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Licensing a Private School in the State of Qatar

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1. Introduction

The Ministry of Education and Higher Education (MOEHE) is committed to ensuring that the educational needs of all children of school age in the State of Qatar are fully met, either by attending an independent school or a private school.

In both the independent school sector and the private school sector the focus is always on the provision of a quality education for students of all ages that will enhance their skills and competencies.

The Ministry of Education and Higher Education believes that students, parents, business sector and the local community should have confidence in the quality of education services provided by schools. Consequently, all schools are held to account by the MOEHE through an integrated process of licensing, monitoring and evaluation.

All schools are required to publish data about the services they provide, and the MOEHE publishes data about school effectiveness. Such a process ensures that stakeholders have sufficient information to allow them to make informed choices about the education of their children.

The MOEHE seeks to respond to the requirements of all stakeholders particularly parents in terms of quality of school type, the curriculum, the language of instruction and graduation certificates. The MOEHE also seeks to safeguard the interests of parents and students and ensure that all schools comply with agreed policies and practices.

2. Purpose

The Ministry of education and Higher Education seeks to create a competitive environment for all education services providers involved in the private schools sector. The handbook is developed in a way to ensure transparency and accountability to achieve the overall objectives as shown below;

- ❖ To develop a unified standard private school licensing process and requirements
- ❖ To identify roles and responsibilities of MOEHE's relevant departments toward the private school applicants
- ❖ To identify roles and responsibilities of the applicant
- ❖ To raise awareness of applicants with regards to private school licensing terms, conditions and process

3. The Ministry of Education and Higher Education Vision, Mission and Goals

Vision

“Leading innovative, high-quality, life-long learning opportunities serving Qatar’s population”

Mission

“Regulating and supporting high quality learning opportunities across all educational levels in order to provide Qatar’s population with opportunities to develop the knowledge, skills and attitudes necessary to fulfill their potential, demonstrate values and meet the needs of the nation.”

Goals

The Ministry of Education and Higher Education seeks, through its Strategic Plan 2017-2022, to achieve a range of goals in close co-ordination and co-operation with other sector strategies of the government with a view to transforming Qatar national Vision 2030 into a reality.

Goal (3)

To ensure the provision of sufficient and appropriate education infrastructure to meet the needs of all learners according to current and forecasted demand”

