

Mohammed Bin Khaled Al Nahyan Generation School

Parent Handbook

سمو الشیخة الدكتورة

شما بنت محمد بن خالد آل نهيان

H.R.H Sheikha Dr.

SHAMMA BINT MOHAMMED BIN KHALED AL NAHYAN





MBKS

1. Welcome and Introduction

Mohammed Bin Khalid Al Nahyan Generations School was built in 2000 in Al Ain city under the patronage of Her Highness Sheikha Dr. Shamma Mohammed bin Khalid Al Nahyan.

It is supervised by the Department of Education and Knowledge in the United Arab Emirates.



Dr. Malika Boucif

1. A Message from Our Principal

Welcome to Mohammed Bin Khalid Al Nahyan Generations School, a beacon of educational excellence inspired by the visionary leadership of Her Highness Dr. Sheikha Shamma Mohammed Khalid Al Nahyan, Chairman of the School's Board.

Under Her Highness's steadfast guidance and far-sighted vision, our school community thrives on a powerful ethos where the rich tapestry of Emirati heritage is woven seamlessly with the innovative spirit of the future. We are committed to nurturing well-rounded individuals who are not only academically accomplished but are also compassionate, responsible, and deeply proud of their cultural identity. In our uniquely diverse environment, where Emirati and expatriate students learn side-by-side, we live the values of tolerance, mutual respect, and global citizenship every day.

True to the path set by our leadership, we are dedicated to embedding the core pillars of National Identity—Culture, Values, and Citizenship—into the very heart of our curriculum and school life.

From celebrating our monthly values and participating in meaningful heritage projects to understanding our role as stewards of the community and environment, we ensure our students are profoundly connected to their nation and prepared to contribute with purpose to the world.

At the same time, we are relentlessly focused on the future. Our strategic integration of cutting-edge technologies, such as Virtual and Augmented Reality, alongside progressive teaching methodologies, ensures our students develop the critical thinking, creativity, and digital fluency required to thrive in a rapidly evolving world.

We believe that education is a sacred partnership between school, family, and community. I invite you to explore our website, witness the vibrant life of our school, and discover how together, under our Chairman's inspiring vision, we are empowering the next generation of pioneers and nation-builders.

Thank you for entrusting us with your child's journey.

With warm regards,

Dr. Malika Boucif School Principal

Mohammed Bin Khalid Al Nahyan Generations School-Al Ain

1. Welcome and Introduction



MBKS

Vision

Mission

and

Values

Vision



To nurture visionary leaders and lifelong learners who embody innovation, global citizenship, and sustainability, driving the UAE's aspirations while thriving in a dynamic, interconnected world.

Mission



MBK School empowers students with 21st-century skills, ethical values, and a passion for excellence through innovative, inclusive learning experiences. We foster collaboration with global partners to cultivate resilient thinkers who contribute meaningfully to the UAE's sustainable development and the global community.

Values



1. **Respect**
2. **Empathy & Compassion**
3. **Belonging & Citizenship**
4. **Honesty**
5. **Global Understanding**
6. **Innovation & Ambition**
7. **Collaboration**
8. **Tolerance**
9. **Equity & Inclusion**
10. **Gratitude**

1. Welcome and Introduction

الرؤية

تنشئة قادة ذوي رؤية ابتكارية ومتعلمين مدى الحياة،
يجسدون قيم الابتكار والمواطنة العالمية والاستدامة،
ويقودون تطلعات دولة الإمارات العربية المتحدة،
ويحققون الإزدهار في عالم ديناميكي مترابط.



الرسالة

تحرص مدرسة محمد بن خالد آل نهيان للأجيال على
تمكين الطلاب من اكتساب مهارات القرن الحادي
والعشرين، وتعزيز القيم الأخلاقية، وتنمية شغف
التميز من خلال تجارب تعلم مبتكرة وشاملة. كما تعمل
على تعزيز التعاون مع شركاء عالميين لتنمية مفكرين
مرنين يساهمون بشكل فعال في التنمية المستدامة
لدولة الإمارات والمجتمع العالمي.



