



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

School Calender & Public Holidays Policy 2026-2027

Signed

Principal

:

Date : 02/03/2026

Counsellor

:

26

Next Review Due By

Date : 02/03/2027



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1. INTRODUCTION

This School Calendar and Public Holidays Policy establishes the framework for the planning, approval, implementation, and monitoring of the academic calendar for the Academic Year 2026–2027. The policy ensures full compliance with the requirements of the Ras Al Khaimah Department of Knowledge (RAK DOK), UAE Cabinet resolutions, and other applicable regulatory authorities. It is designed to ensure consistency, operational clarity, instructional continuity, and respect for nationally recognised public and religious holidays.

The policy supports the provision of a structured academic environment that guarantees the minimum required instructional days, transparent scheduling of examinations and school breaks, and timely communication with all stakeholders. It further reinforces the school's commitment to national identity, cultural observance, and educational excellence within the Emirate of Ras Al Khaimah.

This policy applies to the entire school community, including the Governing Body, School Leadership Team, administrative staff, teaching staff, students, and parents. It governs all matters relating to academic scheduling, public holidays, school breaks, exceptional closures, and calendar amendments for the Academic Year 2026–2027.

1. PURPOSE

The purpose of this policy is to provide a clear and enforceable structure for the development and implementation of the school's academic calendar. It ensures that the school meets or exceeds the minimum number of





instructional days mandated by UAE authorities and aligns fully with RAK DOK directives.

This policy also aims to ensure that all public holidays declared by UAE federal authorities are observed appropriately, that examination schedules are clearly defined, and that any modifications to the approved calendar follow a formal approval process. The policy further establishes internal accountability mechanisms to ensure strict adherence to regulatory expectations.

3. DEFINITIONS

For the purpose of this policy, the academic calendar refers to the official structured schedule of the Academic Year 2026–2027, including student start and end dates, staff reporting dates, term divisions, instructional days, examination periods, public holidays, school breaks, professional development days, and any additional days mandated by regulatory authorities.

Public holidays refer to officially declared non-operational days recognised by the UAE Cabinet, including religious and national occasions. These holidays are binding on all private schools and may be subject to change based on official announcements.

School breaks refer to scheduled non-instructional periods within the academic year such as winter break, spring break, and summer break during which students are not required to attend classes.

Instructional days refer to days during which formal teaching and learning activities take place in accordance with the approved curriculum.





Exceptional closure refers to any temporary suspension of school operations due to emergency circumstances, health directives, weather conditions, or other government-mandated instructions.

4. POLICY STATEMENT

The school shall develop its Academic Year 2026–2027 calendar in strict compliance with the requirements issued by RAK DOK and applicable UAE federal authorities. The total number of instructional days for students shall not be less than the minimum number mandated for private schools and shall not fall below the number observed in public schools, where applicable.

The academic calendar shall clearly identify the start and end dates of the academic year, term divisions, student attendance days, staff attendance days, examination periods, professional development days, and all scheduled school breaks. Internal and external examinations, including national or international board examinations, shall be explicitly indicated in the calendar to ensure transparency and preparedness.

Private schools following the Ministry of Education curriculum shall adhere to the approved government school calendar and examination schedule as required by regulation. Schools offering other curricula shall ensure full compliance with RAK DOK's approved calendar framework and UAE Cabinet directives.

No reduction in instructional days, early closure, or unscheduled interruption to academic delivery shall occur without prior written approval from RAK DOK, except where immediate closure is required by government authorities for safety or emergency reasons.





5. CALENDAR DEVELOPMENT AND APPROVAL PROCESS

The School Leadership Team, under the direction of the Principal and in coordination with the Academic and Operations Departments, shall prepare the proposed Academic Year 2026–2027 calendar. The draft calendar shall be designed to meet instructional requirements, curriculum pacing needs, assessment timelines, and operational feasibility.

The proposed calendar shall be submitted to RAK DOK within the timeline specified by the Authority. Late submissions may result in rejection or required amendments. The school shall not publish or implement the calendar until formal written approval is received from RAK DOK.

Once approval is granted, the calendar shall be considered final and binding. Any subsequent amendments must follow a formal request process, including documented justification and written approval from RAK DOK prior to implementation.

