



**(NAS)**  
**Dubai, UAE**  
**INCLUSION**  
**&**  
**GIFTED AND TALENTED**  
**POLICY**

<b>Drafted by:</b>	Inclusion Head (Tarisai Mupambirei)
<b>Chief Administrator:</b>	Inclusion Champion (Mrs. Nazia Daha)
<b>Reviewed by:</b>	Jaime Roth
<b>Last Reviewed:</b>	September 2019
<b>Next Review</b>	June 2020

## TABLE OF CONTENTS

1. INTRODUCTION.....	3
DEFINITIONS.....	4
2. INCLUSIVE EDUCATION AT NAS.....	5
3. INCLUSIVE EDUCATION CATEGORIES.....	7
4. INCLUSION TEAM.....	9
5. TIERED SYSTEM OF IDENTIFICATION AND SUPPORT PROCEDURES	10
6. ASSESSMENT OF STUDENTS .....	14
7. SUPPORT PLANS .....	16
8. ADMISSIONS PERSONS WITH DETERMINATION.....	17
9. RECORD KEEPING .....	19
10. MONITORING OF STUDENT PROGRESS.....	19
11. CRITERIA FOR EVALUATING SUCCESS.....	20
12. RESOURCES.....	20
13. PARENTAL ENGAGEMENT.....	.21
14. PROFESSIONAL DEVELOPMENT .....	22
15. WORKING PARTNERSHIPS.....	22
16. STUDENT TRANSFERRING.....	22
17. COMPLAINTS .....	22
18. MONITORING AND EVALUATION.....	23
19. APPENDICES.....	26-38

## 1. INTRODUCTION

New Academy School (NAS) is committed to meet the educational needs and raise the achievement of ALL STUDENTS. The school recognizes that all learners are not the same i.e. *Students of Determination* may require supplementary support to fulfill their potential and those who are *Gifted and Talented* may need accelerated learning/enhancement programs.

The school's actions are in line with the United Arab Emirates (UAE) government's *legal and statutory requirements concerning the rights and protection of ALL STUDENTS. These are stated in the following nation's educational agendas, priorities and frameworks and are in line with the requirements of the bodies which are responsible for ensuring and maintaining high quality education in Dubai's private schools.*

- UAE Government Executive Council, 2017

<b>Article 4, 14</b>	<b>Article 13, 16</b>	<b>Article 13, 17</b>	<b>Article 13, 19</b>	<b>Article 23, 04</b>
--------------------------	---------------------------	---------------------------	---------------------------	---------------------------

- *Federal Law No. 29 of 2006 and Law No.2 of 2014.*
- *Vision 2020 Inclusion My City.. My Community a City for Everyone Agenda*
- *UAE National Agenda 2021 on Education.*
- *The Dubai Inclusive Education Framework 2017*
- *New England Association of Schools and Colleges (NEASC) STANDARDS*
- *Knowledge and Human Development Authority (KHDA) STANDARDS*

### 1.1. New Academy School Inclusion Section Vision Statement

NAS community inspires a passion for learning, where students can achieve their fullest potential and become responsible and productive global citizens and ambassadors of their own cultures. NAS promotes **success for all students** through strong and effective partnerships with all stakeholders.

The teaching and supporting of students with special educational needs and abilities is thus a whole school responsibility and requires effective communication, and collaboration between all stakeholders to ensure success.

## **2. DEFINITIONS**

### **2.1. Inclusive Education**

Inclusive education is an ongoing process where every child has the right to a good education. It is concerned with breaking down barriers to learning and increasing the participation of children in school. (The UN Convention on the Rights of Persons with Disabilities, 2006)

At NAS there are significant categories of students of included students, which include students with determination, those that are gifted and talented and students the additional language learners.

### **2.1. Special Education Needs and Disability (SEND)**

The term 'special educational needs' is used to describe the educational needs of any one with a disability, disorder, difficulty, impairment, exceptionality or any other factor that may affect a student's access to learning and educational performance. (United Arab Emirates Government, 2018)

(The categories of SEND are outlined in Section 4)

### **2.2. Persons with Determination**

Persons with determination are those with attributes of special education needs and disabilities as reflected by their strength of character and their perseverance. (His Highness Sheikh Mohammed bin Rashid Al Maktoum: Dubai Inclusive Education Policy Framework, 2017)

### **2.3. Gifted and Talented (G & T)**

These are students who are in possession of untrained and spontaneously-expressed exceptional natural ability in one or more domain of human ability. (Differentiation Model of Giftedness and Talent, 2013)

At NAS these are those who demonstrated uncommonly high potential knowledge and/or skills in one or more academic or non-academic endeavors which include abilities in P.E, Art, Music and ICT. (The categories of G &T are outlined in Section 4)

## **3. INCLUSIVE EDUCATION AT NAS**

### **3.1. Inclusion Statement**

At New Academy School, we are committed to the provision and facilitation of effective learning opportunities, suitable learning environments and challenging and stimulating curriculum provisions for all students. All students are equally valued, and all staff strives to

provide for the individual needs of students in a way that recognizes their specific talents, individualized learning styles, backgrounds, and culture. It is thus our aim to overcome potential barriers to learning, to provide quality education for all.

Specifically, the three main principles of inclusion at NAS are:

- . Identifying and responding to student's diverse needs.
- . Overcoming potential barriers to learning.
- . Setting suitable learning challenges.
- . Ensure positive impact on student's progress.

### **3.2. Implementation of Inclusion**

At New Academy School, we **aim** to meet the standards needs for the persons of determination which are in line with the Dubai Inclusive Education Framework.

- **Identification and early intervention**

Utilizing formal and informal methods of assessments to accurately identify students and using the information to inform of the best intervention which will accelerate learning, progress and development.

- **Admission, participation and equity**

Students will not be refused admission only because of student's Special Education Needs and Disability (SEND) condition. Admission into all educational settings, including early years, will not be conditional upon the submission of a medical diagnosis.

- **Leadership and Accountability**

The school governance and leadership will be effective in empowering all stakeholders to develop the attitudes, approaches and strategies that build the expertise and culture where students are welcomed, accepted, valued and well-prepared for their next stages of development.

- **System of support for Inclusive Education**

Ensure high quality support by providing robust systems of support for students and teachers and ensuring quality by setting appropriate targets, providing high quality teaching, providing alternative curriculum pathways and using diverse assessment strategies.

- **Special Education Needs as a Resource for Inclusive Education**

Establish strong ties with external multi-disciplinary experts via collaboration and or contractual agreements so as to obtain specialist knowledge of SEND.

