INTERNATIONAL SCHOOL OF CREATIVE SCIENCE
NAD AL SHEBA

BSO British School Overseas Inspected DfE Accredited
RATED OUTSTANDING SCHOOL

UAE NATIONAL ANTHEM ASSEMBLY PLAN 26-27

International School of Creative Science
Nad al Sheba

DOCUMENT INFORMATION

Field	Detail
Document	Assembly Plan, required under Section 7 of the KHDA Guidance on the Implementation of the UAE National Anthem Observance Policy (June 2026)
Applies to	All students FS1 to Year 13, all staff, and all parents, visitors and suppliers on the premises
Owner	Ataullah Parkar, Principal
Compliance lead	Lina Arwanah, Compliance Lead
Version and date	Version 1.0, September 2026
Next review	June 2027, or sooner if KHDA updates the Policy or the school changes its model
Related documents	UAE National Anthem Communication and Induction Protocol 2026-27; Assembly Risk Assessment; Inclusion Policy; Emergency and Evacuation Procedures

Owner: Ataullah Parkar, Principal

Aligned with the KHDA Guidance on the Implementation of the UAE National Anthem Observance Policy (June 2026)

Table of Contents

SECTION 1 Purpose
SECTION 2 Our Two Core Requirements
SECTION 3 Delivery Model
SECTION 4 Daily Observance
SECTION 5 Participation and Conduct
SECTION 6 Supervision, Risk Assessment and Emergency Planning
SECTION 7 Adaptations for Students of Determination
SECTION 8 Institutional Events
SECTION 9 Distance Learning and Exceptional Circumstances
SECTION 10 Changes to the Model
SECTION 11 Roles and Responsibilities
SECTION 12 Monitoring
APPENDIX A Exceptional Circumstances Log
APPENDIX B Change Log
APPENDIX C Event Register
APPENDIX D KHDA Requirement Cross-Reference

SECTION 1 Purpose

This plan sets out how ISCS Nad Al Sheba observes the UAE National Anthem every operational day, how every student takes part in a shared physical gathering for the anthem at least once a week, and how the anthem opens every institutional event. It records our delivery model, schedule, supervision, safety and inclusion arrangements so that they are applied consistently and can be shown to KHDA on request.

All mandatory requirements of the KHDA Policy apply from 1 September 2026. The school operates a single shift, so there is one daily observance for the whole school.

SECTION 2 Our Two Core Requirements

Requirement	How ISCS Nad Al Sheba meets it
Daily observance	The UAE National Anthem is played at the start of every operational day, Monday to Friday, at 7:28 am, on the outside speakers and on the PA system in each of the three school buildings, so it is heard in every classroom and across the site. Students have been taught the anthem and sing it.
Weekly group assembly	Every student also takes part in a shared physical gathering for the anthem, in front of the UAE flag, at least once a week, under the section model in Section 3. Daily classroom observance does not replace this weekly gathering.

No national anthem other than the UAE National Anthem is played at the school at any time, including at International Day and other cultural celebrations.

SECTION 3 Delivery Model

3.1 Model adopted

The school has adopted the **Divisional / Section Model** for the whole of AY 2026-27. Under this model, fixed groups each hold their own weekly gathering. It fits our campus because EYFS, Primary and the boys' and girls' secondary sections use different parts of the site, and a combined gathering of more than 1,000 students is not practical.

Our fixed sections are:

- **EYFS** (FS1 and FS2), gathering together as one phase.
- **Primary**, where each year group (Year 1 to Year 6) gathers in its own timetabled assembly.
- **Secondary boys** (Years 7 to 13), gathering together, usually on the Phase 3 football pitch.
- **Secondary girls** (Years 7 to 13), gathering together, usually on the upstairs basketball court.

3.2 Weekly schedule

Every section gathers for the anthem **at least once in every school week** of Term 1, Term 2 and Term 3. The day and time of each section's gathering are set in the school timetable, which is the schedule for the year. The timetable may be reviewed more than once during the year, and the days and times can change when it is. Each section still gathers at least once a week whenever the timetable changes.

Section	Students	Arrangements
EYFS	FS1 and FS2	Weekly phase gathering, with the UAE flag displayed. Led by the Head of EYFS.
Primary	Each year group, Year 1 to Year 6	Weekly year-group assembly that opens with the anthem, with the UAE flag held at the front by a student. Led by the year-group lead.
Secondary boys	Years 7 to 13	Weekly gathering, usually on the Phase 3 football pitch, where a flag is permanently installed. Led by the Head of Secondary or a nominated senior leader.
Secondary girls	Years 7 to 13	Weekly gathering, usually on the upstairs basketball court, with the UAE flag displayed. Led by the Head of Secondary or a nominated senior leader.

