



**MUNA**  
BRITISH ACADEMY

# Parent Information Pack

2023-2024



# Table of Contents

- 1** Welcome from The Principal
- 2** Meet our Senior Leadership Team
- 4** Welcome from the Parents Association
- 5** Student Leadership | Parent Portal Information
- 6** Curriculum Information
- 7** Registration Forms/Documents Checklist
- 8** School Uniform
- 9** Parents/Guardian ID
- 10** Bus Information | Darna Rewards
- 11** Bring Your Own Device
- 12** Online Education Platforms | School Day
- 13** Payment Information | ADEK Rating
- 14** Drop off - Pick up
- 15** Key Contacts

# Principal's Message



Welcome to Muna British 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 12 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 Muna British 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.

Muna British 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, Muna British 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 Muna British Academy, 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 thirteen years, working at Yasmina British Academy and Muna British Academy. During my time at Yasmina, 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 Muna community as Assistant Principal for Assessment, Data, & Curriculum 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.



**Greg de Souza**  
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 Muna British 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 Muna British 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 Association

Muna British 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 Muna British Academy. 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, Muna News Team, Playground Leaders, House Captains, Sports Captains and many other student leadership responsibilities.

## Parent Portal Information

A key part of communication at Muna British 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 Muna British 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@munabritishacademy.sch.ae](mailto:admission@munabritishacademy.sch.ae)**





# 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://uat.magrudy.com/uniforms/aldar-academies/aldar-almuna-academy>  
Alternatively, you can visit Magrudy's store.

## Parents/ Guardian ID

Upon registering at Muna British 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 Muna British Academy Parent Pass.

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](mailto:almuna@det.ae). The operator will then respond to collect information on your location and payment preferences. You can also contact the coordinator: **Muhammad Rafeeq** on **050-8479912** for any more queries.

## 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, Muna British Academy has implemented a Bring Your Own Device (BYOD) initiative for students in Years 4-6. This is a wonderful opportunity for students to use their own technology to personalise and further their learning. The students have access to a Microsoft Teams via their Office 365 account, which allow students to access their work from any location. They also have access to the One Login where they can access a wide range of educational programmes to support their learning.

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.

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.



## 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

**Friday for all children:** 7:45 am – 12:00 pm





## Payment Information

To pay tuition fees, you can either pay via a bank transfer or cheque.

Please note that when you make a direct deposit to our bank account, we do not necessarily recognise your payment unless you provide us the bank deposit slip. Kindly send a copy of the bank deposit receipt to the following email [finance@munabritishacademy.ae](mailto:finance@munabritishacademy.ae) immediately, so we can allocate funds accordingly and send you a confirmation receipt.

For online transfer, please see the below bank details.

**School fees can be paid directly to Muna British Academy via online bank transfer, or direct deposit at the bank.**

**Bank Name:** Abu Dhabi Commercial Bank  
**Bank Branch:** Abu Dhabi Main Branch, P.O. Box 2934 Abu Dhabi  
**Account Name:** Aldar Academies-AlMuna P.S.LLC-BR 2  
**Account Number:** 10482902020003  
**IBAN:** AE290030010482902020003  
**Swift Code:** ADCBAEAA



## 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.

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

الدار للتعليم  
ALDAR EDUCATION



## 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

- **Parent Relations Executive**  
Miss Abeer Omar  
[pre@munabritishacademy.sch.ae](mailto:pre@munabritishacademy.sch.ae)
- **Registrar**  
[admissions@munabritishacademy.sch.ae](mailto:admissions@munabritishacademy.sch.ae)
- **Reception**  
[reception@munabritishacademy.sch.ae](mailto:reception@munabritishacademy.sch.ae)
- **Finance**  
[finance@munabritishacademy.sch.ae](mailto:finance@munabritishacademy.sch.ae)









**MUNA**

**BRITISH ACADEMY**