- **Cooperation, Coordination and Partnership**

Involve all key stakeholders including parents, students and all school staff to work together to ensure all students particularly students with determination are given adequate provisions, accommodations and services they need.

- **Fostering a Culture of Inclusion**

Ensuring there is progress in the development of attitudes, behaviors, systems and beliefs that enable inclusive education to become a norm which underpins school culture and is reflected in attitudinal, organizational and pedagogical discussion and decisions.

- **Monitoring evaluating and reporting**

Utilizing a common evaluation framework to monitor, evaluate and report on the quality of inclusive educational provision and related impact on the outcomes for students who experience SEND.

- **Resourcing for Inclusive Education**

Ensuring there is sufficient school budget that allows for the procurement of resources and payment of staff and for Continued Professional Development (CPD) for the success of the implementation of an Inclusive Education as well as insure that the facilities comply with the Dubai Universal Accessibility Code.

- **Vocational Training, Higher and post –School Employment**

Work on the development and organization of post-secondary learning pathways to employment and further or higher education for students who experience SEND to enable them to actively participate in the labor market and society in general.

## **4. INCLUSIVE EDUCATION CATEGORIES**

### **4.1. DSIB SEND categories (2015-2016)**

There are 8 categories of SEND. These are students who have been identified with a SEND supported by a formal diagnosis. However, in the absence of a formal diagnosis NAS does not restrict a student's access to support. A student may be identified with more than one category of SEND, therefore; the need which presents the greatest barrier to learning in school becomes the primary need and additional needs are secondary.

**Table 1: SEND CATEGORIES**

Behavior, Social and Emotional	Sensory	Communication and interaction	Medical/ health-related
-Attention Deficits Disorder -Attention Deficit Hyperactive Disorder -Oppositional Defiant Disorder -Tourette's -Depression -Anxiety	-Hearing Impairment -Visual Impairment	-Autistic Spectrum Disorder	-Asthma -Epilepsy -Allergies -Diabetes
Physical Disability	Speech and Language	General Learning Difficulty	Specific Learning Difficulties
-Cerebral palsy -Cystic Fibrosis -Spina Bifida -Gross Motor Delay (GM)	-Receptive Language -Expressive Language -Apraxia Global Language Dis	-General Learning Difficulty 1 -General Learning Difficulty 2 -Profound and Multiple Learning Difficulties -Assessed Syndrome	-Dyslexia -Dysgraphia -Dyspraxia -Dyscalculia

**4.2. Gifted and Talented Categories**

Provisions are in place to accelerate the skills for students with abilities in the following:

- Cognitive Reasoning Abilities: *Verbal, Non Verbal, Quantitative and Spatial.* (See - Table 2)
- Academics Performers: *Science, Math and English*
- Visual and Performance Skills: *Art, Music, Physical Education and Information Technology.*

#### 4.2.1. Identification and Screening for Gifted and talented

Students are screened for abilities using parents’ and teacher’s observations, informal/formal checklists, semester summative assessments and GL CAT4 exams.

**Cognitive:** CAT 4 has batteries which determine different of cognitive abilities. Grade 3 to 12 students are identified by the GL CAT4 tests based on a scores of 120 and above in the cognitive area.

*As per GL CAT4 assessment, students who score above 120 and above on the 4 batteries considered exceptionally gifted and talented.*

*If at NAS analyzed data does not fulfill this requirement potential cognitive gifted and talented are identified as those scoring 15 scores beyond the school mean scores.*

**Academic Achievers:** The students’ internal assessments are analyzed and those obtaining 90 percent or higher in the exams are listed as potential distinguished academic achievers.

**Visual and Performance Skills:** At Tier 1 teachers closely identify students skilled in Art, PE, Music and ICT. The CAT 4 aptitude tests are examined to identify students with potential in the non-academic subjects. These maybe students who are underperforming and the purpose is harness the hidden skills.

#### 4.2.2. Support for Gifted and Talented

Strategies are shared by the Inclusion Section with teachers and these outline the best interventions for the identified students. The 3 Tiered steps and procedures for identification and support similar for the determined students are followed. Advanced Learning Plans (ALP) for Tier 3 and Group Advanced Plans (GALP) for Tier 2 students are completed. Opportunities are made for students to excel in their giftedness and showcase their talents skills through internal and external competitions, Science/Math exhibitions and sporting events.

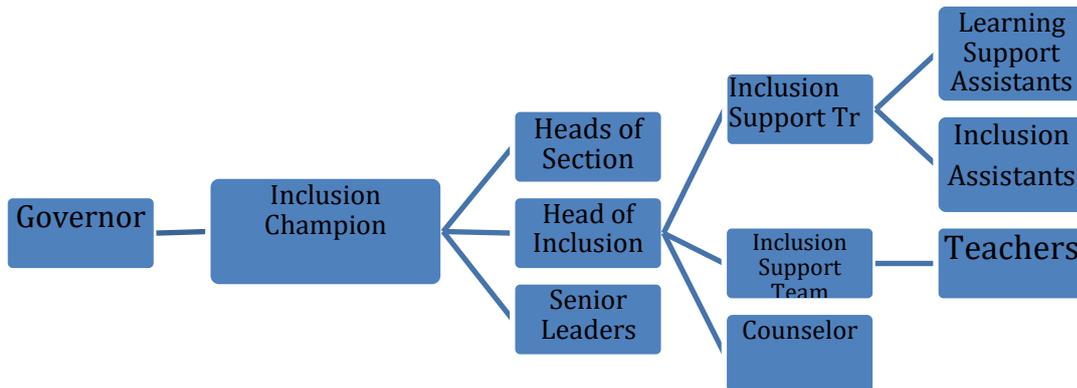
**Table 2: Cognitive Areas of Abilities**

<b>Students with High Verbal Reasoning</b>	<b>Students with Non-verbal Reasoning</b>
Student with high ability to think and reason with words. Students with this capability are predicted to progress well academically.	Student with high ability to think and reason with non-verbal material and have high reasoning processes such as identifying similarities and relationships but using shapes and designs rather than words or numbers.
<b>Students with Quantitative Reasoning</b>	<b>Students with Spatial Ability</b>
Students with high ability to – thinking with numbers	Battery – thinking with shape and space. The Spatial Students with high ability to create and retain mental images of precise shapes and objects, and then manipulate these in their minds.

## 5. NAS INCLUSION TEAM

### 5.1. Organizational Structure

In order to implement the above and assist the students, the school has put in place an Inclusion structure as shown by the below organogram.



### 5.2. Roles of Inclusion TEAM

Governor: The nominated Inclusion Governor's duties are to hold school leaders accountable for the improving the provision and outcomes for students with determination.

