



AL MUNA ACADEMY
ALDAR ACADEMIES

Parents Information Pack

2022-2023



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Principal's Message



Welcome to Al Muna Academy!

Education is one of the most valuable things we can possess. It influences how we see the world and contribute to it, which is why it's so important to choose the best primary school in Abu Dhabi for your children. Having worked within Aldar education for the last 9 years, I am fully committed to the vision that Aldar has: Empowering the next generation to shape our future and facilitating this through our promise of delivering the highest standards of education and inspiring a love for learning. Everything that we do at Al Muna Academy is based on the solid foundations of our values: Excellence, Creativity, Passion, Respect and Collaboration.

The unique combination of these values ensures that our children receive the very best grounding for their future lives and ambitions.

Al Muna Academy is a vibrant, busy school where children are highly valued, well cared for and encouraged to reach their potential. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future. We have a wonderful school site that provides many different opportunities for curriculum development.

We are an inclusive school, and we place a very high emphasis on our school values, ensuring that they filter through everything that we do. We are passionate about ensuring that our pupils receive a well-rounded curriculum and develop a love of learning. Our skills-based approach ensures that our children can reach high standards and are well prepared for the next stage in their education. We offer a substantial extra-curricular programme for our pupils, providing them with opportunities to develop skills that they didn't know they had!

Our school offers a friendly welcome to all, and we work hard to foster excellent relationships both with pupils and parents. We firmly believe that education is a partnership between home and school. We regard you as an active partner in your child's education and value your interest and support.

If you have any further questions or need more information, please contact us through the school office.

Sarah Griffiths

Principal, Al Muna Academy

Meet our Senior Leadership Team



Graeme Kinkead
Vice Principal

I spent my formative years growing up in a beautiful coastal village in Northern Ireland. Once I completed my own school, I moved and graduated from Sheffield Hallam University with a degree in Primary Education. Following the completion of my degree, I have been privileged to hold both teaching and leadership roles in outstanding schools in The UK, The UAE and Kuwait.

As Vice-Principal at Al Muna, I am responsible for ensuring that the teaching and learning throughout the entire Academy is at an outstanding level. I am passionate about ensuring lessons are delivered that; challenge all children regardless of their ability, inspire students to learn and are relevant to the culture, age and interests of the community we serve. I also oversee our curriculum to ensure that it is modern and helps prepare our students for future employment and career opportunities. Without a doubt, my favourite part of the job is spending time in classrooms, getting to know our wonderful children better and finding out what change they want to see to ensure we continue delivering what I believe is world-class primary education.

Outside of school, I spend my free time with my wife and three children. At the weekend I enjoy watching my favourite football team play and when time permits it, playing squash and hockey. Over the coming months and years, I look forward to developing positive relations and getting to know all of the students, their families and the wider Al Muna community



Avalon Orr
Assistant Principal

I graduated from the University of Glasgow in 2005 with a MA (Hons) in Psychology; while studying for this degree, I found I had a particular interest in Developmental and Educational Psychology and decided to go on and study Primary Education.

I completed my PGDE in Primary Education from the University of Strathclyde in 2006. I worked in inner-city primary schools in Glasgow before embarking on a wonderful experience of travelling in Asia and Australia for a year. On my return to Scotland, I decided to combine my passion for teaching and travel and move to the UAE in 2010.

I have been a proud member of the Aldar Academies family for twelve years, working at Al Yasmina Academy. During my time there I taught across Key Stage 1 and Key Stage 2 and held various leadership positions as Head of Subject, Head of Year, Head of Key Stage and Associate Assistant Principal for Visible Learning. I believe that the children should be central to everything we do; teachers should see the learning through the eyes of their students, setting challenging goals and facilitating the students' learning journeys so they can reach their full potential, with no cap on expectations. I am proud to be part the Al Muna community as Assistant Principal for Curriculum and Assessment, working to continually develop an enriching and engaging curriculum, to ensure all students are motivated and realising the endless possibilities available to them throughout their education.



**Gregory Edward
DeSouza**
Assistant Principal

Prior to working in the UAE, I have held a range of leadership roles in the UK including Head of Year and Head of PE. I have taught in Essex and Cheshire in the UK in several schools with a variety of roles. A major achievement was in 2017, when I was voted 'Inspirational Teacher of the Year' at the Cheshire Schools Awards and was then selected by the Queen to attend Prince Harry's royal wedding.