القيم



1. الاحترام
2. التعاطف والرحمة
3. الانتماء والمواطنة
4. النزاهة
5. التفاهم العالمي
6. الطموح والابتكار
7. التعاون
8. التسامح
9. المساواة والشمول
10. الامتنان

MBKS

الرؤية

الرسالة

و

القيم



2. Important Contacts

School Extensions

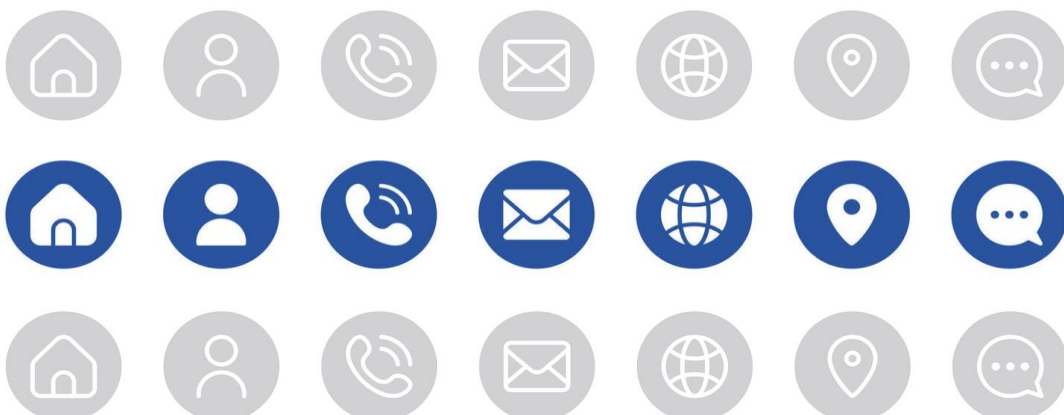
Principal Office	201
Accounting Office	202 204
Admissions/ Registration Office	203
Social Worker	208
School Nurse	210
HR Office	221
School Transportation	222

School Sections Extensions

Primary Section	211
KG Section	208

Emergency Contact

School Hotline number	0544990669
Student Affairs	0528050995



Days: 179)

- Public Holiday
- Term 1, Term 2 and Term 3 days
- Mild Term Break



4. Academic Information

4.1 Curriculum Overview:

At MBK School, students will experience a balanced academic curriculum alongside a rich extra-curricular program.

The formal curriculum is referred to as "international" and is based on the US education system, incorporating ****Common Core State Standards (CCSS)****, ****Next Generation State Standards (NGSS)****, ****Ohio Standards****, and ****Ministry of Education Standards****.

Textbooks and Resources

- MBK School uses textbooks for each subject as a resource only.
- Learning occurs through multiple resources beyond textbooks.
- All resources are comply with ****ADEK**** and ****MOE**** regulations.



4.2 Assessment and Reporting:

Assessment at MBK School is a process of evaluating student achievement to guide teaching and learning. The main purpose is to identify what students know, what they can do, and their next steps for improvement.

Types of Assessment:

Formative Assessment

Summative Assessment

Additionally, students from grade 3 and above are assessed with the MAP NWEA Assessments and ABT Assessment for benchmarking against international standards

4. Academic Information

Students' Rights and Responsibilities:

Students have the right to view their results, understand the reasons behind the awarded marks, and request reconsideration of their marks.

Issues will first be discussed with the class teacher, who may involve an administrator if needed. If disagreements persist, the student can appeal to the Vice Principal.

Any assessment misconduct is addressed by the senior invigilator and Vice Principal, with parents being notified.

Success Criteria:

For students in **Grade 1 and above**, the passing grade per subject is 50%, and the passing general average is 60%.

Honor List Criteria:

For students in **Grade 1 and above**, a general average of 97% is required to be included on the Honor List.





4. Academic Information

4.3 Homework Guidelines.

- The total homework time will not exceed 1 hour per night for all subjects.
- The Weekly Plan, including homework details for the upcoming week, is sent to parents every Friday via School Official Telegram Chanel indicating when the homework should be completed and its due date.



