



Inclusion Policy 2021-2022

To be reviewed January 2023



School Mission

- Provide an English National Curriculum education so that each pupil has excellent opportunities and support to develop academically, socially and emotionally.
- Build a progressive, creative and engaging facility with enriching programmes and state-of-the-art resources & technology where every pupil feels secure, significant and valued.
- Empower young inquisitive minds, nurture positive thinking in a holistic learning environment that fosters independent learners with the life skills to innovate and problem solve.
- Instil the value of working hard to achieve goals, accepting challenges enthusiastically and applying knowledge in daily life and in future careers, through open parent dialogue and community partnerships.

School Aims

Our vision is to establish Dubai Heights Academy as a school that enables national and expatriate residents to access a unique, culturally-relevant English National Curriculum designed around every child, every mind and everybody.

- **For every child** – a platform for academic achievement, cognitive development and personal excellence
- **For every mind** – an engaging approach, inclusive environment and progressive learning experiences
- **For everybody** – the inspiration to be the best version of themselves

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values, to become aware of and involved in, the life of their community and society, therefore developing their capacity to be active and effective future citizens, to innovate and problem solve.



Introduction

Dubai Heights Academy (DHA) is an inclusive school, born out of an inclusive vision. We welcome pupils with Special Educational Needs and Disabilities (SEND) or people of determination, pupils identified with Low Ability (LA), pupils identified as Gifted and / or Talented (G&T) and Highly Able (HA)

The purpose of this policy is to provide a whole school approach to the identification and provision for pupils of determination and those identified as Gifted and/ or Talented. The policy sets out how we identify pupils, what provision is made for them and how we monitor the effectiveness of this provision.

In line with the UAE Federal Law No. 29/2006 & 2009, Dubai Law No. 2/2014, the Dubai Inclusive Education Policy Framework (DIEPF 2017) and The KHDA Directives and Guidance for Inclusive Education (2019), Dubai Heights Academy is committed to the philosophy of inclusive education. We strive to meet the needs, aspirations and abilities of all our learners.

At DHA we recognise:

- all pupils have the right to education in the common learning environment
- the learning potential of all pupils and value pupil diversity
- the importance of providing child-centred, differentiated teaching and learning
- the need to continue advancing the inclusive culture at our school

All teachers at DHA set high expectations of their pupils, personalise the learning and nurture them holistically. This all takes place in the common learning environment, as much as is appropriate and meaningful to the child.

“The inclusive school will be proactive in identifying barriers which restrict students’ achievement, participation and learning, and will take action to remove obstacles which lead to educational exclusion.”

“An inclusive school honours diversity and respects all individuals.”

KHDA School Inspection Framework 2015-2016

Aims of the Policy

- To ensure that the shared inclusion values of the school and those outlined by the KHDA are incorporated.
- To ensure that the Dubai Inclusive Education Policy Framework (2017) is adhered to. https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education_Policy_En.pdf



- To implement the KHDA Directives and Guidelines for Inclusive Education(2019) https://www.khda.gov.ae/Areas/Administration/Content/FileUploads/Publication/Documents/English/20200126091127_SEND-Report-En.pdf
- To ensure that staff are aware of the main categories of SEND and barriers to learning as per the KHDA document, A Revised Categorisation Framework for students of determination (2019-20)
- To ensure that all children in school have access to an appropriate curriculum (the National Curriculum / ASDAN) and that support and resources are in place to facilitate this.
- To ensure that parents are involved in the identification and provision made for their child. Partnership with parents plays a key role in enabling all pupils to achieve their full potential.
- To accurately identify individual learning needs as early as possible.
- To ensure that teaching strategies are adapted to suit individual learners.
- To ensure that every teacher is responsible for meeting the learning needs of all pupils in their care and to differentiate the curriculum appropriately.
- To promote the wellbeing and self-esteem of every pupil.
- To have high expectations for all children, including those with SEN/ additional needs so they may experience success.
- To encourage our pupils to show concern for others and value each person's contribution.
- To promote and celebrate Inclusion across the school.