I joined Al Muna Academy in August 2019 as the Head of PE and Sports, through the support of Aldar Education my role progressed to Associate Assistant Principal and then more recently on to Assistant Principal for Pastoral Welfare and Standards.

My main role in the school is to make sure the children feel safe and happy, this is when our children can thrive and achieve their potential. I took the challenge of moving from Secondary education down to Primary because I felt I could have a bigger impact on the lives of children from a younger age to give them a strong foundation to be the best they can be. I believe in enabling children to have a growth mindset in everything they do and give them opportunities to become independent and resilient learners.

Anyone who has been to Al Muna Academy will tell you that it has an amazing family feel. The staff, children and parents make it such a wonderful place to work and I genuinely treat them all like my own family.

My wife and I have two young boys, we love living in Abu Dhabi and this incredible country.

Welcome from the Parents Committee

Al Muna Academy is a second family for our children and parents, our school is renowned in Abu Dhabi for its family feel and close knit community. Alongside the school we have the Al Muna Parents Association which is a volunteer group that supports the school in a variety of ways. The current chairperson is Mrs Dhvani Shah who has been a parent at the school for over 5 years. Our Parents Association is for all parents to support the school in a variety of ways but also is utilised to work with the school to give the children the best opportunities during their school lives.

Parent Testimonials

“A second home to us. We joined in 2012 and feel the school has been a very important part of my children’s childhood. They have enjoyed all the events, trips and activities. Most of all, we hold all the wonderful teachers in very high regard.”

-Mona Orphy, Mother of Noshi

“During the last 5 years, I realized how lucky the students are to have teachers like Arabic teachers. I didn’t expect any teacher ever to be able to convince my child Shams to read 50 Arabic books and summarise them in a paragraph that made her stronger in Arabic. Surprisingly, she won a certificate from Sheikh Mohammad Bin Rashed signed and written. As my child stayed on this path, she became more confident with herself, this also helped her with all the speeches and many different parts of the Assemblies and Celebrations we had at Al Muna. Arabic teachers will always find a way to teach our children important things while also making lessons extremely fun and enjoyable. Since we are leaving school now, I feel as if it is my duty to tell you that you have the best Arabic teachers ever.”

-Kinana Ali, Mother of Shams Baddour



Student Leadership

Within the school we also have a Student Leadership Team, School Council, Eco Council, Al Muna News Team, Playground Leaders, House Captains, Sports Captains and many other student leadership responsibilities.

Parent Portal Information

A key part of communication at Al Muna Academy occurs through the Parent Portal. Use the following website to access the portal: <https://portal.aldaracademies.com>

Through the portal you will be able to:

- View attendance information.
- Receive daily notices from the school or the class teacher
- View your child's assessment data.
- School calendar/events.
- Access your child's termly report.

We regular communication with parents' via SMS. Please ensure we always have your preferred mobile number updated, so that you do not miss any key information.

Curriculum Information

At Al Muna Academy we offer The English National Curriculum which is among the most in-demand study options in the world, respected for its high academic standards and focus on developing confidence and individual thinking.

The learning pathway is delivered through enquiry or 'project-based learning', a method of teaching which inspires a love of learning and deepens a student's knowledge by challenging them to complete real-world tasks. In this way, the English National Curriculum is considered to be one of the most engaging of all.

The teaching of Arabic subjects is based on the guidance and materials prescribed by the Ministry of Education. It keeps local and other native Arabic speaking and Muslim children familiar with their national identity and religion.

In addition, our international students gain an understanding of the UAE's heritage which helps enhance mutual understanding, peaceful co-existence and cross-cultural harmony and tolerance.



