



بسم الله الرحمن الرحيم

School Rules

It is important to understand that since Workbench is not a physical school where the students spend 7-8 hours inside the school campus. It is necessary to have parents' involvement in this mode of education. The following rules are our efforts to maximize effective learning and to deter students becoming lazy and Allah's aid is sought. These rules will be explained to the students by the admin.

Homeworks, classworks, and daily planners

General Submission Rules:

- All submissions are done via the MS Teams application chat feature as an attachment.
- Classworks are to be submitted on the same day before 5 PM (UAE time) to the respective subject teacher and the admin.
- Daily planner (planned) is to be submitted one day prior at or before 9 PM (UAE time) to the admin.
- Daily planner (actual) is to be submitted on the same day at or before 9 PM (UAE time) to the admin.
- Homeworks are to be submitted before the due time to the respective subject teacher and the admin.

All submissions are to be scanned clearly and converted into a .PDF file with the standard label.

Guidelines for labeling homework files,

- Type the label while posting the file.
- Use two-digit date for days, & month except for year, i.e., four digits
- There is a space after each fragment.
- Each subject's first three letters are chosen to denote the subject, except ICT.
- For Daily Planner DP.
- Use CW for Classworks and HW for Homeworks.



Example: Labels for Grade 9B

For Homework

HW G9B MAT DUE DD-MM-2022

HW G9B SCI DUE DD-MM-2022

HW G9B ICT DUE DD-MM-2022

HW G9B ENG DUE DD-MM-2022

HW G9B ARA DUE DD-MM-2022

For Classwork

CW G9B MAT DUE DD-MM-2022

CW G9B SCI DUE DD-MM-2022

CW G9B ICT DUE DD-MM-2022

CW G9B ENG DUE DD-MM-2022

CW G9B ARA DUE DD-MM-2022

For Daily planner (planned), date should be the next day's.

DP(P) G9B FOR DD-MM-2022

For Daily planner (actual), current date.

DP(A) G9B FOR DD-MM-2022

Classworks:

Students of grades 5 and above are required to take down their own notes along with the notes given by the respective subject teacher. Class notes are taken down in a notebook not computer typed.

Students can always ask the teacher to wait if you need more time to note down the important points.

Homeworks:

Homeworks should be done neatly with sincerity. It's important to understand that homeworks are for the students' own benefit.

Note: We don't want the students to postpone their homeworks until the last moment of submission. Often students end up completing them in a hurry without any benefit. So, we want the students to do their works as soon as possible and if they have any doubt regarding the homework, they need to ask the teacher in the class itself.

If the student is not able to submit on time. The subject teacher and the admin must be notified the reason. The admin will then verify this with the parent.

Students who submit late or do not submit at all without any genuine reason will be made to redo the same work 5 or more times. Which is then send to the subject teacher and the admin. Marks also will be deducted from the continuous assessment of that term.

Recurrent late submissions and no submissions will result in expulsion from the class.

Homeworks done badly, hastily, with minimum or no effort at all will be considered as no submission.

Classroom and MS Teams rules

It is very important that the student participates(interacts) in the class. For this the student needs to have working IT equipment (mic, headphones, camera, speedy PC/Laptop, strong internet connection) and a distraction free area in the house.

The student's participation will be monitored by the teacher and if it's not up to the mark then a warning will be issued to the student followed by expulsion.

Students are required to be in the classroom as soon as the teacher starts the class. Any student that joins after 5 minutes without a valid reason will not be allowed to attend that class.

Camera must always be turned on else the student will be expelled from the class.

Girls are required to wear respectable clothing with hijab. Boys can wear thob or large sized plain tshirts/shirts. Hoodies, tight tshirts/shirts are not allowed.

Background must be blurred only. Students are not allowed to use any virtual backgrounds.

Students are not supposed to eat or drink during the class.

Students must attend class from a designated study area of the house. They are not allowed to walk around or lie down during the class.

Students are required to come fresh for the class. For the morning classes we see students coming right from sleep which is totally unacceptable.

It is required that the student prepares for the class at least 10 minutes before the scheduled time so that if there's any troubleshooting to be done, it can be done. In case of any connection issue, the admin needs to be contacted for assistance (via MS Teams or WhatsApp).

The student needs to bring all necessary materials for the class before the start of the class itself.

The student needs to revise previously taught lessons before the class as the teachers will be asking questions during the first part of the class to make sure the students have revised properly. If the student is found not to have revised properly necessary punishment will be given.

Reporting leave must be made by the parent to the admin.

Correspondence with teachers is only through MS teams.

Communication with classmates only through MS Teams. You are not allowed to chat or hold conversation with them using any other platform (WhatsApp, Zoom, etc.). Unless you knew them before joining Workbench. Students are allowed to use the chat feature for beneficial conversation only. If a student is found chatting during a class or chatting something that is not beneficial, necessary punishment will be given. Recurrence of such incidents will lead to expulsion from the academy.

Students are not allowed to form any groups or channels in the MS Teams application without prior consent from the admin.

Academic calendar

Grades 4 – 9 Academic calendar, in sha Allah

Term 1	
First Day	22 August 2022
Formative Assessment-1	24 Oct to 27 Oct 2022
Winter Break	12 Dec to 1 Jan 2023
Summative Assessment -1	16 Jan to 26 Jan 2023
Parent-teacher meeting	17 February 2023

Term 2	
First Day	30 January 2023
Formative Assessment-2	27 Mar – 30 Mar 2023
Last 10 days of Ramadhan & Eid Break	10 Apr to 24 Apr 2023
Summative Assessment -2	15 Jun to 26 Jun 2023
Parent-teacher meeting	21 July 2023
Summer Break	01 July to 20 August 2023

Grade 10, Academic calendar 2022-23, in sha Allah

Term 1	
First Day	1 August 2022
Formative Assessment-1	24 Oct to 27 Oct 2022
Winter Break	12 Dec to 18 Dec 2022
Summative Assessment -1	16 Jan to 27 Jan 2023
Parent-Teacher Meeting	17 February 2023

Term 2	
First Day	30 January 2023
Formative Assessment-2	27 Mar – 30 Mar 2023
Last 10 days of Ramadhan & Eid Break	10 Apr to 24 Apr 2023
Summative Assessment -2	15 Jun to 26 Jun 2023
Parent-Teacher Meeting	21 July 2023
Short Summer Break	01 July to 16 July 2023
Exam preparation	16 July to 18 September 2023
IGCSE Exams	October-November 2023