

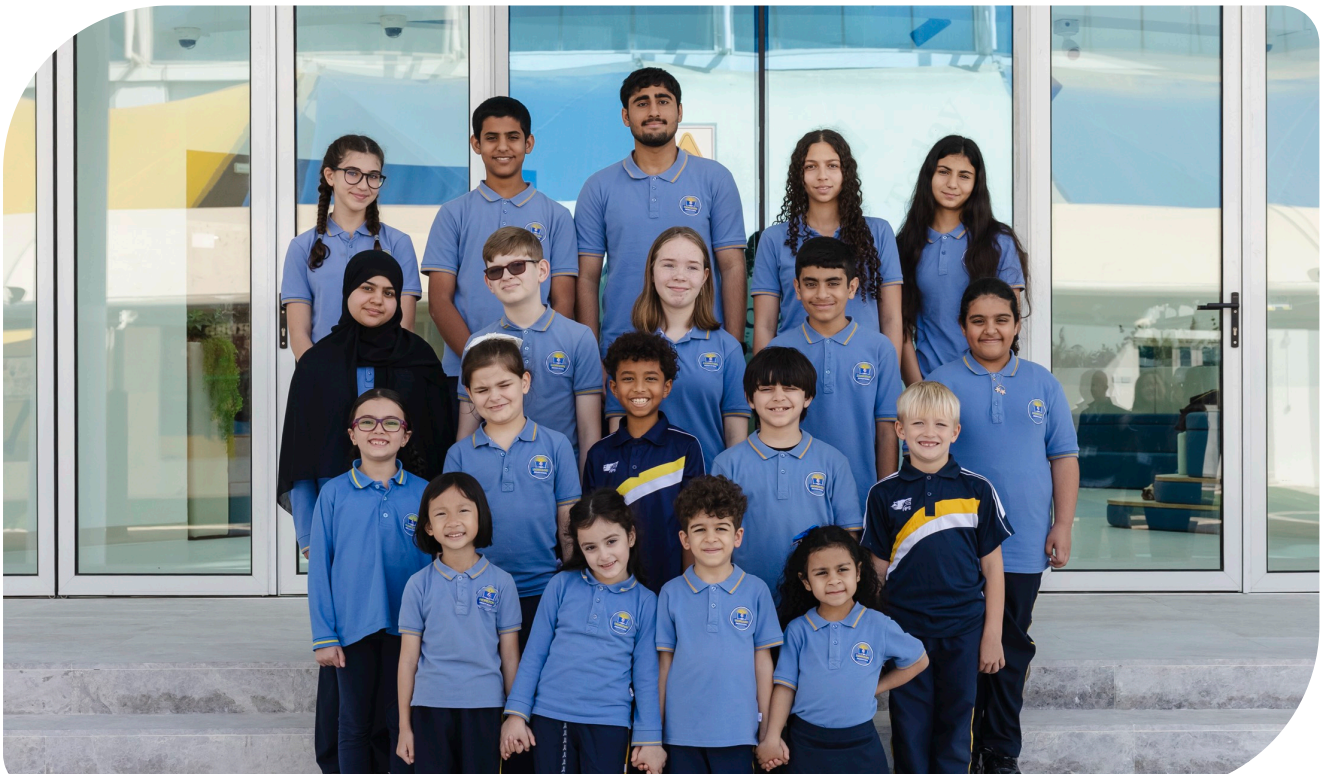


FOR OUR FAMILIES · AY 2026-2027

PARENT HANDBOOK

A guide to who we are, what we believe, and how we partner with you to nurture tomorrow's leaders. Every Child Known, Every Child Valued, Every Child Prepared.

Horizon Private School — American Branch · Abu Dhabi, UAE
Version 5 · July 2026 · Reference HPSB-Rev02-PH



EXCELLENCE TODAY, LEADERS TOMORROW.



● Document Control

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① POLICY ALIGNMENT

ADEK Student Behavior Policy v1.3 · ADEK Safeguarding Policy v1.2 · ADEK Student Administrative Affairs Policy v1.2 · ADEK Parent Engagement Policy v1.1 · ADEK Inclusion Policy v1.3 · ADEK Assessment Policy v1.2 · ADEK Digital Policy v1.1 · Wadeema’s Law (Federal Law No. 3/2016) · Brand Wording Handbook (Governing Canon), V5, 20260702

This handbook is reviewed annually. It reflects a full five-point governance review: the three canonical divisions with Brand Canon division messaging, the ADEK four-level misconduct framework aligned to the Student Code of Conduct V4, the named Designated Safeguarding Lead and clear reporting route, the AY 2026–27 Master Bell Schedule, The Prepared Horizon Graduate, Signature Programs, Grades 1–2 aftercare, the Read & Write phonics program, a parent-facing 5P Framework reference, and cross-references to the Secondary Course Catalog (Grades 9–12).

Every Child Known, Every Child Valued, Every Child Prepared.

HORIZON VISION · AY 2026–2027



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EARLY LITERACY THROUGH THE READ & WRITE PHONICS PROGRAM



01

WELCOME & IDENTITY

Horizon is more than a school; it is a vibrant and caring community where each child is known, valued, and prepared.



Welcome to Horizon Private School – American Branch. This handbook is not only a guide to policies and practices but also a reflection of who we are, what we believe, and how we partner with you to nurture tomorrow's leaders. In this chapter you will find the Principal's welcome, our Mission, Vision, Motto, and Values, and the promise that shapes every decision we make.

EVERY CHILD KNOWN

EVERY CHILD VALUED

EVERY CHILD PREPARED



Welcome Letter from the Principal

Dear Horizon Families,

It is with great joy, pride, and anticipation that I welcome you to Horizon Private School – American Branch. Horizon is more than a school; it is a vibrant and caring community where each child is known, valued, and prepared. As we embark on this shared journey together, I invite you to see this handbook not only as a guide to policies and practices but also as a reflection of who we are, what we believe, and how we partner with you to nurture tomorrow's leaders.

At Horizon, our mission is simple yet profound: *Horizon Private School is committed to creating a secure and stimulating learning environment where students can reach their maximum potential through high standards in teaching and leadership. We want our young people to become lifelong learners and valuable members of the wider global community.* Every decision we make, every class we teach, and every relationship we build is rooted in this promise. We believe that education is not limited to knowledge—it is about cultivating curiosity, character, and courage. Our vision — Every Child Known, Every Child Valued, Every Child Prepared — is more than a phrase; it is our daily commitment to preparing every student for the opportunities and challenges of an ever-changing world.

As parents, you are essential partners in this mission. Your encouragement, trust, and involvement strengthen our community and amplify the success of our students. Together, we create a school where every child feels a deep sense of belonging, where learning is joyful and meaningful, and where every learner is empowered to discover their potential.

I thank you for entrusting us with your children. With your support, we will continue to make Horizon a place where education is transformative, character is nurtured, and leaders are born. Let this handbook serve as a roadmap for a year filled with growth, discovery, and shared success.

With gratitude,

WITH GRATITUDE

Christopher Tompkins

Principal · Horizon Private School – American Branch



● Mission

Horizon Private School is committed to creating a secure and stimulating learning environment where students can reach their maximum potential through high standards in teaching and leadership. We want our young people to become lifelong learners and valuable members of the wider global community.

● Vision, Motto, and Values

Vision: Every Child Known, Every Child Valued, Every Child Prepared.

Motto: Excellence Today, Leaders Tomorrow.

RESPECT

INTEGRITY

INNOVATION

COLLABORATION

EXCELLENCE

COMMUNITY

INQUIRY

These values are not simply words on a page — they are the compass by which we navigate daily life at Horizon. They guide how teachers design lessons, how students interact with peers, and how parents and staff work together. They ensure that Horizon remains a place where academic achievement is matched by character, empathy, and responsibility.



● Our Promise: Every Child Known, Valued, and Prepared

This promise is at the heart of everything we do. It shapes our daily decisions and long-term strategies. It is what families can expect from us and what students will carry forward into their futures.

- **Every Child is Known:** Teachers take time to understand each child's strengths, challenges, and dreams. No student is invisible; every learner has a voice and a trusted adult who champions them.
- **Every Child is Valued:** We celebrate individuality and diversity. Whether in language, culture, learning style, or talent, we honor what makes each child unique. Belonging is not optional — it is essential.
- **Every Child is Prepared:** Through a rigorous American curriculum enriched by innovation, character education, and global perspectives, we ensure students leave Horizon ready for university, careers, and life.

● Our Unique Identity

What makes Horizon distinctive is the way we blend academic rigor, cultural rootedness, and future-readiness:

- **Future-Ready Education:** We are among the first in the region to integrate AI and digital fluency into learning. Students are prepared not just for exams, but for an unpredictable and dynamic future.
- **Rooted in Culture:** We honor and celebrate UAE heritage, language, and values, ensuring students grow as proud members of their community while embracing global citizenship.
- **Community-Centered:** Families, students, and staff form a close-knit partnership. We believe that schools thrive when parents are engaged, voices are heard, and collaboration is strong.

