



Parents Handbook

2026-27



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Welcome

Welcome to Aldenham School Riyadh. We are delighted that you have chosen our esteemed educational institution which is steeped in over 429 years of educational history for your child. We are thrilled to have you join us on our journey as the first non-franchise school in Riyadh under the Royal Commission and one of only two who operate the non-franchise model globally.

We are committed to offering your children the very best quality in education and we are proud of our substantial growth in the last two years which is testament to the trust that our stakeholders have in us.

By joining Aldenham School Riyadh you are becoming part of a very special school community. Combining the inspirational vision and constant desire for improvement of our global managing partners along with the experience and know-how of our UK team, we have crafted a special experience for our children parents and staff in which all members of our community are challenged to keep developing and learning.

This handbook will provide information on our school, its culture and some operational information. As with any new school, the rate of development and change can be fast. This handbook will be updated throughout the year as our school continues to develop and implement many more new and exciting initiatives.

We are open to parents making positive contributions to our school, much like the volunteer efforts we see in the countries such as the UK and USA, where parents generously offer their time, expertise and resources to help create the best possible school. We welcome parents who bring good intentions, constructive solutions and innovative ideas, as we believe in fostering positive involvement. However, it is important to distinguish between constructive engagement and negative interactions, the latter of which will not be tolerated.

Welcome, and we look forward to embarking on an exciting journey with you and your family.

Mission Statement

Aldenham School Riyadh is a co-educational Independent School encompassing the Nursery within the Lower School (3-7) and the Upper School (7-14).

Our Mission Statement states that:

‘At Aldenham School Riyadh, we provide a happy, nurturing and warm environment where quality learning takes place, and the needs of each individual child are fulfilled.’

Our key aims are



To ensure that each individual pupil is nurtured and encouraged to make the most of their own special talents.



To encourage a love of learning in-order to aspire to academic excellence and a broad education for all pupils.



To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society.



To provide a well-planned, well organised environment giving children rich and stimulating experiences.



To foster good relationships and partnership between staff, pupils, parents and the wider community.

Health and Wellbeing



We care for every child whilst they are in school and ensure that children are always supervised. We have an onsite nurse, and most of the staff hold First Aid Certificates. If a child becomes ill at school parents are contacted, it is therefore vital that we have up to date contact numbers at all times. Please also ensure that the completed entry form includes all your child's allergies etc. Individual health plans are produced for students with health needs in are advised on their management.

Should an emergency occur requiring specialist treatment, a child would be accompanied by a member of staff to a local hospital. Every effort would be made to contact parents prior to taking the child to hospital.

The school follows an advised code of practice relating to medicine in school.

No child is allowed to bring medicine into school unless:

- ▶ It is medicine prescribed by the child's doctor. Any prescribed medicine must be clearly labelled and brought into the school office. We will not accept any medicine that is out of date or does not have a pharmacist label relevant to your child.
- ▶ Please note that we will only administer liquid paracetamol in extreme circumstances in the interest of the child and for their safety. Should such a situation arise a telephone call will be first made to make you aware and request verbal approval.
- ▶ Inhalers and auto-injectors must be in date and clearly labelled.

If your child is absent from school due to illnesses such as chicken pox, hand, foot and mouth, head lice or thread worms please notify the school.



Diarrhea and Vomiting To prevent the spread of infection students must remain away from school until they have been symptom free for 48 hours.



Hay Fever If your child suffers from hay fever or has a dust allergy, please ensure that they take their medication before they start school each day.



Sunscreen this should be applied prior to school.

Safeguarding

At Aldenham School Riyadh the safety and well-being of every student is our top priority. We are dedicated to providing a secure and nurturing environment where children can learn, grow, and thrive. Our safeguarding policies and procedures are designed to protect all students from harm and to promote their welfare.

We believe that safeguarding is the responsibility of all members of our school community. We work closely with parents to ensure that students are protected both in school and at home.

Parents are encouraged to:

- Stay informed about our safeguarding policies and procedures.
- Communicate any concerns or observations that may affect the well-being of their child.
- Support the school's effort to promote a safe and supportive environment.

