



Aspen Heights
BRITISH SCHOOL

iSP

International
Schools
Partnership



Parent Handbook 25-26

www.ahbs.ae

02 - 5642229



Dear family,

On behalf of International Schools Partnership (ISP), I would like to welcome you to Aspen Heights British School and our global community.

As part of Aspen Heights and ISP, you have joined the thousands of families around the world, who have chosen to be part of a community of schools connected by the purpose of growing the world's most curious, confident minds.

What this means for our students: We believe students should be prepared for a rapidly-changing future world, as technology disrupts the workplace and shapes the skills needed to be successful.

As such, we offer a broad education, which delivers both **strong academic success** and **fosters life competencies** such as resilience, collaboration and digital fluency. With this combination, students build their confidence and strengthen relevant skills for the future workplace.

Our **Learning.First.™** framework supports our students to be successful now and in the future. We focus on **international learning opportunities**, with a strong commitment to **multilingualism** and a spotlight on **future university and careers pathways**.

What this means for our schools and educators: At ISP, we invest in our schools, teachers and leaders to ensure they are continuously getting better. Alongside the ongoing inspections carried out by the local education authorities and global accrediting bodies, every ISP school benefits from a data-powered, school evaluation approach that assesses and enhances the quality of learning through focused reflection and action. This process ensures that our schools are always advancing their offering.

Partnering with you to shape a better future Being an ISP school, your voice matters to us. As the most important partners in your child's learning journey, your insights help us create a better experience for every student in our care. Throughout the school year, you will be invited to share your feedback through regular parent surveys. These are not just checkboxes for us, they are vital opportunities to listen, reflect, and act. Your feedback helps us continually improve the value we bring to your child's education and wellbeing.

Aspen Heights British School is proud to be part of ISP, **a global community of over 108 schools across 25 countries**. While each school is unique, we are all united by a shared purpose: to ignite student curiosity and grow their self-confidence so they can shape a better world. By sharing your experiences and suggestions, you directly support this purpose – helping us nurture confident, curious, and capable learners who thrive not only in school, but far beyond it.

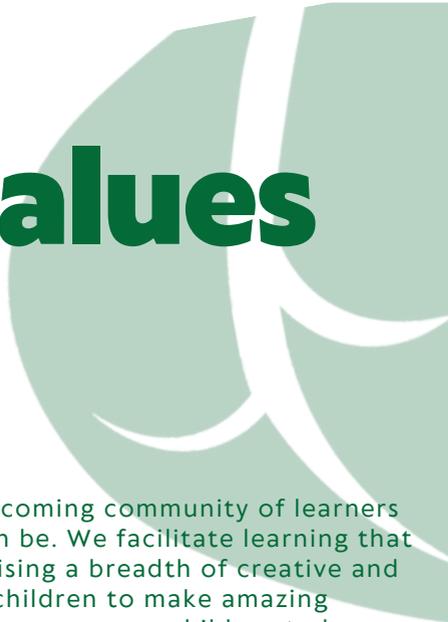
Welcome to ISP. Where confidence grows

Sincerely,

Kam Bhamra
Regional Managing Director
International Schools Partnership – Middle East

grows
confidence
Where

Schools Values and Aims



Our Philosophy

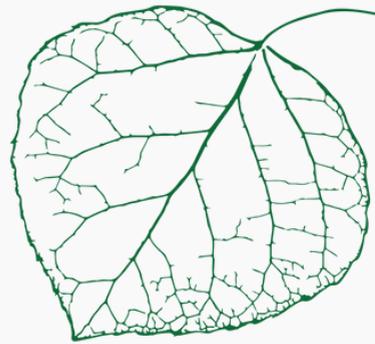
Aspen Heights British School is a busy and welcoming community of learners who persistently strive to be the best they can be. We facilitate learning that is relevant, effective, meaningful and fun, utilising a breadth of creative and innovative teaching approaches, enabling all children to make amazing progress. Through our actions and teaching we encourage children to be courteous to all, to consider the feelings of others, to be respectful to our environment, and feel empowered and confident to make a positive difference to our global community - now, and in the future.

Our Values

“To empower globally minded learners who thrive and make a difference in our world whilst fostering a love for learning through inquiry, knowledge and care for each other and our planet”. At Aspen Heights we demonstrate this through the following; Community - our respectful, approachable and collaborative ethos ensures families feel welcomed and equipped to support their children’s learning. Progress - all children will make impressive progress- socially and academically, due to our personalised provision and strong relationships with staff.

