



دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

Student Academic Progress Reporting Policy

Ras Al Khaimah Department of Knowledge



1. Introduction

Ras Al Khaimah Department of Knowledge (RAK DOK) acknowledges the critical role of student performance reports in promoting transparent communication between schools and parents. These reports are formal records detailing a student's academic achievements, progress, behavioural development, and participation in school activities. This policy outlines the minimum standards for the preparation, content, and dissemination of student performance reports across all private schools in Ras Al Khaimah.

1.1 Purpose

This policy aims to:

- Standardise the structure and content of student performance reports to ensure consistency across schools.
- Enhance the effectiveness of reports as tools for communicating student progress to parents.
- Ensure that reports comprehensively overview a student's academic and personal development.
- Facilitate informed discussions between educators and parents regarding student support and improvement strategies.

1.2 Scope

This policy applies to all private schools licensed by RAK DOK, encompassing all grade levels and curricula.

2. Definitions

Term	Definition
Additional Learning Needs	Specific educational requirements for students who need additional support due to learning difficulties, disabilities, or other factors affecting learning.
Digital Reporting Platform	An electronic system or application used by schools to prepare, manage, and disseminate student performance reports.

Parent-Teacher Conference	A scheduled meeting between parents and teachers to discuss a student's performance, progress, and any concerns or support strategies.
RAK DOK	Ras Al Khaimah Department of Knowledge - the regulatory authority overseeing the operation of private education institutions in Ras Al Khaimah.
Student Performance Report	A formal document prepared by educators to communicate a student's academic performance, progress, behavior, and participation in school activities.

3. Policy Statements

3.1 Frequency and Timing of Reports

- Schools must prepare and issue student performance reports at least once per term.
- Reports should be disseminated to parents within two weeks following the end of the term.

3.2 Content Requirements

Each student's performance report must include:

- **Academic Achievement:** Grades or marks obtained in various subjects, reflecting the student's performance against curriculum standards.
- **Progress Overview:** Narrative comments on the student's academic progress, highlighting strengths and areas for improvement.
- **Attendance Record:** Details of the student's attendance, including the number of days present and absent.
- **Behavioural Assessment:** Observations on the student's behaviour, social skills, and adherence to school rules.
- **Learning Goals:** Specific targets and recommended strategies are set for the student to achieve in the subsequent term.



3.3 Reporting for Students with Additional Learning Needs

- For students identified with additional learning needs, reports must include information on the accommodations provided, progress towards individualized goals as per the student Individual Education Plan (IEP), and any interventions implemented.
- These reports should be prepared in collaboration with special education staff and, where appropriate, external specialists.
- The school must hold a meeting with students of determination parents/guardians to provide in-person feedback on the student's progress report and transition plans where applicable.

3.4 Report Templates and Customisation

- Schools must develop standardised templates for student performance reports, ensuring consistency in format and content across all grade levels.
- Templates should be adaptable to accommodate curriculum-specific requirements and the unique needs of different student populations.
- All information on the report cards must be accurate.

3.5 Communication and Parent Engagement

- Schools must share student performance reports with parents through secure digital platforms or printed copies, ensuring confidentiality.
- At least two parent-teacher conference per academic year should be scheduled to discuss the report's contents and address any concerns or questions.
- Schools should provide opportunities for parents to give feedback on the reporting process and suggest improvements.

3. Compliance

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 2026/27.

Enforcement and Penalties: Schools that do not adhere to this policy will be subject to accountability measures as stipulated by DOK, including possible penalties or other corrective actions. Non-compliance may result in intervention by DOK as per UAE federal regulations.

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

4. Feedback and Improvement

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.

Feedback Mechanisms: School administrators are encouraged to submit feedback on the Student Academic Progress Reporting Policy to DOK, which allows for continuous improvement based on schools' practical experiences.

5. Contact Information

For any questions related to this policy, please contact: [**info@dok.rak.ae**](mailto:info@dok.rak.ae)



6. Conclusion

Standardised student performance reports are essential for promoting transparency, accountability, and collaboration between schools and families. By adhering to this policy, private schools in Ras Al Khaimah will ensure that parents are well-informed about their children's educational journey, enabling them to support and engage effectively in their academic and personal development. RAK DOK remains committed to supporting schools in achieving excellence in student reporting practices.

7. Revision History

Policy reference no:	RAKDOK-POL-2025-23
Document name:	Student Academic Progress Reporting Policy
Effective date:	01.07.2025
Version:	01
Issue date:	01.08.2025
Updated on:	-
Updated by:	-
Reviewed by:	Executive Director

Note:

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