If a parent or student has any concerns about the safety or well-being of a student, they should report it immediately to our Designated Safeguarding Lead (DSL).



Email: safeguarding@aldenhamprepriyadh.com



Telephone: **+966 11 826 5410**

Curriculum

Our unique curriculum is a blend of the UK national objectives using the English and Maths and Science programs in line with our UK school, enhanced by Fieldwork Education's International Curricula for Early Years, Primary and Middle Years. Beginning in Year 5, we have implemented a specialist teaching model, where each subject is taught by a teacher with expertise in that specific area. This includes core subjects such as English, Mathematics, Science, and Humanities, as well as all other Specialist subjects offered from Year 1 onwards, including Arabic, French, Art, Music, Computing, and Physical Education (P.E.). This initiative is part of Aldenham Education Group's strategic investment in academic excellence, ensuring that our students receive rigorous, high-quality instruction at the highest level of UK educational standards.

Parents receive information about the topics at the start of the academic year. Students are sometimes set project-based work which will involve research at home.

This is often very motivating for the students and helps encourage independent learning.

At Aldenham School Riyadh we cater for each child as an individual and adapt our teaching to suit their learning needs.

Additional learning needs are supported through differentiation and our learning support team.



Security

The safety of our children is of paramount importance. The school employs a security company to manage the security of the school and access to the school site. School gates are closed during the school day and only opened and drop-off and collection for parents who are wearing their school ID. If you wish to access the campus during the day, please make a prior appointment which will be recorded in our security log in advance for more info, please refer to the security policy.

ID cards for parents - All adults on site MUST wear their ID passes on colour specific lanyards. All parents/ driver/s nannies must also wear their ID on a yellow lanyard when on site.

Please send a passport style photo of yourself to officemanager@aldenhamprepriyadh.com and your ID badge will be prepared, ready for collection from the office staff.

If you are bringing a visiting family member, please ensure that they have their ID with them to give to security.

CCTV cameras are in operation to monitor both the interior and exterior of the campus.

Co-Curricular Activities (CCAs)

Clubs are a fundamental part of the holistic education we provide at Aldenham Prep Riyadh. Learning happens both inside and outside of the classroom and your child benefits greatly from whichever clubs they attend.

Aldenham Prep Riyadh has stands at the forefront of educational excellence, not only within the Kingdom of Saudi Arabia but also on the international stage. With the widest array of CCA options and a commitment to the highest standards of best practices, it offers a truly holistic learning experience that sets it apart as a leader in global education.

