مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

EMPLOYEE HANDBOOK 2026-2027

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pacespringfieldinternationalschool

WELCOME LETTER

Dear Colleague

Congratulations on joining the PSIS family!

We are thrilled to have you join our team. Your skills and experience will be valuable. Addition to our school community, and we are excited about the contributions you will make to our students and staff.

Here at PACE Springfield International School, we are committed to fostering an environment of collaboration, innovation, and growth. As you have settled in, please feel free to reach out to us if you have any questions or need assistance. We are here to support you!

Once again, welcome to PACE Springfield International School. We are delighted to embark on this journey together and look forward to achieving great things as a team!

Warm regards,

If you should have any questions or concerns, please feel free to reach out to PSIS HR Department at hr@pacespringfield.com

Dubai: Helpful Resources

Living In Dubai

Dubai is a dynamic, developing, and vibrant city; there are few skylines in the world to rival it, particularly at night. It has the world's biggest airport, tallest buildings, and largest shopping mall, and only 7-star hotels and innovative infrastructure. With its luxurious hotels, fast cars, and expensive shops are a playground for the rich, but the city has much to offer to the average expatriate. Because Dubai is such a modern, multicultural, and tolerant city, it can be easy to forget that the UAE is a Muslim country. There are some things that you need to be aware of. In general, more modest code of behavior is required, and showing disrespect in any way to Dubai's religion or its leaders & authority may land you in trouble.

Below are some tips for everyday living but also a few things to be aware of whilst resident in the UAE.

Residence Visa & Emirates ID Card (EID) (applicable to hire staff overseas)

As soon as you arrive in Dubai, after completing the necessary documentation and KHDA approvals we will begin the process of obtaining your residence visa and EID card. The whole process usually takes about 30 days. If you have a spouse who is not working or children with you, then you will be their sponsor, once you have your residence visa and EID card, we will begin the process of applying for these documents for them.

Getting Around Dubai

Hiring a Car/Obtaining a Driving License

When you first arrive, you may wish to hire a car. You need to establish with your chosen hire company whether your current license is acceptable or whether you should obtain an international driving license. UK driving licenses are generally accepted until you obtain your residence visa, at which time you should apply for a UAE driving license.

You may be eligible to transfer your existing driving license, without having to take a driving test if you have a valid driving license from one of the 36 countries approved by Dubai Police (including Australia, Canada, France, Germany, Singapore, United Kingdom, and the United States).

The full list of eligible countries can be obtained at the official Dubai Government site or at the Dubai Police website.

All other nationalities are required to attend driving lessons and pass various tests before a UAE driving license can be obtained. Individuals with valid licenses may be able to get a reduction in the number of classes to be attended if they fulfil specific requirements.

To apply for a Dubai driving license, you will need a Dubai residence visa, an EID card, and eye test carried out at a certified optician. Before your spouse or older children can obtain a UAE driving license, they must hold a residence visa and have an Emirates ID card.

Always keep your driving license with you as it is illegal to drive without it.

Purchasing a Car

- Dubizzle website or dealership
- From the owner - go to Road and Transport Authority (RTA) together to test the car & change ownership
- Registration every year - can find a service to do it for you, but it is so easy to do yourself
- Insurance is valid for 13 months and you pay for the entire year upfront.

Driving

- Traffic cameras are becoming more prevalent in Dubai. Many drivers in the UAE do not adhere to the speed limit.
- On highways, there is no lane discipline, and you will frequently be overtaken on the inside so always check both mirrors before changing lanes; it is also not uncommon for cars to stop suddenly in the inside lane, to be parked in the inside lane, or to reverse up a highway after a missed turn!
- If a driver wants you to move lanes, the driver will flash his/her lights at you; or this can be an expression of frustration or just to get your attention
- It is illegal to drive without a seatbelt or using a mobile phone though you will see many drivers doing both.
- Off-road driving in the desert can be fun, but it is advisable to do a course first and if you do go off-road, always go with at least one other vehicle – there are several off-road driving clubs.
- It is worth downloading the Dubai Police and Road Traffic Authority (RTA) apps as they give up to date traffic information, allow you to pay fines, report accidents, give the locations of hospitals, etc.

