



دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

Ras Al Khaimah Department of Knowledge

Schools Policies Checklist

For Private Schools in Ras Al Khaimah

2025



1. Introduction

In the ever-evolving landscape of education, establishing and implementing robust internal policies play a pivotal role in shaping schools' culture, operations, and success. These policies serve as guiding principles that outline expectations, procedures, and standards of conduct for all stakeholders within the educational community. From ensuring student safety to fostering a conducive learning environment and promoting organisational efficiency, well-crafted internal policies are indispensable assets for schools seeking to navigate challenges and achieve their mission effectively.

Recognising the significance of internal policies in education, we at RAK DOK propose a suggested checklist of policies tailored to schools' diverse needs and priorities. This suggested policy checklist is a valuable resource for schools aiming to refine their governance structures, enhance transparency, and cultivate a culture of accountability and excellence.

Our suggested policies checklist is designed to be adaptable and customizable, allowing schools to tailor the policies to their unique contexts, priorities, and challenges. Whether a school seeks to establish foundational policies or refine existing ones, our list provides a framework for informed decision-making and strategic planning.

By leveraging this suggested policy checklist, schools can benefit from a structured approach to policy development and implementation, fostering a culture of continuous improvement and adherence to best practices. Additionally, adopting standardised policies promotes consistency, transparency, and accountability across all school operations, ultimately contributing to attaining organisational goals and fulfilling the school's mission.

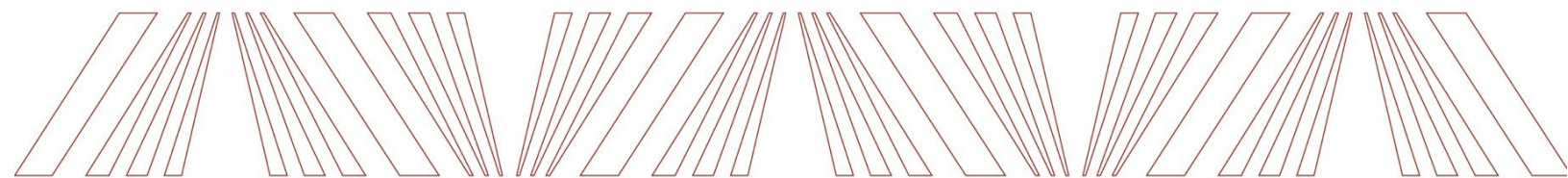
In summary, the extensive policies checklist presented within this document is a valuable tool for schools seeking to strengthen their internal governance structures, promote accountability, and ensure the well-being and success of all educational community members. Embracing a proactive approach to policy development and implementation is essential for schools to thrive in an increasingly complex and dynamic educational landscape.

We know many schools will already have an extensive list of policies, while others may review this list and decide some policies are needed based on their school context. From our own experiences working with schools, we know that many school leaders will search other school's policies online and adapt based on their context and priorities.

2. General Guidelines

Here are some general guidelines for schools to consider when writing their policies:

- **Adherence to Legal Requirements:** Ensure that all policies comply with the laws and regulations set forth by UAE, RAK Laws, and other relevant authorities.
- **Alignment with Existing Ministry of Education Policies:** Cross-reference and align school policies with the guidelines and directives provided by the Ministry of Education.



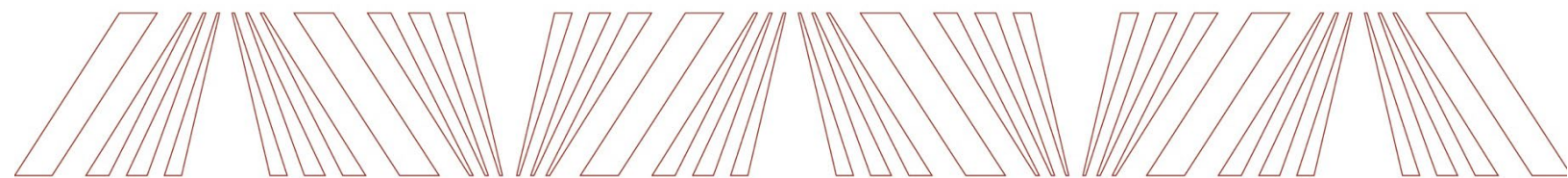


- **Regular Review and Revision:** Establish a process for periodic review and revision of policies to ensure relevance, effectiveness, and compliance with evolving educational standards and best practices.
- **Benchmarking Against Other Schools:** Conduct benchmarking exercises against other reputable schools, both locally and internationally, to identify best practices and areas for improvement. Learning from the experiences of other schools can inform the development of effective policies tailored to the specific needs of your school.
- **Protection of Intellectual Property:** Ensure that policies are original works created by the school and are not plagiarized or copied from other sources. Copyright protection should be applied to all policy documents to safeguard intellectual property rights and prevent unauthorized use or reproduction.
- **Stakeholder Consultation and Engagement:** Involve stakeholders, including school leadership, staff, students, parents, and community members, in the policy development process to ensure policies reflect diverse perspectives and meet the needs of all stakeholders.
- **Clear and Concise Language:** Use clear, concise, and jargon-free language to communicate policies effectively to all stakeholders. Avoid ambiguity or confusion by clearly articulating each policy document's objectives, procedures, responsibilities, and expectations.
- **Accessibility and Transparency:** Ensure policies are easily accessible to all stakeholders through multiple channels, such as the school website, handbooks, and notice boards.
- **Training and Implementation Plans:** Develop training programs and implementation plans to support the rollout of new policies. Provide staff with the necessary resources and guidance and help them understand and implement policies effectively.
- **Monitoring and Evaluation:** Establish mechanisms for monitoring and evaluating policy implementation, effectiveness, and compliance. Regularly assess the impact of policies on school operations, student outcomes, and stakeholder satisfaction and adjust as needed.
- **Documentation and Record-Keeping:** Maintain thorough documentation and records of all policy development, revisions, and implementation activities.