Together, these strengths express The Horizon Difference (who we are), The Horizon Advantage (what we deliver), and The Horizon Way (how we act) — the framework that guides every Horizon experience and communication.

Choosing Horizon means joining more than a school — it means joining a shared story of growth, courage, and excellence.



02

PROFILES OF EXCELLENCE

Excellence is not abstract — it is lived daily by our teachers, our students, our families, and our school community.



These profiles of excellence define the habits, commitments, and promises that guide us all. They set a shared standard for how we learn, work, and thrive together — as a school, as teachers, as students, and as families.



What Remarkable Schools Do

Horizon Private School – American Branch is a mission-driven, inspection-ready institution that places student achievement, wellbeing, and inclusion at the center of all decisions. We align our systems and practices with ADEK's framework and Cognia's standards, use data and stakeholder feedback to drive improvement, and partner with families and the wider community to prepare students for university, careers, and life.

- **Mission & Vision:** Align all decisions with the Mission and Vision. Ensure Every Child Known, Every Child Valued, Every Child Prepared guides practice.
- **Continuous Improvement:** Use surveys and inspection feedback for planning. Monitor the School Improvement Plan with measurable milestones.
- **Student Achievement & Wellbeing:** Monitor progress through internal and external assessments. Implement robust safeguarding systems. Involve student voice in decision-making.
- **Inclusive Education:** Guarantee equitable access for all learners. Develop Documented Learning Plans (DLPs) with families and specialists for all Students of Determination. Nurture a culture of respect and belonging.
- **Excellence in Teaching & Learning:** Invest in teacher growth, collaboration, and innovation. Provide equitable resources across phases. Encourage inquiry, project-based, and differentiated instruction.
- **Parent & Community Engagement:** Communicate regularly with families. Provide workshops and forums for dialogue. Build local and global partnerships. Respect UAE cultural and moral values while celebrating diversity.
- **Transparency & Accountability:** Apply policies consistently and fairly. Report progress honestly. Model ethical, student-centered leadership.
- **Future Readiness:** Embed innovation, entrepreneurship, and digital fluency. Provide opportunities for local, national, and international engagement. Prepare graduates for university and career pathways worldwide.

① THE 5P FRAMEWORK

Our standards are organized through Horizon's 5P Framework — People, Program, Process, Policy, and Physical Plant — the same lens through which ADEK and Cognia view our work, with people always first.



● What Excellent Teachers Do

Excellent teachers at Horizon are role models, innovators, and trusted adults who create safe, supportive, and inspiring learning environments. Guided by the Mission and Vision, they bring learning to life through inquiry, project-based approaches, and differentiated instruction that meets the needs of every learner, including Students of Determination. They use assessment and feedback to adapt instruction, monitor growth, and empower learners to take ownership of learning.

- **Mission-Driven and Student-Focused:** Dedicate time to supporting students in class, advisory, clubs, and activities. Recognize that homeroom, assemblies, trips, and performances provide teachable moments. Build long-term connections so every child has a trusted adult. Value all aspects of school life as integral to education.
- **Professional Role Models:** Act fairly, consistently, and respectfully with students, parents, and colleagues. Lead by example on and off campus, modeling Horizon's values. Support colleagues and institutional priorities. Maintain clean, orderly, student-centered classrooms.
- **Classroom Community:** Create positive, structured, supportive environments. Meet students where they are and challenge them to excel. Engage students actively and communicate clearly with families and colleagues.
- **Proactive and Reflective:** Anticipate challenges and act proactively; learn from mistakes. Use assessment and data to adapt instruction and track growth. Communicate promptly with parents regarding concerns and progress.
- **Lifelong Learners & Collaborators:** Pursue mastery in their disciplines and pedagogy. Collaborate with colleagues and share best practices. Remain open to innovation, inquiry, and professional growth.
- **Inclusive Practice:** Differentiate instruction to meet diverse needs. Recognize that learning differences are not indicators of ability. Partner with Inclusion, Learning Support, and Counseling teams. Ensure Students of Determination are fully supported and able to thrive.
- **Meaningful Learning Design:** Plan and deliver engaging lessons with inquiry and project-based learning. Collaborate to ensure rigor, alignment, and relevance. Integrate technology, innovation, and design thinking. Communicate assignments and expectations clearly.
- **Teaching with Passion and Empathy:** Approach teaching with joy, humor, and empathy. Guide students through adolescence with care and high expectations. Treat every interaction as a learning opportunity.

ROLE MODELS

INNOVATORS

TRUSTED ADULTS



● What Successful Students Do

Successful students at Horizon are curious, resilient, and engaged learners who balance academic rigor with wellbeing, creativity, and service. They prepare for higher education and future pathways through communication, problem-solving, innovation, global citizenship, and student agency.

- **Communication:** Read and analyze complex materials across subjects. Develop critical, analytical, expository, and creative writing skills. Speak articulately in class and public forums; listen with empathy. Express through music, drama, visual arts, and media. Achieve bilingual proficiency in Arabic and English, plus competence in another language.
- **Problem-Solving and Inquiry:** Apply scientific method and historical thinking to real-world problems. Ask incisive questions and think critically to solve challenges. Use creativity across disciplines and contexts. Engage in project-based learning as preparation for future pathways.
- **Digital Literacy & Information Use:** Conduct inquiry-based research independently and collaboratively. Use digital tools ethically, efficiently, and responsibly. Evaluate and assess the reliability of sources. Use feedback to set goals and reflect on growth.
- **Broad Knowledge & Global Citizenship:** Work independently and collaboratively with diverse peers. Engage in discussions, debates, projects, and presentations. Appreciate sciences, mathematics, humanities, and the arts. Cultivate global understanding and embrace Islamic and moral education.
- **Wellbeing & Balance:** Commit to physical fitness and healthy choices. Recognize the importance of mental and emotional wellbeing. Safeguard themselves and support peers' wellbeing. Balance academic rigor with personal wellness.
- **Engagement in School Life:** Participate in clubs, sports, arts, and competitions. Volunteer for service beyond minimum requirements. Support peers at performances, exhibitions, and events. Build friendships with peers and mentors.
- **University & Future Pathways:** Take each year seriously; set goals and strive for improvement. Seek support from faculty, advisors, and counselors. Develop resilience, self-awareness, and perseverance. Learn for curiosity, meaning, and contribution to society.
- **Innovation & Future Skills:** Use technology creatively and ethically. Develop entrepreneurial and design thinking. Apply innovation to real-world challenges. Show adaptability, resilience, and leadership.



● What Supportive Parents Do

Supportive parents at Horizon recognize education as a partnership. They ensure their children arrive each day prepared to learn, communicate constructively with staff, and model Horizon's values in the home and community.

- **Choosing Horizon Intentionally:** Review admissions materials and expectations before enrolling. Understand the ethos, culture, and environment. Share goals for their child with Horizon.
- **Embracing Mission & Vision:** Read the Handbook annually with their child. Recognize Horizon's academic rigor and expectations. Use advisory as a key communication channel. Welcome diversity and inclusion.
- **Partnership with Horizon:** Communicate regularly with their child and Horizon. Set realistic goals for academics and university pathways. Support counseling and view setbacks as learning opportunities.
- **Engagement in School Life:** Attend events, parent groups, and activities. Volunteer and support school programs. Report concerns constructively and avoid gossip.
- **Preparedness at Home:** Ensure children are rested, punctual, and prepared. Provide an organized, quiet study space. Monitor technology use responsibly. Recognize effort, perseverance, and strengths.
- **Valuing Horizon's Professional Perspective:** Respond constructively to communications. Build trust with teachers and advisors. Accept recommendations for support or enrichment. Address concerns directly before escalating.
- **Seeking Accurate Information:** Ask about progress, strengths, and growth areas. Review syllabi, rubrics, and assessment data. Discuss pathways with leadership.
- **Sharing Background Information:** Provide educational, medical, cultural, and religious details to support learning. Collaborate with Horizon to accommodate student needs.



● The Prepared Horizon Graduate

Every profile above leads to a single destination. A Prepared Horizon Graduate is a principled, globally-minded young person — known by name and nature, confident in identity, and ready for university, career, and a life of contribution. Grounded in the values of Respect, Integrity, Innovation, Collaboration, Excellence, Community, and Inquiry, the Prepared Horizon Graduate carries forward bilingual fluency in Arabic and English, competence in a world language, deep respect for Emirati heritage, and a clear-eyed global outlook. The Prepared Horizon Graduate is a critical thinker and creative problem-solver; a resilient learner with the wellbeing habits to sustain a long life of growth; an ethical user of technology and AI; and a leader whose character is visible in how they treat others. Excellence Today, Leaders Tomorrow is not a destination — it is the standard a Prepared Horizon Graduate carries with them.

