral Science:** Instilling ethical values and spiritual growth.

Pedagogical Approach

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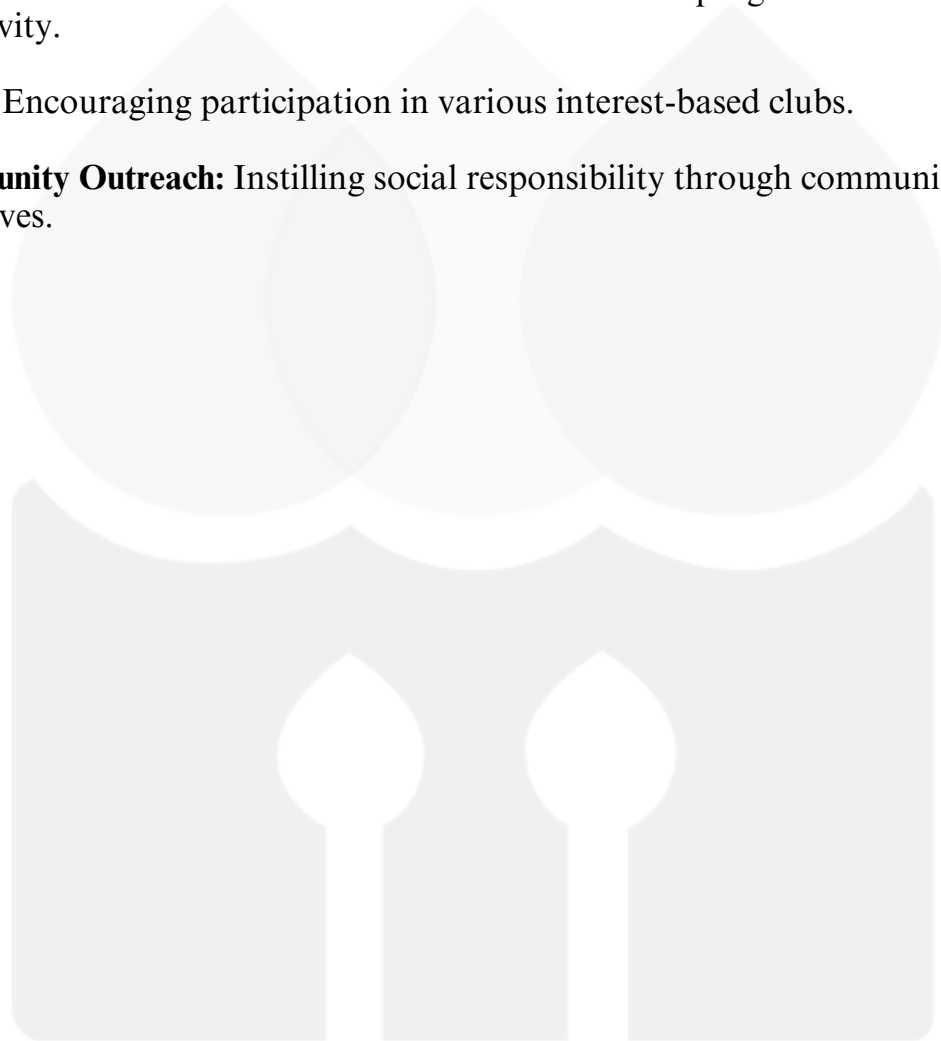
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ASSESSMENT CALENDAR 2025 - 2026



مدرسة وودلم بارك الحميدية الخاصة
Woodlem Park Al Hamidiya Private School

April - June 2025

Exam Name / Type	Date	Grade	Subject	Max Marks		Time	Person Responsible
Diagnostic Test / Internal	17th-25th April 2025	G1 to G9	All Subjects	10 marks		30 Minutes	HOD's and Subject Teachers
Periodic Test -1 / External	28th April - 8th May 2025	Grade 10	English , Maths , Science , SST , ICT , Second Language	40 marks		1 Hour 30 Minutes	Exam Department
Periodic Test -1 / Internal	19th - 30th May, 2025	G1 to G9	All Subjects	Grade (1-2)	20	1 Hour	Exam Department
				Grade (3-4)	25	1 Hour	
				Grade (5-8)	25	1 Hour	
				Grade 9	40	1 Hour 30 Minutes	



