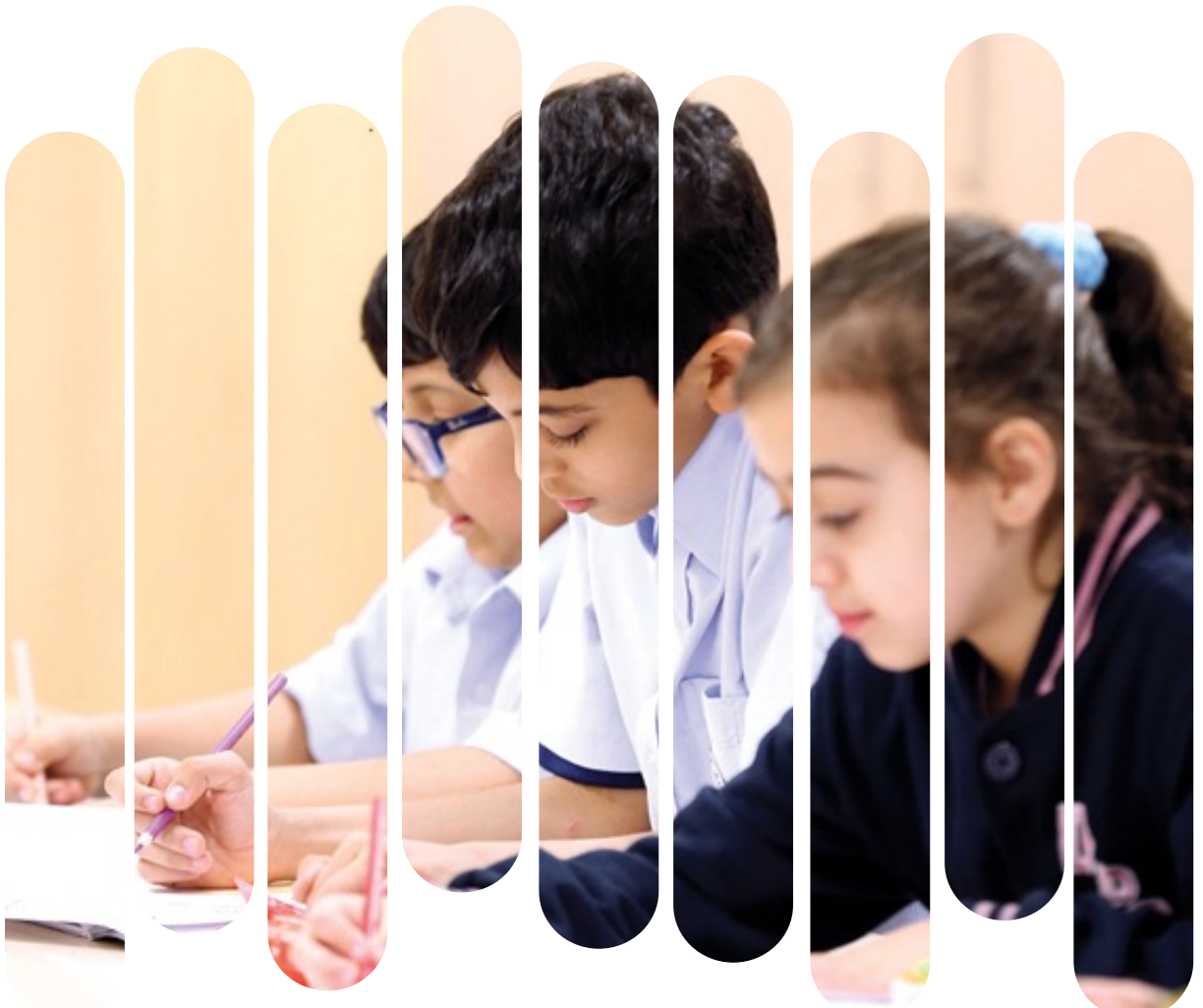




UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



School Inspection Form For Private Schools in the United Arab Emirates

School Inspection Framework for Private Schools

Domains and Elements Associated with Private Schools

First Domain: Licensing and Professional Commitment	
Sub Domain	Compliance Element
1.01 The National Identity of the UAE	1.01.01 Raising the UAE flag in line with the guidance manual for use of UAE flag.
	1.01.02 The official photos of the rulers are displayed in the school according to the policy set for arranging official photos in the Emirate.
	1.01.03 Performance of the national anthem of the UAE.
	1.01.04 Adherence to the values and culture of the UAE.
1.02 Appearance	1.02.01 The name of the school and its main information are displayed in both Arabic and English languages in a prominent place in front of the main entrance.
	1.02.02 Availability of informative and directive sign boards for all school facilities.
	1.02.03 Availability of a customer service reception at the school entrance.
	1.02.04 Adherence to school uniform.
1.03 Professional Commitment	1.03.01 The presence of duty staff members and their adherence to implementing the daily duty schedule.
	1.03.02 The Commitment of employees to general appearance as per the rules and culture of the UAE.
	1.03.03 The commitment of employees to sign the professional and ethical code of conduct for general education institutions issued by the Ministry.
	1.03.04 The Commitment of employees to the professional and ethical code of conduct for general education institutions issued by the Ministry.
1.04 Human Resources	1.04.01 Availability of employees' files with all required documents included.
	1.04.02 The existence of valid residency visas for all school employees.

First Domain: Licensing and Professional Commitment

Sub Domain	Compliance Element
1.05 Capacity	1.05.01 The school's adherence to the approved class capacity.
	1.05.02 The school's adherence to the total student capacity.
1.06 Appointment Letters	1.06.01 The school principal has an appointment letter from the Ministry/concerned educational entity.
	1.06.02 Adherence to issuing appointment letters for all employees.
	1.06.03 Employees' adherence to what is stated in the appointment letters issued by the Ministry/concerned educational entity.
1.07 Professional Licenses	1.07.01 The school principal obtains the professional license issued by the Ministry.
	1.07.02 Teachers obtain professional licenses issued by the Ministry.
1.08 Licensing Requirements	1.08.01 Availability of a valid school license issued by the Ministry/concerned educational entity.
	1.08.02 The Department of Economic Development license matches the license issued by the Ministry/concerned educational entity.
	1.08.03 The educational stages match the license issued by the Ministry/concerned educational entity.
	1.08.04 The school curriculum matches the license issued by the Ministry/concerned educational entity.