4.4 Special Programs:

Gifted and Talented Programs

MBK School is committed to providing equal opportunities for all students and believes that special programs should be developed for gifted and/or talented students to maximize their educational achievement.

Methods of Identification: Identifying gifted and talented students involves gathering information from multiple sources, such as:

- Observing how students approach and respond to challenges inside and outside the classroom.
- Providing challenging classroom activities to help students demonstrate their abilities.



4. Academic Information

People of Determination Programs:

The school is committed to providing equal opportunities in an inclusive environment for all enrolled students, including those with mild to moderate special educational needs (SEN). To support these students, the school develops tailored programs and support systems aimed at maximizing their academic achievement.

Admission of Students with Special Educational Needs

the enrollment process:

- both school staff and parents will share all relevant information about the student's educational needs.
- Interviews and/or placement tests help determine appropriate class placement and instructional strategies.
- Updated student official medical report is required.
- The school admits students with mild to moderate SEN.

Register of Students with SEN

The school keeps a detailed register of students with SEN, including:
Description of needs and curriculum arrangements.

Individual Education Plans (IEPs)

Each student will have an IEPs which will be shared with parents.





MBKS

5. Daily Operation

5.1 Assemblies

Assemblies are an important part of the MBKS Program, as they promote a feeling of community within the school. They also provide an opportunity for students to perform in front of an audience by participating in presentations planned by teachers and students. Students are required to attend assembly each day as important announcements occur during this time. Our assemblies, which include the National Anthem, daily prayers, recitation of the Holy Qur'an, and presentation of the Nobel Hadeeth, are an important feature of our school's life.

5.2 School Day Schedule:

- Grade 1 to Grade 9

School begins promptly at 7:30 a.m. and ends at 2:00 p.m. each day from Monday to Thursday.

- Kindergarten Section

School begins promptly at 7:30 a.m. and ends at 12:45 p.m. each day from Monday to Thursday.

- All Grades

Fri-days School begins promptly at 7:30 a.m. and ends at 11:30 a.m.



5.3 Arrival and Dismissal Procedure:

Regular school attendance and punctuality are essential for a successful school experience.

All students (G.1 –G.9) are required to attend school from 7:30 a.m. to 2:00 p.m. After arrival at school, a student will not be allowed to leave school without permission from the or Head of School.

Parents who need to pick up their child before the regular dismissal time must:

1. Contact the school Social Worker to inform her of the early dismissal.
2. Enter the school reception office where the S.W. will notify the student to come for dismissal.
3. Parents, who arrive after 1:45 pm, must wait for their child /children to be dismissed at the regular time and should wait in the reception area.



5. Daily Operation

5.4 Attendance Policy:

MBK School considers regular attendance and punctuality essential for student success and academic achievement, as well as a legal requirement. The school maintains daily attendance records for both school and individual classes and takes necessary actions to improve attendance and punctuality.

Key Expectations:

- Students must attend school every day as per the official school calendar.
- They are expected to arrive on time, attend morning assembly, and be punctual for all classes.
- School hours begin at 7:30 AM and end at 2:00.

Attendance Procedures:

- All absences and tardiness must be recorded in the school's documents and the (Esis system).
- Parents must inform the school before the start of the day if a student will be absent.
- Upon returning, students must bring a signed note from a parent/guardian explaining the reason for the absence.
- Authorized absences allow students to make up missed work and tests.
- Students are responsible for completing any missed assignments.

Handling Absences and Truancy:

- The school will follow up on any unsatisfactory or unexplained absences with parents/guardians.
- Students are considered ****truant**** if absent without parental knowledge or if absence is unauthorized.
- The school will notify parents immediately in cases of truancy and monitor the student closely.

Planned Absences and Family Vacations:

- Parents planning extended absences must inform the school at least 10 days in advance.

Disciplinary Action for Excessive Absences:

- A student may be expelled for:
- 10 consecutive days of unexcused absence, or 15 non-consecutive days of unexcused absence during the academic year.
- This action follows the issuance of (three warning letters) one every three days, and must be approved by the School Principal and ADEK, with parents informed.

