

# International Schools Group – Jubail

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## ISG – JUBAIL WELCOMES YOU TO THE 2010 – 2011 SCHOOL YEAR

Dear Parents,

We are pleased to have you consider the enrollment of your child(ren) at the International Schools Group - Jubail for the 2010 – 2011 school year. ISG - Jubail is one of the seven schools currently operated by the International Schools Group within the Kingdom of Saudi Arabia. ISG operates as a “not-for-profit” educational institution, licensed by the Ministry of Education. ISG is committed to serving the educational needs of our students by ensuring that high quality educational programs are provided at each of our schools.

We anticipate that your child will qualify for admittance to our school. However, some students do not. We apologize for any concern or anxiety the following policies may raise. However, we find it necessary to express them in a forthright and clear manner.

Due to the high cost of operating special education classes, the Board of Trustees has never authorized programs at ISG - Jubail to serve these special needs. ISG - Jubail **does not** accept students who, because of severe academic deficiencies, or lack of adaptive behavior, would require special education classes or services. Therefore, students eligible for enrollment must be able to participate as full-time students in our regular program.

The ability to speak English is **not** an entrance requirement at ISG - Jubail. It is our policy to accommodate students of many nationalities. We reserve the right to evaluate each applicant and thus all applicants of age 5 years and up will be given the Pre-Enrollment Assessment to determine acceptance and appropriate grade placement. **As from the 2010 – 2011 school year a Pre-Enrollment Assessment Fee of 1,500 SAR is being implemented and is to be paid in advance of assessment date.**

**All school report card records from your child’s previous school should be forwarded to the attention of the Registrar in our school office prior to the Pre-Enrollment Assessment to help in proper grade and subject placement. Students will not be assessed and/or accepted without these.**

Following the Pre-Registration Application and Pre-Enrollment Assessment process, your child will be asked to return home in order to give the school administration the time to evaluate assessment data and previous school records and to adequately prepare for his/her admission. **Please allow a minimum of two up to a maximum of five full days to evaluate results.** Previous school records will be reviewed and considered in determining grade placement. Provisional placement will normally be in a grade commensurate with age and based upon available past school records, counselor evaluation, and teacher evaluation. However, we reserve the right to reassign students upon receipt of complete previous school records and actual performance.

We want to do all we can to help each new student feel welcome and be able to adjust quickly to his/her new environment. **Therefore, please note your child will not begin school the same day you register.** In most instances, children will start school in the following week.

According to school procedures students will be admitted based upon the following criteria:

1. Children may be admitted to Pre-Reception School on or after their 3<sup>rd</sup> birthday providing that they are independent toilet users.
2. Children may be admitted to Reception if their 4<sup>th</sup> birthday falls before September 1<sup>st</sup> of the year in which admission is sought (as per ISG Policy #2005).
3. Children may be admitted to Primary I if their 5<sup>th</sup> birthday falls before September 1<sup>st</sup> of the year in which admission is sought (as per ISG Policy #2005).

**Note:** Muslim students must apply for approval from the Ministry of Education to enroll in ISG – Jubail. Muslim Approval Application forms are available at school and must be properly completed and signed by the parents of the Muslim student. All required documentation also has to be attached to the application. ISG will then forward the complete application to the Ministry of Education for approval.

Once the application is approved and returned to the school, parents will be notified and may complete the Enrollment Package at that time. **Under no circumstances will a Muslim student be allowed to attend school until he/she has received approval from the Ministry of Education.**

**Board Policy also requires that all students be properly immunized. At the time of registration, parents must provide written documentation of their child's immunization and inoculation records.**

To provide clarity in the implementation of Board Policy, this letter communicates the tuition and other fees refund policy for ISG schools. ISG - Jubail will issue a refund of tuition under two conditions:

1. If a student, whose parents or company have paid the entire tuition, withdraws during the first ten days following the initial day of attendance, a TUITION ONLY refund less the pro-rata share for the days enrolled is granted. The refund will not include a pro-rata adjustment of the non-tuition fees (e.g. building fee, new student enrollment fee).
2. If ISG determines that a student cannot successfully function in the school for academic reasons, and the student is subsequently excluded; a pro-rata share of the tuition and other fees will be refunded.

In the event that a parent or company is only able to enroll a student for a specified portion of the school year, the parent or company is responsible for making these intentions clear at the time of initial registration or before the start of the new school year. There are payment provisions that can be arranged for the student who will be in attendance for only a portion of the school year, when this is declared in advance. If you have further questions in regard to the forgoing, please do not hesitate to contact the Accountant at 341-7550 x 107.

We hope you enjoy your association with ISG - Jubail. If you have any questions, please feel free to call the Registrar at 341-7550 x 106. Please note all initial registration questions should be addressed to the Registrar's office. Academic/educational questions should be directed to the Site Administrator. We also hope that you will take the time to visit your child's classes, meet our staff and tour the school.

Sincerely yours,

Mark McDougall  
Site Administrator  
ISG Jubail