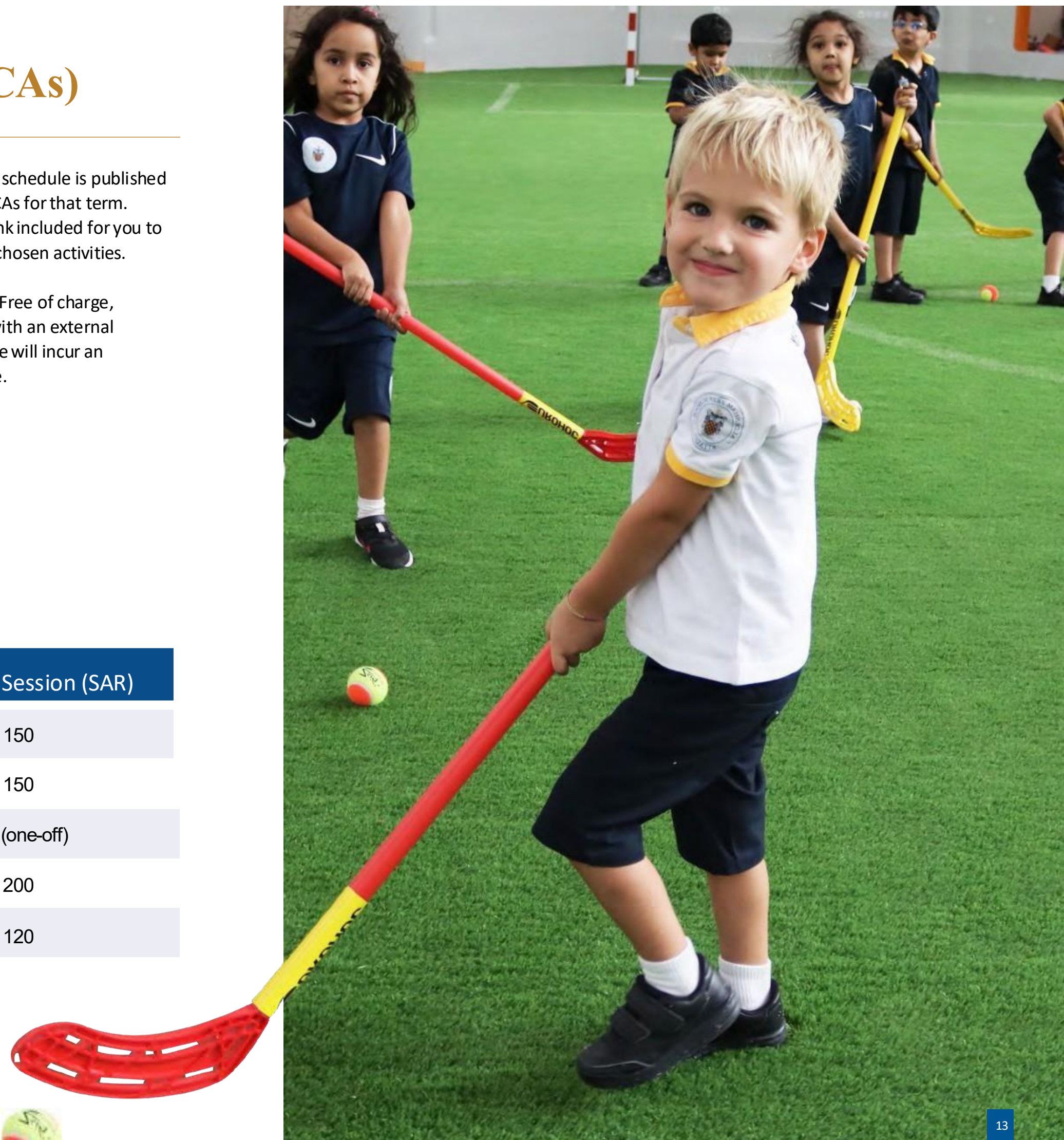
Please see the table below:

CCA	Fee per Session (SAR)
Football Academy	150
Bildits Sessions	150
Bildits Instruments	550 (one-off)
Extended Arabic Classes	200
Dance Club	120

Note: The above CCA fee is excluding VAT and should be paid before each Term starts. The sessions will vary every term.

Each term a new schedule is published with different CCAs for that term. There will be a link included for you to sign up for your chosen activities.

95% of CCAs are Free of charge, however, those with an external provider or venue will incur an additional charge.



Communication

The relationship between parents and school is a key factor in supporting successful outcomes for the child. Defamatory behaviour is not accepted in accordance to the Saudi law. Please refer to Parents Contract for more details.

This relationship, like most, is easy when things are going well. There are, inevitably, challenges to overcome at various points of the school journey. We expect all communication between school and parents to be calm, respectful and based on positive interactions. This includes email, telephone and in-person communication. Rude and aggressive behaviour will not be tolerated.

We use a variety of media to communicate with parents. We may write, telephone or text you, depending on the length and urgency of the correspondence. It is, therefore, vital that you keep all your contact details up to date and advise the office as soon as possible if any of your personal information changes.