1.09 Information Management Systems	1.09.01 Updating employees' data on the electronic systems approved by the Ministry/ concerned educational entity.
	1.09.02 Updating students' data on the electronic systems approved by the Ministry/ concerned educational entity.
	1.09.03 Updating the data of students of determination on the electronic systems approved by the Ministry/concerned educational entity.

First Domain: Licensing and Professional Commitment

Sub Domain	Compliance Element
1.10 School Fees	1.10.01 Adherence to the list of school fees as approved by the Ministry/concerned educational entity.
	1.10.02 The approved list of school fees is clearly displayed in a prominent place and posted on the school's website.
	1.10.03 Not collecting any additional fees without the approval of the Ministry/ concerned educational entity.
1.11 Promotional Advertisements	1.11.01 Obtaining the approval of the Ministry / concerned educational entity for promotional advertisements.
1.12 School Calendar	1.12.01 Adherence to the academic calendar approved by the Ministry/concerned educational entity.
1.13 Administrators, Teachers and Workers	1.13.01 The availability of all the administrative staff members according to the approved school structure.
	1.13.02 Availability of teachers for all subjects and classrooms with no shortage in the teaching staff.
	1.13.03 The availability of cleaners.
	1.13.04 The availability of security guards.
1.14 Speaking Classical Arabic	1.14.01 Teachers adhere to standard Arabic in the classrooms (for subjects taught in Arabic).
1.15 Workers' Salaries	1.15.01 Employees receive regular salary payments as per the UAE's approved system.
1.16 School Hours	1.16.01 School's follow-up on the attendance of the students according to the requirements of the Ministry/concerned educational entity.
	1.16.02 School's follow-up on the attendance of employees according to the requirements of the Ministry/concerned educational entity.

Second Domain: Official School Building

Sub Domain	Compliance Element
2.01 Public Facilities	2.01.01 Adherence to the school building plan as approved by the concerned authorities (the Ministry/educational entity/municipalities).
	2.01.02 Segregation of male and female students in buildings, departments and facilities.
	2.01.03 Segregation of the different stages in buildings, departments and facilities.
	2.01.04 Adequacy of storage facilities.
	2.01.05 The availability of segregated prayer rooms for female and male students.
2.02 The Needs of People of Determination	2.02.01 Suitability of the building and the facilities to meet the needs of the People of Determination.
2.03 Maintenance of the Building and Facilities	2.03.01 The availability of school maintenance contracts.
	2.03.02 Conducting regular maintenance of the building and its facilities.
2.04 Classrooms	2.04.01 Suitability of classroom equipment.
	2.04.02 Efficiency of air conditioners in the classrooms.
2.05 Toilets	2.05.01 Adequacy of toilets.
	2.05.02 Readiness of toilets .
	2.05.03 Availability of separate toilets for male and female students.
	2.05.04 Availability of separate toilets for male and female employees.