THE SEVEN HALLMARKS OF THE PREPARED HORIZON GRADUATE





03

LEARNING & GROWTH

Learning is not just about acquiring knowledge. It is about cultivating curiosity, developing resilience, and shaping values that guide students throughout life.



Our Learning & Growth program provides families with a complete view of how curriculum, technology, assessment, and enrichment interconnect to prepare students for excellence, leadership, and lifelong success.

[CCSS ENGLISH & MATH](#)[NGSS SCIENCE](#)[UAE MOE FRAMEWORK](#)[AP COURSES](#)



● Our Philosophy of Teaching & Learning

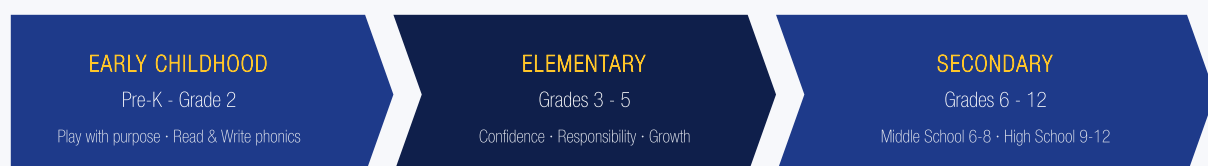
Our philosophy is rooted in best practice, child-centered pedagogy, and cultural relevance:

- **Inquiry-Driven & Creative:** Students are encouraged to become curious explorers. Teachers guide them to pose questions, hypothesize answers, conduct investigations, and share discoveries in presentations and portfolios. This cultivates critical thinking and sparks a lifelong love for learning.
- **Project-Based & Experiential:** Beyond lectures, students engage in hands-on projects that require collaboration and creativity. Whether designing a science experiment, staging a theatrical performance, or developing a business idea, they learn to apply knowledge in meaningful, practical ways.
- **Inclusive & Personalized:** Every child learns differently. Teachers use High-Impact Teaching strategies, differentiated instruction, and flexible grouping to ensure each learner has access to challenging yet supportive experiences. Documented Learning Plans (DLPs), tiered support systems, and active family collaboration ensure equity and success. Student milestones are celebrated, and transitions between divisions are carefully supported.
- **Values-Infused:** Academic learning is paired with moral and character education. Lessons reinforce Horizon's values — Respect, Integrity, Innovation, Collaboration, Excellence, Community, and Inquiry — while also embedding Arabic, Islamic, and UAE Social Studies to ensure cultural identity and heritage are central to learning.
- **Whole Child Development:** Learning at Horizon addresses intellectual, social, emotional, and physical growth. Leadership programs, wellbeing initiatives, and extracurricular offerings ensure students grow as balanced, ethical, and globally minded individuals. Physical Education follows the Horizon Physical Literacy Framework, emphasizing resilience, teamwork, sportsmanship, and UAE cultural values.

● Curriculum Journey by Division

Horizon's curriculum provides a rich, structured journey across our three divisions — Early Childhood (Pre-K – Grade 2), Elementary (Grades 3–5), and Secondary (Grades 6–12). It is aligned with Common Core State Standards (CCSS) for English and Mathematics, Next Generation Science Standards (NGSS) for Science, and the UAE Ministry of Education (MoE) framework for Arabic, Islamic Studies, UAE Social Studies, and Moral Education. Each stage offers a carefully designed blend of international rigor and cultural identity, ensuring our students develop as confident learners, grounded citizens, and future-ready leaders.

THE HORIZON CURRICULUM JOURNEY



ONE ALIGNED FRAMEWORK ACROSS ALL DIVISIONS

CCSS English & Mathematics · NGSS Science · UAE MoE: Arabic, Islamic Studies, UAE Social Studies, Moral Education

At Horizon, Excellence begins in Early Childhood. Everything we communicate about Early Childhood rests on three truths: **Security and Care** — Every Child is Known and Valued; **Play with Purpose** — learning is active, creative, and intentional; and **Preparation for the Future** — students leave Horizon ready for life and learning beyond.



Early Childhood · Pre-K – KG

- **Core Focus:** Early Childhood provides a joyful, play-based, and inquiry-driven foundation for lifelong learning. Children are encouraged to explore, create, and ask questions in an environment that nurtures curiosity, independence, and confidence. The focus is on developing early literacy, numeracy, social skills, and a love for discovery.
- **Key Standards:** CCSS for emergent literacy (phonics, vocabulary, comprehension, early writing) and early mathematics (number sense, problem-solving, geometry). NGSS encourages observation, questioning, predictions, and hands-on exploration. Phonics and early literacy are strengthened through the Read & Write program.
- **MoE Subjects:** Arabic instruction emphasizes letter recognition, phonics, and early vocabulary. Islamic Studies introduce short surahs and foundational manners, while Moral Education highlights kindness, sharing, and responsibility. UAE Social Studies introduce family, traditions, and local symbols to build identity from the earliest years.
- **Program Highlights:** Joyful milestones include cultural celebrations, class performances, and thematic events such as 100 Days of School, UAE National Day, Ramadan activities, and International Day. Children also practice independence through self-registration and choice centers, fostering responsibility and confidence.
- **Learning in Action:** Daily experiences include storytelling, music, discovery stations, art, outdoor play, and hands-on science experiments. Students learn through collaboration, guided inquiry, and play-based exploration, making learning both meaningful and enjoyable.
- **Traditions & Milestones:** Celebrations of growth, such as class showcases, reading and counting milestones, and end-of-year performances, create joyful memories for families and reinforce a sense of accomplishment for students.
- **Wellbeing & Support:** Teachers provide nurturing guidance, ensuring smooth social-emotional development. Advisory activities and close communication with families help children build confidence, routines, and resilience as they transition into formal schooling.

Early Childhood · Grades 1–2

- **Core Focus:** Lower Elementary builds on the joyful, play-based foundations of early childhood and transitions students into structured academic learning. The focus is on developing strong literacy and numeracy skills while nurturing curiosity, independence, and confidence.
- **Key Standards:** CCSS ELA emphasizes phonics, comprehension, emergent writing, and a love for reading. CCSS Math develops number sense, problem-solving, geometry, and spatial awareness. NGSS introduces students to observation and hands-on inquiry. Phonics instruction continues through the Read & Write program.
- **MoE Subjects:** Arabic lessons focus on vocabulary development and reading comprehension, Islamic Studies introduce Prophets' stories and surahs, Moral Education highlights honesty and respect, and UAE Social Studies explores local symbols, history, and traditions.
- **Program Highlights:** Students take on age-appropriate leadership roles such as class helpers or assembly participants. Explorer's Code agreements and restorative practices guide positive behavior and foster responsibility.
- **Learning in Action:** Guided reading circles, math manipulatives, phonics activities, and simple science explorations encourage inquiry and discovery. Classroom councils allow students to express opinions, practice collaboration, and develop early decision-making skills.
- **Traditions & Milestones:** Key milestones such as reading celebrations, cultural assemblies, and end-of-year showcases give students pride in their growth and help families share in their learning journey.
- **Wellbeing & Support:** Teachers closely monitor developmental progress and provide individualized support. Counseling and advisory check-ins ensure that students adjust well to the routines of formal schooling.



● Elementary School · Grades 3–5

Elementary School is where confidence grows and potential expands. Students deepen their academic understanding while developing independence, responsibility, and strong habits of learning. Our Elementary messaging communicates three interconnected truths: **Confidence and Competence** — students apply knowledge with increasing independence; **Responsibility and Growth** — learners develop strong habits of scholarship and character; and **Preparation for Future Learning** — students are equipped for the transition into Middle School and beyond.

- **Core Focus:** Upper Elementary encourages greater independence, responsibility, and critical thinking. Students transition from learning the basics to applying knowledge across subjects, developing the habits of inquiry and resilience that prepare them for middle school.
- **Key Standards:** CCSS ELA develops comprehension of complex texts, multi-paragraph essays, and formal research. CCSS Math deepens multiplication/division, fractions, decimals, and early algebraic thinking. NGSS encourages structured experiments, systematic data collection, and conclusions across topics like ecosystems, energy, and Earth systems.
- **MoE Subjects:** Arabic instruction focuses on fluency, grammar, and writing; Islamic Studies cover history, Hadith, and Qur'an memorization; Moral Education emphasizes justice, empathy, and fairness; UAE Social Studies explore heritage, governance, and geography.
- **Program Highlights:** Students showcase learning through science fairs, persuasive writing competitions, art exhibitions, and heritage projects. Leadership roles expand to include class representatives and kindness teams, giving students responsibility for shaping classroom culture.
- **Learning in Action:** Research projects, experiments, debates, and collaborative inquiries highlight applied learning. Students design investigations, create presentations, and explore UAE-specific case studies, strengthening their sense of identity and global citizenship.
- **Traditions & Milestones:** Celebrations such as 100 Days of School, UAE National Day, and cultural festivals build community and pride. End-of-year exhibitions allow families to see growth across subjects.
- **Wellbeing & Support:** Advisory sessions and teacher mentoring guide students through growing academic demands and social changes. Counseling support and family communication ensure that learning challenges or emotional needs are addressed early.