During the school year there are plenty of opportunities to meet and talk with all the staff, such as:

- Information meeting in September
- Tea and Talk
- Parents Workshops
- Two Parent Teacher Consultation (PTC) Evenings
- Social and family events spread throughout the year
- School reports
- A weekly newsletter to keep you up to date
- Class teacher appointments
- Link books



School Numbers

011 826 5410

011 826 5411



Useful Email Addresses

Officemanager@aldenhamprepriyadh.com

info@aldenhamprepriyadh.com

accountant@aldenhamprepriyadh.com

Noor@aldenhamprepriyadh.com



Official school communication is sent via email, the Edunation app, or Class Dojo. Any other channels, including WhatsApp groups, are not supported by the school and do not reflect the school's communication please refer to the school's Communication Policy. While parents may choose to communicate informally through other means, the school will not participate in or facilitate joining such groups. For accurate and timely information, please rely on the school's official communication platforms.

Concerns

If you have questions, please contact your class teacher in the first instance. They know your child the best and should always be the first and usually best point of contact. If the issue is not resolved, this may be escalated to the appropriate Phase Leader for your child's section of the school.

Should this need further escalation then a member of the Senior Leadership and/or the Headmaster will support. You may wish to ask a question of a specific teacher/ subject specialist. They can be emailed on their school email or an appointment made through the school office.

Surveys/Document requests

Throughout the year the school may send surveys or request specific information from our parents. In these instances, we require the prompt attention of all parents. Failure to respond in a timely manner may cause delays in services and actions that the school is aiming to provide. As well as it may trigger the school to pursue remedies referred to in the Parents Contract.

Houses

As part of our identity as a tradition UK boarding school of more than 425 years we operate a school House system.

Creswel (Green), Champion (Red), Cantrell (Blue) and Fowler (Yellow) are our school houses.

The House system fosters a sense of belonging for the children and often provides a smaller community within the school for each child. It allows children from different year groups to interact and collaborate on a regular basis.

We have House events throughout the academic year, ranging from competitions and events for sport, Maths and art amongst others. Please keep an eye on the newsletter for dates.



Noor System

It is a compulsory requirement of the Ministry of Education that all students at all schools in the Kingdom of Saudi Arabia are registered in the Noor system. To ensure we are compliant with this in every case, please ensure that you have sent the following documents to Noor@aldenhamprepriyadh.com for your child's registration in the Noor System. This is of vital importance and a requirement for the correct registration of your child in the school and Kingdom of Saudi Arabia's education system.

Family ID (Saudi) or Child's Iqama (Non-Saudi)

Child's passport

Birth certificate

Vaccination certificate (if you have one)

Previous school report (where applicable)

Transfer certificate from previous school

(where applicable)

Financial clearance from previous school
(where applicable)

ALL previous academic certificates

Absences

Attendance, Assessment Access, and Curriculum Continuity

At Aldenham Prep School, we place a high value on consistent attendance and full participation in all curriculum and assessment activities. Regular school attendance is critical to ensuring pupils benefit from a structured and progressive learning experience, especially in the lead-up to internal and external examinations.

Absence During Term Time and Assessment Periods

To preserve the integrity of our curriculum and assessment schedule, the following protocols apply:

- Planned absences during term time are strongly discouraged, particularly during scheduled assessment or examination periods. Should a pupil be withdrawn from school during this time for personal or travel-related reasons, they will not be permitted to sit any missed examinations upon their return.
- The only exception to this rule will be in cases of verified illness or medical emergency. In such cases, parents must provide a valid doctor's note. Under these extenuating circumstances, and at the school's discretion, the pupil may be allowed to sit the missed assessments once they return.
- Pupils who miss school during term time for non-medical reasons are solely responsible for catching up on any missed learning. Teaching staff are not required to prepare work in advance or provide lesson materials during the period of absence.



Tardiness Policy

Students are expected to arrive at school on time each day. Registration is at 7.45am. The school day begins promptly at 7.55am. Any student arriving after 7.55am will be marked as late.

- Accumulating three (3) or more instances of lateness within a term will result in a review of the student's academic performance and overall engagement.
- Repeated tardiness may lead to further interventions, including but not limited to:
 - Meetings with parents or guardians
 - Behavioral contracts or attendance improvement plans
 - Exclusion from extracurricular activities or special privileges

We require all families to support punctuality as a vital part of student success.