Second Domain: Official School Building

Sub Domain	Compliance Element
2.06 Scientific Laboratories	2.06.01 Adequacy of science laboratories.
	2.06.02 Effective utilisation of science labs.
2.07 Learning Resources Centers	2.07.01 Suitability of the size of Learning Resource Centre.
	2.07.02 Readiness of the Learning Resource Centre.
	2.07.03 The Learning Resources Centre is free of anything incompatible with the UAE's policy, values and culture.
2.08 Activity Halls	2.08.01 Readiness of activity halls.
	2.08.02 Readiness of the indoor sports hall.
	2.08.03 Readiness of the outdoor playgrounds.
	2.08.04 Effective utilisation of indoor sports halls.
	2.08.05 Effective utilisation of outdoor playgrounds.
	2.08.06 Readiness of the swimming pool.
2.09 Internet	2.09.01 Internet coverage efficiency in all educational facilities.
2.10 Schoolyards	2.10.01 The schoolyards' size is compatible with what is stated in the school building plan approved by the Ministry/concerned educational entity.
	2.10.02 Suitability of shaded areas compared to the total size of the schoolyards.
2.11 Cleanliness of the Building and Facilities	2.11.01 Cleanliness of all school facilities.

Third Domain: Educational and Teaching Services

Sub Domain	Compliance Element
3.01 Publications and Lectures	<p>3.01.01</p> <p>Adherence to regulations specified by the Ministry/concerned educational entity on dealing with magazines and flyers inside the school.</p>
	<p>3.01.02</p> <p>Adherence to regulations specified by the Ministry/educational entity on conducting (lectures, seminars and training workshops).</p>
3.02 Evaluation and Examinations	<p>3.02.01</p> <p>Adherence to the examination and evaluation policies approved by the Ministry/ educational entity/school.</p>
	<p>3.02.02</p> <p>Adherence to recording the results of the continuous evaluation and exams.</p>
	<p>3.02.03</p> <p>Maintaining all exam documents securely saved.</p>
	<p>3.02.04</p> <p>Providing an approved specialised exam for people of determination according to their needs.</p>
3.03 Extracurricular Activities and School Trips	<p>3.03.01</p> <p>Adherence to obtaining the approvals required to conduct extra-curricular activities and events.</p>
	<p>3.03.02</p> <p>Adherence to the approved procedures during the extra-curricular activities and events.</p>
	<p>3.03.03</p> <p>Adherence to obtaining the approvals required for trips.</p>
	<p>3.03.04</p> <p>Adherence to approved procedures while going on trips.</p>
3.04 Academic Plan and Curriculum	<p>3.04.01</p> <p>Textbooks and curricula are approved by the Ministry/ concerned educational entity.</p>
	<p>3.04.02</p> <p>Textbooks and curricula are available for students.</p>
	<p>3.04.03</p> <p>Textbooks and teacher guides are available for teachers in soft or hard copies.</p>
	<p>3.04.04</p> <p>The existence of a curriculum study plan in accordance with the approved system in school.</p>
	<p>3.04.05</p> <p>Obtaining the Ministry's approval concerning the adoption of additional subjects and books other than the Ministry's/educational entity and ensuring that they are not affecting the curricula plans.</p>

