



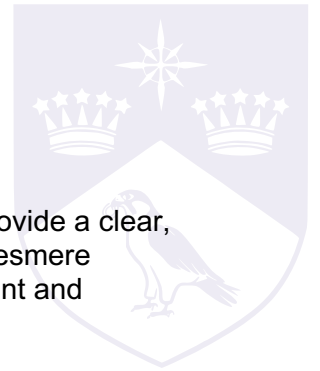
Become an Ellesmerian

Introduction

At Ellesmere College Riyadh, we are dedicated to fostering an educational environment where every student is valued and encouraged to reach their full potential. Our mission is to provide a holistic education that balances academic excellence with the development of character, creativity, and community spirit.

We embrace diversity in all its forms and strive to create an inclusive environment where students from all backgrounds feel welcome and valued. Our community is one where respect, integrity, and empathy are at the core of everything we do.

Our commitment to excellence is reflected in our rigorous academic program, state-of-the-art facilities, and a dedicated faculty who are passionate about education. We encourage our students to think critically, act responsibly, and contribute positively to society.



1. Admission Policy

Purpose of the Admissions Policy. This admissions policy is designed to provide a clear, fair, and comprehensive framework for the enrollment of new students into Ellesmere College Riyadh. Our aim is to ensure that the admissions process is transparent and equitable for all applicants.

The policy outlines the criteria and procedures for admission, ensuring that prospective students and their families have a clear understanding of what is required for successful enrollment. It details the necessary documentation, financial obligations, and expectations for student conduct and parental involvement.

Through this policy, we seek to attract and enroll students who are aligned with our school's values and ethos and who will benefit from and contribute to our vibrant school community.

Admission Requirements are to ensure a smooth admissions process, we require several key documents from prospective students:

Documents		
1	Signed online admission form	
2	Two photographs	
3	A copy of the parent and student's IDs and the Original student and parent's IDs for verification	
4	Photocopy of the student's and parent's passport and the original passports for verification.	
5	A photocopy of the birth certificate and the original for verification.	
6	A photocopy of Immunization certificate and the original for verification.	
7	Medical Report from a hospital.	
8	Medical fitness report for Grade one	
10	Original previous school certificates.	
11	Financial Clearance from the previous school.	
12	Finalize the procedure of transferring the student from his/her previous school on Noor Program	
13	Transcript equivalence from the Department of Education and authentication if obtained from outside the Kingdom of Saudi Arabia.	
14	If applicable, proof of academic or athletic merit.	



1.2 Admission Process

The admission process at Ellesmere College Riyadh is designed to assess the suitability of each applicant for our educational program and community. The process is as follows:

Initial Application Review: Upon receipt of the completed online admission form and all required documentation, our admissions team conducts an initial review to ensure that the application is complete and meets our basic entry requirements.

Admissions Exam: All applicants are required to undergo an entrance exam. This exam is tailored to evaluate the academic abilities of the student in key subject areas. The purpose is to gauge the student's current academic level and to identify any areas where additional support might be needed.

Every new student undergoes an evaluation through an entry exam. The outcome of this exam will lead to one of two decisions by the school:

Unconditional Acceptance: Should the student successfully pass the evaluation, they may be accepted without any conditions.

Conditional Acceptance: In cases where a student does not pass or achieves a low mark on the evaluation, the school may still offer acceptance with certain conditions. Based on the results of the evaluation, an educational plan will be developed to enhance the student's academic performance. It is the responsibility of the parent to adhere to the school's guidelines and recommendations, which will be critical in shaping the student's progress in the following year. Additionally, parents are expected to arrange for additional tutoring assistance to improve the student's proficiency in subjects identified in the entrance exam.

Further responsibilities of the parent include:

- Providing accurate and current information about the student.
- Supplying the school with MoE textbooks from the student's previous school, as mandated by the Ministry.
- Recognizing that the email address and phone number provided in the registration contract (either paper or electronic) will be used as the primary channels for communication by the school.

The registration process will be considered complete only after the following steps have been fulfilled:

- Formal registration within the school's system.
- Receiving authorization from the Ministry of Education and submission of the necessary sequence of certificates.
- Obtaining a printout from the Noor system of the student's previous school.
- Fulfillment of all financial responsibilities and adherence to the school's policies.