Parking

There is free parking in some of the malls throughout the week and in all malls at the weekend. Be careful if you park on the side of the road that you are not in a metered zone; there are traffic wardens on patrol in popular spots. Metered parking charges are the same throughout the city and relatively cheap (from AED 2 for an hour, AED 5 for 2 hours, etc.)

- Parking meters take dirham coins or an RTA card, but you can also pay for parking on your phone using your credit, etc.
- Open the text message and compose a message to 7275
- The message should say your license plate number followed by a space in the zone you are in (found on the parking signs or the orange meters) followed by a space and then the time you want to be in the lot. Example of a message below
- M12345 324a 2 (the license plate is M12345, the zone is 324a and this person wants two hours of parking).
- Once you send the message, you will get a confirmation text. If you don't get a text, you might have done it wrong, so make sure that you double-check everything.
- Once your parking time is almost done, you will receive a text asking if you want to add more time. It will also include instructions for how to do it
- There is a very nominal fee to do it by text, but I personally think convenience is well worth it! And it might help prevent you from getting parking fines!

Getting Petrol

- Station attendants pump your petrol for you; you can tip a couple of dirhams if you wish.
- "Special" gasoline is really "regular"

Taxis

- Taxis all have meters and almost always have the option to pay by cash or card - always confirm if they have a card machine if this is your preferred mode of payment.
- Download the Careem app and book your ride online - Careem also provides an extensive food service delivery :)
- The meter starts at AED25 from the airport
- Ladies, look out for a pink-roofed taxi if you prefer to travel with a lady taxi driver.
- Only use licensed taxis (metered, with visible taxi company markings) or book through the Careem app. Avoid unlicensed taxis or drivers who approach you outside hotels, airports or malls — these are not always legitimate and will often charge significantly more than the fare to your destination once you arrive.

Public Transport

There is a good, cheap system of public transport in Dubai – though the metro and buses can get very crowded at certain times of the day. To travel on the bus, tram, or metro, you will need to buy a NOL card before you travel; you can do this at ticket offices in all metro and some bus stations, at ticket vending machines and you can now apply for a blue, personalized NOL card online. Fortunately, bus stops are air-conditioned in the hotter months; when travelling by bus, remember to swipe your NOL card as you get on and off the bus. There are women & children only areas on buses, trams & the metro as well as 'Gold' class areas; you pay more to travel in the 'Gold' section but at busy times it can be worth the few extra dirhams to avoid the crush. Finally, it is illegal to eat or drink on public transport.

Renting a Home

Once you have received your Emirates ID and found a place to live, there are a number of practical steps involved in setting up your new home. Below is an overview of what to expect when renting in Dubai.

- **DEWA (Dubai Electricity & Water Authority):** You will need to set up a DEWA account in your name to connect electricity and water to your new home. This requires a refundable security deposit (typically around AED 2,000 for an apartment or AED 4,000 for a villa), your passport, residence visa, EID card, and a copy of your tenancy contract. The connection can usually be arranged online, in person, or through the DEWA app.

- **Tenancy Contract & Ejari (Dubai):** All tenancy agreements in Dubai must be registered with Ejari (or the relevant registration system used in your emirate), which is the official record of your rental contract. This registration is usually required before DEWA, internet, or other services can be connected. Your landlord or real estate agent will normally guide you through this process, and it can also be completed at an Ejari typing centre or online.
- **Security Deposit:** Landlords typically require a refundable security deposit when you sign the tenancy contract, generally equivalent to around 5% of the annual rent for an unfurnished property. This is separate from the DEWA deposit and is returned at the end of your tenancy, subject to the condition of the property.
- **Gas:** Some buildings are connected to a piped gas supply rather than gas cylinders. If this applies to your property, you will need to register with the relevant gas provider (such as Emirates Gas or a similar supplier), which will usually also require a refundable deposit. Your building management or landlord can confirm which system your property uses.
- **Finding a Property:** Property Finder, Dubizzle and Bayut are the two most widely used websites and apps for searching rental listings across Dubai, comparing prices by area, and contacting agents or landlords directly. It is worth browsing both to get a feel for current rental prices in the areas you are considering.

School-Provided Transportation

The school provides a staff bus service, which operates exclusively between the school and Centrepoint Metro Station (Rashidiya). If you plan to use the staff bus, we recommend choosing accommodation with convenient access to this station, as the service does not extend to other locations.