Inclusion Champion: The inclusion champion oversees the Inclusion Policy Implementation and monitors the impact of the strategic inclusive education improvement plan.

Inclusion Head & HODs and Senior Leaders: Ensure that all students receive the support and guidance that they need to reach their potential. It is expected that the Inclusion Head leads and monitors the Inclusion team under the guidance of the school's Inclusion Champion.

#### Inclusion Support Team

The team works in partnership with other stakeholders to form an inclusive education action team.

Social Counselor: Is part of the Inclusion support team and works to establish the positive well-being/good mental health for students by ensuring they are happy and have better problem-solving skills and they are more creative.

#### Learning Support Assistants & Inclusion Assistants

Support the facilitations of the provisions, accommodations, interventions, modification, and enrichment of learning that is planned and developed by the school's Inclusion Support Team.

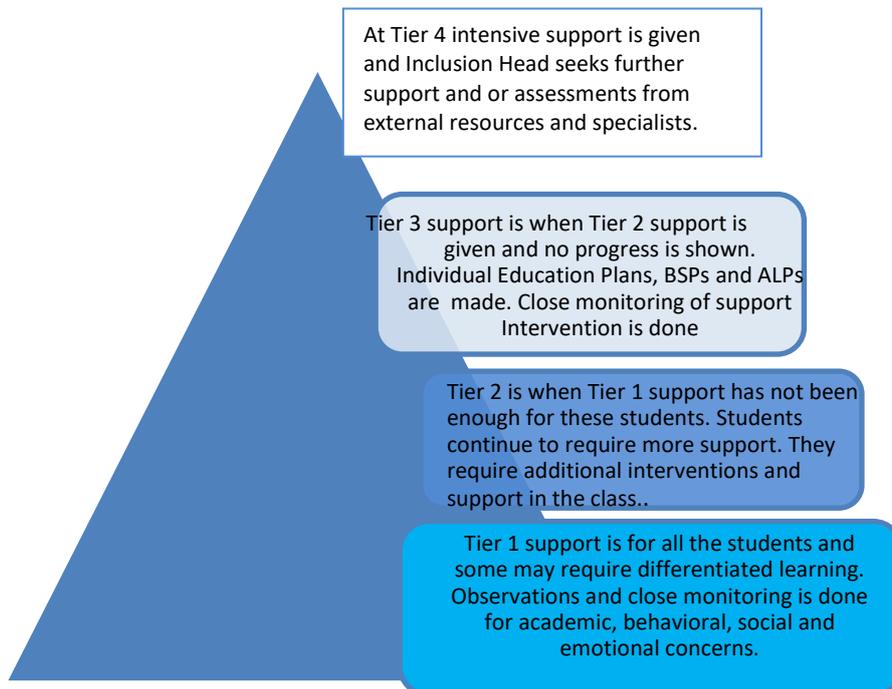
Teachers: All teachers, being teachers of students with determination are expected to ensure that the impact on provision results in student's progress.

**SEE Detailed Roles – Appendix A**

## 6. TIERED SYSTEM OF IDENTIFICATION AND SUPPORT PROCEDURES

6.1. The school has adapted a Response to Intervention (RTI) tiered system structure to identify and support students. (Refer to Figure 1) As much as possible, NAS strives to meet the needs of most of its students within the classroom. However, for some students, it may be necessary to work in smaller groups outside of their classroom in activities specifically related to their needs. This may be delivered by a class, subject teacher or Inclusion Support team members. The following outlines the specific levels of support at each building level.

**Fig 1: RTI Levels of Support (Tier 1 to 3)**



### **6.2.1 Procedures at Tier 1 Stage**

- Universal screening tools- CAT4 assessments, baseline, formative, summative tests and medical records are examined.
- Pre-observations made by all stakeholders mainly the class/subject teachers to enable initial Identification.
- Observation requests made after concerns noted to the inclusion section.
- Discussion, coaching and mentoring with teachers by Inclusion Head.
- Strategies shared with teachers for in- class support and these are uploaded on schools online collaborative platform Common Drive for teacher's reference.

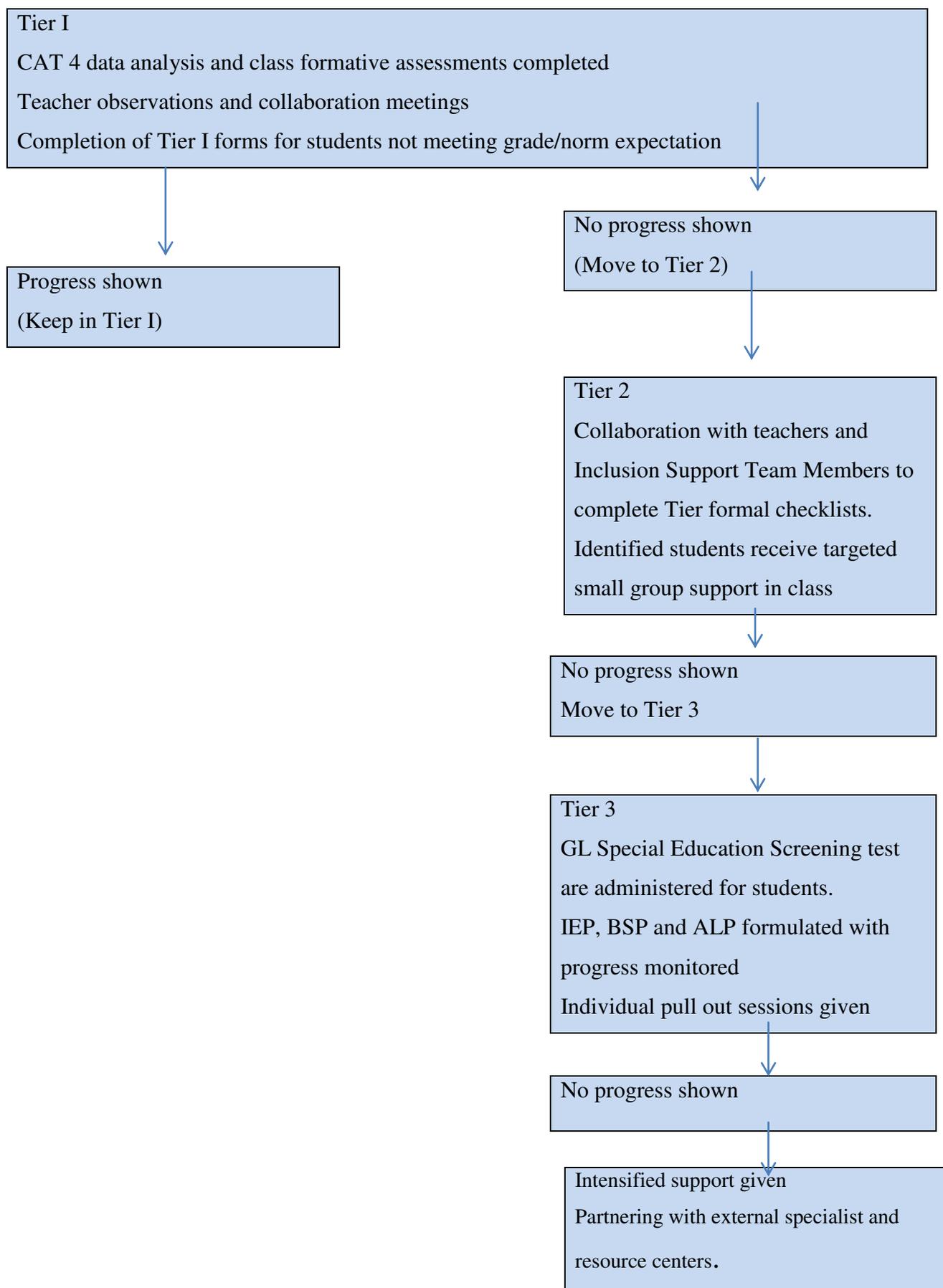
### **6.2.2. Procedures at Tier 2 Stage**