Interviews: Following a successful assessment, students and their parents may be invited for an interview with our admissions team and, in some cases, with key academic staff. This is an opportunity for us to get to know the student and their family.

Conditional Admission: Based on the results of the assessment and the interview, admission may be offered conditionally. This means that the student may need to meet certain criteria, such as attending additional support classes or engaging in specific enrichment activities, before full admission is granted.

Finalization of Admission: Once all conditions have been met and the financial obligations have been satisfied, the student's admission is finalized. This includes the official registration of the student in our school system and the creation of a comprehensive student file.

Parents name اسم ولي الأمر	Date التاريخ	Signature التوقيع



2. Financial Policy

2.1 Tuition Fees Understanding the financial commitment involved in attending Ellesmere College Riyadh is essential for prospective families. Our financial policy is transparent and comprehensive, ensuring families are well-informed about all aspects of school fees.

Tuition Fees: Our tuition fees are comprehensive and cover the cost of the standard educational program, including instruction, use of school facilities, and basic educational materials. The fee structure is detailed in our Schedule of Fees, which is updated annually and available upon request. The tuition **Fees is exclusive of additional costs such as Text books, uniforms, or extracurricular activities.**

Seat Reservation Fee: - A seat reservation fee of **SAR 5,000** is required, which is deducted from the total tuition fee. This fee is refundable if the student's enrollment is withdrawn 2 weeks before the commencement of the Academic Year.

Payment Options: We offer several payment options to accommodate the different needs of families. These include full payment upfront and an installment plan. Details of these options, including any applicable interest or service charges, are provided in our financial information packet.

Additional Costs: Apart from the tuition fees, there are additional costs that families should anticipate. These include charges for extracurricular activities, field trips, specialized learning materials, and school uniforms. A detailed breakdown of these costs is provided to parents at the beginning of each academic year.

Financial Assistance and Scholarships: Ellesmere College Riyadh is committed to making our educational offerings accessible to a diverse student body. We offer a limited number of scholarships and financial aid packages based on need and merit. The application process for these programs is detailed in a separate document, available upon request from our admissions office.

2.2 Payment Plans and Financial Assistance

Our school recognizes the financial commitment required for quality education and offers various plans and assistance to accommodate family needs:

Installment Plans: We provide the option to pay tuition in 3 installments. The first installment is due at the start of the academic year. This plan allows families to spread the cost of tuition over the academic year, easing the financial burden.

Financial Assistance: Understanding that circumstances can change, we have provisions for financial assistance. Families experiencing temporary financial hardship can apply for assistance, subject to review and availability of funds.

Scholarship Programs: Merit-based scholarships are offered to students who demonstrate exceptional academic, artistic, or athletic talents. These scholarships are designed to recognize and support outstanding abilities and contributions to our school community.

Delayed payment: If payment is not made within two weeks of the start of any term, or if the student's file remains incomplete, the school reserves the right to revoke the student's admission. The contract will then be nullified, requiring immediate settlement of any financial dues. This also applies in cases where a non-disclosed health issue arises within the first weeks of the term.

- Students will not be eligible for re-enrollment in the subsequent year if outstanding payments are not cleared. In such cases, the contract will be voided, and all pending financial obligations must be immediately fulfilled.

- Should there be a delay in tuition payment, any applicable discounts will be rescinded 15 days following the scheduled payment date.

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2.3 Withdrawal and Refund Policy

Our withdrawal and refund policy is designed to be fair and transparent:

Notice of Withdrawal: If a family decides to withdraw their child from the school, we require written notice according to the terms outlined in our enrollment contract. This notice period allows us to manage our resources effectively and offer the vacated spot to another deserving student.

Refund of Fees: In the event of withdrawal, the refund of fees will be processed according to the schedule and conditions specified in our enrollment contract. The refund amount typically depends on the timing of the withdrawal relative to the academic term.

- Withdrawal during the first week of the term incurs a payment of 30% of the term's tuition fees.
- Withdrawal during the second week of the term incurs a payment of 40% of the term's tuition fees.
- Withdrawal during the third week of the term incurs a payment of 75% of the term's tuition fees.
- Withdrawal any time during the fourth week of the term or later requires payment of the full term's tuition fees.

Non-Refundable Fees: Certain fees, such as any special program fees, are non-refundable regardless of the timing of the withdrawal.

2.4 Other Financial Policies: Parents are responsible for covering the costs of any damages their child may cause to school property.

