



Al Ain English Speaking School

EMERGENCY CLOSURE POLICY

1. PURPOSE

This policy outlines the procedures AAESS will follow in the event of an emergency or temporary closure. It ensures compliance with ADEK's licensing and operational requirements and prioritises the safety, wellbeing, and continuity of education for all students.

2. SCOPE

This policy applies to all emergency closures, including those due to health crises, natural disasters, infrastructure failure, or other unforeseen circumstances. It also covers voluntary and ADEK-mandated temporary or permanent closures.

3. CLOSURE TYPES

- Temporary Closure: Suspension of operations for a minimum of one academic year and up to three years, subject to ADEK approval.
- Permanent Closure: Full cessation of operations with license cancellation.

4. APPROVAL AND NOTIFICATION PROCESS

AAESS must submit a formal request to ADEK at least six months before the end of the academic year, including reason for closure, proposed closure date, and arrangements for student transfers. Upon ADEK approval, AAESS must notify staff, parents, and stakeholders within seven days.

5. OBLIGATIONS DURING TEMPORARY CLOSURE

AAESS will fulfill all legal and contractual obligations to staff, parents, and external parties, obtain legal and financial clearances, settle outstanding dues, refund unearned fees, remove student transfer restrictions, cancel staff work permits, submit student records, and provide parents with academic reports and transfer certificates.

6. CONTINGENCY PLANNING

AAESS will maintain a Continuity of Learning Plan to support remote education if closure is sudden or short-term. Emergency communication protocols will be activated to ensure timely updates via email, SMS, and school platforms.

7. RESUMPTION OF OPERATIONS

If AAESS wishes to reopen after a temporary closure, it must reapply for a license and meet all ADEK requirements.

8. ROLES AND RESPONSIBILITIES

- Principal: Oversees closure planning and communication.
- Governing Board: Approves closure strategy and ensures compliance.
- Operations Manager: Coordinates logistics, staff offboarding, and record submission.
- Admissions and Registrar: Manages student transfers and documentation.

9. MONITORING AND REVIEW

This policy will be reviewed annually or upon updates to ADEK regulations.