4. Private School Licensing Conditions

First: Key Terms and Conditions

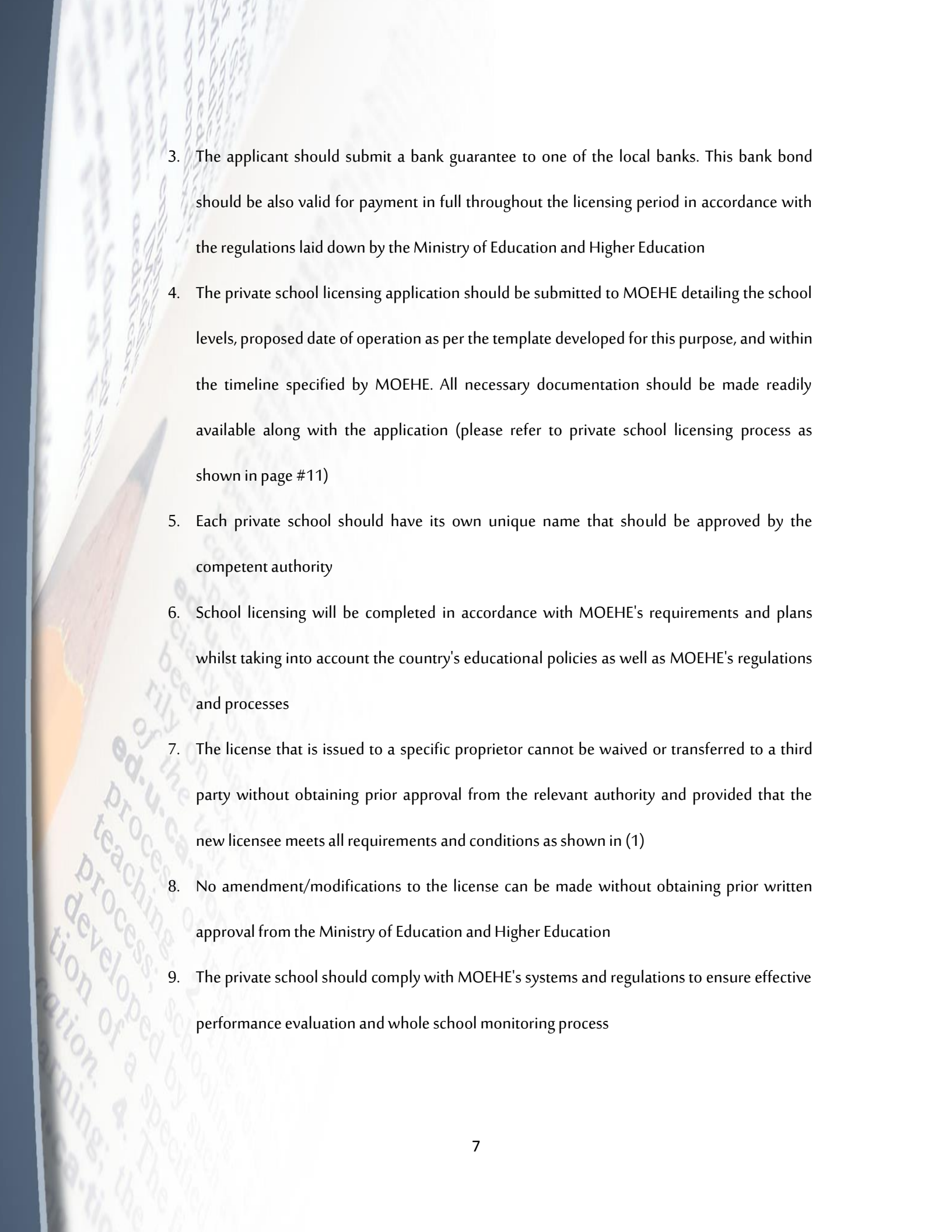
With reference to the Law Number (23) of 2015 with regards to regulating private schooling, the applicant should comply with the following general terms and conditions to have a private school license;