Positive Reinforcement:

- Good attendance is recognized and rewarded as part of the School's Behavior Management Program.



6. Code of Conduct

6.1 Student Responsibilities and Rights:

At MBK, we aim to foster students who are *Respectful, Empathetic, Honest, Collaborative, Ambitious, and Honest* (REACH). We expect students to behave well, ensuring a happy and safe environment where everyone is respected and valued. This policy is shared with students and parents at the start of each academic year.

Incentives and Rewards

- Praise and Rewards: Positive reinforcement is used more frequently than negative consequences to build a culture of achievement.
- Rewards aim to uphold the school's core values.
- Group Rewards (Class Dojo): Points are awarded daily for good behavior, preparedness, task completion, and tidiness. These points are updated on Class Dojo.
- Certificates: Exceptional behavior earns students points on Class Dojo. Once a student reaches a set number of points, they receive a certificate at the assembly.
- School Vice Principal's & Principal's Certificates: Students demonstrating exemplary behavior will be nominated for a Principal's award, presented monthly at the assembly. A special award is given to those who meet all sections of the Code of Conduct by the end of the year.
- Attendance and Punctuality Awards: The class with the best weekly attendance receives an Attendance Trophy. Students with perfect attendance each term are rewarded with certificates and prizes.

Sanctions

- Purpose: Sanctions aim to encourage students to understand why their behavior is unacceptable and how to improve it, reinforcing the school's core values.
- Features of Sanctions:
 - The reason for the sanction must be clear, linked to school values.
 - Expectations for behavior change must be specified.
 - Focus should be on behavior, not the student as a person.
 - Restorative justice meetings may be held for student-to-student issues, allowing them to rebuild positive relationships.
 - For incidents occurring outside school, including cyberbullying, the school may refer the matter to the police.



6. Code of Conduct

• 6.2 Dress Code/Uniform Guidelines.

- MBK School implement a school uniform code requiring all students to wear the specific uniform chosen for everyday wear as well as for physical education classes.
- The Social Worker and all teachers will make daily checks to ensure all students are following the policy and wearing the appropriate MBK school uniform.
- The Social Worker/and or teacher will make the first verbal warning to a student not wearing the appropriate uniform.
- Second infraction: The Social Worker will notify the parent via a phone call.
- Third infraction: The student's parent will be called immediately to bring the appropriate uniform to school. If unable, the student will serve a one-hour detention on Thursday afternoon or the next immediately Thursday following the infraction.



• 6.3 Anti-Bullying:

MBK School fully recognizes the importance of a school environment that is safe from all forms of intimidation in order to protect students and enable them to learn. Students learn by example, and hence all members of a school community are expected to demonstrate appropriate behavior, treat others with respect and refuse to tolerate bullying.

- All members of the school community have responsibility to recognize bullying and to take action when they see it happening or when a child reports it to have happened.
- The CPO will co-ordinate the collection of information related to the incident/s and support for both victims and bullies and will ensure follow-up with them.
- Parents of all involved students will be contacted.
- The School Principal / Vice Principal / CPO will investigate and rule on the consequences for any person who engages in retaliation against another who reports an act of bullying or who falsely accuses another of bullying.

7. Health and Safety

7.1 School Health Clinic

- The school, provide a suitably qualified and licensed nurse for the provision of health services to students and staff.
- The clinic will publish and advertise a list of services, referral guidelines, patients' rights and responsibilities and health material such as infection control guidelines and the correct hand-washing method.
- Anyone who wishes to make a complaint related to the health clinic should follow the procedures outlined in the school Complaint Policy.

7.2 Healthy Food

MBK School believes that the food and beverages we consume have a major effect on health, physical well-being and ability to work and learn. Proper and adequate nutrition is linked to educational outcomes and health throughout life. Families are expected to role model healthy food within the school environment and at school events/trips. Adult education will be provided through regular newsletters and talking with individual families. Food brought to school by students will be monitored by section supervisors and any concerns relayed to MLT for follow-up. Food served at school, either through the canteen or for school functions (staff and community) will reflect the healthy food philosophy

7.3 Internet Safety

The school believes that the internet is a valuable tool in the support of administration, teaching and learning.