Suggested Locations for Stay

The following residential areas are recommended, depending on how you plan to commute to school:

Best access to the staff bus:

- Rashidiya
  - Umm Ramool
  - Al Garhoud
  - Deira (particularly around City Centre Deira)

Well connected via Dubai Metro:

- Al Qusais
- Al Nahda (Dubai)

Both Al Qusais and Al Nahda are served by the Green Line, with an easy interchange to the Red Line at

Union Metro Station to reach Centrepoint Metro Station.

Closest to the school for independent commuters:

- Mirdif
- Muhaisnah
- Al Khawaneej

Many of our teachers also choose to live further afield, in areas such as Al Warqa, Al Awir, JVC, DAMAC Hills, Dubailand, Sharjah, Ajman, and Ras Al Khaimah, depending on their personal preferences, budget, and preferred commuting arrangements.

Get Familiar with UAE Customs & Expectations

- There are 5 calls to prayer every day, which you will hear echoing around the city, and, in the UAE, Friday is the Muslim day of rest. The holy month of Ramadan lasts for a lunar month; the exact dates are not announced until 1-2 days before the start and then 1-2 days before the end. Each year, Ramadan moves 'forward' in the year by about 10 days.
- During Ramadan, you should not eat, drink or smoke in public after sunrise or before sunset.
- This includes consuming anything in your car or a taxi.
- You should avoid any public displays of affection and dress conservatively.
- In addition, be conscious of the volume of your TV or music at all times but particularly during prayer times.
- Government offices, schools and some businesses work shorter hours.
- During Ramadan, the school day runs shorter than the normal hours; eating and drinking is allowed on site but only in the staff room.

Taking a tour of the Jumeirah Grand Mosque and visiting the Sheikh Mohammed Centre for Culture Understanding are good ways to become familiar with Islam and the customs of the UAE - see http://www.cultures.ae/. (A visit to the Sheikh Zayed Mosque in Abu Dhabi is also, a must whilst you are in the UAE.)

General Dress Code

Although you will see plenty of exceptions, mainly from tourists, there is a dress code for Dubai and this has been implemented as a show of respect and to avoid offence being given; if you are entering a government building, it should be followed strictly. Ladies should cover shoulders, cleavage and legs and avoid very tight or sheer clothing. Topless sunbathing is illegal. The dress code matters less in a bar, but ladies should think about covering up with a shawl for the journey to and from it. Men should not wear vest type T-shirts in public places, nor brief shorts.

All malls in Dubai have implemented the dress code and, in theory, you can be asked to leave the mall or asked to purchase more "decent" clothing to be able to remain in the mall. It is acceptable to go for a run or play sport in close-fitting clothing, but it is better to avoid walking around anywhere away from your sports club/running track. Also refer to the school Dressing policy as mentioned (below Title: School Dressing Policy).

Public Displays of Affection & Sex

Public displays of affection should be minimal – it is acceptable to hold hands but kissing and hugging in public is not allowed, even if it is with your spouse, and only children should sit on someone's lap. Sex outside of marriage, having a baby out of wedlock, adultery and Homosexuality are all considered illegal.

Swearing & Hand Gestures

Hand gestures in Dubai can cause you to be fined, put in prison or deported. So, no matter how infuriated you get, or how crazy the driving, do not be tempted to use a rude hand gesture such as the V sign or giving the finger. Swearing at someone in Dubai is also illegal - whatever happens, keep your cool - losing it could get you into serious trouble.

Photography

Normal tourist photography is acceptable, but you must take consent from the person if somebody is photographed, but it may be considered offensive to photograph Muslim women. It is also courteous to ask permission before photographing any person.

In general, photographs of government buildings, mosques or military installations should not be taken.

Drugs and other banned items

Drugs/narcotics are illegal in Dubai but there are also prescription drugs, such as codeine and Valium for example, that contain prohibited ingredients that are illegal in the UAE and should not be brought into the country.

You can find out which drugs are prohibited at http://www.uaeinteract.com/travel/drug.asp Other banned items include pornographic material, non-Islamic religious pamphlets for missionary activities, fireworks, ivory, weapons & ammunition, chemical and organic fertilizers, laser pens, radar jammers/other unauthorized communication devices, endangered animal species and any objects, sculptures, paintings, books or magazines which do not adhere to the religious and moral values of the UAE.