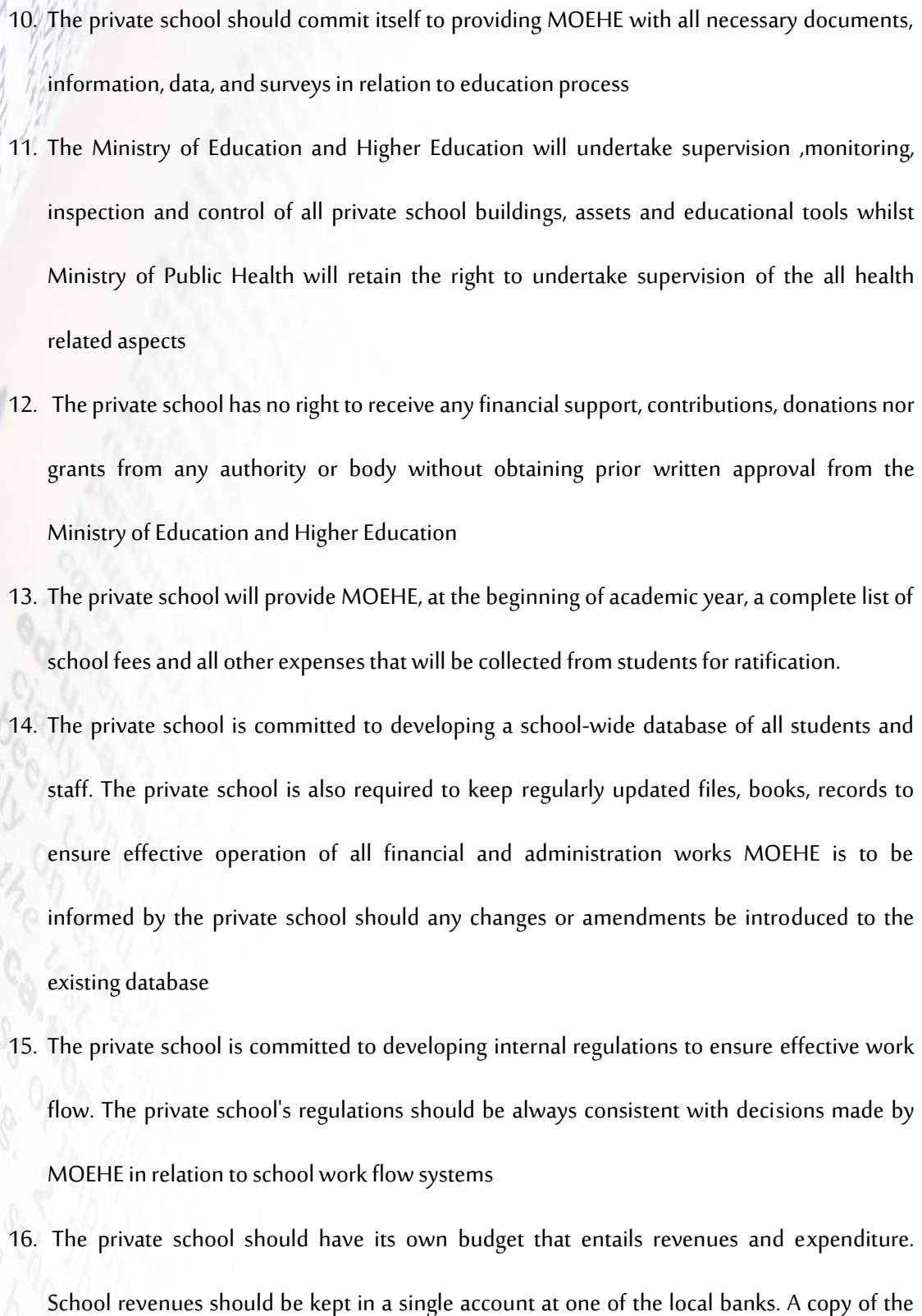
1. The licensee should meet the following conditions;

- To be over the age of 21 years old
- To have full civil qualification
- To have a good reputation and conduct
- Licensee or Any Board Member of a Company or partner applying for a license must not be an employee of MOEHE, affiliate entities nor have any direct interests with the MOEHE throughout the licensing period
- The Licensee or Any Board Member of a Company or partners must not have been convicted by a final ruling in any crime related to Honor or Fraud even if exonerated.
- The licensee should be involved in education field as part of his overall authorized activities or scope of practice.

The applicant should be one of the following categories:

- A company that is already registered in Qatar;
 - An international company that is currently not registered in Qatar;
2. The applicant should have all necessary approvals from the country's relevant bodies

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3. The applicant should submit a bank guarantee to one of the local banks. This bank bond should be also valid for payment in full throughout the licensing period in accordance with the regulations laid down by the Ministry of Education and Higher Education
 4. The private school licensing application should be submitted to MOEHE detailing the school levels, proposed date of operation as per the template developed for this purpose, and within the timeline specified by MOEHE. All necessary documentation should be made readily available along with the application (please refer to private school licensing process as shown in page #11)
 5. Each private school should have its own unique name that should be approved by the competent authority
 6. School licensing will be completed in accordance with MOEHE's requirements and plans whilst taking into account the country's educational policies as well as MOEHE's regulations and processes
 7. The license that is issued to a specific proprietor cannot be waived or transferred to a third party without obtaining prior approval from the relevant authority and provided that the new licensee meets all requirements and conditions as shown in (1)
 8. No amendment/modifications to the license can be made without obtaining prior written approval from the Ministry of Education and Higher Education
 9. The private school should comply with MOEHE's systems and regulations to ensure effective performance evaluation and whole school monitoring process