مدرسة وودلم بارك الحميدية الخاصة
Woodlem Park Al Hamidiya Private School

Sep - Dec 2025

Exam Name / Type	Date	Grade	Subject	Max Marks		Time	Person Responsible
Term 1 Examination / Internal	15th - 26th September, 2025	G1 to G9	All Subjects	Grade (1-2)	20	1 Hour	Exam Department
				Grade (3-5)	50	2 Hours	
				Grade (3-9)			
				MSCS Life Skill ICT	25	1 Hour	
				Grade (6-9)	80	3 Hours	
				Grade (6-9) Arabic Islamic	50	2 Hours	
CAT 4 Assessment / External	1st October, 2025	Grade 3-9	English , Maths , Science	As per Guidelines			HOD's and Subject Teachers





Exam Name / Type	Date	Grade	Subject	Max Marks		Time	Person Responsible
Asset Mock Test - 1 / External	6th October, 2025	Grade 3-9	English , Maths , Science	20		30 Minutes	HOD's and Subject Teachers
Term 1 Examination / Internal	8th - 22nd October, 2025	Grade 10	All Subjects	80 Marks		3 Hours	Exam Department
Periodic Test - 2 / Internal	3rd - 14th November, 2025	G1 to G9	All Subjects	Grade (1-2)	20	1 Hour	Exam Department
				Grade (3-4)	25	1 Hour	
				Grade (5-8)	25	1 Hour	
				Grade (9)	40	1 Hour 30 Minutes	
Asset Mock Test - 2 / External	17th November, 2025	Grade 3-9	English , Maths , Science	20		30 Minutes	HOD's and Subject Teachers
Pre-board 1 Exam CBSE / Internal	10th - 28th November, 2025	Grade 10	All Subjects as per CBSE	As per CBSE			Exam Department



Exam Name / Type	Date	Grade	Subject	Max Marks		Time	Person Responsible	
Pre-board 2 Exam CBSE / Internal	7th - 19th January, 2026	Grade 10	All Subjects as per CBSE	As per CBSE			Exam Department	
Pre-board 3 Exam CBSE / Internal	26th January - 6th February, 2026	Grade 10	All Subjects as per CBSE	As per CBSE			Exam Department	
Asset Examination / External	12th January - 5th February, 2026	Grade 3-9	English , Maths , Science	Subject Wise		1 Hour Each	Coordinators	
Term 2 Examination / External	9th - 26th February, 2026	Grade 9	All Subjects	80		3 Hours	Exam Department	
				MSCS, Life-skill, ICT	25	1 Hour		
				Islamic, Arabic	50	2 Hours		
	25th February - 13th March, 2026	G1 to G8	All Subjects	Grade (1-2)		20	1 Hour	Exam Department
				Grade (3-5)		50	2 Hours	
				Grade (3-9) MSCS, Life Skill, ICT		25	1 Hour	
				Grade (6-9)		80	3 Hours	
				Grade (6-9) Islamic, Arabic		50	2 Hours	
				Grade (3-4)		25	1 Hour	
				Grade (5-8)		25	1 Hour	
				Grade (9)		40	1 Hour 30 Minutes	

ATTENDANCE & PUNCTUALITY

Attendance

Woodlem Park Al Hamidiya Private School promotes high levels of attendance and punctuality across the school. There is a clear connection supported by research, between high levels of attendance and achievement.

- Students are expected to attend school every day unless they are unwell. If a student is absent for three or more consecutive days due to illness, a medical certificate must be provided. Without appropriate medical documentation, the absence will be recorded as unauthorised.
- Family holidays should be organised in school holiday time. Time off school for holidays, weddings, birthdays and family celebrations will not be approved.
- Approved leave is granted on a case-by-case basis by the Head of Section, this can only be granted for extenuating circumstances where evidence is provided.
- If a student is absent, email must be sent to the class teachers and the HOS

Failure to meet the expected attendance threshold of 98% will result in a series of escalating interventions. In cases where attendance falls below 75%, and there is no sustained improvement, a student may be required to repeat the academic year in line with our attendance policy.