- Once all financial dues are settled with the school, parents are entitled to receive their child's academic record and a statement of financial clearance.

- School policies may be amended as per the Terms and Conditions.

- This contract will be automatically renewed each academic year, provided the student continues their enrollment at the school.

- The Tuition fee is exclusive of 15% VAT and is subjected to apply to Non-Saudi national,

Level	Annual Fee	Discounts
Pre KG	SAR 50000	Siblings discount <ul style="list-style-type: none"> ▪ 0% for the first child ▪ 10% for the second child ▪ 15 % for the third child
KG 1-3	SAR 48000	
Grade 1- 6	SAR 55000	
Grade 7- 9	SAR 61000	Partners discounts 15% discount for referrals from embassies and companies in the network.
Grade 10-12	SAR 68000	A 5% discount is applicable upon full tuition fees payment in advance. Please note that the maximum applied combined discount is 20% Tuition fees are exclusive of VAT.

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3. School Environment and Conduct

3.1 Dress Code

At Ellesmere College Riyadh, we believe that a uniform dress code promotes a sense of community and equality among students, while also preparing them for a professional environment. Our dress code policy is as follows:

Uniform Standards: Students are required to attend school wearing the uniform every day unless otherwise indicated. PE kit will only be used during the PHE classes (Students are encouraged to use the change rooms before and after the PE classes). We expect students to wear their uniforms neatly and with pride.

Seasonal Variations: Please note that the school may announce variations to the school uniform due to special events.

Non-Compliance: All students are required to adhere to the Uniform policy. Infractions of non-compliance will be recorded and registered to the student portfolio.

3.2 Student Code of Conduct and Discipline Our school fosters a culture of respect, responsibility, and community. The student conduct policy outlines expectations and disciplinary measures. The school implements the MoE behaviour guidelines, students are required to adhere to the school's code of conduct and discipline policies.

Bullying: Ellesmere College Riyadh implements a zero-tolerance policy towards bullying. Students are required to adhere to the school's policies and strive to maintain a safe bullying-free environment.

Disciplinary Procedures: As part of the school's policy, all infractions are recorded and dealt with as per the MoE guidelines. All infractions and violations are recorded into the student's portfolio.

3.3 Health and Safety

The health and safety of our students are paramount. Our policies in this area include:

Health Services: Availability of on-site medical personnel and procedures for handling health emergencies.

Allergies and Chronic Conditions: Protocols for managing students with allergies or chronic health conditions, including the administration of medication.

Safety Drills: Regular safety drills and emergency preparedness training to ensure students and staff are equipped to handle potential emergencies.

Nutrition Policy: We understand the importance of proper nutrition in the growth and development of our students. Our school provides high-quality catering, offering a range of healthy meals and snacks. Menus are designed to be nutritious and appealing, catering to a variety of dietary needs and preferences, including vegetarian, vegan, and specific dietary restrictions.

Physical Education: Our physical education program is an integral part of the school curriculum. It aims to promote physical fitness, coordination, and a lifelong habit of healthy living. All students are required to participate in the curricular physical education activities unless otherwise indicated by parents due to health conditions (Please note that a medical proof will be required).

Wellness Programs: Recognizing the importance of mental and emotional well-being, Ellesmere College Riyadh offers wellness programs that support students' holistic health. These include mindfulness sessions, stress management workshops, and counseling services. Our approach is proactive, focusing on building resilience and positive coping strategies.

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4. Academic Policies

4.1 Curriculum and Educational Approach

Ellesmere College Riyadh curriculum is designed to provide a well-rounded education:

Curriculum Overview

At Ellesmere College Riyadh, we offer a diverse and comprehensive curriculum designed to cater to the intellectual and developmental needs of our students across all grade levels. Our curriculum is meticulously structured to provide a robust educational foundation, integrating essential core subjects with a wide array of electives.

Primary Years (Grades K-6): In these formative years, our curriculum focuses on building foundational skills in key areas such as language arts, mathematics, science, and social studies. The approach is hands-on and experiential, encouraging curiosity and the development of critical thinking skills from an early age.

Middle Years (Grades 7-10): As students progress to higher grades, the curriculum expands to include more specialized subjects. This phase offers a blend of compulsory courses and elective options, preparing students for the academic rigor of diploma-level programs.