3.3 Keeping the weekly gathering in place

- If a section's timetabled gathering falls on a day that is not a school day (for example a public holiday or a staff training day), the gathering is moved to another day in the same week. The section lead agrees the new day with the Vice Principal.
- If the usual venue is unavailable (for example because of exams, events or maintenance), the gathering moves to another suitable space agreed by the section lead rather than being cancelled.
- Only when neither of these is possible, and only for the reasons in Section 9, is the gathering missed. The reason is then recorded in the Exceptional Circumstances Log (Appendix A).

SECTION 4 Daily Observance

- The anthem is played in full at 7:28 am every operational day, including days with a shorter timetable, at the start of the first lesson or registration.
- It appears as a fixed slot on the school timetable, which is the evidence KHDA may check against.
- The UAE flag and the words of the anthem are displayed at the point of observance wherever possible.
- The class teacher, or the adult with the class at that time, leads and supervises the observance.
- On a section's weekly gathering day, students who are at the gathering observe the anthem there. All other classes observe it in their classroom as normal.
- All staff stand respectfully during the anthem wherever they are on the premises, including offices, reception, corridors and outdoor areas. Because the anthem plays on the outside speakers and the PA in every building, everyone on site knows when it is playing.

SECTION 5 Participation and Conduct

Every student on the premises at the time of observance takes part. The expected conduct is set by age and need:

Group	Expected conduct
Year 2 to Year 13	Stand, remain still, face the UAE flag and give full attention. Singing is encouraged and taught. It is not assessed.
FS1, FS2 and Year 1	Calm, quiet and attentive engagement suited to the child's age. Formal standing, accurate singing and prolonged stillness are not expected. Year 1 is included here because the KHDA Policy treats Year 1 as early years, even though Year 1 sits in our Primary phase.
Students of determination	Take part in a way that suits their needs, alongside their peers (Section 7).
Staff	Stand respectfully wherever they are on the premises and model the conduct expected of students.
Parents, visitors and suppliers	Stand, remain still and attentive, and do not use phones, talk or carry on with other activities until the anthem ends. This includes parents on site only briefly, such as at morning drop-off.

Where a student does not meet these expectations, staff respond as they would to any other conduct issue, calmly and in line with the Whole School Behaviour Policy. Before treating it as a conduct matter, staff first consider whether the student has an unmet need.

SECTION 6 Supervision, Risk Assessment and Emergency Planning

6.1 Staffing

Setting	Supervision arrangements
Daily observance in class	The class teacher or the adult with the class supervises. Learning support assistants stay with the students they support.
EYFS gathering	EYFS class teachers and teaching assistants, positioned among the children. Led by the Head of EYFS.
Primary year-group assemblies	Class teachers for the year group, plus learning support assistants for students who need them. Led by the year-group lead.
Secondary gatherings	All form tutors are outside with their classes, alongside the phase supervisors. Led by the section lead.

6.2 Risk assessment

Every gathering is covered by the school's Assembly Risk Assessment, which is owned by the Principal and kept under review. It covers:

- **Upstairs basketball court:** controlled movement on the stairs, the maximum safe number of people for the space, and checks that barriers and railings are sound.
- **Surfaces and equipment:** pitch and court surfaces clear of balls and equipment before students arrive.
- **Movement:** staggered arrival and departure routes so that sections do not cross at busy points.
- **Students of determination:** access routes, seating and any individual risk assessments (Section 7).

6.3 Emergency planning

- If the fire alarm sounds during a gathering, staff follow the evacuation procedure for that venue and lead students to the designated assembly point.
- If a lockdown is called, the gathering follows the lockdown procedure for its location.
- Each gathering lead carries a radio or mobile phone so they can reach reception and the senior team.
- A student who becomes unwell is taken to the clinic by a member of staff, and the gathering continues under supervision.

SECTION 7 Adaptations for Students of Determination

Every student takes part as a member of their own class, year group or section. Adjustments keep students included within the wider community. They must never lead to a separate or segregated observance, and KHDA does not treat reasonable adjustments as non-compliance.

7.1 Adjustments available

- Seated or supported participation for students who cannot stand, including students with a temporary injury.
- A place at the edge of the gathering or near an exit, with a familiar adult.
- Ear defenders, or a quieter position within the same space, for students with sensory sensitivities.
- Joining the gathering just before the anthem and leaving just after it, to reduce time in a crowd.
- Visual cues or symbol cards to prepare students for the routine, and practising the routine beforehand.
- One-to-one support from a learning support assistant.

7.2 Recording adjustments

A student's individual adjustments are recorded in their individual support plan, and the Inclusion team shares them with the staff who supervise the student.