Fun, Engaging Learning - colleagues work creatively to ensure learning is memorable, interesting and effective.

Our Learning Principles



At Aspen Heights, we believe that positive relationships between adults and students are fundamental to creating an environment where everyone can thrive academically, socially, and emotionally. We establish clear and consistent expectations for behaviour and conduct, both in and out of the classroom. These expectations are communicated to all members of the school community, including students, staff, parents, and guardians. By providing a clear framework, we aim to create a safe and nurturing environment that promotes learning and personal growth. Our 3 learning principles underpin everything that we want to share, model, and champion with the children;

- **Ready to learn**
- **Respectful towards adults, peers, and spaces**
- **Safe for all**



DESIGNATED SAFEGUARDING LEADS

At Aspen Heights British School,
Safeguarding is everyone's responsibility

If you are concerned about a child's safety and wellbeing, please reach out and speak to one of our safeguarding leads immediately.



Miss Cillian Hammond



Mrs Ouassila Knani



Miss Charlotte Clark



Jack Henderson



Tilly Cobley



Saaniyah Khazi



Maitha al Kindi



CURRICULUM

EYFS

At Aspen Heights British School, we follow the Early Years Foundation Stage (EYFS) curriculum for England and Wales, which details seven key areas of learning from birth to five years old. These include:

1. Communication and Language
2. Personal, Social and Emotional Development
3. Physical Development
4. Understanding the World
5. Expressive Arts and Design
6. Mathematics
7. Literacy

Additionally, our children also have Arabic lessons four times a week, twice weekly Physical Education (PE) lessons with a specialist teacher and biweekly swimming. At Aspen Heights Early Years, we value play based learning and adopt the EYFS pedagogy that recognises children learn best through play-based experiences. Our environments are carefully designed to facilitate and extend learning, with a range of areas and resources readily available to our children throughout the day, both indoor and outdoor. Staff work collaboratively with children to provide both adult-focused and child-initiated learning experiences ensuring they make consistent progress.



Primary

Core Subjects

English (including Phonics, Spelling and Reading)

Maths

Science

Arabic

Islamic

Moral Education (Year 2 upwards)

UAE Social Studies (Year 2 upwards)



Foundation subjects

PE and Swimming

PSHE

Humanities (History and Geography)

Computing

Creative Curriculum (Music AND Art)

Modern Foreign Language (Year 3 upwards)



Secondary

Core Subjects

- English
- Maths
- Arabic
- Islamic Studies
- Science
- UAE Social Studies

Foundation subjects

- History
- Geography
- French
- Spanish
- Computing
- Music
- Art
- Design & Technology
- Economics (Year 10 upwards)
- Psychology (Year 10 upwards)
- PE
- Swimming



[Download GCSE Options Brochure](#)

IGCSE Options

At Aspen Heights British School we pride ourselves in delivering the British Curriculum to a high standard. We want our students to discover and develop their abilities and talents in the broadest sense. Key stage 4 covers Years 10 and 11 (ages 14 – 16) and is the next big step in your child's school career. We follow the International General Certificate in Secondary Education (IGCSE). These courses are designed to last two academic years and are externally assessed in the U.K. IGCSE results are used to support university applications both in the UAE and internationally. They provide a solid foundation for further study in Key Stage 5 (Year 12 and 13). A large part of our wellbeing programme in Year 9 revolves around supporting children to make the right decisions for their IGCSE options.

IB Diploma Programme



At Aspen Heights British School our goal is to empower globally minded learners who would thrive and make a difference in our world whilst fostering a love for learning through inquiry, knowledge and care for each other and our planet. Our IBDP allows our students to achieve this.

IB students graduating with the IB diploma are able to study at universities all around the world, often with advanced credit. Students report that their involvement with the IB has given them the tools needed to succeed at college. In particular, students comment on their sense of preparedness, self-confidence, research skills and their ability to manage their time. Even more important, they have developed a sense of the world around them and their responsibility to it.



[Download IBDP Handbook](#) →

MoE Curriculum

Aspen Heights British School strives to provide a comprehensive, appropriate, integrated and balanced curriculum led down by the Ministry of Education.

Arabic language: We believe that learning languages is crucial for cognitive development, and with Arabic, the maintenance of cultural identity. We teach Arabic for both native and non-native speakers from Nursery up. The Arabic curriculum framework at Aspen Heights British School is centred on the Ministry of Education curriculum, and incorporates concept- and enquiry-based methodologies aligned with ENC classroom practice. Our Arabic colleagues work hand-in-hand with English class teachers to ensure a consistent experience for children, and equally amazing progress.