Definition of Inclusion

This inclusion policy aims to adhere to the following laws and policies:

- Dubai Inclusive Education Policy Framework (2017)
- A revised categorisation framework for students of determination (2019-20)
- Federal Law No.29, 2006 (articles 12,13,14 and 15) and 2009 https://www.un.org/development/desa/disabilities/wp-content/uploads/sites/15/2019/11/United-Arab-Emirates_The-Rights-of-People-with-Special-Needs.pdf
- United Nations Convention on the Rights of Persons with Disabilities (UNCPRD,2008;2010)
- Dubai Law No.2, 2014
- Executive Council Resolution No. (2) (2017) - Regulating Private Schools in the Emirate of Dubai with reference to the following articles;
 - Article 4 (14)
 - Article 13(16)
 - Article 13 (17)
 - Article 13 (19)



- Article 23 (4)

Inclusion is an ongoing process that celebrates diversity and involves the identification and minimising of barriers to learning and participation that might be experienced by any pupils, irrespective of age, ability, gender, disability, race, ethnicity, language and social background, and the maximising of resources to reduce these barriers. Dubai aims, “To protect the rights of people with disabilities in the emirate of Dubai”.

Federal Law 2/2014

Regarding the rights of Individuals with Special Needs, the law stipulates that “Special needs in themselves are not an obstruction to joining or getting admission into an educational institution, no matter whether it is a public or private institution”. This law shows the great compassion and concern that our leaders have for the needs of others and their belief that equal access to a quality education will help individuals with special needs develop to their full potential.

Federal Law 29/2006

Identification

At DHA we are committed to providing an inclusive education for all. This policy outlines how we aim to remove barriers to learning, particularly in relation to the provision for specific groups of learners and pupils of determination including;

- Emirati pupils
- Pupils identified as SEN
- Pupils identified as AEN
- Pupils identified as Gifted and Talented
- Pupils identified as English Language Learners

Many pupils face barriers to learning and as such, provision is not based on identified groups of pupils but rather the individual needs of pupils within school. Identification of needs happens at multiple stages, starting at admissions and throughout the pupil’s journey through school. Staff at DHA strive to identify any special educational needs as early as possible, to ensure suitable support, intervention and provision are in place.

Pupil monitoring is ongoing through internal and external assessment, teacher observation, checklists and progress and attainment in lessons. If concerns about a pupil persist beyond Quality First Teaching and in-class interventions, the class teacher will consult with the parents and complete a Pupil Referral form. The Inclusion Team review the referral form, discuss concerns with the relevant teacher(s) and schedule an observation. Based on the outcome of the observation(s) the relevant staff will discuss next steps. With parent permission, the pupil may complete standardised in-school screeners with a member of the Inclusion Department. The Head of Inclusion may refer the pupil to Sensation Station and/ or the MbodE specialist for further observations where necessary. External agency support may also be consulted. This process is outlined in further detail in the SEND policy.



Parents and pupils are supported and involved in every stage of identification. Parents are encouraged to share information with the school, including medical information, as this can support effective inclusion for individual students. However, a formal diagnosis is not compulsory or required for provision to be put in place. Pupils and parents can liaise with the Inclusion Champion/Head of Inclusion with regards to information sharing.

Inclusive Provision

At DHA we offer a 'Graduated Approach' to support. The Graduated Approach cycle to provision advises an Assess, Plan, Do and Review cycle.

DHA offers three waves of provision in accordance with the updated KHDA Directives and Guidelines (2019)

- **Level/Wave 1:** Quality First teaching. Universal provision for all; high quality differentiated teaching in the classroom.
- **Level/Wave 2:** Targeted provision for individuals and groups of students. This may be in the form of additional, specific and time-limited interventions from the school Inclusion Department.
- **Level/Wave 3:** Specialist and individualised provision for students with high level needs. This may be bespoke 1:1 interventions, a 1:1 Learning Support Assistant or external provision.

At DHA we aim to implement provision for every kind of frequently occurring Special Educational Need, by offering a range of support plans, including Individual Education Plans (IEP) and Inclusion Learner Profiles (ILP) on a case by case basis. All pupils of determination on the Inclusion register have an IEP.

DHA is committed to ongoing professional development and working in partnership with external agencies to ensure that staff stay up to date with knowledge and best practice for supporting all learners and providing high quality inclusive provision.

Related Policies

DHA reviews the following related policies to ensure that effective provision is implemented. These include;

- Admissions
- SEND
- Gifted and Talented
- EAL/ELL

Admissions (See admissions Policy)

DHA treats all applications equally and admits students with a range of SEND / Additional Educational Needs.



Sibling priority will be given to applicants who are pupils of determination, in line with DIEPF 2017. A formal diagnosis is not required to be given this priority and assessments from external specialists such as, educational psychologists or medical professionals, are not compulsory. However, it is expected that parents are transparent with the school during the application process and disclose any special educational needs that the child may have. This is to ensure that the school can meet the child's needs, to support with provision planning and a smooth transition into DHA for the child. Failure to disclose any such information, including the deliberate withholding of information, may result in the pupil's placement at DHA being withdrawn, as per the KHDA parent contract guidelines.