Day Timings – Arrival and Collection

School gates open at 7.15am and children should arrive by 7.45am ready to start learning. The school day ends at 2.45pm for Nursery – Year 2. The school day ends at 3pm for Years 3 – 9.

Nursery and Reception

Doors open at 7.15am and children should be handed over to staff at the external door to the classroom. Collection is from

the same door at 2:45pm or if they have a co-curricular activity (CCA) at 4.00pm.

Year One to Nine

The external gates open at 7.15am and children should make their way to the classroom or to the breakfast hall.

Pupils' collection is at 3.00pm or if they have a co-curricular activity (CCA) at 4.00pm



Registration takes place during the first ten minutes of each day. It is vitally important that your child arrives at school promptly otherwise they will be registered as late.

If a child arrives after the start time, they must be signed in at the school office by the adult bringing them into school. For peace of mind and your child's own safety he/she will be handed over to only you or your nominated carer, unless you have notified us in advance at officemanager@aldenhamprepriyadh.com.

Even if it is a parent of another child in the school who is collecting your son or daughter, we must be informed. It is our strict policy not to hand over children to adults who we do not know. Please ensure the prompt collection of your child every day.

If unforeseen circumstances arrive and you will be late, please notify the school office to ensure your child is informed and does not become distressed.

We operate a late club for parents who require child supervision until 5.00pm. Families who wish to use the Late Club service may book in advance and are required to pay half-termly in advance. For those needing the service on a

more flexible basis (specific days only), payment must be made weekly. Please note that if payments are not made on time, the school reserves the right to deduct the outstanding amount from the deposit.

Persistent late pick up

If you are late collecting your child three times in a term without valid reasons then your child will be placed in the late club until you collect them, and it will be charged to your account at 100 SAR+ VAT. We pay staff an additional amount to supervise late children beyond school hours and therefore late children who have to use that service will be charged.

Drop and Go

If your child is capable, please encourage them to walk in the school gates unescorted. Security and teaching staff supervise the gate, additionally staff are on duty in the playground to ensure students are safe and supervised.

Finance

The annual tuition fees are payable each term in advance and is paid in three amounts by bank transfer. Fees must be paid by the due date. All Paid CCA and Elective activities payments are required in advance of the activity commencing.

If you have any queries, please contact accountant@aldenhamprepriyadh.com or Sfareed@aldenhamprepriyadh.com

Fees must be paid promptly. Failure to pay fees on time can result in the education of the students being disrupted. It is a requirement of the school that all tuition fees be paid in full and cleared prior to the beginning of each term. Pupils with outstanding school fees will face all remedies referred to in the Parents Contract such as but not limited to:

- Exclusion from free CCA
- Sitting exams
- Accessing Term Reports
- Enrolment and Re-Enrolment
- Disruption of Educational Services

until all payments have been settled.

This measure ensures fairness and accountability and supports the school in maintaining the highest academic and administrative standards.

The school reserves the right to withhold access to reports where fee payment terms have not been met.

Fees Structure for the Academic Year 2026-27

As a member of our school receiving this Parent Handbook, you will have already paid the one off-fees

Registration/Assessment Fees -

The registration fees of 1,000 SAR is payable at the time a child is formally registered.

Non-Refundable

Acceptance Fees -

Upon acceptance of the offer of a place, an Acceptance Fees of 10,000 SAR is payable.

Non-Refundable

Capital Development Fees -

For each new pupil accepting a place at Aldenham Prep Riyadh, there is a one-time-only Capital Development Fees of 10,000 SAR, which is payable at the same time as the Acceptance Fee.

Non-Refundable

1. Tuition Fees

Year	Fees (SAR) – Annual Tuition
Nursery	46,500
Reception	48,500
Year 1	53,500
Year 2	53,500
Year 3	63,500
Year 4	63,500
Year 5	63,500
Year 6	63,500
Year 7	70,000
Year 8	70,000
Year 9	70,000

Note: The above fees is excluding VAT and is to be paid as follows:

- Term 1 Fees Due on 15 August - Payment of 40% of Annual Tuition
- Term 2 Fees Due on 15 December - Payment of 40% of Annual Tuition
- Term 3 Fees Due on 1 April - Payment of 20% of Annual Tuition

2. Food Provision

Lunch is Mandatory and included in Total Tuition Fees. Please refer to the Parents Contract.