Senior Years (Grades 11-12): Students in their senior years at Ellesmere Riyadh have the opportunity to choose between the IB Diploma, A-levels, and the American Diploma. Each program is designed to cater to different academic interests and career aspirations:

IB Diploma: This program is renowned for its comprehensive and holistic approach, focusing on intellectual, personal, emotional, and social growth. Subjects are offered across six groups, ensuring that students receive a well-rounded education.

A-Levels: Recognized for their academic rigor, A-levels offer in-depth study in specific subjects. This program allows students to specialize in areas that align with their future academic and career goals.

American Diploma: Providing a broad and flexible curriculum, this option includes a range of subjects and Advanced Placement (AP) courses, equipping students for higher education.

4.2 Teaching Methods

Ellesmere College Riyadh's pedagogical approach is rooted in interactive and student-centered learning, reflecting our commitment to empowering students in their educational journey.

4.3 Assessment and Reporting

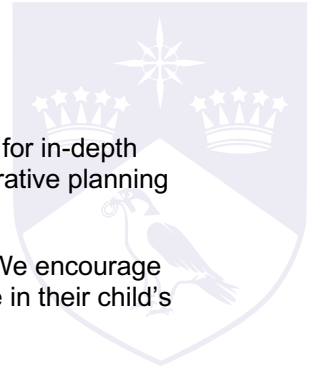
Assessment at Ellesmere College Riyadh is a continuous and multi-faceted process, aimed at providing a comprehensive understanding of each student's academic progress and development.

Formative Assessments: Regular assessments through quizzes, assignments, and class projects are utilized to monitor understanding and provide feedback, facilitating continuous academic improvement.

Summative Assessments: Cumulative learning is evaluated through end-of-unit tests, mid-term exams, and final examinations. For our senior students, these assessments are in alignment with the standards of the IB, A-levels, and American Diploma programs.

Progress Reports: Parents receive detailed progress reports that include insights into academic performance, behavior, and social development. These reports are crucial in tracking student growth and identifying areas where additional support may be beneficial.

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Parent-Teacher Conferences: Regularly scheduled meetings provide an opportunity for in-depth discussions about student performance. These conferences are a platform for collaborative planning between parents and teachers to support student success.

Reinforcing Learning: The role of parents in reinforcing learning at home is crucial. We encourage parents to establish a supportive environment for homework and study, and to engage in their child's learning activities.

Monitoring Progress: Parents are advised to regularly monitor their child's academic progress and collaborate with teachers to address any concerns or challenges.

4.4 Special Education Needs.

At Ellesmere College Riyadh, we are deeply committed to inclusivity and providing tailored support to students. Our approach is designed to identify, address, and support the unique learning requirements of each student, ensuring they have equal access to the educational opportunities offered by our school; However, it is very important to notice that the school is not designed to cater for ANY special educational needs. Students identified with special educational needs will be notified to find another school that can cater and fulfill their needs.

5. Parental Engagement

5.1 Communication with Parents

Communication Channels

Newsletters and Emails: Regular newsletters and emails are sent to parents, providing updates on school events, student achievements, policy changes, and educational resources. These communications are designed to keep parents informed and engaged with the school community.

Parent Helpline: We offer a dedicated helpline for parents to contact the school with any inquiries or concerns. This helpline is staffed by knowledgeable personnel who can provide immediate assistance or direct parents to the appropriate department or individual.

Digital Platforms: Ellesmere Riyadh utilizes various digital platforms, including a parent portal and mobile apps, to facilitate easy access to student information, such as attendance records, grades, and homework assignments. These platforms also allow parents to communicate directly with teachers and school administrators.

Parent-Teacher Meetings: Regularly scheduled parent-teacher meetings are a cornerstone of our communication strategy. These meetings provide an opportunity for in-depth discussions about students' progress, challenges, and strategies for support.

Parent Involvement

Active Participation: We encourage parents to actively participate in school activities, such as assemblies, performances, and sports events. This involvement strengthens the school community and provides parents with insights into their child's school life.

Decision-Making Processes: Parents are invited to be part of decision-making processes through parent councils or committees. These bodies provide valuable feedback and suggestions on school policies and initiatives.

Workshops and Seminars: The school organizes workshops and seminars on various educational topics, offering parents resources and strategies to support their child's learning and development.