Social Media

The laws of the UAE prohibit the publication of content which is contrary to public morals, the principles of Islam and the social and moral welfare of the State or any content that contains irreverence towards Islam and any other religions. The content must also respect the UAE Government, its leadership, political institutions and ultimately the country's cultural heritage and social norms and customs.

Always think carefully about content before posting. Remember users are responsible for the content they post and you should bear this in mind if you are posting content which you do not own or which contains material that is subject to someone else's rights. You must also not publish other people's private information without their consent. Direct, specific threats of violence, as well as hate speeches and content that are threatening, contain graphic or gratuitous violence or which is offensive to a nation or its government are illegal.

Remember the following

- Don't fool around and display rowdy behavior in public places
- Don't touch a Qur'an if you are not Muslim
- Don't cross the street in undesignated places – you can be fined for jaywalking.
- Don't drop litter anywhere
- Do not smoke in offices, government buildings or shopping malls
- Don't dance in a public place not designated for that purpose
- Don't stare at people, particularly ladies, or point the sole of your shoe at someone's face.
- Don't ask a lady for directions if she is with her husband, ask him instead.
- Don't touch an Emirati or Arab woman.
- Don't BBQ on the beaches

THINGS TO KNOW IN SCHOOL

Introduction

PSIS members of staff are expected to set a good example, and to ensure effective learning support for all students entrusted in our care. With that in mind, all members of staff should follow the attendance and leave procedures to implement a smooth operation of school hours.

Payroll

Biometrics - thumb scanner

It is essential to ensure that you accurately use the biometrics system to check in @7:30am and check out @4:00pm each day, as this attendance record is processed directly and will be reflected in your salary calculations at the end of each month. Consistent adherence to this procedure is crucial for the accurate processing of your monthly earnings.

Working hours

Teachers - Monday to Thursday

07:30am Check in to 04:00pm – Check out

Admin - Sunday to Thursday

07:30am Check in to 04:00pm – Check out

All Staff - Friday

07:30am Check in to 11:30am – Check out

Leave Request

We appreciate emergency leave might be necessary as well as any planned absence or unexpected illness. Therefore, below mentioned is the procedure for taking leaves.

LATE ARRIVAL & EARLY LEAVE

1. If a member of staff is expecting to arrive late to work, please inform the Principal, HR & Head of Primary. Upon arrival, the staff must complete and submit the Late Arrival Form available at the end of this handbook stating reasons for lateness.
2. If a member of staff feels unwell during the working day, they must inform the Principal and consult the School Nurse in the first instance. If it is required to leave the premises to seek treatment or return home, they should ensure that they obtain further approval from the Head of Primary and Principal.
3. If there are any other reasons for emergency leave, you must obtain approval for early leave from the Head of Primary and the Principal.
4. In all cases of early leave, staff must complete and submit the early leave form, which is available at the end of this employee handbook. They should state their reason, obtain signatures from the Head of primary and the Principal, and then submit the form to the HR department.

(Note. All forms and approval should be finally submitted to the HR Dept)

IMPORTANT NOTE: Staff are expected to arrange non-essential medical and other personal appointments take place outside of school working hours.

EMERGENCY

In the event of an emergency, the Principal, or in absence, the Head of Primary should be consulted in the first instance so that the case can be considered by the Board of Directors. Compassionate circumstances requiring leave are to be notified directly to the Principal. These requests shall be treated as “Emergency”.

ILLNESS

For medical absences related to illness and are unable to work, please call the respective Head of School between 06:00 AM to 6:30 AM

- **Mr. ANDY HUBBLE** (Principal)
- **Mr. HAKIM ALI** (Head of Primary)

In all instances please also send an Email to the **Head of Primary, HR and the Principal.**

Staff should contact the respective **Head of Primary, HR & the Principal** during the first day of absence by 2PM to inform them whether you will be returning to work the following day or requiring further time off. If you require further time, please put in an email to the **Head of Primary, Principal and HR.**

On return to duty, staff are required to provide a Medical Certificate (attested by the relevant authorities that are MOH/DHA) to certify their absence. along with the Absence Request Form. (can be found at the end of this handbook) duly signed by Head of primary and the Principal. Failure to do so may result in loss of pay. (Note: Paid sick leave will not be applicable during the probation or notice period)

PLANNED ABSENCE

In case of known or forecast absences related to illness or personal commitments, approval should be obtained from the Principal and the management via HR at least 4 days in advance.