Islamic Studies: It aims to consolidate national identity for students and strengthen the bonds of love and cooperation among them. We prepare for active participation in building society and keeping pace with global changes. We need to build students with a conscious awareness of other cultures, and Islamic education includes everything related to student's life, quality, and values.

Social Studies: It is an understanding of the social and political organization and economics chapter on their optimal understanding of historical events, trends, personalities, and movements at all levels, in addition to the recognized local, national, and international geography.

Assessments

Internal External Reporting

At Aspen Heights, we use assessment to help our students understand what to do next and the steps they can take to be successful. We use internal assessment to track progress against weekly curriculum objectives to help our students and their teachers know where they are and what they need to do next to achieve. Our students have external assessments at the end of each academic year. All of our students take GL assessments in the summer term and are prepared for these through the curriculum that is taught in their year group. We report to families each Term, in Term 1&2 reporting happens through family conferencing, where targets and next steps are discussed. In Term 3, the end of year report is sent to families and families have the opportunity to come into school and discuss their child's report with the class teacher.



Families

Family Conferencing

At Aspen Heights, we value strong partnerships with our families and believe in open communication to support every student's success. Each term, we hold family conferencing where parents can meet with teachers to discuss their child's progress, achievements, and areas for growth. For our examination year groups, Year 11 and Year 13, we offer tailored, bespoke sessions focused on helping students navigate their IGCSE and IB DP preparations. These sessions provide detailed feedback and guidance, ensuring that students are fully supported in achieving their academic goals during these critical years.

School Communication - Newsletter, Family Dates, Weekly emails

We communicate regularly with all of our families. Each week all families will receive a portal communication with our family dates (calendar of weekly events) at the start of the week and our celebratory newsletter at the end of the week. In addition we also send out more personalised communication via our teachers either via Class Dojo, iSams parent app or email so that you have all the latest information. You will receive information about all of our community events and family workshops.



Extra Curricular Activities

Aspen Heights British School views extra-curricular activities as an integral part of the education of our students. We offer a wide variety of activities that aim to introduce the child to potential hobbies, develop particular sports, provide language learning and further inspire an interest in areas that perhaps they particularly enjoy in school. To ensure that all students have the opportunity to engage in extra-curricular activities, we provide both unpaid and paid activities. For example, our talented Aspen staff offer a range of exciting activities such as 'Drama Club, Yoga Club, Archery Club, Athletics Club, Observational Drawing Club' and many more! For those students who have a particular interest in a sport, skill or subject, a range of paid extra-curricular activities are offered, such as 'Karate, Ballet and Spanish'. A wide range of extra-curricular activities offered to students, provides them with a broad, well-rounded education, promoting a choice in their learning, whilst reinforcing and channelling their learning in school.

Trips and Visits

At Aspen Heights, we are committed to providing engaging, hands-on learning experiences for your child. As part of our approach, we offer students the opportunity to enrich their learning through various trips and activities that extend beyond the classroom. These excursions are designed to complement and enhance the topics being studied, allowing students to apply their knowledge in real-world settings. After these trips, the learning continues back in class through follow-up activities that solidify and expand on what they've experienced.



Support at Home

Homework & Expectations

Homework is seen by everybody at Aspen Heights British School as making an important contribution to a student's academic progress, helping to enhance basic skills, to acquire further knowledge and to help develop the habit of independent learning.

We believe that homework is most effective in supporting learning when: Tasks are carefully planned and structured to support progression in learning. There is a regular programme so that everyone involved, be it student, teacher or parent, is clear about what to expect each week. Parents are viewed as partners in their children's learning. There are high expectations of students to complete their homework. Students receive prompt feedback on their work.

Homework should be enjoyable for the student and should stimulate imagination and creativity, as well as reinforcing what is taught in the classroom. Students will experience a range of homework activities guided by the Subject Leader which may include, for example, personal investigations, research projects, preparation for presentations or specific learning tasks.

Primary Homework Information

Our homework learning is linked to the activities that children have learned during the week. In primary each class teacher sends out a homework overview which includes Arabic, English, Maths, Spelling and Topic Activities. The overview is then shared via Class Dojo on a Monday and the children then complete their learning in their homework book.

