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| Approved by: Principal | Date: 30 January 2026 |

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| Last reviewed on: | Date: 26 January 2026 |

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| Next review due: | Date: 22 June 2026 |

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

In order to ensure that the educational provision at ICS is consistent with broader standards across the Emirate, ICS is required to maintain a common structure for the academic year and set calendars that comply with ADEK’s requirements. ICS is also required to observe public holidays to foster social cohesion, in line with the UAE national identity. This policy sets out the basic requirements for ICS in submitting and communicating its school calendar and observing public holidays.

**Purpose**

- Ensure that ICS sets its calendar in compliance with ADEK requirements.
- Harmonize, wherever possible, public holidays for ICS in alignment with the Emirate's regulations.

**Definitions**

- **Public Holiday**: The non-working days corresponding to religious celebrations, national events, or other occasions declared as public holidays in the UAE.
- **School Break**: A period during which ICS is closed and no compulsory activities (e.g., classes) are conducted. This includes summer, spring, and winter breaks.
- **School Calendar**: A schedule comprising the number of actual school days during the academic year, the start and end dates for ICS, public holidays, school holidays, and any other relevant dates as determined by ADEK.

**ICS Calendar Policy**

1. **Submitting the ICS Calendar**:
    - ICS shall submit a calendar on the ADEK Calendar System for ADEK's approval, adhering to the requirements outlined below.
    - ICS is authorized to use the dates suggested by ADEK or develop its own calendar that meets the mandatory boundaries specified by ADEK (e.g., in relation to start and end dates, school breaks, and the number of teaching days).
    - **Examinations**: ICS shall include the dates of its examinations (including any external exams) in the calendar.
    - **Timeline for Submission**: ICS shall submit the calendar within the timeline communicated by ADEK.
    - **Communicating the ICS Calendar**: Once approved, the calendar shall be shared with ICS staff, students, and parents.
2. **Public Holidays**:
    - ICS shall observe any public holidays specified on the ADEK Calendar System and include them in the ICS calendar.
    - ICS is authorized to hold sessions on public holidays if there is a conflict with the dates of international or external examinations, with prior approval from ADEK.

**Compliance**

1. **Policy Implementation**:
    - This policy shall be effective for ICS starting from the 2024/25 academic year (fall term). Full compliance with this policy is required by the start of the 2025/26 academic year.
2. **Non-compliance**:
    - Failure to comply with this policy will result in legal accountability and penalties according to ADEK's regulations, notwithstanding any other penalties imposed by the Federal Decree Law No. (31) of 2021 or other relevant laws. ADEK reserves the right to intervene if ICS is found to be in violation of its obligations.