1. Staff must submit the completed absence request form to the Head of Primary, Principal and HR via Email.
2. Absence requests should be approved by the Principal and the management.
3. Upon approval, the approved Absence Request Form should be submitted to HR.
4. Staff must send cover work to the Head of Primary in this case and communicate to their classes via Google Classroom, Seesaw or any other appropriate modes of communication.
5. PSIS members of staff are expected to attend all staff meetings, special assemblies, CPD sessions, parent meetings, extracurricular activities except for any absence stated in the above reasons.
6. Staff should also plan and arrange to cover any missed sessions and activities after consulting with the Head of Primary.

Emergency Leave Procedure

1. **Immediate Notification:**
    - In the event of an emergency, inform the Principal, HR & the Head of Primary as soon as possible. This can be done via phone call, text, or email, depending on the emergency.
2. **Formal Leave Application:**
    - Follow up with a formal leave application to the Principal, and HR as soon as you are able. Include the reason for your emergency leave and the expected duration.
    - Use a clear subject line, such as "Emergency Leave Request."
3. **Documentation:**
    - If possible, attach any supporting documentation relevant to the emergency (e.g., medical documents or other necessary information) when you submit your formal application.
4. **CC HR:**
    - Copy the HR department on your leave application to ensure they are informed and can update records accordingly.
5. **Confirmation:**
    - Await confirmation of your leave. The Management and Principal will review your request, and HR will maintain a record of your emergency leave.
6. **Communication:**
    - Communicate with colleagues about your absence as soon as possible, ensuring they are aware of any responsibilities that need to be managed in your absence.
7. **Return Procedure:**
    - Upon your return, check with the HR to confirm your return to duties and address any missed responsibilities and if applicable documents such as medical certificate, forms etc.

Normal Leave Procedure

1. **Notification:**
    - Inform the Principal, HR & the Head of Primary, of your intended leave as soon as possible, either verbally or via email.
2. **Formal Leave Application:**
    - Submit a formal leave application to the Principal, and HR including the reason for your leave, the dates you will be absent, and any relevant details.
3. **Documentation:**
    - Attach any necessary supporting documents (e.g., medical certificates, forms, etc) if applicable.
4. **Copy HR:**
    - Ensure to copy the HR department on your leave application for their records and management approvals.
5. **Management Approval:**
    - All leave requests, other than emergency leaves, must receive approval from the Principal and the management. Once the Principal approves your leave application, HR will take it to management for final approval. You will be notified once a decision is made.
6. **Communication:**
    - Notify your colleagues about your absence and any arrangements for your responsibilities during your leave.
7. **Return Procedure:**
    - Upon your return, check with the HR to confirm your return to duties. You must submit any necessary documents to support your leave, such as an attested medical certificate, forms etc.

Leave Policy

Any medical leave taken without an Attested medical certificate from the relevant government authorities will be considered as loss of pay. Additionally, any leave taken in combination with weekends or leaves will result in a pay loss and will be counted as part of your total leave which will affect the pay. All planned absences or leaves must be approved by management.

Eligibility for a sick leave (paid and unpaid)

An employee is entitled to a sick leave of not more than 90 days per year, only after the end of probationary period. The 90 days' sick leave can be continuous or intermittent, and the salary is paid as follows:

- **full pay for the first 15 days**
- **half pay for the next 30 days**
- **no pay for the rest 45 days.**

The employee must notify the employer about his sickness within a maximum of three days and submit a medical report on his condition, issued by the medical entity (Attested Medical Certificate form gov entity such as DHA).

Compassionate leave (Bereavement leave)

Employees are entitled to a paid bereavement leave of 5 days in case of death of a spouse, and 3 days in case of death of a parent, child, sibling, grandchild or grandparent.

This leave will be treated as paid leave upon submission of the relevant supporting documents.