Homework Process:

Homework is shared on Class Dojo to parents on a Monday and children hand their homework in on the following Monday. Teachers will respond to the children's homework that has been submitted following the marking policy. Children will then receive their homework book on a Tuesday.

In addition to the homework overview, every child has an English and Arabic reading book which is sent home on a weekly basis. We expect the children to read at home weekly and ask parents to share comments as per the communication channels.

Secondary Homework Information

We feel that homework also provides the best opportunity for parents to become active partners in supporting the learning process. Each student is provided with a Chromebook for use inside school which enables students to be highly organised and embrace technology as part of their daily learning experience. On Google calendar students will note the set task and date for submission.

We strongly discourage the use of tutors to complete homework on behalf of the students. Parents can expect that work not completed in class may be sent home for completion and that this will be in addition to the homework allocation.

At the beginning of the academic year each student is given a copy of the homework timetable. The students are given homework in up to three subjects on weekday evenings. Reading time is set in addition to homework allocation. The time allocation is as follows:

- Year 7: 30 minutes per subject + 20 minutes reading time
- Year 8: 40 minutes per subject + 20 minutes reading time
- Year 9: 50 minutes per subject + 20 minutes reading time
- Year 10: 60 minutes per subject + 20 minutes reading time
- Year 11: 60 minutes per subject + 40 minutes reading time

During this time students are expected to complete their work to the best of their ability, regardless of the time spent.

Homework in Year 7, 8, 9, 10 and 11 is essential to success in secondary subjects. Pupils have a homework timetable and plenty of time is given to complete their homework, they can access all of their work on Google Classroom. Pupils who do not submit homework will discuss this with their subject teacher using the 'Restorative 5" approach, and after two consecutive failed submissions subject teachers will contact parents.

Homework will not be set in Music or PE (unless taken at IGCSE)

Maximum of three subjects per day - at least two days is given for homework to be submitted.

Reading

Daily reading at home is essential for your child's success. Studies show a strong correlation between regular reading and higher academic achievement. It builds English skills, enhances vocabulary, and improves comprehension, all of which contribute to better performance in school. By making reading a daily habit, you're setting your child up for long-term academic success and a lifelong love of learning.



Tutoring

We would encourage families to seek the support of tutors or tutoring companies only after discussion with the class teacher or form advisor. We would recommend KipMcGrath <https://uae.kipmcgrath.com/al-rahama> for Primary and Key Stage 3 (Year 7, 8 & 9) students and <https://tavistocktutors.com/> based online in the UK for Key Stage 4 (Year 10 & 11) students



SCHOOL INFORMATION

ADEK School Calendar - British - ASPEN HEIGHTS BRITISH SCHOOL (9289) - 2025-2026 - (Teaching Days: 182)

	M	T	W	T	F	S	S	Week
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	W1 Academic Year for Students Starts
	1	2	3	4	5	6	7	W2 Prophet Muhammad's Birthday
	8	9	10	11	12	13	14	W3
	15	16	17	18	19	20	21	W4
	22	23	24	25	26	27	28	W5
	29	30	1	2	3	4	5	W6
	6	7	8	9	10	11	12	W7
	13	14	15	16	17	18	19	W8 Mid Term Break 1 for Students
	20	21	22	23	24	25	26	W9
	27	28	29	30	31	1	2	W10
	3	4	5	6	7	8	9	W11
	10	11	12	13	14	15	16	W12
	17	18	19	20	21	22	23	W13
	24	25	26	27	28	29	30	W14
	1	2	3	4	5	6	7	W15 Eid Al Eithad
	8	9	10	11	12	13	14	W16 Term 1 for Students Ends
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	

New Year
Winter Break for Students - 15-Dec To 02-Jan

- Public Holiday
- Term 1, Term 2 and Term 3 days
- Mid term break 1 and Mid term break 2

	M	T	W	T	F	S	S	Week
	5	6	7	8	9	10	11	W17 Term 2 for Students Starts
	12	13	14	15	16	17	18	W18
	19	20	21	22	23	24	25	W19
	26	27	28	29	30	31	1	W20
	2	3	4	5	6	7	8	W21
	9	10	11	12	13	14	15	W22
	16	17	18	19	20	21	22	W23 Mid Term Break 2 for Students
	23	24	25	26	27	28	1	W24
	2	3	4	5	6	7	8	W25
	9	10	11	12	13	14	15	W26
	16	17	18	19	20	21	22	W27 Eid al-Fitr, Term 2 for Students Ends
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	W28 Spring Break for Students - 23-Mar
	13	14	15	16	17	18	19	W29 Term 3 for Students Starts
	20	21	22	23	24	25	26	W30
	27	28	29	30	1	2	3	W31
	4	5	6	7	8	9	10	W32
	11	12	13	14	15	16	17	W33
	18	19	20	21	22	23	24	W34
	25	26	27	28	29	30	31	W35 Day of Arafat, Eid al-Adha
	1	2	3	4	5	6	7	W36
	8	9	10	11	12	13	14	W37
	15	16	17	18	19	20	21	W38 Islamic New Year
	22	23	24	25	26	27	28	W39
	29	30	1	2	3	4	5	W40 Academic Year for Students Ends
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31	1	2	3	4	5	6	

