

KG and MOE POLICY

1. PURPOSE

This policy outlines Grace Valley School's ongoing and established provision of Arabic language education in the Kindergarten (KG1 and KG2). It documents current practices and ensures continuous alignment with:

- Ministry of Education (MOE), UAE – Mandatory Subject Guide for Private Kindergartens
- Abu Dhabi Department of Education and Knowledge (ADEK) requirements
- Relevant Early Childhood and Arabic Language Policy Guidelines

The policy reflects an ongoing process, embedded in daily practice, aimed at strengthening children's foundational Arabic language skills through developmentally appropriate, play-based learning.

2. SCOPE

2.1 Applicability

This policy applies to: - All KG1 and KG2 students (ages 4–6) - Arabic language teachers, classroom teachers, teaching assistants, and leadership - Islamic Education and Social Studies integration within KG Arabic provision

2.2 Implementation Status

- Status: Ongoing and implemented
- Coverage: All KG sections at Grace Valley School
- Compliance: Meets current MOE and ADEK requirements

3. OBJECTIVES

3.1 Student Learning Objectives

Grace Valley School ensures that children:

- Develop listening, speaking, early reading, and early writing skills in Standard Arabic - Build phonological awareness and letter recognition

- Acquire age-appropriate Arabic vocabulary through thematic learning
- Develop positive attitudes towards Arabic language, UAE culture, and national identity - Are prepared for the transition to formal Arabic learning in Grade 1

3.2 Program Objectives

The school commits to:

- Maintaining a qualified and registered Arabic teaching team
- Integrating Arabic naturally into daily routines
- Monitoring progress through continuous assessment
- Strengthening home–school partnerships
- Reviewing and improving practices annually

4. POLICY STATEMENT

Grace Valley School affirms that Arabic is a core and mandatory subject in Kindergarten and is delivered as an ongoing, structured, and integrated program.

Our Arabic provision is:

- Play-based and child-centered
- Culturally responsive and inclusive
- Delivered in Standard Arabic
- Integrated across the daily KG curriculum

Arabic learning is viewed as a continuous developmental process rather than a standalone subject.

4.1 Language Model

Grace Valley School follows an: - English-based bilingual model (English and Arabic)

5. ARABIC INSTRUCTION – ONGOING PRACTICE

5.1 Time Allocation

- Arabic is delivered for a minimum of one-third of instructional time as required by MOE
- 200–300 minutes per week of planned Arabic instruction

- Includes:
 - Whole-group teaching
 - Small-group instruction
 - Integrated play-based activities
 - Daily routines and transitions

5.2 Daily Arabic Integration

Arabic is embedded through:

- Morning greetings and circle time
- Songs, rhymes, and storytelling
- Transitions and classroom routines
- Play-based learning centers
- Cultural and national events

6. STAFFING AND QUALIFICATIONS

6.1 Arabic Teaching Staff

Grace Valley School ensures that: - All Arabic teachers are ADEK-registered - Teachers hold a minimum Bachelor's degree - Teachers have Early Childhood or KG teaching experience - Teacher-student ratio does not exceed 1:75

6.2 Professional Responsibilities

Arabic teachers:

- Plan and deliver Arabic lessons aligned with MOE outcomes
- Maintain assessment records and portfolios
- Differentiate instruction based on student needs
- Collaborate weekly with KG classroom teachers
- Participate in minimum 20 hours of professional development annually

7. CURRICULUM AND PEDAGOGY

7.1 Teaching Approach

Grace Valley School uses: - Play-based and inquiry-led strategies - Multi-sensory learning experiences - "I Do – We Do – You Do" instructional model - Visual, auditory, and kinaesthetic resources

7.2 Literacy Development Focus

Arabic instruction includes:

1. Listening and speaking skills
2. Phonological awareness
3. Letter–sound correspondence
4. Vocabulary development
5. Story comprehension
6. Early writing skills

8. ISLAMIC EDUCATION AND SOCIAL STUDIES

- Islamic Education is delivered as per MOE guidelines
- A minimum of 90 minutes weekly is allocated within Arabic provision
- Social Studies themes include:
 - UAE culture and heritage
 - National identity and values
 - Community and citizenship
- Teaching is interactive, age-appropriate, and play-based

9. ASSESSMENT AND MONITORING (ONGOING PROCESS)

9.1 Assessment Methods

- Continuous teacher observation
- Developmental checklists
- Learning portfolios
- Work samples and photographs
- Oral language samples

9.2 Progress Levels

Students are assessed as: - Emerging - Developing - Proficient - Mastering

9.3 Reporting

- Termly progress reports
- Parent-teacher conferences
- Ongoing communication through school platforms

10. SUPPORT FOR DIVERSE LEARNERS

Grace Valley School ensures: - Early identification of learning needs - Individual support plans where required - Collaboration with SEN and learning support teams - Inclusive strategies for Arabic and non-Arabic speakers - Respect for home languages alongside Standard Arabic

11. PARENT ENGAGEMENT

11.1 School Commitment

The school provides: - Regular updates on Arabic learning - Home practice resources - Parent workshops and curriculum sessions - Opportunities to engage in cultural celebrations

11.2 Parent Role

Parents are encouraged to: - Support Arabic learning at home - Attend meetings and workshops - Reinforce positive attitudes toward bilingualism

12. MONITORING AND REVIEW

12.1 Internal Monitoring

- Weekly planning reviews
- Monthly observations
- Termly data analysis
- Annual program evaluation

12.2 Policy Review

- Reviewed annually or when MOE/ADEK updates occur
- Led by KG Coordinator and Arabic Coordinator
- Approved by School Principal

13. SAFEGUARDING AND WELLBEING

- Child-centered and emotionally safe learning environment
- Positive reinforcement in language learning
- All staff trained in safeguarding procedures
- Respect for cultural and religious diversity

APPROVAL AND EFFECTIVE DATE

Prepared by: KG Coordinator

Approved by: Principal, Grace Valley School

Effective from: 18th Sept 2025

Next Review: 20th Sept 2026