Punctuality

Students are expected to be in class and ready to learn before the National Anthem, which is played promptly at 7:30 AM. Any student arriving after this time will be marked as late. Persistent lateness will be addressed with parents and, if it continues, escalated to the Senior Leadership Team. In line with school policy, ongoing failure to arrive on time may result in a block on the student's re-enrolment for the next academic year.

Early Leave Release

There may be an occasion where a student needs to leave the school site in the day. The parent must contact info@woodlemparkhamidiya.ae or tel: +97167422999. Please note, students cannot be collected for early release after 2:00 PM due to staffing and end of the day duties. Proof of the reason for early leave such as doctor's note will be needed to be shared with the reception on collection.

WELL-BEING

At Woodlem Park AL Hamidiya Private School, we believe that everyone's wellbeing is fostered through experiences of belonging, building relationships, being accepted and valued, and positive community engagement. We aim to provide opportunities for all community members to develop awareness of their wellbeing and responsibilities, and to commit to becoming valuable members of the global community.

Our Well-being Vision

“We are proactive in promoting wellbeing, allowing us all to personally thrive.”

This vision is based on a proactive, positive psychology model, reinforced through the PERMAH framework, allowing our community to build personal happiness and wellbeing.

Our vision is achieved through the PERMAH model of wellbeing, based on Martin Seligman's positive psychology research, which includes:

- **Positive Emotions:** Reflecting on what is going well and spending time with loved ones.
- **Engagement:** Participating in enjoyable activities.
- **Relationships:** Building positive, caring, and supportive relationships.
- **Meaning:** Linking activities to the outside world and understanding our role in helping others.
- **Accomplishment:** Setting and achieving personal targets and celebrating successes.
- **Healthy Lifestyles:** Being active and knowledgeable about healthy lifestyles.

We prioritize student wellbeing with a comprehensive program that promotes safety, inclusion, attendance, and engagement. Our approach fosters school values, meets individual needs, and builds character, leadership, and resilience. We provide health and wellbeing education, counseling, and external support, while honoring student voices through council representatives and a wellbeing leadership team. Initiatives include positive mental health activities, a House system, and student-led mental health awareness campaigns. Online tools like You HQ and our Pupils Attitudes to Self and School survey(PASS) support and assess wellbeing. Transition programs, workshops, and a new student induction program ensure smooth transitions and continued support for all students.

SCHOOL TIMINGS

MONDAY - THURSDAYS

Morning Drop-Off: KG - GRADE 10

- School starts at **7:30 am**.
- Students should be dropped off between **7:00 am and 7:30 am**.

Afternoon Pick-Up:

- **Kindergarten (KG):**
 - Classes end at **12:05 pm**.
 - Students should be picked up latest by **12:30 pm**.
- **Grades 1 to 10:**
 - Classes end at **2:10 pm**.
 - Students should be picked up latest by **2:30 pm**.

FRIDAY: KG – GRADE 10

- Drop-off remains between **7:00 am and 7:30 am**.
- School concludes at **11:00 am**.
- All students must be picked up latest by **11:20 am**, as staff will be leaving promptly thereafter.

STUDENTS BEHAVIOUR EXPECTATIONS

At Woodlem Park Al Hamidiya Private School, we are committed to creating a respectful, supportive, and positive environment where every student feels valued and safe. Our behaviour policy is designed to nurture kindness, responsibility, and fairness, reflecting the school's core values.

We follow a positive and inclusive approach to managing behaviour, focusing on developing self-esteem, self-discipline, and mutual respect. Through restorative practices, students are encouraged to build healthy relationships, take responsibility for their actions, and learn from experiences. Recognition, praise, and encouragement are used consistently to reinforce positive behaviour.

To ensure transparency, clarity, and fairness, behaviour expectations are supported by a structured framework that outlines the Degrees of Offences and their corresponding consequences. These tables, attached in this section, categorize student misbehaviours into levels ranging from minor to severe, with clear disciplinary actions. This helps students understand accountability while ensuring consistency in corrective measures.