Notes*
• Public holiday dates are tentative and are subject to official announcements.

School Schedule Pick Up / Drop Off

EYFS

Mon - Thu	7:30am - 8am	8am - 8:45am	8:45am - 9:30am	9:30am - 10:15am	10:15am - 11am	11am - 11:45am	11:45am - 12:30pm	12:30pm - 1:15pm	1:15pm - 2pm	2pm - 2:15pm
45 Min Lessons	Registration	L1	L2	Break	L3	L4	Lunch	L5	L6	Home Time

Fri	7:30am - 8am	8am - 8:45am	8:45am - 9:30am	9:30am - 10:15am	10:15am - 11am	11am - 11:45am	11:45am - 12pm
45 Min Lessons	Registration	L1	L2	Break	L3	L4	Home Time

Primary

Mon - Thu	7:30am - 7:45am	7:45am - 8:40am	8:40am - 9:35am	9:35am - 9:50am	9:50am - 10:45am	10:45am - 11:40am	11:40am - 12:35pm	12:35pm - 1:30pm	1:30pm - 2:25pm	2:25pm - 2:40pm
55 Min Lessons	Registration	L1	L2	Break	L3	L4	Lunch	L5	L6	Home
Fri	7:30am - 7:45am	7:45am - 8:40am	8:40am - 9:35am	9:35am - 9:50am	9:50am - 10:45am	10:45am - 11:40am	11:40am - 12pm			
55 Min Lessons	Registration	L1	L2	Break	L3	L4	Story			

School Schedule Pick Up / Drop Off

Secondary

Mon - Thu	7:30am - 7:45am	7:30am - 8:20am	8:20am - 9:15am	9:15am - 10:10am	10:10am m - 10:30a m	10:30a m - 11:25am	11:25am - 12:20p m	12:20p m - 1:15pm	1:15pm - 2:45p m	1:45pm - 2:40p m
55 Min Lessons	Gates Open	Form/P SHE/Mo ral Ed	L1	L2	Break	L3	L4	L5	Lunch	L6

Fri	7:30a m - 7:45a m	7:30am - 8:00a m	8:00a m - 8:55a m	8:55a m - 9:50a m	9:50am - 10:10am	10:10am - 11:05am	11:05am - 12pm
55 Min Lessons	Gate s Open	Form/PS HE/Mor al Ed	L1	L2	Brea k	L3	L4



Playtime and Lunches

Play time & lunch times are factored into the school day to allow children the opportunity to interact with children in their own class and other classes. Children have sufficient time during the allocated slot to eat their snacks and lunch.





UNIFORM & SUPPLIES

Our Uniform

At Aspen Heights we are proud members of the community and take great pride in wearing our uniform for the following reasons;

Promotes Equality: Uniforms ensure that all children dress the same way, fostering a sense of community and pride in our school.

Fosters Discipline: By following a dress code, children learn to follow rules and regulations, which can translate to other aspects of their behaviour and academic life. It helps in instilling discipline and a sense of responsibility.

Enhances Focus on Learning: When everyone is dressed alike, there's less focus on outward appearances, allowing students to concentrate more on their studies.

Prepares for Future Dress Codes: In many workplaces, there are dress codes or uniforms. By wearing uniforms in school, children become accustomed to following dress guidelines, preparing them for future professional environments.

EYFS

Girls	Boys
School Print Dress	School Polo Shirt
	School Print Shorts/Trousers
White Socks or Tights	White Socks
School jumper or Cardigan	
Plain, black sensible leather Velcro fastening shoes	
Aspen Heights School Bag	



Our Uniform

Primary

Girls	Boys
School Shirt with Logo	School Shirt with Logo
School Print Pinafore Dress	School Print Shorts/Trousers
White Socks or Tights	White Socks
School trousers	
School jumper or Cardigan	
Plain, black sensible leather shoes	
Aspen Heights School bag	



Bags

The Aspen Heights School Bag is a mandatory part of the school uniform. From a Health and Safety perspective, **trolley bags are not to be used**. The weight of our school bags is very manageable by students, as textbooks are electronic or kept in school. We want them to develop independent skills by carrying their own bags.