Code of Conduct in Relation to Internet Use

- All users of the internet will be required to sign a 'Code of Conduct in Relation to Internet Use' before they may use the school internet facilities.
- The regulations within the Code will be fully explained; to new enrolling students and their parents.
- Parents will sign on behalf of their child as part of the enrolment process.



7.5 Emergency Procedures

Emergency Evacuation

MBK School emergency planning has been designed for the safety of all school personnel. There are various emergency situations which may necessitate the safe evacuation of school buildings, Emergency planning will involve a methodical and constant assessment of real or potential risk of harm to individuals. Regular re-assessments of risk will be conducted during any emergency and the implementation of emergency plans.



8. School Policies

8.1 Communication

MBK believes that effective communication among school staff, students, and parents is essential for a successful school environment that maximizes student learning.

Means of Communication:

- Parents-School Partnership Agreement
- Letters
- Email
- A Telephone calls
- Parent Handbook & School Policies
- All school policies are available online (website)
- Students' School Reports for parents/guardians
- The school web portal is also regularly updated with assessment information for parents to access.
- Student Diary
- Parents meetings(in site or online) will take place at least once per term.
- The school website.
- Parent Council
- The school is active in communicating with parents via social networking sites (such as Facebook, Instagram, Twitter, Telegram)



8.2 School Transportation

MBK School offers user-pays transport services to its students, through school-owned buses.

- The school appoint a staff member with responsibility for all matters relating to school transportation
- All buses are up-to-date vehicle maintenance and safety checks done.
- They will carry first-aid kits and have operational air conditioning.
- They will be complaint with any applicable transportation laws of the UAE and regulations of educational authorities of Abu Dhabi.
- Bus drivers Immediate report any emergencies and accidents to the staff member responsible for school transportation
- Bus helpers will report any behavior or incidents to the person responsible for school transportation.

8.3 Fees Policy

MBK School reserves the right to implement the fees associated with student enrollment and tuition in accordance to the Department of Education and Knowledge (ADEK) and the Ministry of Education (MOE) regulations.

Conditions to be met by MBK School include:

- The school will charge all fees in a minimum of three installments, and must also ensure that:
- The school fees will be collected as per Private School Policy
- When charged, registration fees are deductible from the tuition fees..
- The registration or re-registration fees are charged only when the student is enrolled, not when applying.
- Schools may retain the registration or re-registration fees collected for each student, should the student attend any part, or days, of week 1 of the semester or fail to show up at all without the parent notifying the school in writing.
- The school is entitled to collect the first payment within the month before beginning of the school year.
- The first installment is paid in August of the academic year.
- Textbook and uniform fees paid to the school are to be refunded in the same manner as tuition fees, if they were not used.
- Transport fees should be refunded in the same manner as tuition fees.
- Schools may suspend a student for up to three days but only after sending three warning notices each being one week in duration each time to a student's parent/guardian.
- The school may withhold the students' examination reports cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues is settled.
- The School will charge any Value Added Taxes as per the UAE, ADEK and MOE rules and regulations.

8. School Policies

Approved School Fees Academic Year
2025-2026
9246-MOHAMMED BIN KHALID AL NAHYAN
GENERATIONS SCHOOL (MBK)-Al Ain

الصفوف Grades	رسوم دراسية Tuition	مواصلات Bus	كتب Book	زي مدرسي Uniform
Preschool (Ages 3-4)	12,440	3,000	734	400
KG 1	12,440	3,000	734	400
KG 2	12,440	3,000	734	400
Grade 1	15,010	3,000	929	400
Grade 2	15,010	3,000	929	400
Grade 3	15,090	3,000	929	400
Grade 4	17,770	3,000	1,029	400
Grade 5	17,770	3,000	1,029	400
Grade 6	17,770	3,000	1,029	400
Grade 7	18,590	3,000	1,029	400
Grade 8	18,590	3,000	1,029	400
Grade 9	18,510	3,000	1,029	400