By working together — students, staff, and parents — we aim to foster a school community built on cooperation, respect, and responsibility, enabling every learner to thrive academically and personally.



First degree offenses (simple offenses)
4 marks shall be deducted for each offense

Offense No.	Description
1.1	Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse.
1.2	Failing to attend the classes on time repeatedly without an acceptable excuse.
1.3	Non-compliance with the school uniform or the school sports uniform without an acceptable excuse.
1.4	Overgrown hair for boys or bizarre haircuts for boys and girls.
1.5	Not bringing the books and school kits without an acceptable excuse.
1.6	Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom.
1.7	Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).
1.8	Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status).
1.9	Non-compliance with presenting homework and assignments given to him / her in a timely manner.
1.10	Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom.
1.11	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Second degree offenses (medium severity offenses)

8 marks shall be deducted for each offense

Offense No.	Description
2.1	Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.
2.2	Getting in or out of the classroom during the class time without permission.
2.3	Not attending the school activities and events without an acceptable excuse.
2.4	Inciting quarrel, threatening or intimidating peers in the school.
2.5	Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society, such as imitating the opposite sex in terms of clothes, appearance, haircuts and use of makeup.
2.6	Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.
2.7	Bringing mobile phones or misuse any means of communication.
2.8	Verbally abusing or insulting students, staff, or visitors of the school.
2.9	Smoking or possessing the relevant kits inside the school campus.
2.10	Refusing to respond to the instruction of inspection or to hand over the banned materials.
2.11	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Ministerial Resolution No.851 of Year 2018
On Code of Behavior Management for Students in the
General Education Institutions

Third degree offenses (grievous offenses)

12 marks shall be deducted for each offense

Offense No.	Description
3.1	Various types and forms of bullying.
3.2	Copying or reproducing the assignments, reports, researches or projects and taking credit for them, as per the Form No.23 .
3.3	Getting out of the school without permission or absconding during the school day.
3.4	Attempting to defame peers and the school staff via the social media or abusing them.
3.5	Impersonating others' personality in the school, during transactions, or forging the school documents.
3.6	Destroying or seizing the school furniture, tools, and vandalism
3.7	Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or the other road users.
3.8	Assaulting others in the school, without causing any injuries to the victim (corporal abuse).
3.9	Driving a private car recklessly inside or around the school campus, and not following the security and safety instructions.
3.10	Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.
3.11	All of what is similar to these offenses, as per the discretion of the Behavior Management Committee.

Fourth degree offenses (highly grievous offenses)
Failure in the subject

Offense No.	Description
4.1	Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.
4.2	Possessing or using arms or blade weapons, or their equivalent inside the school.
4.3	Committing sexual assault inside the school, the bus or during activities.
4.4	Assaulting others in the school causing injuries to the victim (corporal abuse).
4.5	Systematic (pre-planned) or covering up theft.
4.6	Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency.
4.7	Sexual harassment inside the school, the bus, or during activities.
4.8	Leaking questions of the exams or engaging therein, in any way.
4.9	Setting the school campus on fire.
4.10	Abusing political, religious, or social figures in UAE.
4.11	Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or the psychotropic substances.
4.12	Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society.
4.13	Disdaining the divinely revealed religions or stirring sectarian strife in the school.
4.14	All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the Behavior Management Committee.