School reports from previous settings will be requested as part of the admissions process to ensure that DHA can meet the applicants needs and to support with provision and transition planning.

As part of the application process, potential pupils attend an assessment day to establish what provision may be required to ensure a smooth and successful transition into DHA. In addition, applicants may be invited to attend a trial day at DHA or observation visits may take place at their current setting, to obtain more insight into their needs and inform provision planning. The Head of Inclusion may also seek further specialist input from the onsite Sensation Station Speech and Language therapist and/ or Occupational therapist. Observations by these specialists may take place as and when required.

Non-admissions

In the case of non-admissions, the school will comply with the procedures set out in the KHDA Directives and Guidelines (2019). The school will gather evidence to support its decision, communicate the decision to parents and the Principal or Head of Inclusion will submit a non-admissions form to KHDA.

Assessments

Both internal and external assessments are used to support identification of individual needs, monitor and track pupil progress and attainment and evaluate the impact of interventions. At DHA, all students are baselined in Maths and English at the start of each school year. The school implements continuous assessment to monitor and track pupil progress and attainment. Following analysis of assessment data, the Inclusion department strives to provide additional provision for pupils who fall into one of the following categories:

1. Pupils with Special Educational Needs and/or Disabilities
2. Pupils with Additional Educational Needs
3. High achievers, Gifted students and Talented pupils
4. English Language Learners



Inclusion and the Curriculum

All children deserve to experience success and have their achievements recognised. The school's inclusive ethos celebrates these through activities such as, presentations in assembly, on social media and in the school newsletter, as appropriate.

Underachieving and Gifted and Talented pupils are identified as early as possible through the analysis of assessment data, ongoing monitoring and observations, the teacher making a pupil referral to the Inclusion Team and engagement with parents.

Lessons are differentiated to meet the needs of all learners at DHA. When required the curriculum may be adapted to suit the needs of specific learners. Modification enables and supports increasingly personalised learning, through quality teaching and learning, flexibility and choice and high expectations for all learners. Each pupil is assessed at the curriculum level they are accessing.

The school offers an alternative pathway curriculum through the ASDAN program to promote life skills and entrepreneurship. DHA emphasises acknowledging and celebrating the whole child and pupils of determination learning skills are monitored using personalised goals. All pupils of determination have an Individual Education Plan.

Teaching and Learning for Inclusion

The school offers a continuum of provision to meet the diversity of our pupils' needs. Teachers are supported to continuously develop an inclusive environment. This is facilitated in many ways, for example, Inclusion walks, Inclusion collaboration meetings, SLT classroom observations, mentoring and CPD.

Modifications

The class teacher/ subject teacher is the lead professional and is accountable for the progress and attainment of all children in their class. Additional support to ensure that the child meets their true potential may involve the following:

1. Modification of the curriculum in class – the curriculum/environment is differentiated to support the learning of a student or group of pupils
2. Booster Groups – All booster groups run for a maximum of ten weeks; children are baselined then reassessed at the end of the boosting period. Evidence is collected to monitor and evaluate the learning.
3. Extension/ Mastery level Groups – All extension groups run for a maximum of ten weeks; children are baselined then reassessed at the end of the boosting period. Evidence is collected to monitor and evaluate the learning.



4. Partnership Agency Therapy- A Speech Therapist and Occupational Therapist are on site twice a week and offer some 1:1 sessions, group session therapy, in class support and observation.
5. MbodE- The school provides a specialist service provided by the Child Development Specialist Shirley Vardi. This involves some 1:1 sessions, group session therapy and in class support.

At DHA all teaching and support staff recognise the importance of inclusive practice across the school.

Staff roles and responsibilities are outlined in the Appendix of this policy.

Inclusion Support Team

DHA was born out of an inclusive vision and is committed to ongoing development in this area. The Inclusion Support Team (IST) plays a pivotal role in driving forward new initiatives .

The Inclusion Support Team for 2021-22 comprises of:

The Governor of Inclusion- School Owner- Istiqama Al Riyami
The Inclusion Leader- School Principal- Alison Lamb
The Inclusion Champion- Leader of Provision for pupils of determination- Aisling Keaveney
Deputy Head of Inclusion- Terrie Spencer
Inclusion teacher- Elaine Irvine
Head of Arabic and Ministry of Education subjects- Ruba Awad
Sensation Station Occupational therapist- Masnoena Allie
Parent representatives- Katie Laing and Satya Klever

Parent Partnership

At DHA we believe that working in partnership with parents is key to the best outcomes for our pupils. We actively encourage parents to share their invaluable knowledge, first hand experiences and views, to enhance their child's learning journey. All parents are welcome to contact the Head of Inclusion if they have any concerns with regard to inclusive educational provision. Parents are also encouraged to keep in regular contact with the school regarding their child's progress. Parents are invited to contribute towards the planning of their child's IEP and to meet regularly to discuss and review their progress and next steps. In addition, parents have the opportunity to meet with their child's class teacher 3 times per year at parent teacher meetings. Seesaw and Tapestry are used to keep parents up to date with their child's learning and progress, whilst inclusion updates and celebrations regularly feature in the school newsletter.