6. PUBLIC HOLIDAYS OBSERVANCE

The school shall observe all public holidays declared by the UAE Cabinet. These may include, but are not limited to, Islamic religious holidays, UAE National Day, Commemoration Day, and any other officially declared occasions. As certain Islamic holidays are determined by lunar sightings, announced dates may initially be provisional and subject to official confirmation.

Upon receipt of official announcements, the school shall promptly update its stakeholders regarding confirmed holiday dates. No academic instruction, examinations, or compulsory school activities shall be





conducted on officially declared public holidays unless prior written approval has been obtained from RAK DOK due to unavoidable international examination requirements.

If an external examination board schedules an examination on a public holiday, the school may submit a formal request to RAK DOK for approval to conduct that examination. Approval must be received before proceeding.

7. INSTRUCTIONAL DAYS AND ACADEMIC INTEGRITY

The school shall ensure that the minimum required instructional days are delivered in full during the Academic Year 2026–2027. Instructional time lost due to unforeseen closures shall be compensated through approved make-up days, extended terms, or alternative learning arrangements in compliance with RAK DOK directives.

The Academic Department shall monitor instructional delivery throughout the year to ensure compliance with curriculum requirements and minimum learning hours. Attendance records shall be maintained accurately to demonstrate regulatory compliance during audits or inspections.

8. COMMUNICATION AND STAKEHOLDER ENGAGEMENT

Upon receiving RAK DOK approval, the school shall communicate the official Academic Year 2026–2027 calendar to all stakeholders, including staff, parents, and students. The calendar shall be published on the school website, included in parent handbooks, and distributed through official communication channels.





Any approved amendments to the calendar shall be communicated in a timely manner through formal circulars, digital platforms, and internal notices to ensure transparency and clarity. Clear communication is essential to maintaining trust and operational stability.

9. ROLES AND RESPONSIBILITIES

The Governing Body shall oversee compliance with this policy and ensure alignment with regulatory requirements. The Principal shall be accountable for the preparation, submission, and implementation of the approved calendar. The Operations Manager shall ensure logistical readiness for all scheduled dates, including examination periods and staff reporting days.

Department Heads and Coordinators shall align academic planning, assessments, and curriculum pacing with the approved calendar. Administrative staff shall maintain accurate records of attendance, public holiday observance, and any calendar modifications.

All staff members are responsible for adhering strictly to the approved calendar and for refraining from scheduling unauthorised activities on public holidays or designated breaks.

10. COMPLIANCE, MONITORING AND ENFORCEMENT

This policy shall take effect at the beginning of the Academic Year 2026–2027 and shall remain in force for the duration of the academic year. Compliance with the approved academic calendar and public holiday observance is mandatory.





Failure to adhere to the approved calendar, unauthorised reductions in instructional days, or failure to observe designated public holidays may result in regulatory action by RAK DOK, including corrective measures, warnings, fines, or other accountability procedures in accordance with applicable regulations.

RAK DOK reserves the right to conduct periodic audits or inspections to ensure compliance. The school shall cooperate fully with such audits and promptly address any identified discrepancies.

11. EXCEPTIONAL CIRCUMSTANCES AND EMERGENCY CLOSURES

In the event of government-mandated closures, public health directives, weather emergencies, or other extraordinary circumstances, the school shall comply immediately with official instructions. Where possible, continuity of learning shall be maintained through approved remote learning platforms or alternative delivery models.

Any extended disruption affecting instructional days shall be reported to RAK DOK, along with a recovery plan to ensure compliance with minimum learning requirements.

12. REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed annually by the School Leadership Team prior to the commencement of each academic year to ensure continued alignment with RAK DOK regulations, UAE federal directives, and best educational practices.





Feedback from staff, parents, and regulatory authorities shall be considered in future revisions to enhance clarity, operational efficiency, and regulatory compliance.

13. CONTACT INFORMATION

For clarification regarding this policy, stakeholders may contact:

1..Principal: Ms.Beenarani Rajmohan

2.Vice Principal: Ms.Rajyasree Sanjeev

Email Id: Studentsvoice_nis@nweindianscool.com

14. CONCLUSION

Through the effective implementation of this School Calendar and Public Holidays Policy for Academic Year 2026–2027, the school affirms its commitment to regulatory compliance, educational continuity, and respect for the cultural and national identity of the United Arab Emirates. Strict adherence to this policy ensures a structured academic environment that supports student achievement while aligning fully with the expectations of RAK DOK and UAE federal authorities.





15. REVISION HISTORY

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