HEALTHY SCHOOL MEALS

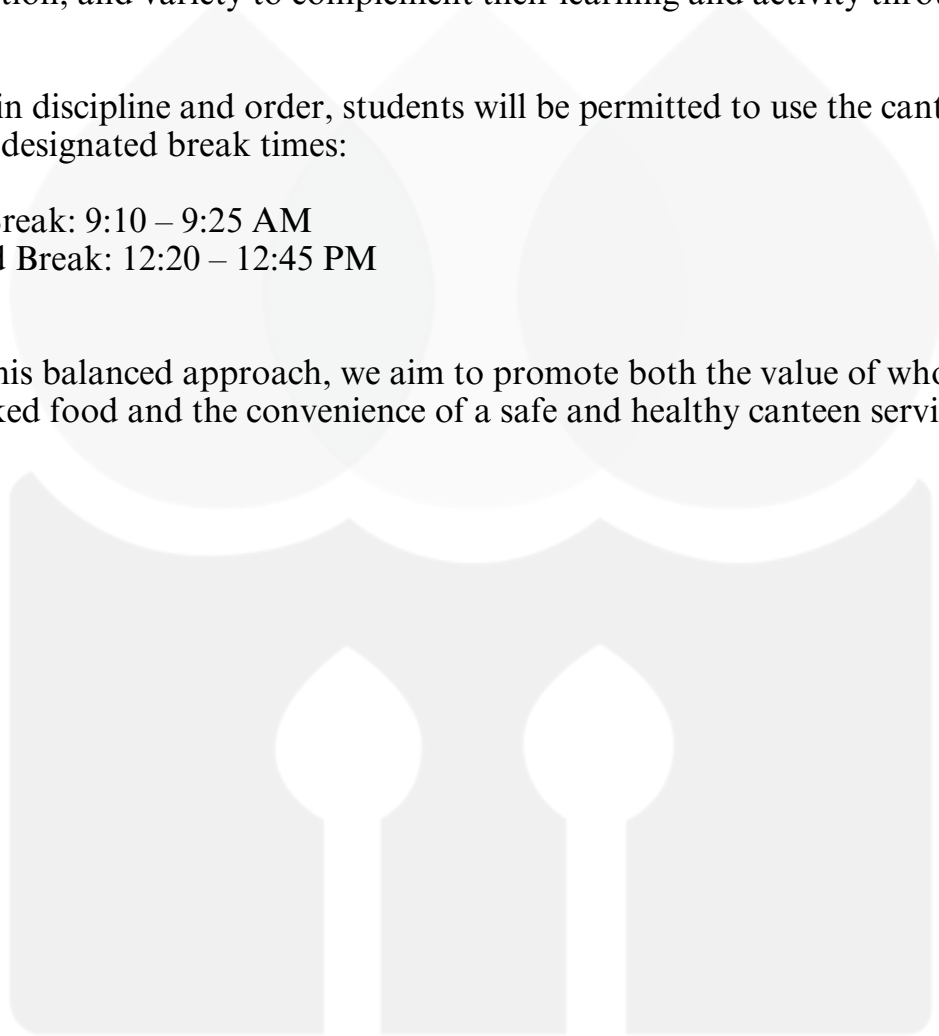
At our school, we strongly encourage and value the tradition of parents providing nutritious home-cooked meals for their children, as nothing can replace the warmth and care of food prepared at home. However, we also recognize that today's busy lifestyles sometimes call for convenient alternatives. To support our families, the school has introduced a canteen facility for students.

All food items available in the canteen are carefully selected and approved by the Ministry, ensuring that every option is healthy, hygienic, and suitable for growing children. The menu is handpicked with our students in mind, offering a balance of taste, nutrition, and variety to complement their learning and activity throughout the day.

To maintain discipline and order, students will be permitted to use the canteen only during the designated break times:

- First Break: 9:10 – 9:25 AM
- Second Break: 12:20 – 12:45 PM

Through this balanced approach, we aim to promote both the value of wholesome home-cooked food and the convenience of a safe and healthy canteen service.



FOOD MENU

Breakfast Time

Sweet for
YOUR PALATE



DESCRIPTION	PRICE
AM DRAGON CHICKEN SANDWICH.....	4.00
AM CHICKEN MAYONNAISE SANDWICH.....	4.00
AM CHICKEN PUFF.....	2.00
AM EGG PUFF.....	2.00
AM VEG PUFF.....	2.00
AM MINI CHICKEN ROLL.....	2.50
AM CHICKEN BURGER.....	4.00
AM VEG BURGER.....	3.00
AM CHICKEN PIZZA.....	3.50
AM CHOCOLATE CROISSANT.....	2.00
AM CARROT PUDDING SLICE.....	2.00
AM CINNAMON ROLLS.....	2.00
AM MINI CHOCOLATE CUP CAKE 3PC.....	2.50
AM CARDAMAM COOKIES	3.50
AM MINI CHOCO& VANILA PASTRY.....	4.00
AM LOTUS MINI CHEESE PASTRYS.....	4.00
AM PISTACHIO MINI CHEESE PASTRYS.....	4.00
AM HONEY CAKE SLICE PC.....	3.50
AM VANILA MOUSE CUP.....	4.00
AM FRESH FRUIT TRIFLE.....	4.50
AM CHOCOLATE BROWNIE.....	4.00