SECTION 8 Institutional Events

The UAE National Anthem is played at the start of every institutional event, including virtual and hybrid events. When there is more than one event in a week, it is played at the start of each one.

Events that open with the anthem	Not institutional events
UAE National Day (Eid Al Etihad), Flag Day and Commemoration Day observances Open days, school plays, choir and other performances Sports days, International Day, graduations and prize-giving ceremonies Virtual or hybrid versions of any of these, including online graduations and assemblies	Parent-teacher conferences Parents visiting classrooms Bake sales Routine internal activities and informal gatherings

For every event, the event lead makes sure that:

- the anthem is cued as the first item on the programme;
- the host asks everyone present, including students, staff, parents, suppliers and visitors, to stand, put phones away and remain silent;
- the UAE flag is displayed and, where there is a screen, the words of the anthem are shown;
- the event is entered in the Event Register (Appendix C), including a note that the anthem was played.

Key national dates for AY 2026-27 are Flag Day (3 November), Commemoration Day (30 November) and UAE National Day (2 December).

SECTION 9 Distance Learning and Exceptional Circumstances

9.1 Distance learning

During any period of full online or temporary remote learning, the anthem is played at the start of the first scheduled live lesson each school day on the school's live-lesson platform. The weekly gathering does not apply while teaching is fully online. All standards apply again from the first day students return in person.

9.2 Exceptional circumstances

Where the anthem cannot safely be observed because of an emergency, evacuation, lockdown or severe disruption, the senior leader on site makes that decision. Normal observance resumes at the earliest safe opportunity. The date, the reason and the time observance resumed are recorded in the Exceptional Circumstances Log (Appendix A) by the senior leader on site.

SECTION 10 Changes to the Model

The chosen model stays in place for at least one full term. Changes to the days and times of gatherings made through a timetable review are not changes to the model; staff and students are told of their new assembly times through the normal timetable communication. Any change to the model itself is:

1. agreed by the Principal;
2. recorded in the Change Log (Appendix B) with the date it takes effect;
3. communicated to staff, students and parents **before** it takes effect, in line with the Communication and Induction Protocol.

SECTION 11 Roles and Responsibilities

Role	Responsibility
Principal (Ataullah Parkar)	Owns this plan, approves any change and ensures compliance.
Compliance Lead (Lina Arwanah)	Monitors compliance, keeps the logs and records, and prepares evidence for KHDA on request.
Vice Principal and Heads of Phase	Deliver the daily observance and weekly gatherings, and deploy supervising staff.
Section and year-group leads	Lead their weekly gathering and reschedule it when needed.

Role	Responsibility
Inclusion team	Plans and records adjustments for students of determination.
Event leads	Open every institutional event with the anthem and complete the Event Register.
Facilities team	Maintains flags, PA and audio-visual equipment and the venues.
All staff	Stand during the anthem, supervise as deployed and model respectful conduct.

SECTION 12 Monitoring

- The Compliance Lead carries out periodic checks of daily observance and weekly gatherings.
- The Exceptional Circumstances Log, Change Log and Event Register are reviewed each term.
- Findings are reported to the Principal, and any gaps are acted on straight away.

APPENDIX A Exceptional Circumstances Log

Date	Section(s) affected	Reason observance could not take place	Resumed (date and time)	Recorded by

APPENDIX B Change Log

Date agreed	Change to the model	Takes effect	Communicated to staff, students and parents (date and channel)

Date agreed	Change to the model	Takes effect	Communicated to staff, students and parents (date and channel)

APPENDIX C Event Register

Date	Event	In person, virtual or hybrid	Anthem played at start (Yes / No)	Event lead

APPENDIX D KHDA Requirement Cross-Reference

KHDA requirement (Guidance Sections 2 to 7, Appendix A)	Where this plan meets it
Anthem played every operational day	Sections 2 and 4
No anthem other than the UAE National Anthem	Section 2
Weekly shared physical gathering for every student	Sections 2 and 3
One approved model, applied for at least one full term	Sections 3.1 and 10
Congregation format, frequency and schedule for the year	Sections 3.1 to 3.3
Standing, stillness and facing the flag; early years standard	Section 5
Supervision, risk assessment and emergency planning	Section 6
Adaptations for disabilities, mobility and additional learning needs	Section 7

KHDA requirement (Guidance Sections 2 to 7, Appendix A)	Where this plan meets it
Anthem at the start of every event, including virtual and hybrid events	Section 8 and Appendix C
Parents and visitors stand and refrain from distraction	Sections 5 and 8
Distance learning arrangements	Section 9.1
Exceptional circumstances recorded	Section 9.2 and Appendix A
Changes documented and communicated before they take effect	Section 10 and Appendix B
Flag and anthem words displayed at the point of observance (encouraged)	Sections 4 and 8

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