● Secondary School · Middle School (Grades 6–8)

Secondary School is where students define their path and prepare for the future. Our Secondary messaging communicates three defining truths: **Challenge and Achievement** — students meet high academic expectations with confidence; **Identity and Independence** — learners develop self-awareness, discipline, and responsibility; and **Future Readiness** — students are fully prepared for university, careers, and global citizenship. Middle School and High School are the two stages within our Secondary division.

- **Core Focus:** Middle school is a bridge between foundational learning and the rigor of high school. It focuses on developing independence, identity, and mastery. Students are encouraged to take initiative, build resilience, and discover their strengths while engaging in authentic, inquiry-driven learning experiences.
- **Key Standards:** CCSS ELA includes literary analysis, analytical essays, persuasive arguments, and research writing. CCSS Math progresses through pre-algebra, Algebra I, and introductory geometry. NGSS covers integrated sciences (life, physical, earth/space) with engineering design.
- **MoE Subjects:** Students deepen their understanding of Arabic, Islamic principles, and UAE heritage. Lessons incorporate case studies and projects rooted in national culture, encouraging students to value identity and tradition while excelling in global standards.
- **Program Highlights:** Middle school emphasizes leadership development and responsibility. Students take on roles in the Student Council, class leadership teams, and service initiatives, learning to collaborate, problem-solve, and contribute to their community.
- **Learning in Action:** Students engage in STEM projects aligned with UAE Vision 2030, debates on current issues, research fairs, and student-led conferences. Examples include designing renewable energy models, analyzing school data through statistics, or presenting sustainability campaigns that merge science, math, and the arts.
- **Traditions & Milestones:** Signature traditions, such as student showcases, assemblies, and division-wide events, create a sense of belonging and pride. Transition programs at the end of Grade 8 prepare students academically and emotionally for high school through orientation sessions, counselor-led planning, and family workshops.
- **Wellbeing & Transitions:** Wellbeing is embedded through advisory programs, mentoring, and proactive communication with families. Teachers and counselors provide academic coaching, goal-setting, and emotional support, ensuring students are guided as they navigate the challenges of adolescence and prepare for the demands of high school.



● Secondary School · High School (Grades 9–12)

- **Core Focus:** High school learning is rigorous, joyful, and purposeful. Students take ownership of their learning, explore passions, collaborate on projects, and prepare for real-world challenges. The program balances academic excellence with leadership, service, and cultural identity, ensuring readiness for university and life beyond school.
- **Key Standards:** CCSS underpins English, Math, and Social Studies. NGSS informs lab-based sciences (Biology, Chemistry, Physics). AP courses provide college-level challenge and international recognition.
- **MoE Subjects:** Students continue to engage deeply with Arabic, Islamic Studies, and Moral Education, with strong emphasis on cultural heritage and UAE identity. Examples include heritage exhibitions, Ramadan activities, and National Day celebrations that reinforce pride and cultural awareness.
- **Program Highlights:** High school students assume authentic leadership roles through Model United Nations (MUN), Business Day planning, Student Council, and service as mentors, ambassadors, and event ushers. Signature events such as career fairs and university admissions celebrations highlight the division's focus on preparing students for their next steps.
- **Learning in Action:** Applied learning opportunities showcase student creativity and inquiry: science fairs, social enterprise and business initiatives, heritage and cultural exhibitions, external academic competitions, debates, and MUN participation. These experiences demonstrate student voice, innovation, and leadership in action.
- **Traditions & Milestones:** The high school years are marked by defining traditions that build community and identity. These include Spirit Weeks, the Graduation Walk, senior privileges, farewell events, and the culminating milestone of Graduation, which celebrates years of growth, achievement, and readiness for the future.
- **Wellbeing & Transitions:** Student wellbeing is proactive and personalized. Teachers, advisors, and leaders maintain mentoring relationships, open-door policies, and early intervention strategies. Transitions from middle to high school are supported through structured orientation programs, subject selection guidance, goal-setting sessions, and regular family communication with counselors.

▀ SECONDARY COURSE CATALOG

The full list of Grade 9–12 courses, including AP offerings and elective pathways, is published annually in the Secondary Course Catalog, available from the school counselor and the school website.



● Teaching & Technology

Technology at Horizon is more than a tool — it is a catalyst for creativity, innovation, and future readiness. We integrate digital platforms and emerging technologies thoughtfully, ensuring that students learn to use them responsibly, ethically, and with purpose. Our approach balances innovation with wellbeing, equipping students to thrive in a rapidly evolving world.

- **Purposeful Use:** Technology supports learning, inquiry, and collaboration. Devices and platforms are used to deepen understanding, not distract from it.
- **Blended Learning:** Digital tools extend the classroom, allowing for personalized learning, interactive projects, and global connections.
- **Future Skills:** Students develop digital literacy, coding, critical thinking, and research skills that prepare them for university and careers.



COLLABORATIVE LEARNING WITH IPADS IN THE SECONDARY DIVISION

- **Toddle:** Our Learning Management System (LMS) connects students, teachers, and parents. It houses assignments, feedback, portfolios, and updates.
- **AI Tools:** Toddle AI and Tutor AI are used responsibly to support learning. Teachers guide students in ethical, transparent, and creative use.
- **Learning Resources:** Platforms such as McGraw-Hill, ExactPath, Study Island, ALEF Education, and Google Workspace provide personalized practice, collaboration, and access to high-quality resources.
- **Assessment Support:** Digital tools provide instant feedback and data to track progress and inform teaching.



● BYOD — Bring Your Own Device

- **Guidelines:** Students bring age-appropriate devices as specified by the school. Clear policies govern usage, ensuring devices support learning.
- **Digital Balance:** Teachers model healthy use of technology, encouraging breaks, face-to-face interaction, and balance.
- **IT Support:** Horizon provides guidance and troubleshooting support for families to ensure smooth access and safe use.

● Digital Citizenship & Online Safety

- **Respectful Use:** Students are expected to treat technology and online spaces with the same respect as physical ones. Integrity, courtesy, and responsibility guide all digital interactions.
- **Safety Education:** Lessons on cyberbullying, privacy, digital footprints, and media literacy are embedded across the curriculum. Students are encouraged to report inappropriate behavior or content immediately.
- **Acceptable Use Policy (AUP):** Key commitments include: looking after devices responsibly, keeping them charged, stored safely, and transported in protective bags; saving and backing up work regularly, using descriptive file names, and organizing files on secure platforms; acting with integrity — not forwarding spam or inappropriate content, not accessing degrading or harmful sites, and not using another person's accounts or logins; seeking permission before publishing images or content that involve others; properly citing sources and acknowledging influences in all digital work; and respecting boundaries — iPads and devices are not used during assemblies, recess, or bus time.
- **Teacher Authority:** In classrooms, teachers determine appropriate and inappropriate use. They may declare technology-free times or require devices to be put away to support learning focus.
- **Consequences:** Violations of the AUP may result in disciplinary measures, including disabling access to networks or devices. Even in these cases, completing classwork remains the student's responsibility.
- **Parental Role:** Parents review and sign the AUP with their children, reinforcing safe, ethical, and balanced use at home.

Digital citizenship at Horizon is about using technology wisely, safely, and respectfully — ensuring that students are empowered to create, communicate, and collaborate with integrity.



● Physical Education & Wellbeing through Sport

At Horizon, Physical Education (PE) is central to our vision of whole-child learning. Guided by the Horizon Physical Literacy Framework, PE fosters resilience, teamwork, sportsmanship, and cultural pride.

- **Early Childhood and Elementary (Pre-K – Grade 5):** Movement exploration, balance, coordination, and team games build confidence and joy in physical activity.
- **Secondary – Middle School (Grades 6–8):** Students refine motor skills, engage in athletics, swimming, and team sports, and learn perseverance and responsibility.
- **Secondary – High School (Grades 9–12):** PE emphasizes lifelong wellness through electives (fitness, leadership, coaching), advanced athletics, and competitive teams.
- **Cultural Integration:** Sportsmanship and teamwork reflect UAE values, fostering respect and responsibility.
- **Enrichment:** Sports days, inter-house competition and inter-school tournaments celebrate student achievement and strengthen community spirit.

● Innovation, Technology & Future Skills

- **AI Integration:** With guidance, students use Toddle AI and Tutor AI to extend learning — for research, personalized feedback, and creative projects. Teachers model ethical and responsible use of these tools.
- **Coding & Computer Science:** Coding starts with simple block-based programs in elementary grades and develops into Python and AP Computer Science in high school. Robotics clubs and competitions extend this learning.
- **Digital Platforms:** Students and families use Toddle, McGraw-Hill, ExactPath, Study Island, ALEF Education, and Google Workspace for assignments, personalized practice, and communication.
- **BYOD Policy:** A structured Bring Your Own Device program ensures students use technology responsibly. Clear routines and IT support empower families to create safe, productive learning environments at home.