DESCRIPTION	PRICE
AF CHAPPATHI WITH VEGETABLE CURRY	6.00
AF STEAMED RICE WITH CHICKEN CURRY	6.50
AF STEAMED RICE WITH PANEER BUTTER MASALA	7.00
AF VEGETABLE FRIED RICE WITH GOBI MANCHURIAN	8.00
AF VEGETABLE BIRIYANI	8.00
AF GHEE RICE WITH CHICKEN CURRY	9.00
AF GHEE RICE WITH BEEF CURRY	9.00
AF CHICKEN BIRIYANI THALASSERI	9.00
AF GRILLED CHICKEN WITH SAUTED VEGETABLE	10.00
AF CHICKEN FRIED RICE WITH BUTTER CHICKEN COMBO	10.00
AF CHICKEN FRIED RICE WITH CHILLY CHICKEN BONELESS ..	10.00
AF CHICKEN MNADI	10.00

Lunch



PARENTAL ENGAGEMENT

Woodlem Park School Hamidiya values the collaboration between families and educators as fundamental to the holistic development of students.

The Parent Advisory Forum (PAF) is a strategic body aimed at fostering communication, engagement, and mutual respect. Through this policy, we aim to support the school's CBSE goals and uphold the UAE's educational priorities by giving parents a structured platform for input.

Objectives

- Facilitate open and constructive dialogue between parents and school leadership.
- Strengthen community involvement in school decision-making and activities.
- Encourage parental feedback in academic and non-academic areas.
- Create a culture of shared responsibility in student success and school growth.

Membership Structure

- Parents are selected representing each phase.
- Members serve a term of one academic year.
- The forum will elect a Chairperson and Vice Chairperson

Meeting Schedules & Timings

- **Regular Meetings:** Once every term — in May, October, and February.
- **Venue:** School Conference Hall.

Emergency meetings may be called with at least one week's notice.

GUIDELINES

- Forum discussions must remain respectful, inclusive, and solution-oriented.
- All matters discussed must relate to general school improvement — not individual concerns.
- Agenda items must be submitted at least five working days before each meeting.
- Meeting minutes will be recorded and circulated within one week.

Roles & Responsibilities

Parent Representatives (PAF Members)

Parent representatives serve as a vital link between the school and parent community. Their responsibilities include;

- Attending all scheduled PAF meetings regularly and punctually.
- Representing the collective views and concerns of parents from their class, not individual opinions.
- Gathering feedback through class-wide discussions or surveys if needed.
- Communicating updates from PAF meetings to other parents in a clear and responsible manner.
- Promoting parental participation in school activities and community events.
- Maintaining confidentiality on sensitive topics discussed in the forum.
- Acting respectfully and professionally in line with the school's code of conduct and UAE cultural values.

Chairperson:

