



دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

Calendar and Public Holidays Policy

Ras Al Khaimah Department of Knowledge



1. Introduction

This policy aims to promote consistent educational experiences across the Emirate. All private schools in Ras Al Khaimah must follow a standardised structure for the academic year. Schools must create calendars conforming with RAK Department of Knowledge (RAK DOK) policies to guarantee consistent observance of public holidays, thereby strengthening UAE national identity and community unity. This policy describes the basic guidelines for schools on public holiday observance and academic calendar submission and approval.

▪ Purpose

- Ensure that schools set their academic calendars in compliance with DOK requirements.
- Establish a unified schedule for public holidays across all private schools in Ras Al Khaimah.

▪ Scope of Application

- This policy applies to **all private schools** operating within the jurisdiction of the Emirate of Ras Al Khaimah. It encompasses guidelines for academic calendar structure, submission, and public holiday observance in line with UAE national standards.

1. Definitions

Calendar	A structured schedule outlining the total number of instructional days within an academic year, including school start and end dates for students and staff, public holidays, school breaks, extra-curricular activities and any other dates mandated by the Department of Knowledge (DOK).
Public Holiday	Non-operational days are designated religious, national, or other UAE-recognized celebrations, as stipulated by federal authorities, and are observed across all schools.

School Break	A designated period within the academic calendar during which schools are closed for classes, with no compulsory activities (e.g., instruction). School breaks typically include summer, spring, and winter holidays.
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2. Policy Statement

2.1. Calendar Requirements

- Schools must prepare and submit their academic calendar to the Department of Knowledge (DOK) for review and approval.
- All private schools must comply with the latest UAE Cabinet decree regarding the minimum number of learning days, term dates, and school break dates.
- Examination dates, including internal and external (e.g., National Board) exams, must be clearly marked in the calendar.
- The actual school days for private school students must not be less than those in public schools. School closure or any interruption to classes may not occur without prior written approval from the Ras Al Khaimah Department of Knowledge (RAK DOK)
- Private schools that follow the Ministry of Education curriculum must adhere to the approved calendar for government schools.
- Private schools that follow the Ministry of Education curriculum must adhere to the examination calendar applied by the Ministry of Education in government schools.

2.2. Calendar Submission and Communication

- **Timeline for Submission:** Schools must submit the proposed calendar according to the timetable provided by RAK DOK. Late submissions may not be considered.

- **Approval Process:** Once approved by DOK, private schools are responsible for sharing the calendar with their staff, students, and parents to ensure clarity and alignment with the academic year. This is an important communication process.

2.3. Public Holidays

- Schools must observe public holidays specified by the UAE Cabinet, recognising that these dates may be tentative and subject to official announcements. Schools will be promptly notified of any adjustments.
- If an international or external examination conflicts with a public holiday, schools may request DOK's prior approval to hold sessions on that holiday.

3. School Responsibilities

4. **Calendar Adherence:** School administrators are responsible for submitting the academic calendar on time and ensuring full adherence to the approved calendar. All school-related activities and scheduling should comply with RAK DOK's calendar guidelines.
5. **Holiday Observance:** School leadership must ensure that all specified public holidays are observed, adjusting internal schedules as necessary.
6. **Communication with Stakeholders:** Schools must provide accurate and timely communication regarding the approved calendar to all stakeholders, including staff, students, and parents, ensuring that all parties know important dates and breaks.

7. Compliance

- 7.1. **Effective Date:** This policy shall take effect from the start of the Academic Year 2025/26. Full compliance by all private schools is expected by the beginning of the Academic Year 2025/26.
- 7.2. **Enforcement and Penalties:** Non-compliance with the approved academic calendar or failure to observe designated public holidays may result in accountability measures as per DOK regulations, including possible fines or corrective actions. Schools are required to adhere to all DOK-approved guidelines, and any

violations may strictly lead to intervention by DOK following UAE federal standards.

- 7.3. **Compliance Audits:** DOK reserves the right to conduct periodic audits to ensure that schools comply with this policy. The school administration must promptly resolve any discrepancies during these audits to avoid further action.

8. Feedback and Improvement

- 8.1. **Annual Review:** DOK will conduct a yearly review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.
- 8.2. **Feedback Mechanisms:** School administrators are encouraged to submit feedback on the *Public Holidays Policy* to DOK, allowing for continuous improvement based on the practical experiences of schools.

9. Contact Information

For any questions related to this policy, please contact: info@dok.rak.ae

10. Recommendation / Conclusion

By adhering to the *RAK DOK Calendar and Public Holidays Policy*, schools are committed to maintaining a structured educational environment that respects the UAE's national and cultural observances. Consistent compliance with this policy enhances the learning experience for students and aligns with the strategic goals of Ras Al Khaimah's educational framework.

11. Revision History

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Note:

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