Breakfast is an optional add-on package . Please contact Accounts Department for updated pricing.

Note: The above food fees are excluding VAT and can be paid in three equal instalments before the beginning of each term as mentioned above.



3. Uniform Fees

Boys Uniform	Girls Uniform
Summer Uniform = SAR 1,020.80	Summer Uniform = SAR 1,249.06
Winter Uniform = SAR 1,029	Winter Uniform = SAR 1,050
Total = SAR 2,049.80	Total = SAR 2,299.06

Optional Uniform Items:

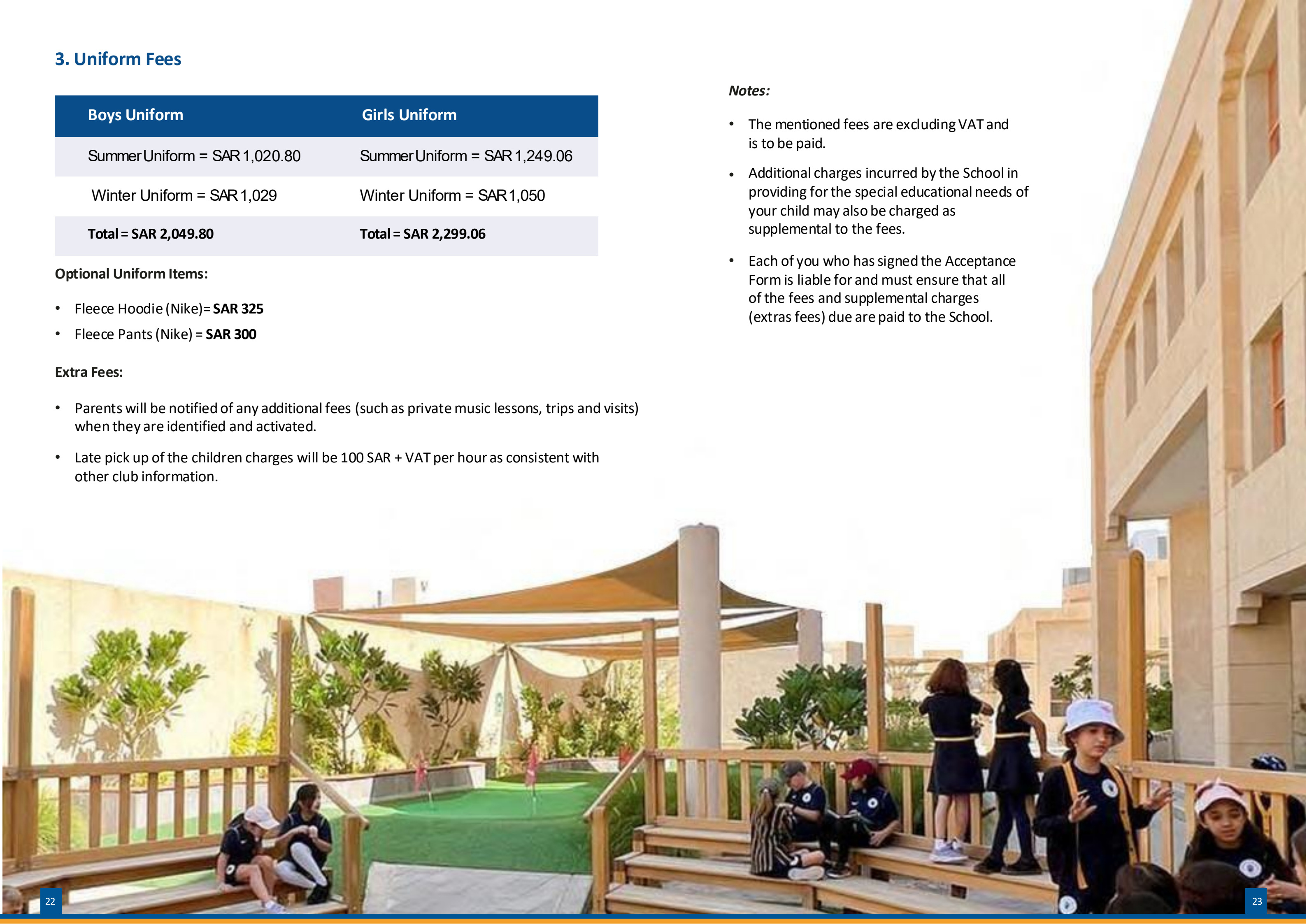
- Fleece Hoodie (Nike)= **SAR 325**
- Fleece Pants (Nike) = **SAR 300**