- Teacher completes Referral forms for the students to the Inclusion Head.
- Inclusion Sections administers internal Assessments- i.e. using GL SEN Assessment tool kits and other diagnostic assessments.
- In-class targeted group and or individualized direct instructional support is given to Tier 2 students.
- Students identified as English Language Learners (ELL) are referred to the ELL coordinator by the teacher and are supported using an Individual Learning Plans (ILP).
- Parents are informed regarding progress as well as if there are any planned changes.

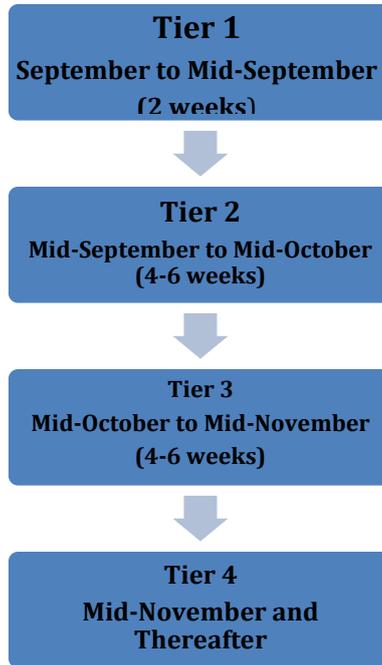
### **6.2.3. Procedures at Tier 3 Stage**

- Specialized internal assessments and External Specialist Assessments
- IEPs, Behavior Support Plans and Advanced Learning Plans (ALP) are developed for the student by all stakeholders including the student.
- Signatures of the classroom/subject teacher, Inclusion Head, Head of Sections and parents are obtained on the Plans.
- Multidisciplinary Interventions are implemented as recommended by the external specialists.
- For academically challenged students the curriculum is modified to meet the needs of the learner.
- Intensified Class and/or Pull out Sessions are carried out for students of determination and external programs and competitions are planned for the Gifted and Talented.
- Students become eligible for exam support/ access arrangements.

**Chart: Tier Process and Procedure**



**Fig 3: Flow Chart with Procedure Time Line**



## **7. ASSESSMENT OF STUDENTS**

7.1. Students undergo continued formative and summative assessment which will provide information of their individual progress and an evaluation of the learning need. In order to enhance the wellbeing of SEND students and prevent anxiety issues, students identified students with determination on the Inclusion Section register may be exempted from exams. However, they will continue to be assessed based on his/her ongoing class assessments i.e., quizzes, homework, projects, group based tasks and other classroom activities as per the standard rubrics. Parents are apprised of the advantages of exempting the students and are requested to sign an Exam Exempt Consent form.

### **7.2. Inclusion Section Assessment Tools**

- *Portage Guide to Early Education* to determine his developmental age in the area of cognition, motor, socialization and language.
- Informal behavior observations checklists (Expressive, receptive and language difficulties and the behavioral/emotional/social difficulties checklist.
- The GL Special Education Needs Assessment Toolkit as outlined in the table are used to assess underlying causes of learning difficulties.

Rapid	Screening for dyslexia Age Range 4-14
Lucid Cops	To identify strengths and weaknesses Age Range 4-8
LASS	Visual memory, phonic reading skills, phonological processing, etc Age Range 8-11, 11-15
EXACT	As above and in addition, exam concession Age Range: 11-24

### 7.3. Exam Access Arrangement

In order to reduce the barriers imposed by the cognitive challenges, students identified by the formal screeners will receive justifiable assessment arrangements as outlined below.

Prompts Instruction and Focus	Modified Papers Subject	Separate Setting/Location/Class s	Reader
Opportunity for Oral Responses	Extra Time 25% or Extended Extra Time More than 25%	Word Processor /Calculator	Supervised Breaks
Colored Paper	Enlarged Print	Scriber	Transcript

## 8. STUDENTS' SUPPORT PLANS

### 8.1. Individual Education Program (IEP)

Students on Tier 3 will be placed on an IEP as devised by the Inclusion Head. An IEP is a document which describes the goals that are set for the student during the school year, as well as any special support required to best facilitate their progress and success within the school. The IEP will record only that which is different from or additional to the normal differentiated curriculum. It is important to include the teachers, parents, as well as the student with determination where appropriate, in developing the IEP to best promote students with

determination to achieve to their full potential. The IEP describes the goals the team sets for a child during the school year, short-term targets, teaching strategies, date for review, success and/or exit criteria and the outcomes recorded at review

IEPs will be reviewed per semester and parents will be invited to the review so that they remain actively engaged in what support their child is receiving at school.

## **8.2. Behavior Support Plans**

A behavior support plan is a document created to help understand and manage behavior in students who display behavior that others find challenging.

A Behavior Support Plan with a step by step guide is developed after a functional behavior assessment by the SEND counselor. It will make sure the student not only has a great quality of life but also enables support person or teacher to identify when they need to intervene to prevent an episode of challenging behavior.

The Behavior Support Plans are based on the results of a functional assessment and uses Positive Behavior Support (PBS) approaches. The plan contains a range of strategies which not only focus on the challenging behavior(s) but also include ways to ensure the person has access to things that are important to them.