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5.2 Parental Responsibilities

Support at Home

Value of Reading: Emphasizing the importance of reading, we encourage parents to foster a love of books and reading at home, which is instrumental in developing language and cognitive skills.

Volunteer Opportunities

Volunteer Roles: There are numerous opportunities for parents to volunteer at Ellesmere College Riyadh, including assisting in the library, participating in field trips, or contributing to extracurricular clubs and sports teams.

Community Events: Parents are welcome to help organize and participate in community events such as cultural festivals, fundraisers, and charity drives. These events enhance the sense of community and provide valuable experiences for students.

Parent-School Partnership:

Collaborative Relationship: The partnership between parents and Ellesmere Riyadh is fundamental to the success of our students. We strive to create a collaborative environment where parents feel valued and empowered to contribute to their child's education.

Feedback and Suggestions: We actively seek feedback and suggestions from parents, recognizing that their insights are essential in shaping a positive and effective learning environment.

Joint Initiatives: The school collaborates with parents on various initiatives aimed at enhancing student well-being and academic achievement. These joint efforts demonstrate our commitment to working together for the benefit of every student.

6. Legal and Contractual Framework

6.1 Compliance with Laws.

Ellesmere College Riyadh is committed to full compliance with the educational laws and regulations of Saudi Arabia. This commitment includes:

Adherence to Standards: Ensuring that our educational programs, policies, and practices comply with national educational standards and legal requirements.

Data Protection and Privacy: Strict adherence to data protection laws, ensuring the confidentiality and security of student and family information.

Regular Audits: Conducting regular audits to ensure ongoing compliance and addressing any areas of concern promptly.

6.2 Amendments to the Policy.

Our admissions policy is subject to periodic review and may be amended to reflect changes in legal requirements, educational best practices, or the needs of our school community:

Notification of Changes: The school will notify parents and guardians of any significant changes to the admissions policy in a timely manner.

Effective Dates: Any changes made to the policy will be clearly communicated, including the effective date of these changes.

Parents name اسم ولي الأمر	Date التاريخ	Signature التوقيع



7. Additional Policies at Ellesmere Riyadh

7.1 Extracurricular Activities

Range of Activities

At Ellesmere College Riyadh, we offer a broad and diverse range of extracurricular activities designed to cater to various interests and talents of our students. These activities play a crucial role in the holistic development of our students, complementing the academic curriculum.

Sports: Our sports program includes team sports such as football, basketball, and volleyball, as well as individual sports like swimming, gymnastics, and athletics. These activities promote physical fitness, teamwork, and sportsmanship.

Arts: The arts program encompasses activities in music, drama, and visual arts. Students have opportunities to participate in school plays, join the choir or band, and explore various forms of artistic expression.

Clubs and Societies: We offer a wide array of clubs and societies, ranging from academic-focused groups like the science club and debate team to interest-based clubs such as the gardening club and chess club. These clubs encourage intellectual exploration, creativity, and social interaction.

Participation: Participation in extracurricular activities at Ellesmere College Riyadh is encouraged for all students, as it contributes significantly to personal growth and skill development.

Eligibility Criteria: Students are generally eligible to participate in most activities, with some programs having specific requirements based on skill level or age.

Expectations: Students are expected to commit to their chosen activities, attend regular practices or meetings, and uphold the values of sportsmanship and collaboration.

Selection for Competitive Teams: For sports teams or competitive clubs, selections are based on trials or auditions, ensuring a fair process that recognizes talent and dedication.

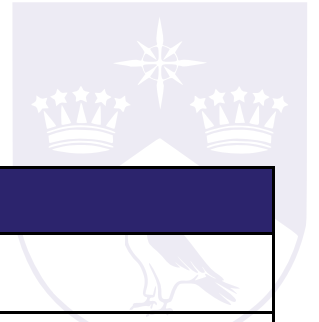
Fees and Costs

While some extracurricular activities at Ellesmere Riyadh are included in the tuition fees, some specialized programs or competitive teams may incur additional costs.

Cost Breakdown: Parents are provided with a detailed breakdown of any extra fees at the beginning of the academic year or upon enrollment in the activity.

Transparency in Costs: We ensure transparency in all costs associated with extracurricular activities, providing parents with clear information to make informed decisions.

