



مدرسة شيننج ستار أنترناشونال

Shining Star International School, Abu Dhabi

## Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

## Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

## Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude  
We ensure that the entire SSIS family follows these values.

BUILDINGS AND FACILITIES POLICY	
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### 1. Purpose & Objective

The purpose of this policy is to ensure that the buildings and facilities of Shining Star International School (SSIS) are designed, constructed, and maintained in a manner that is healthy, safe, inclusive, sustainable, and supportive of the educational provision in line with the school's vision and mission. This policy aims to:

- Ensure compliance with all relevant planning, design, and construction specifications as defined by ADEK and other government entities.
- Ensure that the school operates on land designated for educational purposes.
- Establish procedures for periodic maintenance, inspections, and the use of school facilities by external parties.
- Provide guidelines for the temporary leasing of former government school buildings.
- Ensure that the school's buildings and facilities meet the needs of all students, including those with additional learning needs.

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### 2. Scope

This policy applies to all buildings and facilities under the operational control of Shining Star International School, including those located within or outside the school boundaries. It covers the design, construction, maintenance, inspection, and use of school facilities by external parties. The policy also applies to all staff, students, and external parties who use the school's facilities.

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### 3. Definitions

- **Additional Learning Needs:** Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context.
- **Buildings and Facilities:** All places located within or outside of the school boundaries that are under the school's operational control and used for school purposes.
- **External Parties:** Individuals or organizations who do not work in the school system.
- **Request for Proposal (RfP):** A document through which ADEK attracts bids for the lease of ADEK assets, such as ex-government school buildings or educational lands.

- **Risk Assessment:** A systematic process of evaluating potential risks involved in an activity or undertaking.
  - **Universal Design:** A concept that extends beyond accessibility to include all people by creating inclusive spaces through integrated and mainstreamed products, environmental features, and services.
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#### 4. Policy Statement

Shining Star International School is committed to providing a safe, healthy, inclusive, and sustainable environment for all students, staff, and visitors. The school's buildings and facilities will be designed, constructed, and maintained in compliance with ADEK's specifications and all relevant government regulations. The school will ensure that all facilities are accessible to students with additional learning needs and that the school operates on land designated for educational purposes.

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#### 5. Guiding Principles

- **Compliance:** All buildings and facilities must comply with ADEK's Private School Design Manual, Abu Dhabi Capital Development Code, and other relevant government regulations.
  - **Safety:** The school will prioritize the safety of all students, staff, and visitors by ensuring that all facilities meet health, safety, and environmental standards.
  - **Inclusivity:** The school will ensure that all facilities are accessible to students with additional learning needs, in line with the ADEK Inclusion Policy.
  - **Sustainability:** The school will incorporate sustainable practices in the design and maintenance of its buildings and facilities, in line with Estidama Pearl 1 requirements.
  - **Transparency:** The school will maintain transparency in all processes related to the use of school facilities by external parties and the leasing of former government school buildings.
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#### 6. Responsibilities

- **School Administration:** Ensure that all buildings and facilities comply with ADEK's standards and regulations. Develop and implement a maintenance plan for periodic inspections and repairs.
  - **ADEK:** Conduct inspections to ensure compliance with this policy and other relevant regulations.
  - **External Parties:** Comply with all school policies and procedures when using school facilities.
  - **Staff and Students:** Report any issues or hazards related to school buildings and facilities to the administration.
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#### 7. Procedures

##### 7.1 Land Use

- The school shall only operate on land designated for educational purposes by the Abu Dhabi Department of Municipalities and Transport (DMT).
- The school may apply for a temporary lease of former government school buildings, subject to ADEK's approval.

##### 7.2 Design and Construction Standards

- All buildings and facilities shall comply with the Abu Dhabi Capital Development Code, ADEK Private School Design Manual, and Estidama Pearl 1 requirements.
- Schools must ensure that facilities are gender-segregated where applicable, and that toilets, changing rooms, and prayer rooms are gender-segregated.

### 7.3 Compulsory Facilities

- The school shall ensure the presence of classrooms, toilets, changing rooms, prayer rooms, clinics, outdoor spaces, parking areas, and facilities for students with additional learning needs.

### 7.4 Use of School Facilities by External Parties

- The school may allow external parties to use non-classroom facilities, subject to ADEK's approval. Usage must occur outside school hours, and the school must ensure the safety and cleanliness of the facilities after use.

### 7.5 Maintenance and Inspections

- The school shall develop and implement a maintenance plan for periodic inspections and repairs. All buildings and facilities shall undergo regular inspections by ADEK and other relevant government entities.

### 7.6 Insurance

- The school shall insure all buildings and facilities through insurance companies licensed in Abu Dhabi. The insurance must cover damages to the buildings, facilities, and equipment, as well as any liabilities incurred by users of the facilities.

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## 8. Compliance & Enforcement

- Failure to comply with this policy may result in legal accountability and penalties as stipulated by ADEK's regulations and Federal Decree Law No. (31) of 2021.
- ADEK reserves the right to intervene if the school is found to be in violation of its obligations.

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## 9. Review & Revision

This policy shall be reviewed annually to ensure it remains current and aligned with ADEK's regulations and the school's operational needs. Any revisions will be communicated to all stakeholders.

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## 10. References

- Abu Dhabi Department of Education and Knowledge Licensing Manual.
- Abu Dhabi Department of Education and Knowledge Private School Design Manual.
- Abu Dhabi Capital Development Code (DMT, 2022).
- Federal Decree Law No. (18) of 2020 Concerning Private Education.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law.