Uniform Do's and Don't's



✓ DO'S

Aspen School Jumper



Black Shoes



Aspen School Bag



✗ DON'TS

Non-
Aspen School Jumper



Non-Black
Shoes



Non- Aspen School
Bag



Our Uniform

Secondary



Girls (Year 7- Year 11)

Official full-length, school skirt or trousers (navy blue)

Official school ¾ sleeved blouse (white, trimmed with green)

Official school blazer (must be worn to school everyday)

Official school jumper (worn over an Aspen blouse and optional for cooler months)

Plain, black flat leather shoes

School jumper or Cardigan

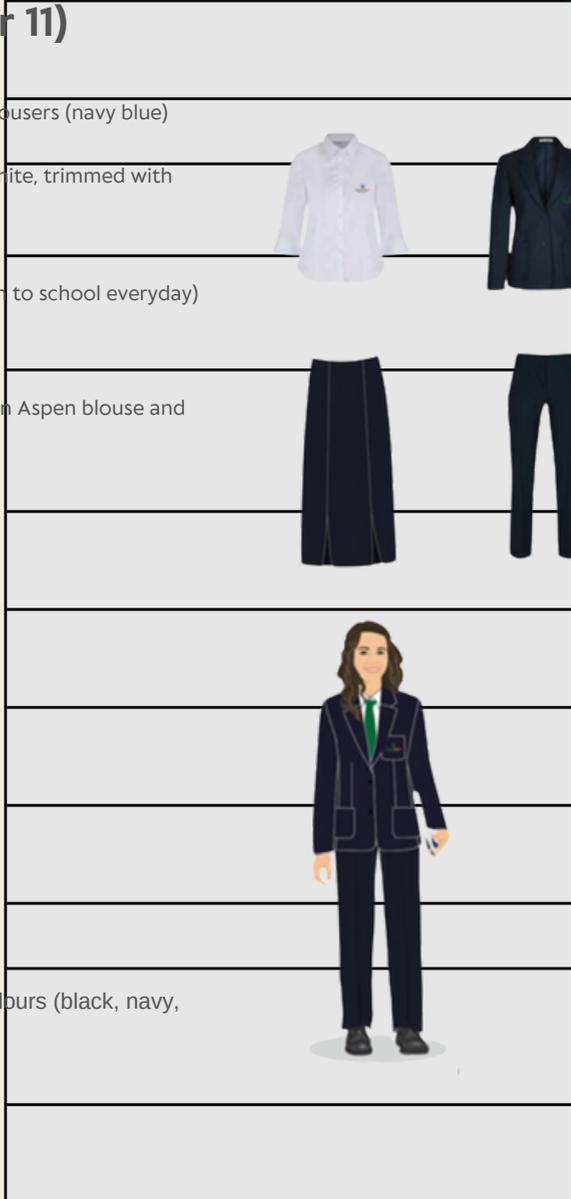
Plain, black sensible leather shoes

Aspen Heights School bag

School hat for outside sessions

Optional - shayla's with school colours (black, navy, green)

No heavy make-up or eye liner



Our Uniform

Secondary



Boys (Year 7 - Year 11)

Official full-length, school trousers

Official school shirt (white, trimmed with green)

Official school blazer (must be worn to school everyday)

Official school jumper (worn over an Aspen shirt and optional for cooler months)

Plain, black flat leather shoes

School jumper or Cardigan

Plain, black sensible leather shoes

Aspen Heights School bag

School hat for outside sessions



Year 12 and Year 13 Uniform

For our IBDP students Students at Aspen Heights British School are expected to wear smart attire. This includes Aspen Heights trousers or skirt, or dark trousers in black, grey, or navy. Tops may be a polo shirt or dress shirt in Aspen colours. For assemblies, students should wear a blazer in school colours (green, purple, orange, blue, or white) or the Aspen Heights sports jacket. Black or navy abayas are also acceptable. Smart shoes must be worn.