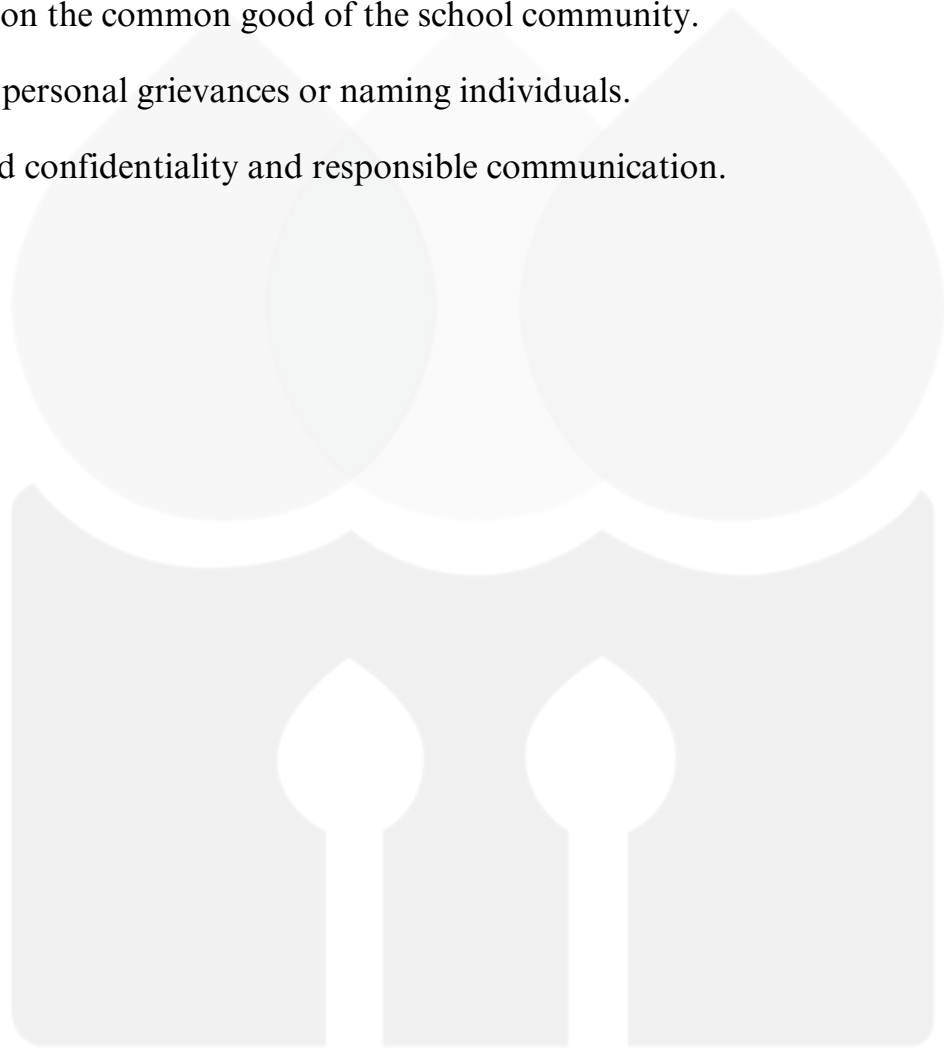
- Coordinate with school staff to finalize meeting agendas.
- Preside over meetings and ensure all voices are heard fairly.
- Ensure follow-up actions are tracked and communicated.

School Leadership:

- Share key updates, changes, and strategic goals with the forum.
- Address feedback and report progress on forum suggestions.
- Ensure alignment of forum discussions with CBSE and MOE expectations

Code Of Conduct

- Promote respect, collaboration, and cultural sensitivity.
- Focus on the common good of the school community.
- Avoid personal grievances or naming individuals.
- Uphold confidentiality and responsible communication.



ACCOUNTS


Flexible Payment Options For Quality Education

We are committed to making high-quality education accessible and convenient. That's why we offer a flexible payment plan designed to simplify the tuition process with a range of payment options.

Tuition Fees Payment Policy

- Tuition fees are payable in advance and must be settled before the start of each academic term.
- Fees are invoiced upon admission to allow ample time for payment before the term begins.
- All fees align with the MOE-approved fee structure.