Please be advised that any loss of pay will have a direct impact on both their annual summer pay and gratuity. This means that reductions in pay may affect the total amount received during the summer period as well as the gratuity benefits, they are entitled to at their end of service.

The Form is attached at the end of Handbook.

Staff Dress Policy

PACE Springfield international School has high expectations of its pupils not just in terms of their educational achievements but also in respect of their behavior and personal presentation. We expect all staff to reflect on these high standards by presenting a positive and professional image to pupils, parents, potential parents and other stakeholders.

The aim of this policy is to reflect these standards without unduly restricting individual choices.

This policy is not intended to be exhaustive in defining acceptable and unacceptable standards of dress and appearance, and members of staff are expected to use their common sense in adhering to the principles underpinning the policy.

PACE Springfield International School recognizes that there are a diversity of cultures and religions represented amongst the staff of the school and will take a sensitive and respectful approach when this affects dress requirements. Priority will, however, be given to health and safety, the education and wellbeing of pupils, other similar considerations and our corporate image as a quality school that is very competitively priced.

GUIDELINES ON APPROPRIATE DRESS

1. The dress code for all staff is expected to be formal and professional rather than casual.
2. Men are expected to wear an ironed shirt, smart trousers (not jeans or denim) and smart, clean shoes (not 'casual' looking shoes, trainers or flip flops).
3. Women are expected to wear shirts, smart tops or knitwear (not short, 'casual' or strappy tops) and skirts, tailored trousers or a smart dress (not leggings, jeans or denim).
4. As a guide, skirts or dresses should be no shorter than just above the knee.
5. Shoes or boots should be smart and not excessively high-heeled (not 'casual' looking shoes, trainers or flip flops).
6. All clothing should be clean and maintained appropriately with no rips, tears or excess wear.
7. Tight fitting clothing should be avoided.
8. Any jewelry worn should not present a risk to the wearer or to the children (e.g. drop earrings that may be grabbed or pulled, or rings/brooches that may present a risk to children).

PE Lessons

- As a school we recognize that there are circumstances where formal attire is not appropriate. With this in mind, all staff involved in the delivery of PE lessons are expected to wear appropriate dress, e.g. tracksuits and trainers.
- It is the school's policy that PE dress should only be worn for the half day that includes PE lessons or after school sports club. Staff are therefore expected to change for the other half of the day as this helps maintain a professional standard of dress.

Staff Premises

- As a school we acknowledge that there are roles and particular circumstances where formal attire is not appropriate. For example, premises staff. These members of staff are permitted to wear clothing suitable for the task being undertaken.

Standards for All Staff

- Hair should be neat and tidy with no extreme hairstyling.
- Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practicable to do so.
- Any tattoos of a potentially offensive nature must be covered.
- Jewelry should be discreet and visible piercings restricted to ears.
- Single nose studs may be worn for religious or cultural reasons only.
- All staff are expected to present themselves professionally at all times and to maintain a consistently high standard of personal hygiene, including regular cleansing, clean and well-maintained attire, and good oral hygiene. In view of the climate prevailing in Dubai, staff are requested to give particular attention to this matter and are strongly encouraged to utilise an effective deodorant or antiperspirant on a daily basis, in order to remain hygienic and comfortable throughout the duration of the working day.
- Clothing should not unduly restrict movement or prevent a task being carried out with dignity.
- Heavy use of cosmetics should be avoided.
- Long fingernails should be avoided.

GUIDELINES ON INAPPROPRIATE DRESS

For the avoidance of doubt, inappropriate dress is deemed to include the following:

- Jeans or other denim clothing, excessively tight clothing or transparent clothing.
- Revealing clothing such as cropped tops and short skirts.
- Clothing which exposes innerwear.
- Casual T-shirts or shorts (except where appropriate to task, e.g. PE).
- Combat or cargo trousers.
- Leggings, unless worn under a skirt or dress of appropriate length.
- Flip flops or Crocs, unless medically advised by a doctor.
- Garishly coloured, patterned or sparkly attire.
- Trainers (except PE staff).
- Strapless tops/dresses or tops/dresses with narrow shoulder straps or halter necks.
- Clothing with large logos, political symbols or contentious slogans.

This policy does not seek to document all the items that could be deemed inappropriate but to provide general instruction to staff.