Equipment Required for Secondary

It is our expectation that every secondary student should have their own equipment which they take to every lesson in a pencil case. This will be checked daily by their form advisor. A list of the requirements is shown below:

- Generously sized pencil case
- Blue or black ball point pens/biros
- Whiteboard pen
- Highlighters: ideally two different colours
- Pink or purple pen for self assessment
- HB pencils (sharpened)
- Pencil sharpener
- Rubber/eraser
- 30cm ruler
- Maths set: protractor, compass,
- A small set of pencil crayons/coloured pens





FEES AND DISCOUNTS

TUITION FEES

You can find our detailed fee structure at the link here: [School Fees](#)

Our school fees should be paid annually or in three instalments as detailed below. These must be received before the first day of school. Please note that the registration fee is 5% of annual fees and due when enrolling your child.

Payment due date are as follows:

Term 1: 1st of August

Term 2: 1st of December

Term 3: 1st of March

The UAE is actively pursuing a cashless strategy, with Dubai leading the charge by aiming for 90% of financial transactions to be cashless by 2026. In order to support this cashless economy initiative, Aspen Heights British School is becoming a fully cashless school from November 1st, 2025.

From this date, all payments — including tuition fees, school trips, uniforms, canteen purchases, and extracurricular fees — must be made through digital channels. We will accept online payments, bank transfers, debit/credit cards, and approved payment apps, such as our current payment partner - Zenda. Cash payments will no longer be accepted on campus.

DISCOUNTS AND OFFERS

FS1 - YEAR 7



10%

YEAR 8 - 13

15%



10%

Discount on
Tuition Fees



15%

Discount on
Tuition Fees



20%

Discount on
Tuition Fees



10%

Discount on
Tuition Fees



10%

Discount on
Tuition Fees

*Any discounts offered are at the discretion of the school and the school reserves the right to amend or remove these discounts at any time and without prior notice.

SIBLING DISCOUNT*

5%

2nd child

10%

3rd child
onwards

*Sibling discount and corporate discounts can not be cumulated





TRANSPORTATION

Aspen School has outsourced its transport to Emirates Transport Company

School Transportation Rules:

- 1- Transport Service is available only from the designated areas.
- 2- School transport fees are fixed (AED 5,000) and must be paid termly.
- 3- Student bus routes shall not exceed 60 minutes from the first pick-up point to the final destination
- 4- All students (FS to Year 12) will use the same school buses in the morning and afternoon trips. (No separated buses for Early Years Students)

Steps of Bus Service Registration:

- 1- Parents need to fill out this form to register for school transportation service.
- 2- The status of the parents 'request will be checked by Emirates Transport Company.
- 3- Parents will receive a confirmation of availability/ unavailability of the school buses according to the location mentioned in this form.
- 4- If transportation is confirmed, the transportation fees must be paid directly to the Finance Office to ensure reserve a seat on the bus.

If you are interested in availing our school bus services, please fill out the form below.

BOOK NOW





LUNCHES AND CATERING

At Aspen Heights British School, we are proud to partner with Food Nation, the UAE's award-winning school caterer and the recipient of the *Best School Caterer award in 2023*.

Led by renowned Chef Magnus Mumby, Food Nation brings more than just meals to our school — it brings a commitment to health, sustainability, and child-friendly nutrition.

Daily Operations for 2024–2025

Nursery to Year 3: Pre-order meals via the Spare – Schools Made Smarter app.

Year 4 and above: Access to the canteen and kiosk, with payment via:

- Spare app balance (Dining Card)
- Cash, Apple Pay, Google Pay, or credit card

Dining Cards for Years 4+ will be issued during the first week of school (within 48 hours of top-up and registration). Lost cards can be replaced for AED 15.

Cashless Payments

Parents are encouraged to register their child on the Spare app for easy ordering and cashless transactions. Meals cannot be provided on credit, so please ensure regular top-ups.

Meal Options & Pricing

Main Meals:

- AED 15 (Nursery–Year 2)
- AED 17 (Year 3 and above)
- Grab & Go Range: AED 3–15
- Theme Lunches: Fun, seasonal meals throughout the year (pre-order via the app)

Online Store Convenience

Browse and pre-order snacks and meals from the Food Nation store in the Spare app. Orders must be placed before 12:00 PM for next-day service.





ATTENDANCE

At Aspen we believe that good attendance is vital to pupils' ability to learn. If days are regularly missed, then continuity of learning and progress is significantly affected as pupils find it difficult to catch up with missed learning opportunities.

This policy has been developed to align with current MoE and Adek policy.

Definitions

Attendance: is the state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.