Extra Fees:

- Parents will be notified of any additional fees (such as private music lessons, trips and visits) when they are identified and activated.
- Late pick up of the children charges will be 100 SAR + VAT per hour as consistent with other club information.

Notes:

- The mentioned fees are excluding VAT and is to be paid.
- Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as supplemental to the fees.
- Each of you who has signed the Acceptance Form is liable for and must ensure that all of the fees and supplemental charges (extras fees) due are paid to the School.



Transport

The school is in a residential area in North Riyadh. Parking is limited. We do operate a small number of parking spaces at the front and rear of the building. When parking at school and driving in the roads surrounding the school please be considerate of other road users and make the safety of all children the priority.

We offer a drop and go lane for morning drop-off directly outside the gates at the front and back of the building. If your child can enter the school under the supervision of school staff, then please stay in your car and support the quick entry of all children onto the campus.

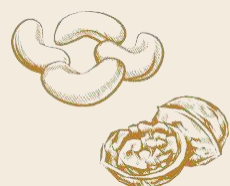
Several compounds offer school buses. We are working with other compounds and transport companies to expand this network. Please keep your address up to date in the office so that we can monitor the location of families requiring transport.



Catering

School mealtimes are part of the curriculum at Aldenham Riyadh. We value the opportunity to teach our children about a healthy and nutritious diet and the correct conduct at mealtimes through our etiquette program.

Menus can be found in the weekly newsletter. All meals are prepared daily by our catering team using fresh ingredients. We provide a healthy selection of dishes which are served at breakfast and lunch in our dining rooms. Please inform us of any specific needs so that we can take care of your child's dietary requirements.



We are a nut-free school. Please do not pack any snacks of nuts or that may contain traces of nuts. This is to protect children in our school with nut allergies and keep them safe.

Snacks and Drinks

In addition to the school mealtimes we expect the children to have a nutritious snack during mid-morning break. All students should bring in a healthy snack for morning break **which must not contain nuts**. Some examples of healthy snacks that we promote are vegetable sticks with hummus, fruit or crackers. All children should also bring a labelled water bottle.

Celebrations

Children often like to celebrate their birthdays and may wish to give their friends a gift/treat at the end of the day. We would prefer small, wrapped items which are easier to distribute. No large cakes or nuts please.



Uniform

Uniform is an important part of our identity at Aldenham Riyadh. We expect all our children to always wear their uniform correctly. Be proud of our school and be proud of how you look and wear our uniform as a representative of our school. The images show the correct way to wear our uniform. We will notify you when we change from Summer to Winter uniform and vice-versa.

PE kit on PE days (all day)

Formal uniform - Girls (white dress) - Boys - white trousers, blazer, white polo (summer) white shirt (winter)

Normal school days - Girls can choose navy or white dress in summer, boys can choose blue or white polo in summer

Students who do not adhere to the uniform policy may face the following consequences:

- 1 Verbal reminder
 - 2 Communication with parents
 - 3 Loss of privileges, such as participation in non-academic activities, trips, or school
 - 4 Sent home to change
 - 5 Formal behavior referral for ongoing non-compliance
- Consistent disregard for the uniform policy will be treated as a breach of the school's behavior expectations and may result in further disciplinary action.