● Academic Integrity & Digital Citizenship

At Horizon, we believe that academic integrity and responsible digital citizenship are essential to forming principled, future-ready learners. Integrity is not only about avoiding misconduct — it is about building habits of honesty, responsibility, and respect that last a lifetime.

- **Living with Integrity:** Students are guided to produce original work, attribute sources correctly, and take pride in their learning. We emphasize that academic honesty is an expression of respect for themselves, their peers, and the community.
- **Understanding Misconduct:** Academic dishonesty includes plagiarism, cheating, collusion, falsifying data, or unauthorized use of AI tools. We make expectations clear and model ethical use of information and technology.
- **Restorative Approach:** When students make mistakes, we respond with fairness and guidance. Reflection, reteaching, and corrective opportunities help students learn from errors and recommit to honest practices.
- **Digital Responsibility:** Students are taught to act as respectful and safe digital citizens. This includes protecting privacy, practicing kindness online, respecting intellectual property, and using devices purposefully.
- **AI Awareness:** Artificial Intelligence is a powerful learning tool, but it must be used responsibly. Students learn when and how AI can support learning — and when it undermines growth. Teachers guide students to use AI ethically, transparently, and as a complement to their own thinking.
- **Acceptable Use Policy (AUP):** Clear guidelines outline safe, respectful, and purposeful technology use at school and at home. Families support by reinforcing these routines and modeling responsible practices.
- **Parental Partnership:** Parents play a vital role by setting healthy boundaries around screen time, discussing online safety, and engaging children in conversations about digital footprints and ethical choices.



● Assessment, Grading & Reporting

Assessment at Horizon is designed as a comprehensive system that supports growth, reflection, and accountability while aligning with ADEK and international standards. It is not only about measuring performance but also about nurturing resilience, self-awareness, and independence in every learner.

THREE LENSES OF ASSESSMENT



Assessment for Learning
Guiding instruction



Assessment as Learning
Student reflection and goal setting



Assessment of Learning
Measuring mastery

This balanced model helps students see assessment as a journey, not a single event.

- **Formative Assessment:** Daily checks such as exit tickets, quizzes, reflections, and class discussions give teachers insight into student progress. These practices help identify needs quickly, so learning can be adjusted in real time. Students learn to use feedback to strengthen their skills and confidence.
- **Summative Assessment:** End-of-unit exams, projects, presentations, and performances allow students to demonstrate what they have mastered. Rubrics and clear criteria are shared so that expectations are transparent and students know how to succeed.
- **Authentic Assessment:** Whenever possible, tasks mirror real-world challenges — from science investigations to debates, research projects, and creative design tasks. These assessments build problem-solving, collaboration, and communication skills that extend beyond the classroom.
- **External Benchmarks:** Horizon students participate in MAP Growth (Grades 3–9), TIMSS, PIRLS, PISA, SAT, and AP exams. These assessments provide a global lens on student progress and readiness for university and careers.



● Assessment, Grading & Reporting (continued)

- **Grading Policy:** Grades reflect achievement against learning standards and are not influenced by attendance or behavior. We use a fair balance of formative and summative assessments. High school GPA, promotion and retention criteria, and AP grading scales are explained clearly to families.
- **Accommodations:** Students of Determination and those with additional learning needs receive tailored supports through Documented Learning Plans (DLPs). This may include extended time, alternative formats, or assistive technology — ensuring equity in assessment.
- **Feedback & Reporting:** Teachers provide feedback that clarifies goals, celebrates progress, and sets next steps. Families receive three progress reports each year, two parent-teacher conferences, and continuous updates on Toddle. Parents are invited to workshops that help them understand assessment data and support their child's growth at home.
- **Technology in Assessment:** Digital platforms such as Toddle, ExactPath, Study Island, and ALEF support continuous monitoring and provide parents with real-time insights. Digital portfolios allow students to curate work, reflect, and showcase their progress over time.
- **Quality & Integrity:** All assessments are moderated to ensure fairness and consistency. Students are expected to approach every task with honesty and responsibility, reinforcing Horizon's values of respect and integrity.



● Reporting at a Glance

Horizon keeps families close to their child's progress through regular reports, conferences, and continuous digital updates, backed by trusted external benchmarks.

3	2	6	3-9
PROGRESS REPORTS EACH YEAR	PARENT-TEACHER CONFERENCES	EXTERNAL BENCHMARK PROGRAMS	MAP GROWTH GRADE SPAN



READING AND RESEARCH IN THE HORIZON LIBRARY



● University & Career Pathways

At Horizon, preparing students for life beyond school is a shared priority between students, families, and educators. Our comprehensive University & Career Pathways Program ensures that every graduate leaves Horizon with confidence, resilience, and readiness for a successful future.

- **Early Awareness (Middle School):** Beginning in Grade 6, students use Unifrog to explore personal strengths, career interests, and global opportunities. Students and families are introduced to key concepts such as GPA, subject choices, and the importance of developing a growth mindset.
- **Personalized Counseling:** Each student receives individualized support from the school's Master's-qualified counselor, mapping out academic and career goals.
- **Parent Engagement:** Families are guided through GPA systems, equivalency requirements, external exams (SAT/PSAT/AP), and international application processes (CommonApp, UCAS, Canada, and others).
- **Application Support:** Students receive step-by-step guidance in writing personal statements, completing application forms, and preparing portfolios and interviews.
- **Course Planning:** Subject and AP selections are planned with the counselor using the Secondary Course Catalog, which lists all Grade 9–12 courses and is published annually on the school website.

● Exposure, Resilience & Celebrating Pathways

- **Alumni Talks:** Graduates return to share insights into university life and career journeys, inspiring current students.
- **University Fairs & Visits:** Local and international universities visit Horizon to present programs, scholarships, and pathways.
- **Global Career Panels:** Professionals from industries such as technology, entrepreneurship, healthcare, and creative fields provide students with firsthand knowledge of emerging opportunities.
- **Internships & Service Learning:** Partnerships allow students to experience authentic work environments and develop leadership through service.
- **Resilience Coaching:** Students are guided to embrace challenges, build confidence, and develop grit. Workshops in financial literacy, time management, and communication prepare students for independence and success beyond school.
- **Celebrating Pathways:** Horizon celebrates every student's journey, whether it leads to top universities, scholarships, vocational pathways, entrepreneurship, or creative industries. Acceptances and achievements are recognized as community accomplishments, reinforcing the belief that success takes many forms.

● Family Partnership in Learning

- **At Home Support:** Parents can strengthen learning by setting routines, reading together, discussing current events, and encouraging persistence.
- **Communication:** Families use Toddle to track assignments, feedback, and grades. They also maintain open dialogue with teachers.
- **Shared Commitment:** Horizon and families share responsibility: teachers inspire, parents reinforce, and students apply — ensuring every child is known, valued, and prepared.



04

CARE & COMMUNITY

Academic success is only possible when students feel safe, supported, healthy, and included.



At Horizon, care is at the heart of everything we do. Our commitment to wellbeing, safeguarding, inclusion, attendance, and cultural celebration ensures that Horizon is not only a school, but a caring community where every child belongs and thrives.

WELLBEING**SAFEGUARDING****INCLUSION****BELONGING**



● Wellbeing Framework

At Horizon, wellbeing is woven into the fabric of school life. We believe that when students feel safe, supported, and balanced, they are best positioned to succeed academically and personally. Our wellbeing framework focuses on prevention, support, and empowerment, ensuring that every child grows with confidence, resilience, and joy.

- **Whole Child Approach:** We care for students' intellectual, social, emotional, and physical needs. Structured Social and Emotional Learning (SEL) lessons, wellbeing assemblies, and circle time discussions help students develop empathy, resilience, and self-awareness. Physical wellbeing is supported through regular PE, active recess, and health education.
- **Counseling Services:** Our qualified school counselors provide one-on-one sessions, group counseling, and workshops tailored to different age groups. They support transitions, help students navigate friendships, address stress or anxiety, and provide strategies for healthy coping. Counselors also collaborate with teachers and parents to ensure joined-up care.
- **Health & Balance:** A healthy body fuels a healthy mind. Through PE programs, nutrition education, hydration initiatives, and healthy canteen options, we encourage students to adopt lifelong healthy habits. We also guide families on establishing balanced routines around sleep, screen time, and physical activity.
- **Student Voice & Agency:** Students are encouraged to shape the wellbeing agenda. Surveys, focus groups, and student councils provide platforms for them to share feedback and propose initiatives. Their ideas inform activities such as Mental Health Week, peer mentoring programs, and house competitions.
- **Safe & Nurturing Spaces:** Calm zones, reflection corners, and open-door access to trusted adults ensure students have safe havens when they feel overwhelmed. Teachers and staff are trained to identify early signs of stress, anxiety, or bullying, and to intervene promptly and sensitively.
- **Parent Partnership:** We view parents as key partners in wellbeing. Parent workshops cover topics like digital wellness, positive discipline, emotional literacy, and adolescent health. Resources and newsletters equip families to extend wellbeing practices at home.
- **Community Initiatives:** Whole-school initiatives — such as Anti-Bullying Week, World Mental Health Day, sports festivals, and charity drives — promote a culture of care, empathy, and connection. These events reinforce Horizon's ethos of belonging and collective responsibility.

