Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) is committed to providing high-quality specialist services within the school to support students with additional learning needs. This policy outlines the procedures for identifying students who require specialist services, the process for delivering these services on school premises, and the roles and responsibilities of all parties involved. The policy is aligned with the Abu Dhabi Department of Education and Knowledge (ADEK) In-School Specialist Services Policy and aims to ensure that all services are provided in a manner that supports student progress and wellbeing.

Purpose

The purpose of this policy is to:

- Define the obligations of ICS in providing in-school specialist services.
- Establish the referral process for identifying students who require specialist services.
- Outline the contractual agreements between the school, parents, and centers providing specialist services.
- Ensure that all specialist services are delivered in a safe, effective, and confidential manner.
- Regulate the payment and management of fees related to in-school specialist services.
- Monitor and evaluate the effectiveness of the specialist services provided to students.

Definitions

- **Additional Learning Needs**: Individual requirements for additional support, modifications, or accommodations within a school setting, either permanently or temporarily, due to specific circumstances such as disabilities, learning difficulties, or behavioral needs.
- **Documented Learning Plan (DLP)**: A plan outlining personalized learning targets, curriculum modifications, and additional support tools agreed upon by school staff, parents, and students.
- **In-School Specialist Services**: Services provided by qualified specialists on school premises to address specific educational, behavioral, or therapeutic needs of students.
- **Specialist**: A professional holding a Department of Health (DoH) Allied Health Professional license or a Ministry of Community Development (MoCD) license, authorized to deliver specialized services.

Scope

This policy applies to:

- All students enrolled at ICS who may require specialist services.
- All specialists and centers providing services on ICS premises.
- All staff members involved in the identification, referral, and support of students receiving specialist services.

Referral Process

1. **Identification and Documentation**
    - Students who may benefit from specialist services can be identified by teachers, parents, or through school assessments.
    - The referral process begins with documenting concerns, including the type of service needed, the student's current functioning level, and proposed intervention goals.
    - All documentation include SMART (specific, measurable, achievable, relevant, and timely) targets and be integrated into the student's Documented Learning Plan (DLP), where applicable and are monitored by the HOI and Special Education teachers.

2. **Evaluation and Approval**
    - The Head of Inclusion reviews the referral documentation and consults with the relevant specialists to determine the suitability of the proposed services.
    - Parents are involved in the decision-making process and must provide consent before services begin.

ICS In school Specialist Service Agencies: Kids Heart, Irish Wellness Center, American Center and Consultants Medical Center

Contractual Agreements

1. **Roles and Responsibilities**
    - ICS, the specialist centers, and parents must enter into a formal agreement outlining the roles and responsibilities of each party.
    - The agreement must cover service details, including the frequency and duration of sessions, confidentiality requirements, and the management of student progress data.
2. **Confidentiality and Data Management**
    - All information related to the student's specialist services must be handled confidentially and stored securely, in compliance with ADEK's Records Policy.
    - The agreement should specify how data will be shared among the school, specialists, and parents to support the student's progress.
3. **Service Provision and Space Allocation**
    - ICS is responsible for providing a dedicated space within the school for specialist services, ensuring it meets DoH and other relevant standards.
    - The space must be safe, private, and equipped with the necessary resources to facilitate effective service delivery.

Payment and Fees

1. **Fee Structure**
    - Parents may be required to pay for specialist services, either directly to the center or through the school, depending on the agreement.
    - ICS is permitted to charge an optional management fee of up to 10% of the service fee, in line with ADEK guidelines.
    - All fees must be transparent, with parents receiving an itemized breakdown of costs.
2. **Financial Accountability**
    - The school must provide termly financial statements to parents detailing the allocation of funds for specialist services.
    - Additional charges must be justified, and any fees exceeding standard tuition must be approved by ADEK.

Monitoring and Evaluation

1. **Student Progress**
    - The Head of Inclusion is responsible for monitoring student progress in consultation with specialists and parents.

- Progress reports must be shared with parents and included in the student's overall academic record.

2. **Annual Reviews**
   - ICS conducts annual reviews of each student's specialist services, involving all stakeholders in the process.
   - The review assesses the effectiveness of the services and makes recommendations for any necessary adjustments.
3. **Service Quality**
   - ICS regularly evaluates the quality of specialist services provided on campus, ensuring they meet the expected standards of care and effectiveness.
   - Feedback from parents, students, and staff is collected and used to improve service provision.

Compliance

- This policy is effective from the start of the Academic Year 2024/25, with full compliance required by AY 2025/26.
- Failure to comply with this policy may result in legal accountability and penalties as stipulated by ADEK regulations.

Linked Policies

This policy is interconnected with the following ICS and ADEK policies:

- Inclusion Policy
- Health and Safety Policy
- Student Protection Policy
- Records Policy