

# WELLBEING POLICY



## **AAKPS Wellbeing Committee:**

**PRINCIPAL: RAED AL QASRAWI**

**Vice Principal: Samar Elhamalawy**

**Wellbeing Lead: Marcia Harker**

**Social Worker: Sara Al Balooshi (American Girls Section)**

**Social Worker: Mashael Al Ameri**

**Social Worker: Belal Tawfik**

**School Nurse: Heba Soliman**

Started September 2024 | Version 1.1 | ADEK School Wellbeing Policy

Updated October 2025

# **Ain Al Khaleej Private School (AAKPS)**

## **Staff and Student Wellbeing Policy**

### **1. Introduction**

At AAKPS, wellbeing is a foundational pillar of our educational philosophy. We define wellbeing as a positive state of physical, psychological, social, intellectual, emotional, digital, and environmental health that enables individuals to thrive, contribute meaningfully, and feel safe and supported. This policy outlines our commitment to fostering a holistic wellbeing culture for over 850 students and 60+ staff members across both MOE and American curricula from KG to Grade 12.

### **2. Purpose**

- Promote a safe, inclusive, and nurturing environment for students and staff.
- Establish a comprehensive wellbeing strategy aligned with ADEK policies.
- Ensure continuous monitoring, evaluation, and improvement of wellbeing initiatives.
- Empower staff and students to actively engage in wellbeing practices.
- Respect cultural, religious, and individual needs across our diverse school community.

### **3. Wellbeing Strategy**

#### **3.1 Strategic Framework**

AAKPS shall develop and annually review a Wellbeing Strategy that includes:

- A clear vision and goals for student and staff wellbeing.
- Alignment with ADEK's wellbeing policies and inclusion frameworks.
- Key initiatives tailored to both curricula and age groups.
- Provisions for students with additional learning needs.
- Resources and staffing required for implementation.

#### **3.2 Annual Review**

- Monitor progress against strategic goals and milestones.
- Analyze wellbeing survey data and other evaluation tools.
- Update policies and action plans based on insights.

- Ensure all policies do not compromise wellbeing (e.g., prayer timings, washroom access).

#### **4. Awareness and Engagement**

##### **4.1 Communication and Training**

AAKPS shall promote wellbeing awareness through:

- Integration into curriculum and extracurricular activities.
- Staff induction, CPD, and wellbeing-focused training.
- Publication on the school website and Parent Handbook.
- Informal campaigns, competitions, and themed events.

##### **4.2 Wellbeing Leadership**

- Appoint a Wellbeing Committee or Lead to oversee strategy implementation.
- Ensure representation from both staff and student bodies.
- Facilitate regular feedback loops with stakeholders.
- Ensure parents have access to wellbeing resources and updates.

#### **5. Monitoring and Evaluation**

##### **5.1 Annual Wellbeing Survey**

AAKPS shall conduct annual surveys covering:

- Psychological, physical, social, intellectual, digital, and environmental wellbeing.
- Feedback on current initiatives and areas for improvement.
- Staff work-life balance and satisfaction.

##### **5.2 Data Handling and Action Planning**

- Ensure anonymity and confidentiality of responses.
- Identify students or staff at risk and provide appropriate support.
- Develop action plans and share progress with ADEK.

#### **6. Inclusion**

- The Head of Inclusion shall collaborate with stakeholders to ensure wellbeing strategies are inclusive.
- All initiatives shall accommodate the diverse needs of students with additional learning requirements.

## **7. Staff Wellbeing**

### **7.1 Strategy and Support**

- Recognize duty of care through leadership commitment.
- Address wellbeing across all staff roles (teachers, leaders, support staff).
- Provide access to counseling, healthcare referrals, and wellness activities.
- Promote work-life balance through flexible initiatives (e.g., TOIL, “me-time”).

### **7.2 Grievances and Whistleblowing**

- Establish confidential grievance and whistleblowing mechanisms.
- Investigate concerns transparently and support staff throughout the process.
- Adhere to UAE laws and ADEK’s Values and Ethics Policy.

### **7.3 Confidentiality**

- Uphold data protection standards in line with Federal Decree Law No. (45) of 2021.
- Securely store and manage staff wellbeing records.

## **8. Compliance**

- This policy is effective AY 2024/25 and mandatory by AY 2025/26.
- Non-compliance may result in legal accountability and ADEK intervention.