At Horizon, wellbeing is not an add-on — it is central to our mission. By caring for the whole child, we create the foundation for excellence, happiness, and lifelong growth.

By caring for the whole child, we create the foundation for excellence, happiness, and lifelong growth.



● Safeguarding & Child Protection

At Horizon, safeguarding is not simply a requirement — it is a promise we make to every family. We are fully aligned with Wadeema's Law and ADEK directives, ensuring the highest standards of child safety. Every student has the right to feel safe, valued, and protected.

- **Our Pledge:** We commit to a zero-tolerance approach toward any form of harm. Safeguarding is proactive, with prevention and protection at its core.
- **Rigorous Vetting:** All staff, contractors, and volunteers undergo thorough background checks. Every adult on campus is trained annually in safeguarding and child protection procedures.
- **Clear Procedures:** Concerns are reported immediately, documented carefully, and escalated to appropriate authorities when necessary. Confidentiality is maintained at every step.
- **Student Awareness:** Through assemblies, classroom activities, and PSHE lessons, students are empowered to understand their rights, recognize risks, and seek help from trusted adults.
- **Online Safety:** Horizon protects students through monitored systems, filtered networks, and clear Acceptable Use Policies (AUP). We also teach digital literacy and online responsibility, equipping children to use technology safely. VPNs or proxies to bypass filters are not permitted, as they compromise child safety.

▶ OUR DEDICATED SAFEGUARDING TEAM — HOW TO REPORT A CONCERN

A trained Designated Safeguarding Lead (DSL) and Child Protection Team (CPT) are always available. Our DSL is **Nicolas Jreije, Executive Vice Principal**; the Deputy DSL is **Nada Alhashmi**; and the Group Safeguarding Lead is **Naglaa Radwan (AlephYa Group)**. Families are urged to contact the DSL, the Principal, or any trusted staff member if they have concerns. If a concern involves the DSL, contact the Principal or the Group Safeguarding Lead directly. All reports are taken seriously, handled promptly, and treated with the utmost care.

Safeguarding at Horizon is a shared responsibility — together we create an environment where every child is secure, respected, and able to flourish.



● Academic Inclusion

At Horizon, academic inclusion is central to our mission: Every Child Known, Every Child Valued, Every Child Prepared. Academic inclusion ensures that all learners, regardless of ability or need, are supported, challenged, and celebrated throughout their journey.

- **Belonging First:** Inclusion is not a program but a culture woven into every classroom and activity.
- **Equity in Access:** All students are entitled to high-quality learning experiences that are adapted to their needs without lowering expectations.
- **Partnership with Families:** Parents are co-creators of individualized plans and vital partners in supporting student growth.
- **DLPs:** Documented Learning Plans are collaboratively developed with parents and reviewed each term.
- **Tiered Interventions:** Universal classroom strategies, small-group supports, and one-to-one interventions ensure appropriate scaffolding.
- **Assistive Tools:** Speech-to-text, visual aids, learning platforms, and adapted resources empower independence and access.
- **Collaborative Teaching:** Inclusion teachers and subject teachers co-plan and co-teach to provide seamless learning experiences.
- **Flexible Pathways:** Curriculum objectives are adapted to meet students at their level while keeping them engaged with grade-level content.
- **Modified Assessments:** Adjustments such as extended time, alternative formats, or technology are used where needed. Achievement is measured through a mix of formative, summative, and authentic assessments, with accommodations built into grading practices.
- **Between Divisions:** Transition plans include student visits, handovers, and tailored booklets to ease movement across grade levels.
- **Post-School Readiness:** For high school students, inclusion staff coordinate with counselors to ensure pathways to university, vocational programs, or work placements are accessible.
- **Recognition:** Achievements in academics, sports, arts, and personal development are celebrated in assemblies, newsletters, and showcases.
- **Student Voice:** Inclusion students share progress and experiences in portfolios, presentations, and student-led conferences.
- **Community Awareness:** Awareness campaigns promote empathy, tolerance, and respect among peers.
- **Parent Workshops:** Sessions guide families on supporting learning at home and navigating services.
- **Therapist Partnerships:** Collaboration with speech, occupational, and behavioral therapists ensures continuity between school and therapy goals.
- **Open Communication:** Parents are part of every review, ensuring transparency and trust.

① PARTNERSHIP IN PRACTICE

Parents are co-creators of every Documented Learning Plan. Plans are reviewed each term with families and specialists, so support evolves as your child grows.

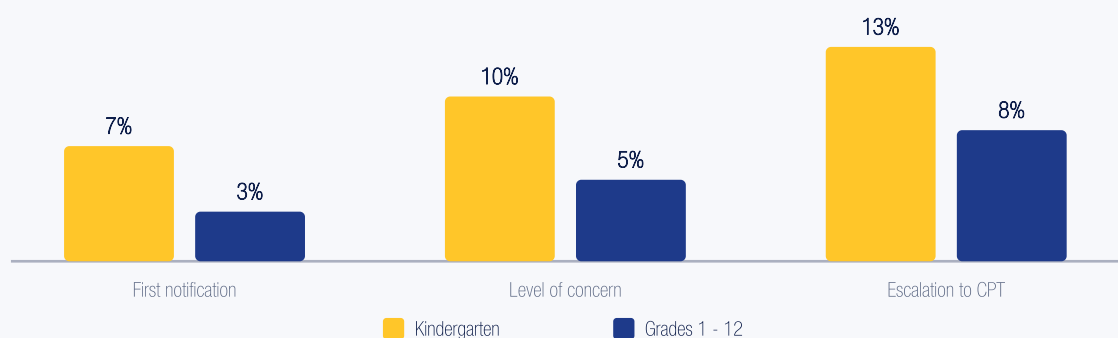


● Attendance & Punctuality

At Horizon, attendance and punctuality are expressions of our values of responsibility, respect, and integrity. We recognize that genuine challenges may arise, but we expect families and students to prioritize consistent attendance because it is essential for both academic success and personal growth. Our expectations are clear and firm, but they are supported by care and collaboration.

- **Why Attendance Matters:** Consistent attendance ensures that students build knowledge and skills day by day, while also establishing routines that develop discipline, responsibility, and confidence. Each student's presence contributes to the learning community, reinforcing a sense of belonging and shared responsibility.
- **Recording Attendance:** Homeroom teachers and class advisors take attendance daily at the start of the school day, by 8:00 AM, after which Section Coordinators verify and record the information. Families are contacted within two hours if an absence has not been reported, ensuring clear communication and accountability.
- **Excused Absences:** Absences are excused when families provide documentation for valid reasons such as illness, bereavement, official appointments, urgent travel, religious observances, or approved competitions. Students with excused absences are supported in making up missed work and assessments so their learning continues without interruption.
- **Unexcused Absences:** Absences for non-essential reasons, including shopping or leisure travel, are not permitted and cannot be made up. These cases are addressed seriously, but the focus remains on communication, reflection, and early intervention in partnership with families rather than punitive measures.
- **Tardiness:** Students are expected to be on campus before classes begin at 8:00 AM, and those arriving after 8:00 AM are marked tardy. While occasional lateness is addressed through reminders, persistent patterns result in parental contact and structured interventions designed to help students take responsibility for punctuality.

UNEXCUSED ABSENCE THRESHOLDS — % OF SCHOOL DAYS



Six consecutive unexcused absences require an urgent meeting with parents. Eleven consecutive unexcused absences result in referral to the Child Protection Team for further support and intervention.



● Attendance Thresholds & Follow-Up

- **Attendance Thresholds:** In Kindergarten, a rate of seven percent unexcused absence triggers the first notification, ten percent signals concern, and thirteen percent results in escalation to the Child Protection Team. In Grades 1–12, the thresholds are three percent for the first notification, five percent for concern, and eight percent for escalation. These thresholds help us intervene promptly and appropriately.
- **Follow-Up Procedures:** At each threshold, families receive letters that outline the concern, the next steps, and the possible consequences if the pattern continues. Meetings are arranged to provide space for discussion and solutions, and counselors may be involved to explore underlying causes.
- **Truancy:** Absences without parental knowledge or consent are considered serious and are treated with urgency. Families are notified immediately, and interventions are put in place to protect the safety and wellbeing of the student.
- **Celebrating Good Attendance:** Horizon highlights and rewards students who demonstrate excellent or improved attendance through certificates, assemblies, and public recognition.
- **Shared Responsibility:** Teachers maintain accurate records and identify patterns, coordinators monitor and follow up on concerns, counselors provide support when absences are linked to deeper issues, and parents reinforce punctuality and communication at home. Students themselves are expected to take ownership by being present, punctual, and engaged in their learning.