Third Domain: Educational and Teaching Services

Sub Domain	Compliance Element
3.05 Child Protection	3.05.01 Availability of a written and implemented child protection policy at school.
	3.05.02 Availability of free drinking water for students and employees.
	3.05.03 Availability of seats in all school facilities.
	3.05.04 Sufficiency of buses compared to numbers of students.
	3.05.05 Designating a male Physical Education (PE) teacher for male students and a female PE teacher for female students of all ages.
	3.05.06 Designating a male swimming teacher for male students and a female swimming teacher for female students of all ages.
	3.05.07 Designating female bus supervisors in the KG and Cycle 1 (female /or mixed-gender Cycle 2 and high schools).
	3.05.08 Designating male bus supervisors in Cycle 2 and high school boys schools.
	3.05.09 Designating female cleaners (KG, Cycle 1 and girls' sections).
	3.05.10 Designating male cleaners in Cycle 2 and high school boys schools.
	3.05.11 Adherence to not allowing students to change their clothes in open areas or front of each other.
	3.05.12 Physical/psychological punishment is prohibited at all levels in the school.
	3.05.13 Adherence to not mixing females and males in swimming and physical education lessons (PE).
3.06 Narcotics and Psychotropic Substances	3.06.01 Dissemination of the preventive guide to the danger of narcotic substances in the school environment.
	3.06.02 Providing training for the administrative and teaching staff on early intervention mechanisms to protect students from drugs.

Third Domain: Educational and Teaching Services

Sub Domain	Compliance Element	
	3.06.03 The school implements programs to raise awareness among students and their parents to prevent the danger of drugs according to each cycle.	
	3.06.04 Activating the role of the school principal in preventing drug abuse	
	3.06.05 Activating the role of the academic advisor/social worker in preventing drug abuse	
	3.06.06 The school should be free of narcotics, stimulants, psychotropic substances, and cigarettes	
	3.06.07 The school provides students with mechanisms to communicate with centers providing drug treatment and rehabilitation services in the UAE	
	3.06.08 The school applies clear, approved procedures towards students dealing with narcotic substances	
	3.07 Special Education	3.07.01 Availability of a special education teacher with a specific schedule.
		3.07.02 Formation of a school support team for students of determination.
3.07.03 Availability of evaluation or reports issued by support centers for students of determination.		
3.07.04 Availability of approved individual plans for students of determination.		
3.07.05 Availability of a policy for the integration of students of determination that is compatible with the requirements of the Ministry/educational entity.		
3.07.06 Availability of suitable equipment according to the needs of students of determination.		
3.08 Psychological Care	3.08.01 The availability of a psychologist.	
	3.08.02 Documenting the care provided to psychological cases.	

Third Domain: Educational and Teaching Services

Sub Domain	Compliance Element
3.09 Students' Behavior Management	3.09.01 Implementation of awareness programs on behaviour regulations for parents.
	3.09.02 Implementation of awareness programs on behaviour management regulation for students.
	3.09.03 Adherence to the regulations specified by the Ministry/the educational entity on managing student behaviour.
	3.09.04 Utilisation of the School Behaviour Management Committee and documenting its work.
3.10 Commitment to Teaching Compulsory Subjects	3.10.01 Adherence to assigning teachers to teach their subjects of specialty to non-Arabic speaking students.
	3.10.02 Adherence to teaching Arabic language curriculum to Arabic speaking students.
	3.10.03 Adherence to teaching Arabic language to non-Arabic speaking students.
	3.10.04 Adherence to teaching Islamic Education to Arabic speaking students.
	3.10.05 Adherence to teaching Islamic Education to non-Arabic speaking students.
	3.10.06 Adherence to teaching Social Studies to Arabic speaking students.
	3.10.07 Adherence to teaching Social studies to non-Arabic speaking students.
	3.10.08 Adherence to teaching the specified number of classes of Arabic Language to Arabic speaking students.

Third Domain: Educational and Teaching Services

Sub Domain	Compliance Element
	<p>3.10.09 Adherence to teaching the specified number of classes of Arabic Language to non-Arabic speaking students.</p>
	<p>3.10.10 Adherence to teaching the specified number of classes of Islamic Education to Arabic-speaking Muslim students.</p>
	<p>3.10.11 Adherence to teaching the specified number of Islamic Education classes to non-Arabic speaking Muslim students.</p>
	<p>3.10.12 Adherence to teaching the specified number of classes of Social Studies to Arabic speaking students.</p>
	<p>3.10.13 Adherence to teaching the specified number of classes of Social Studies to non-Arabic speaking students.</p>
	<p>3.10.14 Adherence to teaching the specified number of classes of Moral Education to non-Arabic speaking students.</p>
	<p>3.10.15 Adherence to teaching the specified number of classes of Moral Education to Arabic speaking students.</p>
	<p>3.10.16 Adherence to teaching Moral Education to non-Arabic speaking students.</p>
	<p>3.10.17 Adherence to teaching Moral Education to Arabic speaking students.</p>
<p style="text-align: center;">3.11 Professional Development</p>	<p>3.11.01 Implementation of professional development programs for employees.</p>

Forth Domain: Community Partnership

Sub Domain	Compliance Element
4.01 Community Events	4.01.01 Participation in national events.
	4.01.02 Participation in religious, cultural and social.
4.02 Parents Council	4.02.01 Formation of Parents' Council.
	4.02.02 Effective utilisation of the role played by the Parents' Council.
	4.02.03 Availability of detailed database of parents at the school.
	4.02.04 Efficiency of communicating with parents.