## **9. ADMISSIONS: STUDENTS OF DETERMINATION**

NAS follows the KHDA Inclusive Education admission guidelines in all admissions, especially those with specific additional learning requirements or special educational needs. All new likely students with determination are required to undergo intake testing which are not conditional to admissions. Parents are required to inform the school if child had already been identified with a need. Based on the results, as well as when considering the interview with parents, the school will then decide on how to adequately support the student to achieve to his/her full potential.

### **9.1. Inclusion Section Assessment Tools Used at Admission**

- *Portage Guide to Early Education* to determine his developmental age in the area of cognition, motor, socialization and language
- Informal behavior observations checklists. (Expressive, receptive and language difficulties and the behavioral/emotional/social difficulties checklist
- Internal SENAT Assessment Toolkits are used in cases when the inclusion team suspects there are strong suspicion of learning challenges after the student is enrolled.

The following outlines the procedures implemented for admissions:

- a) Parents contact the registrar expressing their wish for admission for their child at NAS.
- b) The registrar's office communicates with parents all the necessary documentation required for the student's file (prior school results / school history, medical reports or psychological reports that may be relevant for SEND provision).
- c) After discussions with a relevant Head of Section/Supervisor, the registrar schedules an appointment for intake assessment and testing. Depending on whether the case has a prior indication of potential need, Inclusion Head and the counselor will be informed and observations made.
- d) The Inclusion Head reviews all the documentation and assist with the assessment and provide recommendations for placement. This is important to promote early personal relationships between the Inclusion team and parents and the student prior to their potential start date.
- e) The intake assessment and counselor recommendation for placement is then reviewed by the relevant phase HODS (Head of Department) and Inclusion Champion.
- f) For an enrolled student and has evidence of behavioral concerns, the counselor is informed by the registrar's office regarding their classroom placement. However, if a student has a specific learning need that can be best accommodated in a specific classroom, the Head of Inclusion and HODS discusses it with the relevant teacher and makes the class recommendation.
- g) Inclusion Head, SENCO, Counselor, teacher, teaching assistant, LSA and HODS confer before the start date of the student in order to discuss any particulars in their file and what specific additional support they may require. If the student may require additional English Language support they are scheduled for an ELL assessment. During the first few weeks, the student is also assessed regarding their need for additional learning support in Mathematics, Science and Special Arabic / Islamic.
- h) If a student's file includes an IEP or another similar plan from a previous school the Head Inclusion will review the document(s) and implement as many strategies as possible, while developing an a new IEP based on the documents provided.

## **9.2. Provisional Acceptance Registration**

NAS will not deny enrolment based on a prospective student having a disability. Provisional acceptance focuses on two main aspects and admission may be deferred on the following grounds. (See Appendix C: **PARENT AGREEMENT: ADMISSION OF STUDENTS OF DETERMINATION**)

- The unavailability of a complete and honest history of the child from all relevant sources.
- The level of accessibility and support that the school can provide at the time of registering.
- The availability of and quality of full time learning support. (See Appendix 4. Full Time Learning Support Agreement)

## **10. RECORD KEEPING**

- Proficient record keeping is paramount to the success of an Inclusion Program. Thus, record keeping at NAS will entail:
  - NAS will ensure that all guidelines on data protection and the preservation of confidentiality are followed.
  - Parents are allowed access to data upon request.
  - Within the school, the Inclusion Head, Inclusion Support Team, SLT, Supervisors and concerned members of staff are provided with information regarding students for collaboration and support purposes.
  - Data may only be shared with external agencies, or in the case of a school transfer, with the permission of the parent.
  - Records are updated regularly, detailing any additional provisions for support and parents are continuously updated.
  - If applicable information is also shared with the school nurse.
  - Inclusion Head, SENCO in collaboration with the class teachers and homeroom teachers are responsible for completing the paperwork required for external agency requests and relevant paperwork in order to monitor students with determination at different stages of development.

## **11. MONITORING STUDENT PROGRESS**

Class teachers are continually aware of students' learning progress. If they observe that a student is making less than expected progress, given their age and individual circumstances, they will apprise the Inclusion Team.

This can be characterized by the progress which:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between the child and their peers.

Progress is the crucial factor in determining the need for additional support and is tracked through the monitoring of ILPs; monthly checks and termly reviews of IEPs by teachers, Inclusion Head, Inclusion team and possibly HOS.

Adequate progress can be evaluated through:

- Observations
- Book audits
- Progress reports
- Standardized testing (including MAP results)
- Specialized screening tools –GL Special Education Needs Assessment (SENAT) Tools
- Meetings with concerned parties to review goals – data talks
- Academic Achievement

## **12. CRITERIA FOR EVALUATING THE SUCCESS OF THE POLICY**

The policy will be evaluated against the Dubai Inclusive Education Framework specific objectives which are given under 'THE INCLUSION AIMS OF THE SCHOOL' at the beginning of this policy and will be measured by:

- The level of awareness of parents regarding the provision of support for their children.
- The overall progress of students within the program through feedback from IEPs, academic progress and observations from all stakeholders
- NEASC and KHDA external evaluation or inspection
- Completion of Individual Education Plan targets
- Through the reduction of support that a student requires continuing progressing.

## **13. RESOURCES**

Provision is made for resources for students within the classroom. Any requests for additional resources should be made by the Inclusion Head through the Inclusion Champion to the Inclusion Governor. Resources are ordered once per academic year but emergency orders can

be made when necessary. The Inclusion Resource Room contains a resource library where staff can access books and other resources to assist in the effective facilitation of Inclusion at NAS

#### **14. PARENTAL ENGAGEMENT**

New Academy School firmly believes in developing a strong partnership with parents and that it is only through such a partnership that students with determination and or Gifted and talented will be provided with holistic support in order to be fully assisted in achieving to their full potential. Parents possess unique information regarding their children that can assist in identification as well as during the continued provision of support.

Thus, at NAS we strive to:

- Make parents/guardians feel welcome in the school with the knowledge that they and their students are supported. This is enhanced through the school's "open door" policy, offering informal chats as necessary and formal discussion by appointment.
- Have full and open consultation with parents/guardians with their concerns being recorded and acted upon.
- Create opportunities for parents to engage in workshops and coffee mornings covering Inclusion and wellbeing of students' topics.

#### **15. PROFESSIONAL DEVELOPMENT AND K-12 COLLABORATION**

All staff is encouraged to attend courses that help them to acquire the skills needed to work with supported students. This may take the form of in-house training or external training as available.

All learning support staff and counselors in all divisions will attend regular meetings in a K-12 Inclusion Committee to review the Inclusion portions of the School Improvement Plan (SIP) along with sharing information on students as they progress from one division to the next.