Registration Forms/ Documents Checklist

In order to ensure the school has accurate and up to date information and to enable the school to meet the requirements for registration with the Department of Education and Knowledge (ADEK) it is essential that you provide the following documents:

- ▶ Acceptance letter
- ▶ Confirmation of payment slip
- ▶ Student's, father's, and mother's Emirates Identity Card (EID front & back Side)
- ▶ Student's, father's, and mother's passport copy
- ▶ Student's, father's, and mother's residential visa (not applicable to UAE Nationals)
- ▶ Student's birth certificate
- ▶ Child's immunization record
- ▶ Your address location proof—either ADDC (electricity) bill or Tawtheeq
- ▶ Passport size photograph of student
- ▶ Copy of 2 most recent school reports
- ▶ Graduation requirements undertaking
- ▶ Transfer certificate (applicable if current school is outside of Abu Dhabi)
- ▶ Essential registration forms:
 - Form 1: Parent security pass
 - Form 2: Student health record
 - Form 3: Consent medical issues
 - Form 4: Parental consent to administer emergency medication
 - Form 5: Learning support information
 - Form 6: Consent form for photography and images of children
 - Form 7: Consent form for use of photographic devices at school events by parents
 - Form 8: ICT parents acceptable use agreement

For more information, please email:
admission@almunaacademy.sch.com



School Uniform

S C H O O L U N I F O R M S



V-NECK SWEATER WITH PIPING
BOYS & GIRLS
FS1-YEAR 6



NAVY BLUE CARDIGAN
GIRLS
FS1-YEAR4



FLEECE HOODY
BOYS & GIRLS
YEAR1-YEAR6



POLO T-SHIRT
BOYS & GIRLS
FS1 & YEAR6



KHAKI BERMUDA SHORT
BOYS & GIRLS
FS1 & YEAR6



KHAKI SKORT
GIRLS
YEAR1-YEAR6

P.E. T-SHIRT
BOYS & GIRLS
FS1-YEAR 6



DRESS
FS1 & FS2



KHAKI PINAFORE
GIRLS
FS1-YEAR6



P.E. T-SHIRT
BOYS & GIRLS
FS1-YEAR 6



P.E. SHORT
BOYS & GIRLS
FS1-YEAR 6



GFORCE P.E. TRACK PANTS
BOYS & GIRLS
FS1-YEAR 6



BLACK RAMPERS
GIRLS
FS1-YEAR 13



SWIMMING TRUNKS
BOYS
FS1-YEAR 6



BLACK SWIMMING COSTUME
FS1-YEAR13



BLACK BOOKBAG WITH LOGO
FS1-YEAR6



BLACK BAGPACK WITH LOGO
FS1-YEAR13



LEGIONNAIRE CAP
FS1-YEAR6



SPORTS BAG WITH LOGO
FS1-YEAR13



BLACK P.E./ SWIM BAG WITH LOGO
FS1-YEAR13



BASEBALL CAP
YEAR3-YEAR6

(School shoes need to be black and on the days they have PE they can wear their PE kit with appropriate sports trainers).

You can purchase items online at <https://magrudry.com/uniforms/AL-MUNA-ACADEMY>
Alternatively, you can visit Magrudry's store at World Trade Centre Mall, or Al Forsan Mall.

Parents/Guardian ID

Upon registering at Al Muna Academy, each parent is required to fill out the “Adult Identification Form” which our team then processes in order to create the Adult ID card to allow you to safely access the school premises.

All parents and guardians wishing to pick up their child or make entry into the school are required to wear or show their Al Muna Parent Pass.

Parents Security Pass

Please note a maximum of 3 security passes can be issued per child. Additional and replacement for lost cards will be subjected to 50 dhs fees. Please collect your Parents Security Pass from the school receptionist.

| STUDENT NAME | YEAR GROUP | FORM |
|--------------|------------|------|
| | | |
| | | |
| | | |

| | | |
|------------------------------|--|-------------------|
| Guardian 1 | | Insert Photograph |
| Relationship to Child | | |
| Mobile Number | | |
| Guardian 2 | | Insert Photograph |
| Relationship to Child | | |
| Mobile Number | | |
| Guardian 3 | | Insert Photograph |
| Relationship to Child | | |
| Mobile Number | | |



Bus Information

Emirates Transport

The buses we use have been inspected by the Department of Transportation (DoT) and have been given approval to operate. As for the team they have been given first aid, child protection and safety training.

If you would like to make use of the bus transportation service for your child, please contact Emirates Transport at almuna@det.ae The operator will then respond to collect information on your location and payment preferences. You can also contact the coordinator: **Shaïd Gul Taj** on **055-5156440** for any more queries.

School Supplies

We provide all stationary needs for the children to be able to access the curriculum.

Darna Rewards

Darna Rewards Program is a free application available to parents and enables them to earn points upon payment of tuition or for experiences and purchases across Aldar and participating brands.” which can be redeemed for future payments.