## **9. References**

- ADEK School Wellbeing Policies
- Federal Decree Law No. (31) of 2021
- Federal Decree Law No. (45) of 2021
- WHO (2021, 2022), Ruggeri et al. (2020)

# AAKPS STUDENT AND STAFF WELLBEING PROGRAM



**Samar Elhamalawy**

WELLBEING COMMITTEE

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## ***AAKPS Student and Staff Wellbeing Implementation Program***

### ***Vision & Goals***

To foster a safe, inclusive, and thriving school culture where every student and staff member feels valued, supported, and empowered.

### ***Strategic Framework***

Outlined in Section 3.1 of the Unified Wellbeing Policy, covering vision, alignment, curriculum-specific initiatives, inclusion, and resources.

### ***Program Overview***

5 Dimensions: Self-Empowerment, Physical, Intellectual, Rational, and Emotional. Each dimension includes targeted initiatives for students and staff.

### ***Monitoring & Evaluation***

Annual wellbeing survey, data analysis, action planning, and reporting to ADEK. Confidentiality and inclusion ensured.

### ***Compliance & Accountability***

Aligned with ADEK's Wellbeing, Inclusion, and Staff Policies. Non-compliance subject to ADEK intervention and legal accountability.

## *AAKPS Whole-School Wellbeing Program*

### *1. Emotional Wellbeing*

- **Mindful Mondays:**
  - **Students:** Weekly mindfulness sessions for KG–Grade 12. **Projected to start in term 2 in the 2025/2026 academic year**
- **Peer Support Circles:**
  - **Student-led groups** to discuss challenges and build empathy starting from KG (Teacher-Led) and social workers will monitor student-led discussions in class.
- **Counsellor Drop-In Hours:**
  - **Students** have an open access to school counsellors for confidential support. They just need to say the code word “**8 Minutes**” and teachers know they need to speak to the social worker for mental health issues.
  - **Staff** say “**8 Minutes**” and they will be covered to see the school nurse for mental health issues.
- **Wellbeing Check-Ins:**
  - **Students and Staff:** Any staff or student that has reported to the social workers or school nurse – a follow-up “Check-In” will be scheduled to provide continuous support.
- **Stress Management Workshops:**
  - **For Students:** Workshops are held by social workers to equip students (especially cycle 2 and cycle 3) with the tools to deal with and correctly process their emotions.
  - **For Staff:** Leads are given leniency with regards to dealing with mental health. School gives teacher work based on necessity. For e.g. No daily lesson plans as long as teachers follow the scope and sequence and are well prepared when they arrive to class. Practical tools for handling burnout and workload are also provided during CPD.
- **Anonymous Feedback Box:**
  - **For Students:** Safe space to share concerns or suggestions. Box is placed in social worker office

- **For Staff:** Safe space to share concerns or suggestions. Box is placed in School Nurses Station.

## 2. Physical Wellbeing

### Students:

- **Active Breaks/ Energizers:** Short movement sessions between lessons called “Energizers” Teachers received CPD and provided with a list of energizers to do in the classroom.
- **Fitness Challenges:** Inter-grade competitions promoting physical activity. Boys run intermural Football competitions each term. Teacher conduct fitness tests for all students at beginning of each term and set realistic goals for each term
- **Healthy Eating Campaigns:** Nutrition education and themed weeks and days.

### Staff:

- **Staff Sports Days:** During CPD week we always have sport days for staff team building like football, volleyball and basketball.
- **Health Screenings:** Annual checkups and wellness assessments as requested from staff.
- **Ergonomic Workspaces:** Review and improve staff workstations such as purchasing new furniture for staff.

## 3. Intellectual Wellbeing

### Students:

- **Passion Projects:** Every Friday – 1.5 hours is dedicated time for self-directed learning activities either through club sign-ups or through general activities.
- **Student Support Program:** Targeted support time is allocated daily between 2 pm to 3 pm to book a session with your teacher for extra support.

### Staff:

- **CPD Pathways:** Personalized professional development plans per department are allocated to provide training based on staff needs.
- **Mentorship Program:** Pair new staff with experienced mentors, especially if it is their first year at AAKPS. Please request the **AAKPS Mentorship Program template** for reference.