## **16. WORKING PARTNERSHIPS WITH EXTERNAL AGENCIES**

NAS recognizes the important contribution that external support services make in assisting to identify, assess, and provide recommendations and support for SEND students. Thus the Inclusion will keep an up to date list of suitable external agencies for student referral in order to improve the provision of quality care and support to both students and parents.

For this reason, whenever considered necessary; students with determination may be referred to:

- Educational psychological services
- Speech therapists
- Physiotherapists
- Occupational therapists
- Hearing impairment services
- Visual impairment services
- School clinic
- Other groups or organizations

## **17. STUDENTS TRANSFERRING TO ANOTHER SCHOOL**

Should a SEND student wish to transfer to another school NAS will (with the express permission of the parent/guardian) pass records on to the next placement and engage in verbal liaisons to ensure that a student's transfer is successful. This is critical to ensure that the student with SEND continues to receive support enabling them to achieve to their full potential.

## **18. COMPLAINTS**

Complaints regarding the provision of support for students with Special Educational Needs will be taken seriously and every effort will be made to resolve the complaint within the school. The Head of Inclusion will discuss any complaint with the member of staff involved and inform the SLT (School Leadership Team). Parents/guardians must be kept informed of the complaint procedure and the follow up of outcomes.

## 18. MONITORING AND REVIEWING THE POLICY

The effectiveness of the Inclusion policy is monitored and reviewed annually by the Board of Governor. The policy is annually reviewed and evidence is kept regarding satisfactory progress and positive personal development. All staff i.e. are involved in the monitoring of the policy which enables a shared understanding of the key issues and approaches for special needs provision at NAS.

### LINKS to References

1. [https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/ExecutiveCouncilResolutionNo.\(2\)of2017RegulatingPrivateSchoolsInTheEmirateOfDubai.pdf](https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/ExecutiveCouncilResolutionNo.(2)of2017RegulatingPrivateSchoolsInTheEmirateOfDubai.pdf)
2. <https://www.abudhabi.ae/portal/public/en/homepage/religion-and-community/people-of-determination-le/federal-law-no-29-of-2006-concerning-the-rights-of-people-of-determination>
3. <https://www.moe.gov.ae/Ar/ImportantLinks/Inspection/PublishingImages/frameworkbooken.pdf>
4. [https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20170716151230\\_20170716144744\\_School\\_Inspection\\_Supplement\\_En.pdf](https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20170716151230_20170716144744_School_Inspection_Supplement_En.pdf)
5. <https://www.moe.gov.ae/English/SiteDocuments/Rules/SNrulesEn.pdf>
6. <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>

## **APPENDICES**

**A. NAS INCLUSION SECTION JOB ROLES**

**B. PARENT AGREEMENT: FULL TIME LEARNING SUPPORT ASSISTANT  
(LSA) REQUIREMENT**

**C. PARENT AGREEMENT INCLUSION ADMISSION**

## **A- NAS SEND SECTION JOB ROLES**

### **1. INCLUSION GOVERNOR**

The Governance Board provides culturally responsible strategic leadership and direction to New Academy School. The governor ensures the school guiding statement is relevant to the community it serves and monitors the success of the school in fulfilling its vision and mission. **(NAS Governance Policy 2018-2019)**

The nominated Inclusion Governor's duties are to hold school leaders accountable for the improving the provision and outcomes for students with determination and will be responsible for the following:

- Monitors and evaluates the Inclusion Policy.
- Assures that financial and manpower resources are adequately allocated for SEND purposes.
- Liaises with the school's Inclusion Champion to promote inclusive ethos.
- Holds regular meetings with the School Inclusion Champion and Inclusion Head which focus on capacity to improve.
- Oversees accountability and staff performance appraisal issues related to SEND.
- Consults the local education authority and the governing bodies of other schools to ensure coordination of Special Educational Provision
- Attends Inclusion training and raise an awareness of SEND at governing bodies meetings.

### **2. INCLUSION CHAMPION -**

The Inclusion Champion has the key role of promoting inclusive ideas, modeling approaches that support the development of inclusive attitudes and methods as well as **lead cultural transformation** in order to achieve fully inclusive provision. **(KHDA Schools Inspection Supplement, 2017)**

The inclusion champion oversees the Inclusion Policy Implementation and monitors the impact of the strategic inclusive education improvement plan. (Inclusion Policy 2017 – 2018)

- Works in partnership with the Inclusion Head to develop a School SEND Action Team to sensitize and raise awareness of Inclusion issues among all school stakeholders.
- Ensures that the school has a proper identification system to identify students and that all stakeholders are aware of it.
- Adopts a positive inclusive role model behavior and ensures that the school maintains a least restrictive environment for students with determination.
- Ensures that all members of the school adopt a social as opposed to a medical model in its overall approach for students with determination.
- Ensures that the needs of a student with determination are known to all staff members and all teachers who will teach them.

### **3. JOB ROLE: SCHOOL INCLUSION HEAD**

#### **PURPOSE OF JOB:**

*The key task of the school SEND Head is to ensure that all students receive the support and guidance that they need to reach their potential. It is expected that the Inclusion Head leads and monitors the LSA under the guidance of the school's Inclusion Champion. The range of responsibilities delegated to the Inclusion Head regarding provision and coordination is outlined below. It is expected that the School Inclusion Head follows legal and statutory requirements concerning the rights and protection of SEND students as outlined by the UAE Government Executive Council, 2017. It is imperative that the Inclusion Head fosters UAE Vision 2020 Inclusion agenda as well as the UAE 2021 National Priority on the provisions for students and achievement of SEND (Students of Determination).*

**Directly reports to and supervised by** the Inclusion Champion.

#### **Specific responsibilities**

- Planning and conducting monthly reviews of Individual Educational Plans (IEP) for included students in collaboration with teachers, parents, HODs, related services personnel, and students.
- Conducting class observations of students on the Inclusion register as well as and those with observation requests/referral from teachers and or parents for identification purposes.
- Conducting internal GL assessments to help with initial identification of students with determination.