● Code of Conduct

At Horizon, the Code of Conduct is more than a list of rules — it is a shared commitment to live by our mission, vision, motto, and values every day. It reflects our alignment with ADEK's Student Behavior Policy and our dedication to UAE values, Wadeema's Law, and restorative practices.

Our Values in Action: Respect • Integrity • Innovation • Collaboration • Excellence • Community • Inquiry. These values guide how we learn, work, and live together, ensuring that Horizon remains a place of achievement, empathy, and responsibility.

● Scope and Expectations

The Code applies to all students: on school premises; during travel to and from school; in extracurricular and school-organized activities (on and off campus); and whenever representing Horizon in public, including while in uniform.

Students are expected to:

- Show respect for self and others, honoring UAE culture, religion, and traditions.
- Act with honesty and academic integrity, avoiding plagiarism, cheating, or unauthorized use of AI.
- Use technology responsibly, practicing safe and respectful digital citizenship.
- Care for school property, act safely, and maintain personal hygiene and wellness.
- Wear the uniform with pride and follow grooming standards.

● Progressive Growth

Behavioral expectations grow with age across our three divisions:

- **Early Childhood (Pre-K – Grade 2):** honesty, kindness, effort, community care, responsibility, a growth mindset, and respect for differences.
- **Elementary (Grades 3–5):** accountability, leadership, valuing voices, and standing for what's right.
- **Secondary (Grades 6–12):** in Middle School — integrity, resilience, respectful expression, and contribution to community; in High School — leadership with integrity, pursuit of excellence, authenticity, and global citizenship.



Misconduct & Response

Misconduct is addressed through ADEK's four-level framework of progressive, restorative discipline, as set out in ADEK Student Behavior Policy v1.3 and detailed in the Horizon Student Code of Conduct (V4):

ADEK FOUR-LEVEL FRAMEWORK OF PROGRESSIVE, RESTORATIVE DISCIPLINE



Level 1 — Minor: lateness, unpreparedness, uniform violations, or minor classroom disruption. Level 2 — Moderate: leaving class without permission, verbal abuse, or minor damage to property. Level 3 — Serious: bullying, academic dishonesty, or major vandalism. Level 4 — Critical: weapons, drugs, theft, or severe assault.

These four levels apply to students in Grade 5 / Year 6 and above; for younger students, the MoE Early Childhood Positive Behavior Policy (Ministerial Resolution No. 206 of 2020) applies. Interventions at every level are fair, age-appropriate, and restorative in nature. Full details, including examples and appeal routes, are set out in the Student Code of Conduct (HPSB-005.1-Rev04-SCC, V4). Family responsibilities are set out in the Parent and Guardian Code of Conduct (HPSB-021-7-Rev01-PCC, V6).

Bullying Prevention: Bullying — including cyberbullying — is unacceptable. Prevention includes empathy education, awareness campaigns, staff training, and parent workshops. Responses involve immediate intervention, support for victims, restorative practices for offenders, and, when needed, escalation to ADEK or external authorities.



● Partnership for Success

The success of the Code depends on collaboration. By enrolling at Horizon, families agree to:

- Uphold the values of respect, integrity, and community.
- Communicate constructively with the school.
- Support restorative and disciplinary processes.
- Ensure children arrive prepared, punctual, and ready to learn.

The Horizon Student Code of Conduct is not just rules — it is a commitment to excellence, wellbeing, and character. Together, we prepare every child to become a responsible, resilient, and compassionate global citizen.

● Celebrating Culture & Belonging

- **UAE Heritage:** National Day, Flag Day, Ramadan, and other UAE cultural events are celebrated with pride.
- **Global Citizenship:** International Day, cultural fairs, and heritage weeks foster respect for global diversity.
- **Community Participation:** Parents are invited to join cultural celebrations, sharing traditions, music, food, and stories.
- **Building Belonging:** Through assemblies, house events, and celebrations, every child sees their identity reflected and valued.

Every child sees their identity reflected and valued.

CELEBRATING CULTURE & BELONGING AT HORIZON



05

STUDENT LIFE & ENRICHMENT

Life at Horizon extends far beyond the classroom.



We believe that learning is enriched when students are given opportunities to discover passions, explore interests, and connect with others in meaningful ways. Our Student Life & Enrichment program nurtures creativity, leadership, service, and global citizenship, preparing students to thrive in all areas of life.

AQUATICS & ATHLETICS

FRENCH LANGUAGE

ROBOTICS / AI

PERFORMING ARTS · GLOBAL CITIZENSHIP



● Extracurricular Activities (ECAs)

Horizon offers a balanced mix of academic, cultural, artistic, service, and athletic activities. Options include debate, drama, choir, visual arts, football, swimming, Model United Nations, and entrepreneurship.

ECAs are divided into two categories:

- **Paid ECAs:** These are delivered after school and involve fees. They are led by qualified coaches or instructors to ensure high-quality programming.
- **Unpaid ECAs:** These are offered during the school day to all students, providing them with a wide range of athletic and enrichment opportunities at no cost to families.

All ECAs undergo a risk assessment process, are supervised by qualified staff, and require parental consent.

■ AFTERCARE (GRADES 1–2)

Supervised aftercare is available for students in Grades 1–2, with trained staff, engaging activities, and secure designated areas, so families have safe and reliable care beyond the school day.

● Sports & Athletics

Horizon's athletics program is comprehensive, ranging from broad participation to competitive teams. Sports are designed to instill teamwork, resilience, and a lifelong love of healthy living. Students participate in inter-house competitions, inter-school leagues, and ADEK-sanctioned tournaments, where both performance and sportsmanship are celebrated. Athletics at Horizon emphasizes skill development, perseverance, and respect, making physical education a foundation for both personal growth and wellness.

● Community Service & Citizenship

- **Service Learning:** Students participate in structured projects that connect academics with real-world needs.
- **Local & Global Outreach:** Students take part in UAE-based initiatives, such as National Environment Day or cultural heritage projects, while older students engage in international causes through awareness campaigns.
- **Civic Responsibility:** Service activities promote empathy, ethical responsibility, and an understanding of citizenship in a globalized world.

● Cultural & Creative Enrichment

- **Cultural Celebrations:** Events such as UAE National Day, Flag Day, Ramadan activities, and International Day strengthen students' sense of identity while promoting intercultural respect. Heritage fairs, storytelling, and community showcases invite families to share traditions, bridging home and school cultures.
- **Creative Innovation:** Beyond traditional arts, students engage in maker-style projects, entrepreneurial fairs, and design challenges. These opportunities encourage problem-solving, collaboration, and innovative thinking, giving students the confidence to pitch ideas, create prototypes, and showcase solutions.
- **Competitions & Showcases:** Participation in inter-school art competitions, drama festivals, poetry recitals, and music events allows students to extend their skills and represent Horizon with pride. Internal showcases celebrate both emerging and advanced talent, highlighting growth as well as achievement.
- **Inclusive Opportunities:** Every student is invited to explore the arts and culture, with activities structured to be accessible and supportive. The focus is on participation, self-expression, and personal growth as much as on performance and excellence.



● Educational Trips & Exchanges

- **Local Trips:** Visits to museums, exhibitions, businesses, and cultural sites provide experiential links to the curriculum.
- **International Exchanges:** ADEK-approved exchange programs allow students to learn abroad, develop independence, and strengthen cultural appreciation.
- **Parental Consent & Safety:** Trips require signed parent consent, thorough risk assessments, and clear communication of itineraries and expectations.

● Celebrating Achievement

- **Recognition & Awards:** Horizon celebrates student achievement across academics, sports, arts, and service. Recognition takes place in assemblies, newsletters, and special ceremonies.
- **Showcase Events:** Science fairs, art exhibitions, and sports days give students opportunities to display learning and creativity publicly.
- **Parent Engagement:** Families are invited to attend events and ceremonies, reinforcing the partnership between home and school in celebrating student success.



LEARNING MADE JOYFUL IN EARLY CHILDHOOD



06

OPERATIONS & SERVICES

Reliability, safety, and convenience — so students and families can focus on what matters most: learning and growth.



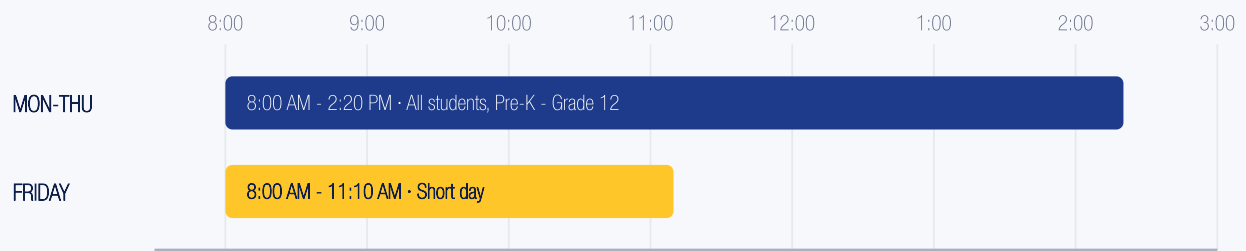
From transportation to health care, food services, and communication, Horizon's operational services are designed to make daily life seamless for every family.