Fees Installment

Grade	Tuition Total	Installment 1 - August	Installment 2 - December	Installment 3 - February	Reg. Fees	Books Fees	Uniform Fees	Bus Fees
Pre- Kg	12,440.00	4,976.00	3,732.00	3,132.00	600.00	734.00	400.00	3000
KG1	12,440.00	4,976.00	3,732.00	3,132.00	600.00	734.00	400.00	3000
KG2	12,440.00	4,976.00	3,732.00	3,132.00	600.00	734.00	400.00	3000
Grade 1	15,010.00	6,004.00	4,503.00	3,753.00	750.00	929.00	400.00	3000
Grade 2	15,010.00	6,004.00	4,503.00	3,753.00	750.00	929.00	400.00	3000
Grade 3	15,090.00	6,036.00	4,527.00	3,777.00	750.00	929.00	400.00	3000
Grade 4	17,770.00	7,108.00	5,331.00	4,431.00	900.00	1,029.00	400.00	3000
Grade 5	17,770.00	7,108.00	5,331.00	4,431.00	900.00	1,029.00	400.00	3000
Grade 6	17,770.00	7,108.00	5,331.00	4,431.00	900.00	1,029.00	400.00	3000
Grade 7	18,590.00	7,436.00	5,577.00	4,677.00	900.00	1,029.00	400.00	3000
Grade 8	18,590.00	7,436.00	5,577.00	4,677.00	900.00	1,029.00	400.00	3000
Grade 9	18,510.00	7,404.00	5,553.00	4,653.00	900.00	1,029.00	400.00	3000

This Schedule is valid for future academic years unless it is replaced by a later ADEK approved schedule

هذا الجدول صالح للأعوام الدراسية القادمة ما لم يتم استبداله بجدول لاحق معتمد من قبل دائرة التعليم والمعرفة

9. Extracurricular Activities

9.1 Activities and Athletics

The SLT / MLT will organize a range of sporting, cultural and academic activities and events for the student body which take place outside the formal curriculum as well as opportunities for student leadership.

The activities program focuses on providing students with a variety of opportunities to:

- Develop self-confidence and have positive attitudes to learning as well as enjoy school life.
- Develop moral viewpoints in tune with their own cultural backgrounds, while considering multiple perspectives
- Respect the values of the UAE as well as have an understanding of and respect for the different cultures represented in the U.A.E.
- Develop respectful attitudes towards others
- Participate in and/or lead a range of social, cultural, scientific, and sporting activities in order to develop their skills as well as make a positive contribution to their community
- Develop a practical understanding of how to live safe and healthy lives
- Develop the social and interpersonal skills as well as personal qualities such as persistence, curiosity, adaptability and flexibility that will support them in life.

After School Activities

MBKS offers a variety of activities for students. Many of these groups meet during non-instructional time that may include morning breaks, lunch break and after school. Special activities may even occur on Saturdays, during the summer break or holiday breaks.

The After-School Activities program is focused on activities for students in Grades 1 to 9. This program is designed to provide students with opportunities to explore areas of interest outside the regular school program.





MBKS

9. Extracurricular Activities

9.2 Special Events

Special events are an important aspect of MBKS student's school life. They help enhance student learning, foster a sense of cultural identity and develop knowledge of international events or issues.

Some examples of the events in which the student may participate include:

Local Cultural Events:

- UAE's National Day
- Prophet's Birthday (Al Mawlid Al Nabwi) Religious and Eid celebration
- Martyr Day Flag Day
- Isra and Mi'raj

