



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.

STUDENT PERFORMANCE REPORTS POLICY	
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1. Purpose & Objective

This policy ensures that student performance reports effectively communicate students' academic progress, achievements, and areas for improvement to parents and guardians. It establishes clear guidelines for the preparation, format and dissemination of these reports, ensuring consistency, transparency, and alignment with ADEK regulations.

2. Scope

This policy applies to all stakeholders within the school community, including students, teachers, school administrators, and parents. It covers all student performance reports prepared and issued by the school, including termly progress reports, annual reports, and special reports for students with additional learning needs.

3. Definitions

- **Student Performance Reports:** Formal documents communicating students' academic progress, achievements, and areas for development.
- **Additional Learning Needs:** Specific support or accommodations required by students with special educational needs or other barriers to learning.
- **Assessment:** The process of evaluating student performance through tests, assignments, and observations.

4. Policy Statement

The school is committed to ensuring accurate, comprehensive, and timely reporting of student performance. Reports shall reflect both qualitative and quantitative assessments, provide constructive feedback, and outline learning goals to support student development. The school will ensure that reports comply with ADEK requirements and are accessible to parents.

5. Guiding principles

- **Transparency:** Performance reports shall provide clear and honest assessments of student progress.
- **Fairness:** Assessment and reporting practices shall be unbiased and equitable.
- **Parental Engagement:** Reports shall foster communication between schools and parents.
- **Data Security:** Student performance data shall be handled with confidentiality and integrity.
- **Continuous Improvement:** Regular updates to reporting formats and methods shall be implemented based on stakeholder feedback.

6. Responsibilities

- **School Leadership:** Ensures adherence to this policy and compliance with ADEK regulations.
- **Teachers:** Prepare accurate and comprehensive student performance reports.
- **Parents/Guardians:** Review student reports and participate in discussions on student progress.
- **Students:** Engage in self-reflection and goal-setting based on feedback.

7. Procedures

- **Report Preparation:** Teachers shall prepare student performance reports at least once per term, covering attendance, academic progress, extracurricular participation, and behavioral records.
- **Delivery to Parents:** Reports shall be shared digitally with parents to facilitate accessibility and engagement.
- **Meetings & Feedback:** Schools shall conduct parent-teacher meetings each term to discuss student progress and address any concerns.
- **Customization for Special Needs:** Additional reports shall be provided for students with additional learning needs following the ADEK Inclusion Policy.

8. Compliance & Enforcement

- Schools must comply with ADEK regulations regarding student performance reporting.
- Non-compliance may result in administrative actions, penalties, or further oversight by ADEK.
- Reports must be retained securely for auditing and reference purposes.

9. Review & revision.

- This policy shall be reviewed annually to incorporate best practices and regulatory updates.
- Feedback from teachers, parents, and students shall be considered in revisions.

10. References

- ADEK Student Performance Reporting Guidelines
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- ADEK Assessment Policy
- ADEK Inclusion Policy