To support and inform parents, the Inclusion Department organises monthly training sessions/ webinars for parents. Parents are also invited to lead training sessions for the DHA community and contribute to the school's newsletter.

2 members of the DHA Inclusion Support Team are parents of pupils of determination at the school. They work closely with other members of the team to implement new ideas and initiatives. They are also important points of contact for other DHA parents.



The Inclusion Department operates an open door policy. Parents can email members of the team, contact them via Seesaw families or call the school should the need arise. Parents can also request a meeting via Zoom or in person through these channels.

Medical Records

Some pupils have reports/records from medical/health professionals. These are held by the School Nurse who passes on any relevant information to the appropriate teachers. We recognise that some children's medical needs may link to SEND and impact on their provision needs.

Partnership with Sensation Station

Twice a week, a Speech and Language therapist and an Occupational therapist from Sensation Station work with pupils onsite at DHA. These therapists provide both group therapy and individual sessions. Group therapy sessions are allocated to pupils on a case by case basis, are dependent upon need and the caseload of the therapist. The fee for an initial 6 week block of group therapy is waived for full time pupils at DHA. Further group therapy sessions are then chargeable. Individual therapy sessions are available on request, each session is chargeable with no waiver.

Therapists work as part of the Inclusion Team, contributing to pupils' IEPs when appropriate, monitoring and tracking pupil progress and keeping parents and staff informed of pupil progress via Tapestry.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- Staff CPD
- The school's shared drive
- Regular inclusion update emails
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic Inclusion workshops
- LSA meetings and ongoing development



DHA Inclusion COVID 19 Protocols update

This section of the Inclusion policy will serve to outline a clear understanding as to the protocols and systems in place for on site therapy and inclusion support at Dubai Heights Academy. This has been designed to reflect the Covid-19 Directives and Protocols in accordance with the school, Department of Health Authority (DHA), Knowledge and Human Development Authority (KHDA) and other statutory organisations in the UAE.

All Inclusion staff including the Inclusion teachers, Inclusion TA, 1:1 LSAs, MbodE therapist and Sensation Station therapists have completed the school COVID protocol training.

Inclusion staff will follow all school protocols, including but not limited to:

- Sanitizing hands and feet and signing in/out of each bubble zone.
- Staff will wear masks at all times.
- Pupils will work on a 1:1 basis or in small groups with peers from their assigned bubble only.
- Inclusion therapists will wear masks at all times.
- Inclusion staff will observe social distancing as much as possible, however in certain circumstances, and with parental permission, staff may work closer than the recommended 1.5/2m to facilitate the learning or safety of Inclusion pupils.
- Any resources used during Inclusion sessions will be sanitized before the next session.

Parents of Pupils of Determination and Additional Educational Needs have been informed that the support given by Inclusion staff and therapists during COVID-19 protocols may involve, where necessary:

Implementing support for your child that provides them with equipment which may involve both your child and staff member being in direct physical contact.

Implementing support for your child with games, movement games, occupational therapy techniques, and other physical needs.



Implementing support for your child with their academic work physically (such as activities that require hand over hand support strategies).

Implementing support as identified by their Individual Education Plan and/or Behaviour Plans and/or Risk Assessments and any other strategies that are typically applied and deemed appropriate within an educational setting.

To work with Inclusion therapists and MbodE staff at DHA, the school must have prior written consent from parents.

Due to the nature of support required, pupils who work with an LSA may need to work within closer proximity than the standard protocols or work in ways which require physical contact such as, hand over hand support. Parents are informed about the standard Covid protocols and are asked to give permission for their child to work with their LSA in closer proximity, when necessary, or discuss alternatives with the Head of Inclusion.

The Head of Inclusion will keep parents of pupils on the Inclusion Register informed of updates to Covid protocols and the INclusion policy and discuss any impact they may have on their child and their provision.



