School Academic Staff Transfer Policy

Ras Al Khaimah Department of Knowledge

1. Purpose

- The purpose of this policy is to safeguard continuity of learning and ensure that students in Ras Al Khaimah private schools do not experience disruption due to teachers leaving mid-term. This policy establishes clear rules governing teacher, academic staff, and school leader transfers between private schools in RAK, ensuring that contractual notice is honoured, full handover is completed, and transfers occur only at the end of the academic term.
- RAK DOK is not supportive of staff transferring between private schools in RAK during an academic term, as this adversely affects teaching continuity, operational stability, and the learning experience.

2. Scope

This policy applies to:

1. All teachers, academic staff, and school leaders employed in private schools licensed by RAK DOK
2. All transfers between private schools within Ras Al Khaimah, that result in the issuance of RAK DOK academic staff appointment letters.

3. Definitions

Academic Staff Transfer	Movement of a teacher or academic staff member from one RAK private school to another RAK private school.
Notice Period	Contractual resignation period between teacher and school (1–3 months)
Term Integrity Rule	Requirement that teachers complete the academic term or semester before leaving, even if notice ends earlier
Experience Letter	Official document issued by the current school confirming clearance, notice fulfilment (or approved waiver), and final working day at the end of term
Consent to Waive or Compensate Notice Period	A written, signed, stamped approval from the current school releasing the teacher before completing the contractual notice period
Staff Appointment Letter	A mandatory notification issued from the Ras Al Khaimah Department of Knowledge for administrative and teaching staff members employed by Private Schools in Ras Al Khaimah.

4. Policy Statement

RAK DOK will only permit the transfer of teachers and academic staff between private schools in Ras Al Khaimah when the following conditions are fully met:

1. The staff member has served their full contractual notice or obtained written consent from the current school to waive or accept financial compensation in lieu
2. The staff member's final working day is the last day of the academic term or semester
3. The staff member has completed all financial, academic, and administrative clearance, including full handover.
4. The staff member has been issued an Experience Letter from their current school
5. RAK DOK has verified all documents and issued a Staff Appointment Letter to the receiving school

Note: No teacher may join another private school in RAK without a RAK Staff Appointment Letter

5. Contractual Notice Requirements

1. Schools may determine their own contractual notice periods (1–3 months), although a high percentage of private schools have moved to a 3-month notice period to ensure learning continuity for students
2. Teachers must serve their full notice, unless the current school issues a written consent explicitly waiving it or accepting compensation in lieu
3. Payment in lieu of notice is permitted only if the school provides written consent to RAK DOK
4. Even if the notice period ends mid-term, the teacher must remain until the end of the term (Term Integrity Rule)
5. Schools must plan recruitment and staffing timelines in alignment with term dates.

6. Term Integrity Rule (Mandatory for All Transfers)

To prevent disruption to learning:

- Teachers may only exit on the last day of the academic term or semester.
- If a teacher resigns mid-term, the notice period will still run, but their final working day remains the end of term, not mid-term.

- Exceptions may only be granted through the process described in Section 10

7. Experience Letter (Mandatory Verification Tool)

Schools must issue an Experience Letter only after all conditions below are met:

- Full notice served or school's written consent to waive/compensate
- Teacher has completed academic, administrative, and financial clearance
- Teacher has completed the necessary school handover procedures
- Teacher's final working day is aligned with the end of term

Note: Schools are not allowed to withhold the Experience Letter once these conditions are fulfilled.

8. Teacher Transfer Process (RAK Private School to RAK Private School)

Step 1: Teacher Resignation
- Teacher submits resignation to current school
- School confirms contractual notice and expected term-end working day

Step 2: School Issues Experience Letter
- Only after clearance, consent (if applicable), and end-of-term alignment

Step 3: New school submits Appointment Letter request
Must upload:
- Experience Letter
- Complete RAK DOK formalities

Step 4: RAK DOK Verification
RAK DOK verifies that:
- Notice served or consent obtained
- End-of-term compliance
- Other RAK DOK formalities

Step 5: Issuance of Staff Appointment Letter
- Teacher may begin work at the receiving school only after RAK DOK issues the Appointment Letter

9. Prohibited Actions

The following are strictly prohibited:

1. Hiring a teacher from another RAK private school without a *RAK DOK Staff Appointment Letter*
2. Allowing a teacher to leave mid-term (unless they are transferring to a private school outside of RAK and has agreed to pay the necessary compensation in-lieu to the school)
3. Allowing a teacher to leave before serving notice without written consent
4. Schools refusing to issue Experience Letters after all necessary requirements are met

10. Exceptions

RAK DOK may grant exceptions only when one of the following applies:

1. Serious medical reasons (this will require a medical letter)
2. Compassionate emergency (this will require a declaration letter from the staff member outlining the reasons)
3. Other exceptional cases assessed by RAK DOK

RAK DOK reserves the right to request evidence (medical documentation, legal, etc.)

11. Compliance

Effective Date: This policy shall take effect from the start of the Academic Year 2025/26. This means from April 2026 for Cluster 2 (Indian, Pakistani, Bangladeshi, Filipino curriculum private schools) and August 2026 for Clusters 1 and 3 (Moe, UK, IB, US and SABIS curriculum private schools).

Full compliance by all private schools is expected by the beginning of the Academic Year 2026/27 for each curriculum accordingly.

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 fines as per RAK DOK 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. RAK DOK will be conducting inspections throughout the year to ensure all schools remain fully regulatory compliant.

12. Feedback and Improvement

Annual Review: DOK will conduct an annual 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 Staff Transfer Policy to DOK, which allows for continuous improvement based on schools' practical experiences.

13. Contact Information

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

14. Revision History

Policy reference no:	RAKDOK-POL-2026-001
Document name:	Staff Transfer Policy
Effective date:	01.08. 2026
Version:	01
Issue date:	09/02/2026
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.