● The School Day & Dismissal

Morning Start: The school day begins at 8:00 AM for all students. Students are expected to be on campus before classes begin.

THE SCHOOL WEEK AT A GLANCE — AY 2026-2027



Families using school transport are contacted directly by the Transport Coordinator regarding bus timings.

8:00

AM — SCHOOL DAY BEGINS,
ALL GRADES

2:20

PM — DISMISSAL MON-THU

11:10

AM — FRIDAY DISMISSAL

● Uniform & Appearance

- **Pride in Identity:** The Horizon uniform is worn daily as a sign of belonging and respect.
- **Uniform Requirements:** Students wear the PE kit on PE days. Hats/caps are not permitted inside classrooms. Boys may not wear jewelry or hair gel. Girls wearing hijab may only use white or shades of blue veils, and must keep hair tied back. Jewelry, makeup, nail polish, or eyeliner are not allowed.
- **Personal Responsibility:** Students are expected to maintain a neat, clean appearance. Repeated infractions are addressed through reminders and parent communication.



● Transportation Services

- **Safe & Compliant Travel:** Horizon provides transport in line with ADEK, ITC, QCC, and ADPHC regulations, ensuring safety and efficiency for every student.
- **Supervision & Safety:** Each bus has a licensed driver and ITC-permitted supervisor who records attendance in SALAMA, oversees boarding, seating, and disembarking, and reports incidents to the Transport Coordinator.
- **Pick-Up & Drop-Off:** Parents ensure punctuality at designated points, and a responsible adult must collect children under 11. Siblings aged 15+ may collect younger students with written consent.
- **Traffic & Emergency Plans:** The school maintains traffic management and emergency response plans, including drills for fire, accidents, and fog delays.
- **Monitoring & Communication:** Parents are informed of routes, delays, and SALAMA tracking features. The Transportation Coordinator manages records, audits, and communication with families.

① COLLECTION RULES AT A GLANCE

A responsible adult must collect children under 11. Siblings aged 15+ may collect younger students with written consent. Families using school transport are contacted directly by the Transport Coordinator regarding bus timings.

● Health & Medical Care

- **School Clinic:** Staffed by licensed nurses and a visiting doctor, the clinic provides first aid, routine care, and emergency support.
- **Health Screenings:** Non-invasive medical exams are conducted in Grades 1, 5, and 9, alongside annual growth checks (vision, dental, BMI). Parents are notified in advance and results are documented in the health record.
- **Immunization Program:** In partnership with SEHA, required vaccines are administered with prior parental consent. Students are screened for contraindications, monitored post-vaccine, and all records are securely maintained.
- **Data Security:** Health data is confidential, used only for care, and shared only with relevant health authorities under secure protocols.

● Food & Nutrition

- **Healthy Canteen:** Menus meet ADEK nutrition standards, with balanced and culturally respectful options.
- **Allergies & Needs:** Parents inform the clinic and canteen of allergies or restrictions to ensure safety.
- **Education & Awareness:** Nutrition campaigns and lessons help students make healthy choices.
- **Meal Supervision:** Younger students are supervised during meal times to build safe and healthy eating habits.



07

PARTNERSHIP WITH PARENTS

Education is most powerful when home and school work hand in hand.



Parents are not just supporters of their children's education — they are essential partners in shaping a vibrant, caring, and successful learning community. Our parent partnership framework ensures that families are welcomed, informed, engaged, and empowered to play an active role in school life.

WELCOMED

INFORMED

ENGAGED

EMPOWERED



● Our Philosophy of Partnership

- **Shared Responsibility:** Learning is a joint journey. Teachers, students, and parents each play a vital role in supporting growth and success.
- **Mutual Respect:** We value open, honest, and respectful communication. We seek to understand perspectives and work collaboratively for the child's best interest.
- **Active Engagement:** Parents are encouraged to participate in school events, workshops, and feedback opportunities, shaping the Horizon experience together.

● Communication Channels

- **Regular Updates:** Families receive weekly newsletters, Toddle announcements, and SMS alerts to stay informed.
- **Parent-Teacher Conferences:** Held twice annually, these provide time for discussing progress, goals, and strategies for success.
- **Information Sessions & Workshops:** Sessions cover curriculum updates, digital wellness, exam preparation, and parenting support.
- **Open-Door Policy:** Leadership and staff are accessible for appointments to discuss concerns, suggestions, or celebrations.

● Parent Involvement

- **Parent Council:** A representative body that works with school leadership to advise on initiatives, events, and policy feedback.
- **Volunteering Opportunities:** Parents are invited to support reading programs, career days, cultural celebrations, and service projects.
- **Event Participation:** Family attendance at assemblies, performances, and exhibitions strengthens the sense of belonging and shared pride.



● Feedback & Collaboration

- **Surveys & Feedback Tools:** Parents share input through surveys, focus groups, and suggestions.
- **Responsive Action:** Feedback is reviewed carefully, and where possible, changes are communicated back to the community.
- **Conflict Resolution:** Concerns are handled constructively and transparently, with a focus on solutions that prioritize student wellbeing.

● Parent Education & Empowerment

- **Workshops & Training:** Topics include literacy at home, digital safety, positive discipline, and supporting wellbeing.
- **Resources & Guides:** Parents receive handbooks, guides, and online resources to help them support learning beyond the classroom.

Teachers inspire, parents reinforce, and students apply — ensuring every child is known, valued, and prepared.

FAMILY PARTNERSHIP IN LEARNING



08

ADMISSIONS & FEES

Structured, inclusive, and fully aligned with ADEK guidelines.



We aim to welcome families into our community with transparency, fairness, and care, ensuring that every child has the opportunity to flourish.

- **Fair & Transparent:** Our admissions policy guarantees equal opportunity for all applicants regardless of nationality, gender, religion, or additional learning needs.
- **Inclusive Practice:** Students of Determination are welcomed, with the Inclusion Department reviewing individual needs and providing tailored support where possible.
- **Compliance & Integrity:** All procedures comply with ADEK regulations, ensuring accountability and trust.



● Admissions Process

FROM APPLICATION TO ACCEPTANCE



- **Application Submission:** Families may apply online through our website or in person at the Students Administration Affairs Office. Required documents include identification, academic reports, and medical records.
- **Initial Screening:** Applications are screened within one business day to confirm completeness.
- **Comprehensive Review:** The admissions committee evaluates academic history, extracurricular involvement, and alignment with Horizon's values.
- **Assessments & Interviews:** *PreKG – KG2:* Observational assessment of social, cognitive, and motor skills. *Grades 1–5:* Placement tests in English, Math, and Arabic (for native speakers). *Grades 6–12:* MAP Growth tests in reading, math, and language usage, alongside Arabic placement where applicable. Interviews with families and students may be conducted to understand readiness and support needs.
- **Placement & Acceptance:** Offers are extended within one business day of review. Families confirm acceptance by signing the offer letter and submitting enrollment fees within five days.



● Open Campus Visits

- **Scheduled Meetups:** Prospective parents are invited to attend scheduled sessions featuring tours, Q&A with leadership, and opportunities to meet current students and staff.
- **Personalized Tours:** Tailored visits are arranged based on family needs and interests.
- **Walk-Ins:** Horizon maintains an open-door policy. Senior leaders or admissions staff are available to welcome families and answer questions.

● Enrollment & Registration

- **Systems & Records:** All students are registered on eSIS and the school's management systems.
- **Required Documentation:** Birth certificate, passports, Emirates IDs, residency visas, medical records, transfer certificates, and photographs must be submitted. Additional documents (DLPs, clinical assessment reports) are requested if applicable.
- **Medical Compliance:** Medical files are created in line with Department of Health requirements for new students transferring from outside the UAE.

● Fees & Financial Policies

- **Tuition Fees:** Set annually and approved by ADEK, structured by grade level.
- **Additional Costs:** Transport, uniforms, paid ECAs, examinations, and trips may carry extra charges.
- **Payment:** Fees are payable termly or annually. Re-registration fees are required to secure placement for the following year.
- **Refunds:** Tuition refunds follow ADEK guidelines depending on the timing of withdrawal. Registration and re-registration fees are non-refundable.



THE HORIZON COMMUNITY — EVERY CHILD KNOWN, VALUED, AND PREPARED

Excellence Today, Leaders Tomorrow.

HORIZON PRIVATE SCHOOL – AMERICAN BRANCH · ABU DHABI, UAE

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Parent Handbook · V5 · AY 2026–2027 · Reference HPSB-Rev02-PH

This handbook is reviewed annually. For the latest version, visit the school website or contact the front office.