- ▶ Parents need to register through the Darna Rewards application by using the same e-mail provided to the school
- ▶ The points accrued will be added to the parents account within 7 days.



Bring Your Own Device

As part of our ongoing commitment to provide innovation, Al Muna Academy has implemented a Bring Your Own Device (BYOD) initiative. This is a wonderful opportunity for students to use their own technology to personalise and further their learning. All the students have access to a Microsoft Teams and Class Notebook via their Office 365 account and these are wonderful tools which allow students to access their work from any location.

We still, of course, use books to write in but using their own device can support the learning that is happening within the classroom. BYOD also gives parents an opportunity to see what their child has been learning about in school and the software mentioned above are excellent platforms to share homework and the support and resources to go with it.

Therefore, we recommend that if you plan to buy a new device for your child, you purchase an iPad. However, in the meantime students may bring any device that can access Microsoft applications; if your device has been updated to at least iOS 13.6 then it will have no issue connecting to the school Wifi.



Nutrition/Catering

Al Muna Academy encourages healthy lifestyles and choices, and as such we adopt healthy living practices. The school offers parents the opportunity to pre-purchase hot lunches for their children through an online ordering platform. Food Nation, our selected caterer, offers a wide variety of hot nutritious dishes which can be enjoyed during the childrens set lunchtimes. All menus and nutritional information can be viewed on the school portal.

Online Education Platforms

All Children have access to a Microsoft 365 account. On here, they have the use of all Microsoft programmes. One login is used for all educational apps including Education City and Minecraft.

School Day (Timings)

EYFS(NURSERY-FS2) 7:45 am - 2:10 pm

Year 1-Year 6 7:45 am - 2:30 pm



Payment Information

School fees can be paid directly to Al Muna Academy in cash, cheque, via online bank transfer, or direct deposit at the bank.

Bank Name: Abu Dhabi Commercial Bank
Bank Branch: Salam Branch, Abu Dhabi, UAE
Account Name: Aldar Academies LLC-Al Muna Academy
Account Number: 10482902020003
IBAN: AE720030010482902020003
Swift Code: ADCBAEAA

| YEAR GROUP | School Fees Per Annum | Term 1 | Term 2 | Term 3 |
|------------|-----------------------|--------|--------|--------|
| Nursery | 43,500 | 17,400 | 13,050 | 13,050 |
| FS2-Year 6 | 45,260 | 18,104 | 13,578 | 13,578 |

Mobile Application

► Not applicable

ADEK Rating



Outstanding



School Fees Cashless Payment Options

Dear Parents

We are writing to notify you about a change in the school's policy regarding tuition fee payments.

To help collect payments in an efficient and streamlined manner and provide convenience to both yourselves and our school teams, we will no longer be accepting any cash transactions for your child's school fees.

Below are the payment options now available to you:

- **Bank Transfer** - Please include the Student Codes and Invoice References in the payment description fields and please send an email confirmation of the payment to the school's finance email address.
- **Cheques** - Please put these in a sealed envelope with the Student Codes and Invoice References on the reverse of the cheque and submit it via the dedicated drop box placed at the school premises. Upon clearance of the cheque, a receipt will be issued to the registered email address within 3 working days.
- **'Payit'** mobile phone application – the UAE's first all-in-one digital wallet by First Abu Dhabi Bank (FAB) and available for download for free on iOS and Android devices.

The school will not be able to accept credit or debit card transactions.

We believe this change will benefit how our schools operate more efficiently to serve you and help reduce the need for handling or transporting cash.

For ease, invoices will be shared to your registered email address and will be available on the parent portal. We would kindly ask that fees are paid by the due date mentioned on the invoice.

We are here to help you however we can, so if you have any questions, please do not hesitate to contact the school's finance team.

Kind Regards

Aldar Education – Finance

Drop off - Pick up

Our well monitored gates are open for the periods of drop off and pick up. The ability to use any gate at the end of the day ensures that we allow parents a greater selection of public parking around the perimeter of the school. A flexible period of 15 minutes both at the start and end of the day helps in creating a calm and enjoyable start and end of the day experience for both children and caregivers.

Key Contacts

- PRE@almunaacademy.sch.ae
- Reception@almunaacademy.sch.ae
- admission@almunaacademy.sch.com
- Finance@almunaacademy.sch.ae
- registrar@almunaacademy.com