EXCEPTIONS TO THE DRESS POLICY

- Staff may change into old clothing or protective clothing when participating in active, messy or dirty tasks where clothing may be damaged. In such circumstances, it is expected that staff will normally change back to normal work attire once the activity is completed.
- Staff may be required to adhere to specific dress arrangements for certain activities where health and safety is a consideration.
- The dress code for school trips, and events will normally be more relaxed, unless the nature of the event itself is formal. Any specific expectations in relation to individual events will be notified to the members of staff affected.
- In extreme weather conditions, the Principal may allow exceptions to the usual dress code, in which case staff will be notified accordingly.

MONITORING

- The school expects staff to take personal professional responsibility for dressing appropriately and therefore anticipate that intervention will be required only rarely.
- Where choice of attire falls outside the dress code, the member of staff will be advised of this on an informal basis by his/her line manager in the first instance.
- Where clothing is very unsuitable or potentially offensive (particularly if it is excessively tight or revealing) the member of staff may be required to return home to change.
- Any concerns an employee may have about the dress code should be raised, initially, with his/her line manager.
- Exceptions may be granted in certain circumstances.
- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter in accordance with the school's disciplinary procedure.

Useful contacts

Principal: +971 54 247 9802, principal@pacespringfield.com

Head of Primary: +971 50 257 2191, headofprimary@pacespringfield.com

HR: +971 54 247 9805, hr@pacespringfield.com

Admin Manager: +971 50 720 4606, admin.manager@pacespringfield.com

Deputy Manager: +971 54 247 9803, arif@pacespringfield.com

Public Relations Officer: +971 54 247 9806, pro@pacespringfield.com

Registrar: +971 56 505 3944, registrar@pacespringfield.com

IT: +971 56 505 4061, it@pacespringfield.com

Facilities in charge: +971 55 800 3605, facilities@pacespringfield.com

Accountant: + 971 56 505 3816, accounts@pacespringfield.com

Transport In charge: +971 54 247 9804, transport@pacespringfield.com

School Tel No: +971 4 271 0000, reception@pacespringfield.com

Security Guard: +971 56 505 3868

STAFF ATTENDANCE
& LEAVE REQUEST FORM

مدرسة بيس سبرينق فيلد انترناشونال
PACE SPRINGFIELD INTERNATIONAL SCHOOL

Employee Code *	Date of Submission *	Employee Name *	Designation

REQUEST TYPE — Tick ONE box below		
☐ Absence Request	☐ Early Leave	☐ Late Arrival

REQUEST DETAILS				
From (date)	To (date)	No. of Days	Time of Leaving	Time of Arrival

(Complete only the fields relevant to the request type selected above — e.g. Absence: From/To/No. of Days; Early Leave: Time of Leaving; Late Arrival: Time of Arrival.)

Reason for Request *	Signature *
Head of Department Comment *	**Signature ***
Principal / Manager Comment & Approval*	**Signature***

— OFFICIAL USE ONLY —

Leave Type (if Absence)	Tick	Attachments Required	Days Approved
Sick Leave (Medical)	☐	MOH / DHA attested medical certificate: ☐ Yes ☐ No	
Maternity Leave	☐	—	
Parental Leave	☐	DOB of newborn below 6 months: ☐ Yes ☐ No	
Bereavement Leave	☐	Relationship & date stated: ☐ Yes ☐ No	
Unpaid Leave	☐	—	

HR Department Remarks	Signature

*Note: Final submission to HR Department (*Mandatory Field)*

REVIEW

This policy will be reviewed by PACE Springfield International School annually during the Summer Term.

This policy is based on U.A.E practice and is a parallel of similar policies in operation in both U.A.E Laws of dress code and independent schools in the UK. Members of staff are encouraged to contribute to the development of this policy by raising any issues or concerns they may have with their line manager in the interim.

Wishing everyone a productive, enjoyable, and fulfilling academic year ahead!

May this year will be filled with opportunities for growth, learning, and collaboration. Let's embrace challenges as steppingstones toward success, support one another in our pursuits, and celebrate our achievements, both big and small. Here's to a year rich with knowledge, inspiration, and meaningful connections!



Signature of Principal:
Last amended: July 2026
Policy Review Date: September 2026

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PACE SPRINGFIELD INTERNATIONAL SCHOOL