- Assisting the teachers to collect and interpret multiple assessment data i.e. from Baseline, Formative and Summative Assessment as well as CAT4 and MAP and, gathered on students with determination and use to inform practice.
- Lead the inclusion support team in the formulation of IEP together with the class teachers and parents and other stakeholders under the guidance of the Inclusion Champion.
- Lead the inclusion support team members in assessing, planning, monitoring and reviewing the child's provision and progress.
- Assisting the Inclusion champion with the identifying the training needs for staff and organizing/conducting/coordinating/Inclusion in-service or external training workshops to be delivered by other professionals.
- Co- conducting training for staff related to sensitization and awareness related to SEND together with the Inclusion champion.
- Ensuring all teachers and all LSAs are working consistently and diligently to ensure the student is getting as much support as possible in and outside of the classroom
- Implementing changes in legislation/practice from government and the Local Authority
- Ensuring individual profiles of students are well documented, updated.
- Documenting Inclusion department meetings and workshops with parents and other relevant stakeholders
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- Undertaking one on one remedial or specialized direct instruction sessions with students requiring additional support.
- Maintains regular contact with therapists and other members of the child's team in a professional manner

**Secondary responsibilities:**

- Liaise with Counselors and all staff members to ensure that whole school inclusion ethos are promoted by maintaining a social as opposed to a medical model of inclusion.
- Liaising with the Clinic staff to ensure the needs of students on the medical list are met

- Liaising with Inclusion Heads, Inclusion Champions from other schools to share Inclusion best practices
- Updating self with knowledge of UAE educational initiatives which may impact upon Inclusion policy and practice.
- Training teachers.

#### **4. Social Counselor (Inclusion)**

The key task for the counselor is to establish positive well-being and good mental health for students by ensuring they are happy have better problem-solving skills and they are more creative. With a better mindset students are better able to see problems more clearly and be more open to new ideas. (**Abdulla Al Karam, KHDA Director, 2016**)

**Directly reports to and supervised by** the Inclusion Head

- Carrying out Specialist Observations e.g. and drafting of Behavior Intervention Support Plans.
- Maintaining documentation such as incident reports, anecdotal notes and meeting records
- Provide short-term personal and crisis counseling
- Provide short-term group counseling
- Report and/or refer a case when a person's welfare is in jeopardy through Child Protection if need be and making the necessary follow-ups.
- Assist students in developing coping skills and healthy outlets for stress
- Guiding parents to help identify agencies for external psychological evaluation or additional support
- Liaising with external agencies to gain advice and support for students with behavioral/ social and emotional needs.
- Serves as a representative in the Discipline Committee and as plays an advisory role in the moral education program and on Child Protection matters.
- Spearheads the school's happiness and wellbeing agendas.
- Contributes to the Social and emotional component in the construction of the IEP
- Liaising with the clinic to determine potential concerns of students and staff with regards to medical and behavioral
- Facilitating and conducting sensitization and awareness training for staff

- Providing confidential Counseling as well as or coaching and mentoring to all stakeholders.

## **5. Learning Support Assistant (LSA)(Inclusion Assistant)**

### **PURPOSE OF JOB:**

*The role of the LSA is to support the implementation of the provisions, accommodations, interventions, modification, and enrichment of learning that is planned and developed by the school's inclusion team. LSAs ensure that an inclusive learning environment is created for students with difficulties, requiring additional or intensive support by reducing the barriers to their learning and ensuring a least restrictive environment is maintained.*

### **DIRECTLY REPORTS TO AND SUPERVISED BY** Inclusion Head

### **Roles and Responsibilities**

To assist the learner/s individually and/or in groups inside the classroom, as well as provide support outside of class as part of a student's planned provision.

- Assist the teachers with initial identification of students with determination and with the administering of internal individual GL assessments
- Contributes to IEP drafting, planning and review meetings, with stakeholders as appropriate.
- Assists with the planning, implementation, and review of IEP's and or BSPs of students who are on the inclusion register and require additional classroom support.
- Apprises the inclusion team and records ongoing observations of students during in-person meetings and through online collaborative tools.
- Liaises, receives, advice and consults with other members of the inclusion team.
- Writes reports about the learner/s' progress if or as requested by the Inclusion Head
- Supports in areas of academic specific academic, social, emotional and cognitive areas such as enhancing auditory /visual processing skills, memory skills, and executive functioning skills.
- Assists the class teacher, adapt/ find differentiated materials to enable pupil/s to access the class curriculum

- Helps to modify lesson plan obtained from the teacher to suit the child's needs in line with the curriculum.
- Carries out any specific duties as outlined in the pupil/s Individual Educational Plan [IEP] under the guidance of the Inclusion Head.
- Supports the teacher in the development of student's emotional, social and organizational skills
- Maintains confidentiality about home- school/pupil- teacher/ school work matters.
- Assists in the preparation of appropriate teaching and learning materials and implementation of strategies as suggested by the inclusion support team.
- Apprises the Class teacher who will inform the Inclusion team of ongoing observations made within the classroom.
- Actively participates in continuous professional developments and/or training sessions.
- Attends and actively participates in required meetings.
- Maintains an awareness of and follows school policies and Inclusion procedures.
- Performs any other appropriate duties and responsibilities as assigned by the Inclusion Champion.

#### **6. Full Time Learning Support Assistant (LSA – Formerly Shadow)**

- Helps Class Teacher to develop, plan, and implement recommended methods of working with the child.
- Works together with Inclusion Head, Inclusion Assistant, class teacher and parents in the development of the child's individual goals and objectives.
- Assists the class teacher to set up and maintain appropriate learning environment.
- Works to improve the child's quality of learning and overall classroom experience by helping the child to focus, socialize, show courtesy to others and control their behavior.
- Helps the student be prepared and organized for class by using the approaches to learning that reminds him/her to be a responsible and a committed student.
- Alerts Class Teacher and Inclusion Head to any problems arising from regular interaction within the school.

- Maintains discretion and confidentiality of child and family information at all times. Personal information may not be divulged to other staff or other parents.
- Communicates professionally at all times with family members, consultants, school personnel, referral sources and other staff members.
- Performs daily activities, but not limited to, reading, playing and doing activities that are appropriate to the child's needs, as well as organizing of the physical space around the child.
- Performs such other appropriate and position-related duties and assumes such other responsibilities as Inclusion Head may assign. (accompanying on field trips, school assemblies, outdoor activities)
- Ensures the child's safety as well as that of class peers.
- Encourages independence as a priority which may be implemented by allowing the child to work as independently as the child is capable, while monitoring the child without being intrusive.
- Actively participates in pre-service and in-service information and training sessions.
- Attends and participates in required meetings.
- Maintains accurate daily progress notes, data collection, attendance records and updates all paperwork in a timely manner.
- Seeks professional growth through reading, attending workshops and refresher courses.

## **7. Inclusion Support Teacher**

The Inclusion Support Teacher will assist teachers and other education professionals in the provision of instruction to students with determination by spending not less than 60 per cent of their time engaged in activities that directly assist individual teachers.

### **Directly reports to and supervised by the Inclusion Head**

#### **Specific responsibilities**

Mentors classroom teachers, inclusion supports assistants and LSA to increase their capacity to be fully inclusive by providing support through the following:

- Identification of the specific needs of individual students.
- Development of specific and personalized individual education plans.
- Development of instructional and educational strategies.
- Modification and adaptation of curriculum structures.