Roles and Responsibilities

A1.1 Role of the School Board

The School Board has:

- Delegated powers and responsibilities to the Principle to ensure all school personnel and visitors to the school are aware of and comply with this policy
- To ensure that inclusive provision is of a high standard
- Responsibility for ensuring that the school vision and commitment to inclusion are upheld
- Responsible for ensuring that this policy and all related policies are maintained and updated regularly

A1.2 Role of the Principal

The Principal will:

- Have overall responsibility for Inclusion in the school
- Ensure all school personnel, pupils and parents/carers are aware of and comply with this policy
- Ensure that the daily management of inclusive provision is effective
- Monitor the effectiveness of this policy
- Be responsible for ensuring all policies are made available to parents
- Oversee the management of the Inclusion department
- Complete non-admission notification forms to submit to KHDA

A1.3 Role of the Head of Inclusion

The Head of Inclusion has responsibility for:

- Co-ordinating the provision for pupils with SEND and AEN
- Managing the team of Inclusion staff, including LSAs
- Liaising with and giving advice to class teachers and support staff
- Maintaining up to date pupil records
- Liaising with parents and carers
- Liaising with outside agencies
- Developing and nurturing the ethos of the Inclusion department within the school: To remove barriers to learning
- Ensuring that all teaching staff are aware of the Inclusion policy, where to find information and how to implement strategies
- Delivering Inclusion CPD
- Working with the school Registrar and Heads of Key Stages in the admission of new students

A1.4 Role of the Inclusion Team

- To support teachers and specialists with differentiating teaching and learning appropriately
- To support teachers and specialists with strategies to support pupils of determination and those identified and G&T.
- To provide in class support and small group interventions to support pupils of determination.
- To assist with the development and implementation of Individual Education Plans and the whole school passport within their key stage.
- To work with and plan for pupils of determination to help them to achieve their targets



- To be aware of and up to date on current pupils of determination and their requirements.
- To follow through in the implementation of strategies recommended by therapists or LSAs
- To develop a working relationship with pupils of determination to raise self-esteem and encourage them to reach their full potential.
- To assist in the admissions process by assessing potential new students, to ascertain their baseline and any provision required.

A1.5 Role of Class Teachers/Specialists

These include:

- Teachers are held to account for the progress and attainment for all the children in their care. This is monitored and evaluated through the performance management cycle.
- Planning to meet the student's needs within the context of their normal class planning/differentiation including the use of LSAs
- Providing a learning environment that meets the differing needs of their class.
- Working with the student, within the class context, to help them achieve their targets.
- Developing and implementing IEPs with the support of Inclusion staff, where appropriate
- Keeping parents/carers informed of student progress and keeping a record of this.
- Involving the student in setting targets and reviewing progress where appropriate.
- Be aware of and up to date on current pupils of determination and their requirements
- Follow through in the implementation of strategies recommended by therapists or Inclusion staff
- To follow Inclusion procedures and to raise concerns where necessary.
- To attend Inclusion CPD and implement strategies advised.

A1.6 Role of Learning Support Assistants

These to include:

- Delivering learning activities under the guidance of the class teacher.
- Observing and reporting on pupil performance.
- Working closely with the teacher and Inclusion department to ensure best outcomes for pupils.
- Promoting social, emotional and behavioural development of pupils.
- Providing sufficient structure to pupils to enhance classroom participation and foster independence.
- Fostering positive, working relationships with pupils
- Assisting with the development and implementation of IEPs
- Being up to date on current pupils of determination and their requirements
- Following through in the implementation of strategies recommended by therapists or Inclusion staff
- Following Inclusion procedures and raising concerns where necessary

A1.7 Role and Rights of Parents

Partnerships with the parents of pupils of determination are vital, so that we can fully support each pupil.

Parents and carers are given the opportunity to be involved in many aspects of their child's education. Class teachers, alongside Inclusion staff, are responsible for inviting parents/carers to discuss their child's IEP, provision, targets and progress. The Inclusion Department operates



an open door policy. Parents can email members of the team, contact them Via Seesaw families or call the school should the need arise. Parents can also request a meeting via Zoom or in person through these channels.

A1.8 Role of Pupils

Pupils are encouraged to be involved in creating their own IEP targets and are aware of their targets as much as possible. Child friendly IEP target trackers are used to encourage pupils to reflect on their progress and take more responsibility for their learning.

Pupils work with Inclusion staff to reflect on their strengths, difficulties and preferred learning style to add their voice to their plans and to support more personalised learning opportunities.

In class targets are set for all pupils, pupils work with their teachers to understand their targets and how they can achieve them. Likewise, pupils of determination may be in a group with a common target, or they may focus on their individual targets (IEP). Inclusion teachers work closely with class teachers in their year group or phase to ensure IEP targets link to, and support class based targets where possible. Pupils work with Inclusion teachers to try to understand their next steps in learning and how they can achieve their targets.