Punctuality: Arrival on time for school/class. **Truant:** Pupils are considered to be truant if they are absent from school without their family's knowledge or consent, or if families have colluded with the pupil so that they are absent without authorisation.

Adek Compliance Regulation For Year 2 and above, we identify students with unauthorised absence rates above 5% of the total calendar days outlined by ADEK as a "cause for concern". (9 days unauthorised)

For the Nursery, FS2 and Year 1, we identify a student's overall absence rates (including authorised and unauthorised absences) above 10% of the total calendar days outlined by ADEK, as a "cause for concern" and are authorised to further escalate, in line with the ADEK Educational Risk Policy. We advise the student's parents that persistent absences may have an impact on student learning and progression. (18 days - authorised and unauthorised)

We require all students to comply with our attendance requirements as detailed above. However, we are authorised to accommodate leave requested for medical or therapy sessions.

We are mandated to identify any students with low attendance as "students at educational risk", and report to ADEK.

Aims

To encourage and expect prompt arrival at school and attendance everyday, To ensure that routines are in place for monitoring attendance and punctuality to ensure early identification of any children not meeting expected attendance, To support families in understanding the importance of attendance, and providing school support where appropriate.

Responsibilities of Different Groups

Families have a responsibility and a duty to ensure their child attends school.

The Family is responsible for:

If your child is absent, please reply to the email received from Reception (Absence Notice) by filling this form: AHBS Reason for absence

If your child is absent due to illness, please send the sick leave to reception email reception@ahbs.ae, then the attendance will be changed to authorised.

If your child was sent home by the nurse, the absence will be recorded as authorised.

For family bereavement, the absence will be recorded as authorised.

If you decide to pick your child during the school hours, the child's attendance for the afternoon session will be changed to unauthorised absence. This must be before 1.45 pm. As Friday is a short day, early pick up will result in recording your child as unauthorised absent for the whole school day.

If your child arrives after 7:45 am (after the National Anthem), they must report to the Reception area where the arrival time and the reason for the lateness must be recorded. A late pass will be provided by reception.

Children that are late twice per week regularly will receive a punctuality alert from the School. If a student is late on three times or more within an academic year, Level One Offence can be recorded on the student record as per ADEK policy.

Fog/rain days will not be marked late.

If a family is planning to travel before or after school breaks please inform the reception team. The family will receive a "Request for Leave Form" to fill, this absence will be recorded as unauthorised absence.

Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, then parents need to fill the form and choose the medical appointment option.



Re-Enrolment and Withdrawal

Re-Enrolment Process*

In accordance with ADEK requirements, we will ask families to confirm their intention to re-enrol for the next academic year by completing a re-enrolment intentions letter. This letter will be sent to all families in February.

- 1. Check Your Email:** You will receive a re-enrolment letter with a link to secure your child's place for next year. We kindly ask for a prompt response. You will have a month to let us know your plans.
- 2. Payment Link:** The letter will direct you to the **Zenda app** where you can confirm your re-enrolment decision and make the payment for re-enrolment fees at the same time.
- 3. Need to Chat?:** If you're unsure about re-enrolling, we are more than happy to chat and help guide your decision.

*This process is reviewed on an annual basis by the School Principal and the Head of Admissions. This will be updated should new policies be issued by Abu Dhabi Education and Knowledge Department (ADEK).

Withdrawal of Place Process for Your Child:

We understand that families may need to withdraw their child from Aspen Heights British School for various reasons. Our goal is to make this transition as smooth as possible for you.

- 1. Notify Us:** If you plan to withdraw your child, please inform us at least two months before your child's last day at school, or prior to the end of the school year.
- 2. Complete the Form:** We will provide a withdrawal form for you to fill out, which will officially start the process.
- 3. Final Confirmation:** Once we receive the completed form, our Admissions team will confirm the withdrawal with you.
- 4. Payment and Documents:** To ensure timely processing of transfer certificates and school reports, we kindly ask that all financial obligations are settled in full. For more details, please refer to our Fees Policy.
- 5. Last Day:** Your child will be officially withdrawn from the ADEK system on their final day. If there are outstanding payments or unreturned school property, a block will be placed on the withdrawal.

Relocating? Let Us Help You Find Your Next School

If you are relocating to another Emirates or country, iSP has 9 schools in the Middle East and over 85 schools worldwide. Our Admissions team will assist with finding a school at your new location. For any questions, please contact admissions@ahbs.ae or call 056-5384416.



Progress
Community
Fun, engaging learning