- **Innovation Recognitions:** for any staff-led learning initiatives, staff is rewarded during end of year evaluation which is linked to annual increments.

#### 4. Rational Wellbeing

##### Students:

- **Digital Citizenship Curriculum:** Safe and responsible tech use is taught through IT teachers and is embedded into our IT curriculum. Refresher lessons are done each term. Parents are also given workshop about the dangers of digital interaction at least 2 times per year.
- **STEM Projects:** Student-led sustainability projects where 1 group per cycle received a 200 dhr prize per term.

##### Staff:

- **Digital Detox:** The school has a policy not to send email over the weekends and to reduce messages sent to teachers over their days off.

#### 5. Community & Social Wellbeing

##### Whole School:

- **Wellbeing Week:** Annual themed week with activities and awareness workshops. Check **AAKPS Activities Calendar** for specific dates.
- **Family Engagement Events:** School BBQ, International Day Event, National Day Celebration, Entrepreneurship Day etc.
- **Recognition Rituals:**
  - **For Students:** Monthly awards for kindness, collaboration, and growth...e.g. **Star of the week**. Students also have an opportunity to join “**The Sheikh Zayed Squad**” – Only model student can be appointed to this club as they serve as mentors for other students.
  - **For Staff:** Monthly awards for kindness, collaboration, and growth e.g. Teacher of the Month \*Awards range from **early leave to 1 paid day off per term**. For students STEM reward per cycle per term of 200 dhr. Per group and Bin Shammel prizes ranging from 200 dhr. to 1000 dhr.

**AAKPS Wellbeing Program Rollout Calendar for Students and Staff (AY 2025/26)**

Month	Focus Area	Key Activities	Stakeholders
<b>August 2025</b>	Launch & Orientation	<ul style="list-style-type: none"> <li>- Introduce Wellbeing Strategy</li> <li>- Staff induction on wellbeing policies</li> <li>- Parent communication via handbook &amp; website</li> <li>- Staff mentorship program begins</li> </ul>	SLT, Wellbeing Committee, Parents
<b>September 2025</b>	Physical Wellbeing	<ul style="list-style-type: none"> <li>- Nutrition awareness campaign</li> </ul>	Whole School & Wellbeing Committee
<b>October 2025</b>	Mental & Emotional Wellbeing	<ul style="list-style-type: none"> <li>- Peer Support Circles launched (Ongoing)</li> <li>- Staff sports day (Mid-term CPD)</li> </ul>	Counsellors, Teachers, Students
<b>November 2025</b>	Physical, Community & Social Wellbeing	<ul style="list-style-type: none"> <li>- Fitness Challenge- intermural sports</li> <li>- Staff sports league begins</li> <li>- Star of the Week (ongoing)</li> <li>- Teacher of the Month (ongoing)</li> <li>- STEM Project competition</li> <li>- Family engagement (National Day)</li> </ul>	PE Dept, Nurses, Cafeteria
<b>December 2025</b>	Intellectual & Professional Growth	<ul style="list-style-type: none"> <li>- CPD week</li> <li>- Staff stress management workshop</li> <li>- Star of the Week (ongoing)</li> <li>- Teacher of the Month (ongoing)</li> </ul>	Academic Heads, Teachers
<b>January 2026</b>	Digital, Environmental, Mental & Emotional Wellbeing	<ul style="list-style-type: none"> <li>- Wellbeing Week celebration</li> <li>- Star of the Week (ongoing)</li> <li>- Teacher of the Month (ongoing)</li> </ul>	IT Dept, Admin

Month	Focus Area	Key Activities	Stakeholders
		- Mindful Mondays begin	
<b>February 2026</b>	Community & Social Wellbeing	- Family engagement (International Day/School BBQ) - Star of the Week -Teacher of the Month	Whole School
<b>March 2026</b>	Monitoring & Evaluation	- Star of the Week (ongoing) -Teacher of the Month (ongoing) -Digital Citizenship Week	Wellbeing Lead, SLT
<b>April–May 2026</b>	Review & Reporting	- Annual wellbeing survey (students, staff, parents) - Data analysis & action planning - Update strategy based on survey - Share progress with ADEK - Final wellbeing showcase - Star of the Week (ongoing) -Teacher of the Month (ongoing)	SLT, ADEK, Community