Fee Structure For AY 2025-2026



مدرسة وودللم بارك
Woodlem Park School
Al-Hamidiya, Ajman

FEE STRUCTURE FOR THE ACADEMIC YEAR 2025-2026

DOCUMENTS TO BE SUBMITTED DURING ADMISSION

- » Birth Certificate of the child
- » Emirates I.D copy of the child and sponsor
- » Passport copy of the child and sponsor
- » Visa copy of the child and sponsor
- » Vaccination copy of the child
- » 4 recent passport size photographs of the child
- » Latest Report Card (If applicable)
- » Transfer Certificate (If applicable)

REVISED AGE REQUIREMENTS FOR ADMISSION AT PRIVATE SCHOOLS

For the schools that commence the Academic year in April

Children Starting School in..	Must be...
KG 1	4 Years old by March 31
KG 2	5 Years old by March 31
Grade 1	6 Years old by March 31

According to UAE Ministry of Education Resolution no (24). Applicable from April 2022

For more information call us on

 **0565461089 | 0565461090**

GRADE	MINISTRY APPROVED FEES	PAYABLE FEES (DISCOUNTED)	MONTHLY INSTALLMENTS
KG 1	AED 10,000	AED 7,350	AED 650
KG 2	AED 10,000	AED 7,350	AED 650
Grade 1	AED 12,000	AED 7,350	AED 650
Grade 2	AED 12,000	AED 7,350	AED 650
Grade 3	AED 12,000	AED 7,850	AED 700
Grade 4	AED 14,000	AED 7,850	AED 700
Grade 5	AED 14,000	AED 7,850	AED 700
Grade 6	AED 14,000	AED 8,850	AED 800
Grade 7	AED 16,000	AED 8,850	AED 800
Grade 8	AED 16,000	AED 8,850	AED 800
Grade 9	AED 16,000	AED 9,450	AED 860
Grade 10	AED 16,000	AED 9,850	AED 900

Registration Fee : AED 500 (One time, non-refundable)*
First Installment : AED 850
Transport Fee : As per Location
Uniforms & Books : Can be purchased from school store.

P.B NO 1215 Al-Hamidiya, Ajman
admissions@woodlemparkhamidiya.ae

TRANSPORT

Guidelines For School Transportation

A. Bus Pickup and Drop-off

- The school bus will pick up students from their designated stops at the scheduled time. In the event of a delay, we kindly ask that parents do not request the bus to wait.

B. Drop-off Protocol

- Students will be dropped off at the scheduled time. If a parent is not available to receive the child, the student will be returned to school. Parents will be required to pick up the student from the school.

C. Transport Policy

- The Parent-School Contract contains essential information regarding the transportation policy. Please refer to it for detailed guidelines.

D. Discontinuation of Services

- If you wish to discontinue transportation services, it is mandatory to complete the Discontinuation Form. For further details, please contact the Transport Department.

E. Early Pickup Request

- If a parent intends to pick up a child early from school, a prior email must be sent to info@woodlemparkhamidiya.ae, the respective head of section, and the respective class teacher to ensure the request is processed smoothly.

Guidelines For Own Transportation

- **Arrival & Pick-up:** Children using their own transportation must report to school by 7:30 a.m. at Gate No. 6. For pickup, students should be collected at 2:15 p.m. from Gate No. 6.
- **Home Alone Pass:** Students in Grade 3 to 7 can get a Home Alone pass allowing them to leave class and/or school premises without an adult. If you wish your child to have a 'Home Alone Pass' and leave their classroom by themselves, kindly contact info@woodlemparkhamidiya.ae

CONCLUSION

At Woodlem Park Al Hamidiya Private School, we believe that education is a shared journey between the school, students, and parents. This handbook has been carefully prepared to provide families with essential information, policies, and guidelines that ensure a safe, nurturing, and inspiring environment for every learner.

Our commitment is to empower students with academic excellence, strong values, and the skills needed to succeed in an ever-changing world. We value the trust that parents place in us and look forward to working hand in hand to nurture lifelong learners who are confident, compassionate, and responsible global citizens.

Beyond academics, we are dedicated to fostering creativity, innovation, resilience, and empathy — qualities that will enable our students to adapt to future challenges while remaining rooted in cultural and ethical values. We strive to cultivate a love for learning that extends beyond the classroom, preparing students to lead with purpose and integrity in all walks of life.

Together, let us continue to build a community rooted in respect, collaboration, and shared responsibility — creating not only a strong foundation for each child's future but also a brighter tomorrow for society as a whole.



Empowering young minds, inspiring excellence every step of the way.