Fifth Domain: Environment, Health and Safety

Sub Domain	Compliance Element
5.01 Building Safety	5.01.01 Walls, ceilings and floors are free from defects.
	5.01.02 All corridors and stairs are safe, passable and smooth.
	5.01.03 Availability of indoor and outdoor surveillance cameras in a way that considers students' privacy.
5.02 Fire Prevention	5.02.01 School implementation of periodic fire training and evacuation procedures, according to requirements and procedures of the competent authorities in the country.
	5.02.02 Availability of a valid certificate of fire protection issued by the Civil Defence and ensuring the presence of a clear map for evacuation and assembly points.
	5.02.03 All emergency doors open to the outside and equipped with a push bar.
	5.02.04 Availability of safety, emergency and fire prevention equipment in the school.
	5.02.05 Availability of early warning and fire extinguishing systems in the school.
	5.02.06 The building is free of gas cylinders.
5.03 Health and Safety Requirement s	5.03.01 The school implements comprehensive policies and procedures to ensure the health and safety of students at all times.
	5.03.02 Availability of first aid kits in sufficient numbers in the school building and on school buses.
	5.03.03 Ensuring the safety of electrical connections in the school and isolating them well, out of the reach of students.
	5.03.04 Offices should be free of any unauthorised electrical devices.
	5.03.05 The school's commitment to storing cleaning tools in enclosed, safe places away from students' reach.
	5.03.06 Entry of visitors shall be authenticated by approved attendance and identification systems.
5.04 School Buses	5.04.01 The school's commitment to the conditions and requirements related to school transportation in accordance with the legislation in force of this regard.
	5.04.02 Bus drivers and supervisors maintain permits required to practice the profession according to the requirements of each Emirate.
	5.04.03 The school follows clear procedures for daily monitoring of students using school buses.
5.05 Science Laboratories	5.05.01 Storing and preparing chemicals used in laboratories in a safe and isolated place, with warning signs prohibiting entry of unauthorised persons.
	5.05.02 Storing flammable chemicals in a fireproof cabinet.
	5.05.03 The availability of a guiding board showing safety procedures and rules within the laboratories.
	5.05.04 The use of the necessary personal protective equipment while working in the laboratories.
	5.05.05 Disposal of chemical waste and expired chemicals through approved companies.

Fifth Domain: Environment, Health and Safety

Sub Domain	Compliance Element
5.06 Clinics	5.06.01 The clinic is licensed from the competent authorities in the UAE.
	5.06.02 The clinic is equipped according to the standards and requirements of the competent authorities in the UAE.
	5.06.03 Designating a licensed and a specialised nurse during the daily working hours in addition to the presence of someone to act on their behalf in the event of their absence.
	5.06.04 The availability of a medical file for all students as well as special records for critical and exceptional medical cases.
	5.06.05 Recording and documenting all accidents in a special register.
	5.06.06 The availability of a waste bin, a medical waste bin, a waste bin for injections and sharp tools with a label clearly indicating the content of each of them.
	5.06.07 The availability of necessary personal protective equipment with a record of them.
5.07 Canteen	5.07.01 The items sold at the canteen are approved by the competent authorities.
	5.07.02 The canteen is equipped with facilities for displaying food and maintaining the temperature required.
	5.07.03 Food sold in the canteen contains all required production data.
	5.07.04 Organizing sales outlets in the school canteen to avoid overcrowding.
	5.07.05 Transporting and receiving food in accordance with the approved health requirements.
	5.07.06 Maintaining a daily sample of food sold in the canteen.
	5.07.07 The canteen meets the operating requirements and conditions issued by the competent authorities.
	5.07.08 Canteen cleanliness.
	5.07.09 All employees are licensed and trained on food safety in accordance with approved regulations.
	5.07.10 Availability of approved price list of sold items in the canteen and displaying it in a notable place for students.
	5.07.11 Safe and secure food storage in the canteen.
	5.07.12 All canteen workers are committed to personal hygiene and using appropriate personal protective equipment while working.