By following these guidelines, schools can develop and implement policies that are legally compliant, aligned with educational standards, and responsive to the needs of stakeholders. Regular review, consultation, and benchmarking help ensure policies remain practical and relevant in an ever-changing educational landscape.

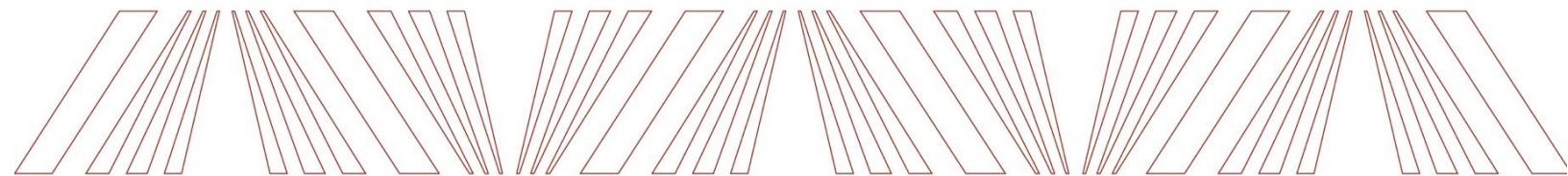
3. List of Policies for Private Schools

Category	Policy
General School Policies	Settling-in Policy
	Student Behaviour and Discipline Policy
	School Readiness Policy
	Assembly Policy
	Attendance Policy
	Lost Property Policy
	School Calendar And Public Holidays Policy





Students' Policies	Admission Policy
	Library Policy
	School Uniform Policy
	Sick Child Policy
	Student Well-Being Policy
	Graduation And Promotion Policy
	Student's Performance Reports
	Career and Guidance Policy
	Extra-Curricular Activities and Events Policy
	Physical Education and School Sports Policy
Parents' Policies	Parent-Teacher Association Policy
	Traffic Management Policy/ Transportation Policy
	Parental Involvement Policy
	Parents Visiting School Policy/ Visitors and Volunteers' Policy
	Pickup Policy
Teaching And Learning Policies	SOD/Inclusion Policy/ Gifted and Talented Policy
	Teaching Hours Policy
	Handwriting Policy
	Homework Policy
	Assessment Policy
	Teaching and Learning Policy
	Reading Policy
	Cultural Considerations Policy
Health And Safety Policies	Fire Safety Policy
	Health and Safety Policy
	Clinic Policy
	Risk Assessment Policy
	No Smoking Policy
	Anti-Drugs Policy
	School Security Policy
	School Cleaning Policy
	Child Protection and Safeguarding Policy
	Environmental Sustainability Policy
School Finance Policies	Healthy Eating and Food Safety Policy
	Anti-Bribery Policy
	Procurement Policy
	Tuition And Fee Policy
	Handling Cash Policy
	Budgeting and Financial Planning Policy
	School Refund Policy
	Siblings Discount Policy
	Expense Reimbursement Policy
	Grants Management Policy
	Financial Conflict of Interest Policy
	Asset Management Policy
	Financial Reporting Policy
	Internal Audit Policy

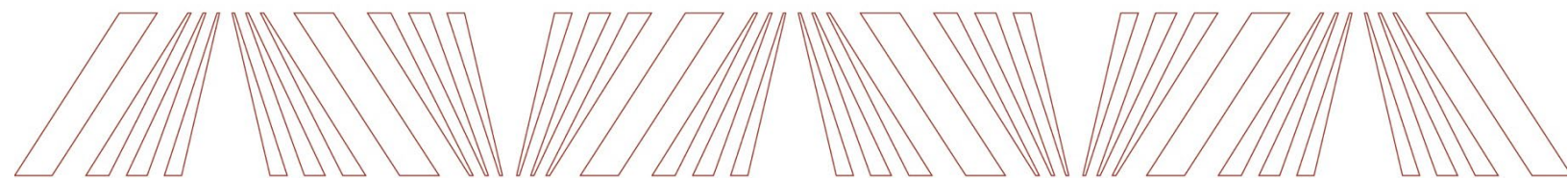




Safeguarding Policies	Anti-Bullying Policy/Bullying Prevention Policy
	Conflict Resolution Policy
	Confidentiality Policy
	Emergency Response Plan
	Media Policy
	Incidents Policy
	Supervision Of Student's Policy
	E-Safety Policy
	Infectious Disease Policy
School Staff / HR Policies	Acceptable Use of School Resources Policy
	Alcohol and Drug Abuse Policy
	Conflict of Interest Policy
	Professional Development Policy
	Study Leave Policy
	Maternity Leave Policy
	Induction Of New Staff Policy
	Disciplinary Procedures Policy
	Staff Dress Code Policy
	Personal Relations at Work Policy
	Staff Absence and Leave Policy
	Staff Code of Conduct
	Staff Performance Appraisal Policy
	Staff Well-being Policy
	Staffing and Employment Policy
	Equal Opportunity Policy
Governance Policies	Constitutions Of Governors Board Policy
	Compliance Policy
	Licensing Policy

4. Revision History

Policy reference no:	RAKDOK-POL-2025-18
Document name:	Schools Policies Checklist
Effective date:	01.07.2025
Version:	01
Issue date:	01.08.2025
Updated on:	-
Updated by:	-
Reviewed by:	Executive Director





Note:

This policy is issued and controlled by Ras Al Khaimah Department of Knowledge (RAK DOK) the "Authority." It is understood that this policy is to be treated as confidential and the same should not be copied. Any disclosure in whole or in part for any purpose is considered as not authorised unless prior written permission is obtained from the Authority.