International Events

- Teacher's Day
- Mother's Day
- Earth Day

Curriculum Related Events

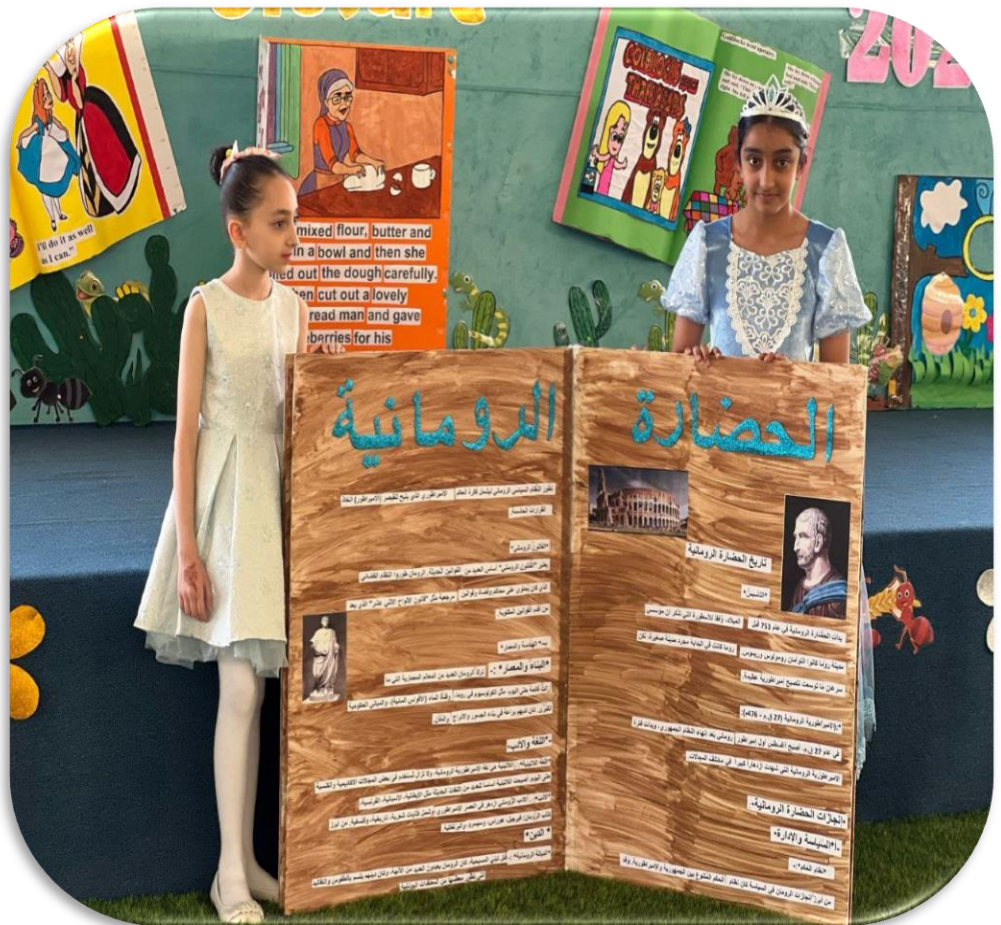
- Entrepreneurship Week
- Sports Day
- STEM Week
- Reading campaign
- Arabic Language Week
- National Heritage Day
- National Identity Projects
- Reciting Quran Competitions
- Reciting Al Hadeeth Competitions

Service Events

- Support a Charity Community
- Service events
- Preserving the Environment

Field Trips:

MBKS believes in the importance of providing opportunities for students to develop skills and deepen student understanding of the content and concepts being taught through hands on, real world experiences. By extending learning through purposeful fieldtrips that help students develop positive attitudes to learning, and build social skills through cooperative learning, we give students opportunities to experience real life applications of content they are studying.



10. Parent school contract:

Dear Parent,

Please check the attached link for the full school policies then sign the contract below:

[School Policies](#)

This contract is the sole reference for Abu Dhabi Department of Education and Knowledge (ADEK) to resolve any dispute between the school and the parents.

It supersedes all prior or subsequent agreements, and understandings between both parties including school policies which may conflict with its clauses.

Please note that failure to sign and return this contract implies full acceptance of all the above policies.

Declaration:

I/We parent/ guardian of _____

hereby certify that I/we have read the terms and conditions and all related school policies and agree to abide by them.

I/we agree to support the school in all aspects of our child's education and any sanctions that may be deemed appropriate concerning my child.

Principal Name:

Principal signature

Father Name:

Father signature

Mother Name:

Mother signature

Guardian Name:

Guardian signature



MBK School is Accredited by Advanc ED

Connect with us



https://linktr.ee/mbks2024?utm_source=linktree_profile_share