We appreciate the support of all families in maintaining high standards of appearance and school pride.

Daywear Boys Nursery – Y9



Summer(Boys)

- Polo shirt (navy)
- Polo shirt (white)
- Bermuda shorts (navy)
- Nike PET-Shirt
- Nike PEShorts



Winter(Boys)

- Shirt (white)
- Blazer
- Cardigan
- Trousers (White, Camel or Navy)



Bespoke Boys' Fitted Single Vent Blazer

Navy/Yellow Stripe with Stone badge

Junior Boys ChinoTrousers

Cotton Cardigan
Navy with badge

Junior Boys Shorts
Navy





Summer(Girls)

- Polo dress (navy)
- Polo dress (white)
- Base shorts
- Nike PET-Shirt
- Nike PEShorts



Winter(Girls)

- Shirt (white)
- Blazer
- cardigan
- skirt (navy)



Bespoke Girls' Fitted Single Vent Blazer

Navy/Yellow Stripe with badge

Cotton Cardigan

Navy with Stolling in Bright Gold and badge

Polo Dress

Navy/White with Gold tipping and badge

Base Layer Short

Navy

The uniform shop is open every day for parents to purchase uniform (please see the times below).

Please do come and collect after 48 hours, so don't wait for further notifications.

Additionally, we have an [online order form](#) to speed up the purchase of clothing. We would encourage parents to use the pre-order form, once complete the uniform will be available to collect from the shop 48hrs after the order is placed. All new joiners, including children attending school for the first time, must purchase the full uniform bundle upfront, regardless of whether they have siblings already enrolled.



Sunday, Tuesday, Thursday

7.30am to 8.15am



Monday, Wednesday

3.30pm to 4.00pm



Uniform



On some formal occasions we will notify the school community to wear the formal uniform. This is the white dress for girls, white trousers and blazer for boys with white polo (summer)/shirt (winter)

- **Black shoes:**
Straps or laces. No trainers allowed
 - **Trainers for PE:** Lace up needed if your child can
 - **Boy's socks (summer and winter):** Dark blue ankle socks (not trainer liners).
 - **Girl's socks (summer):** White ankle or knee length socks (not trainer liners).
 - **Girl's socks (winter):** Dark blue ankle or knee length socks (not trainer liners).
 - **Sun hat**
- ▶ Socks, shoes and trainers need to be bought elsewhere. Black shoes, which fasten across the foot are worn with everyday uniform.
 - ▶ Trainers are only allowed on PE days.



Formal Uniform - Nursery to Year 9



Long Sleeve Shirt
White with badge

Boys' Lightweight Tailored Trousers
White

Bespoke Fitted Single Vent Blazer
Navy/Yellow Stripe with badge

Girls' White Dress
White

Boys Polo



Back Neck Text Print/Embroidery

Short Sleeve Polo Shirt

Pique Polo
Yellow Collar with badge

Boys and Girls Sports Wear Created by NIKE



Short Sleeve Nike Sports Tshirt

Nike Sports Shorts

Class backpack: Any brand, colour or design is permissible. It needs to be big enough for the items below, plus reading book and homework folder. Don't get one that's too big! Trolley bags are not permitted in the interest of keeping all children safe on the stairs.

Reusable water bottle and reusable fruit snack pot (morning break).

Only required for Years 3-8:



Pencil case
containing



HB
pencils



Colouring
pencils



Scissors



Glue stick



Eraser



Short
15cm ruler



Aldenham UK



Founded in 1597, Aldenham UK is the flagship of the Aldenham Foundation and is steeped in history, with over 425 years of academic excellence. Aldenham UK - and all of our schools - embodies the best of timeless traditions and universal values, along with a documented history of a forward-thinking culture that's served to differentiate us from our peers.

At Aldenham, we remember that achievement is an individual matter - whether that's entry to an Oxbridge college, a sporting or cultural goal, or simply growing up into a well-balanced individual. Dedicated teaching is at the heart of everything we do. While we help our pupils to focus on their own plans, our teachers focus on our pupils.