Parents name اسم ولي الأمر	Date التاريخ	Signature التوقيع


Student Health Declaration Form
Student Information بيانات الطالب

Student full name اسم الطالب/الطالبة			
Date of birth تاريخ الميلاد		Gender الجنس	Male ذكر Female أنثى
Joining Grade الصف المتقدم له		Academic Year للعام الدراسي	

Health Information	NO لا	YES نعم	المعلومات الصحية
Heart problems			مشاكل القلب
Respiratory problems including Asthma			مشاكل التنفس بما في ذلك الربو
Allergies			الحساسية
serious illness or surgery in the past			مرض خطير أو جراحة في الماضي
chronic health conditions: Diabetes			الحالات الصحية المزمنة: السكري
chronic health conditions: Blood pressure			الحالات الصحية المزمنة: ضغط الدم
Back, Bone ,or Joints problems			مشاكل الظهر، العظام، أو المفاصل
other health-related information the school should be aware of			المعلومات الأخرى المتعلقة بصحة الطالب التي يجب أن تكون المدرسة على علم بها
Learning difficulties and disabilities	NO لا	YES نعم	صعوبات التعلم
Diagnosed with learning disabilities			تم تشخيص صعوبات تعلم
Attention difficulties			مشاكل في الانتباه
Communication problems			مشاكل في التواصل
receive any special education services or accommodations			يتلقى أي دعم أكاديمي خاص أو معاملة أكاديمية خاصة
Self-regulation problems			مشاكل في التحكم في النفس
Anger issues			مشاكل التحكم في الغضب

If you answer any of the above questions with YES, please provide more details in the box below and attach the pertaining documents

إذا كانت إجابتك على أي من الأسئلة أعلاه بنعم، فيرجى تقديم المزيد من التفاصيل في المربع أدناه وإرفاق المستندات ذات الصلة

I hereby declare that the information provided in this form is accurate and complete to the best of my knowledge. I understand that it is my responsibility to inform the school of any changes in my child's health status. In case of a medical emergency, I authorize Ellesmere College Riyadh to take necessary actions as deemed appropriate.

أقر بموجب هذا أن المعلومات المقدمة في هذا النموذج دقيقة وكاملة على حد علمي. أدرك أنه من مسؤوليتي إبلاغ المدرسة بأي تغييرات في الحالة الصحية لطفلي. في حالة الطوارئ الطبية، أوافق إسمير الرياض باتخاذ الإجراءات اللازمة حسب الاقتضاء.

Please note that a more comprehensive health form will be filled out upon the student enrolment.

يرجى ملاحظة أنه سيتم ملء نموذج صحي أكثر شمولاً عند اكتمال التسجيل.

Parents name	Date	Signature
اسم ولي الأمر	التاريخ	التوقيع



Parent Pledge of Acknowledgement

I, parent of _____ in Grade _____, dated _____, I hereby acknowledge and confirm that I have reviewed and understood the contents of the registration policy, financial policy, and the guidelines for conduct, behavior, and discipline. I commit to working collaboratively with the school administration to support the educational and developmental objectives set for my child.

I consent to the school communicating with me through my email address: _____, or through the mobile numbers provided:

Father's Mobile _____,

Mother's Mobile _____.

Should there be any requests or requirements, I will address them promptly and provide written responses to the school or engage directly at the school premises when necessary.

My commitments include:

- Upholding and supporting the school's policies.
- Demonstrating respect and support towards the school community.
- Keeping the school updated with current contact information.
- Collaborating with school management regarding safe and considerate vehicular movement in and out of the school vicinity, ensuring minimal disruption to neighbours and traffic.

Furthermore, I acknowledge that:

- All regulations set forth by the Ministry of Education are applied.
- The school reserves the right to deny admission to students or request parents to seek alternative educational arrangements if there is a failure to comply with school or Ministry of Education guidelines, or financial obligations.
- Should my child fail to adhere to the school's system during the Academic Year, the school may propose transferring my child to another school.
- School events, activities, and daily occurrences may be recorded or photographed for documentation and promotional purposes and shared on the school's website and social media platforms. Parental requests for photo removal after publication will be granted; not receiving such a request implies implicit consent to the use of these images (NB: This excludes female students from grades 7 to 12).
- I agree to and accept all rules regarding Student Misconduct as outlined by the Ministry of Education and as detailed on the school's website.

Parents name <small>اسم ولي الأمر</small>	Date <small>التاريخ</small>	Signature <small>التوقيع</small>