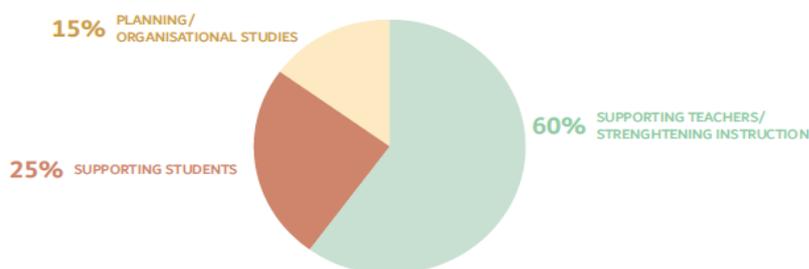
- Development of appropriate assessment procedures.
- Modeling appropriate teaching strategies such as co-teaching or team teaching with the classroom teacher
- Operation of the Inclusion Support Team, inclusion supports assistants and LSA.

Works not more than 25 per cent of the time directly with individual or small groups of students who experience SEND with the following activities. Ensures working directly with student(s) to determine individual needs and collect information about:

- The student's strengths and weaknesses necessary to complete an IEP
- Providing instruction to student(s) individually or in a small group in the common learning environment
- Dealing with social, emotional, behavioral and/or family situations (e.g., housing, food, health and mental health conditions) of students.

Allot not more than 15 per cent of his/her time working on administrative duties, by:

- Working closely with the Inclusion Head to ensure the effective administration and operation of the Inclusion Support Team.
- Maintaining effective communication with parents as well as any service providers working with the family or the child.
- Facilitating the transition of students who experience SEND from segregated into mainstream settings.
- Supporting teachers in an active and sustained manner across the year in accordance with the time allocation guidelines below:



## **8. Inclusion Support Team (IST) Members**

In line with the Dubai Inclusive Education Framework the team consists of: the principal, leader of provision for students who experience SEND, the inclusion support teacher(s), and champion for inclusive, learning support assistant(s), counselor and classroom teachers.

### **Directly reports to and collaborate with the Inclusion Head**

#### **Members of the Inclusion Support Team will:**

- Work in close collaboration with classroom teachers and other educational staff to support the education of students who experience SEND in common learning environments by
- Provide coaching and support to teachers on a timely basis
- Meet on a regular basis, typically once a week
- Maintain minutes of the meetings and utilize effective systems to follow-up on specific actions and strategies
- Assign learning support assistants to individual students who experiences SEND and/or class groups as needed.

## **B- PARENT AGREEMENT: FULL TIME LEARNING SUPPORT ASSISTANT (LSA) REQUIREMENT**

New Academy School is committed to ensuring that every child is equipped with the necessary tools and has the adequate support to meet their learning needs and enable them to reach their full potential. It has been mutually agreed between the parent \_\_\_\_\_ and the school that the student \_\_\_\_\_ Grade \_\_\_\_\_ will require full time learning support in class for the academic year 2017-2018.

- It is the responsibility of the parent to hire a full time LSA. However the school is ready to extend support in recruiting an eligible LSA, where the salary arrangement is solely undertaken by the parent.
- At the beginning of semester 1, all LSAs must be presented to the school for approval. Exceptions for this will be at the school's discretion and must be communicated to the school via email before school begins. The school reserves the right to reject any candidate that does not meet our standards.
- For child safety and protection reasons all candidates must submit documents confirming their legibility to work in the UAE in accordance with the Ministry of Labor.
- The school bears no responsibility towards remuneration, transport arrangements and other benefits.
- All LSA employed for students in the KG are expected to have an Occupational Health Safety Card as stipulated by Dubai Municipality.
- In the event of a resignation (LSA) the parent shall provide the school with a written notice and the replacement LSA will be subject to evaluation and training under the conditions above.
- As stated in the school policy the student cannot attend school without the LSA.
- All LSA will be evaluated by the school and recommendations of student specific ongoing in-house or external trainings will be made.
- Other general trainings will be conducted during the school year without extra charge. Any missed opportunities for trainings will be grounds for withdrawal of the offer of being an LSA.
- All contractual agreements are between the parent and the LSA. The school bears no liability to this regard.

- Failure to comply with any of the above conditions may result in the withdrawal of the offer of a place at school.

New Academy appreciates your cooperation in making the right provision to ensure good progress for your child.

Principal

New Academy School

## **C- PARENT AGREEMENT: ADMISSION OF STUDENTS OF DETERMINATION**

At New Academy School, we believe in Inclusive Education Practices which are based on the **UAE Government Executive Council, 2017**. The laws states that special needs do not constitute in themselves an impediment in seeking affiliation or enrolment or admission to any educational institution, whether public or private. New Academy School will not discriminate or deny enrolment for students with determination. However, and in the best interest of the learner, the school will only admit students when it has the capacity to support them.

Provisional registration will be based on the following obligations to be fulfilled by the parents.

- Submission of the relevant recent assessment report from a recognized assessment centre, licensed under Dubai Health Authority.
- Recent report with recommendations provided by an external expert (e.g. –psycho-educational therapy, behavioral therapy, physio - therapy, speech therapy, occupational therapy etc.)
- Full disclosure of medical history.
- Parent’s preparedness to shoulder the cost for any learning support teacher, if there is a need for the servicer to be provided for the child. (See Parent Agreement: LSA formerly Shadow Teacher)
- Parent’s willingness to withdraw the child, if in the opinion of the school, the child's needs can no longer be met without detriment to the education of other students
- Parents readiness to actively partner with the school in their child’s school progress and if non-compliant with school recommendations, the school reserves the right to refuse re-registration.
- At the time of admission, parents are required to accept certain conditions to ensure that the school can meet the needs of their child.
- In some cases, the school will recommend parents to agree on the need to engage an external education consultant at the cost of the parent who will assist the school in the inclusion of the student with determination.

Enrolment of a student with determination to New Academy School will also be based on the following factors.

- Type and level of difficulty
- Ability of the student to function as a member of a mainstream class with the necessary support provided.
- Availability of facilities/resources/specialist educational experts are available at school to meet the child's special needs
- The school also looks at the recommendations suggested for the student in the psycho-educational report which may contain strategies to ease the academic/ social or emotional pressures on a child in the mainstream setting.
- Your child's performance progress will be monitored and you will be given regular feedback. Based on which re-registration will be considered for the next year.

I, parent of \_\_\_\_\_ have read and understood the conditions;  
Failure to comply with the conditions mentioned above may result in the withdrawal of the offer or the child from the school.

Name (Parent)

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_ 454 \_\_\_