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10. The private school should commit itself to providing MOEHE with all necessary documents, information, data, and surveys in relation to education process
 11. The Ministry of Education and Higher Education will undertake supervision ,monitoring, inspection and control of all private school buildings, assets and educational tools whilst Ministry of Public Health will retain the right to undertake supervision of the all health related aspects
 12. The private school has no right to receive any financial support, contributions, donations nor grants from any authority or body without obtaining prior written approval from the Ministry of Education and Higher Education
 13. The private school will provide MOEHE, at the beginning of academic year, a complete list of school fees and all other expenses that will be collected from students for ratification.
 14. The private school is committed to developing a school-wide database of all students and staff. The private school is also required to keep regularly updated files, books, records to ensure effective operation of all financial and administration works MOEHE is to be informed by the private school should any changes or amendments be introduced to the existing database
 15. The private school is committed to developing internal regulations to ensure effective work flow. The private school's regulations should be always consistent with decisions made by MOEHE in relation to school work flow systems
 16. The private school should have its own budget that entails revenues and expenditure. School revenues should be kept in a single account at one of the local banks. A copy of the

budget document as well as the private school's annually approved Closing Account are to be provided to MOEHE

5. Private School Licensing Requirements

A. School Building


The licensee/applicant is required to provide all necessary information about the proposed school for opening. The licensee/applicant must also comply with a set of terms and conditions as shown below;

1. The private school site, building, facilities and equipment must be appropriate to school mission.
2. The licensee must indicate the purpose the building will serve as such the school building must be only used for education purposes;
3. The school building must meet the minimum standard requirements in terms of site, area and size(appendix #3)
4. The licensee must provide all necessary information and documentation about school site and building when submitting the initial application (appendix #4)

B. Work System

The applicant is required to comply with a set of terms and conditions in relation to work system;

1. A school organizational plan that demonstrates all related organizational details to ensure effective school operation as per the template attached thereof; (appendix #5)
2. Any person employed by the private school must meet the following conditions as per the law;
 - Must be over 18 years of age.
 - Must have the qualifications needed for the post

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- Must have good conduct and reputation
 - Must not have been convicted by a final ruling in any crime related to honor or fraud even if exonerated
 - Must not have been dismissed from office due to a judicial verdict or a final disciplinary decision provided that decision or verdict was made within a minimum of one year
 - Must be physically fit as evidenced by the competent department at the Ministry of Public Health

As per MOEHE, it is a requirement that;

School Principal

- Must have a minimum of 10 year experience in school administration (or a minimum experience of 10 years in educational field plus a minimum experience of 5 years in administration
- Must have a proven track record in education field
- Must hold an accredited university degree in education
- Must pass the interview

Teaching Staff

- Teachers must be qualified to teach the curriculum and age range they are expected to teach
- Teachers must be experienced in teaching the curriculum

In the event that the applicant fails to provide all teachers' data, qualifications and recruitment criteria, the applicable MOEHE's regulations will prevail as follows;

3. It is mandatory that the teaching staff of the three compulsory subjects in private schools are specialists and are qualified to teach in all stage and levels from Grades 1 to 12 or equivalent in both Arabic Language and Islamic Education and in grades 1 – 9 in Qatari History.

4. The Business Plan should cover a period of three years. Year one should be prepared in full detail, with an outline projection for years two and three. The plan should provide information about the following aspects: the projected growth of student numbers in the school; the projected school capacity to ensure continuity of students in the same private school as per the approved template (appendix #6).

5. The private school should provide detailed information about its applicable internal systems and policies such as student registration & admission policy (system), and student behavior policy (system) to be reviewed by MOEHE.
- 6 The Private school should provide a statement that demonstrates parental engagement in the whole school educational process as per the Ministerial decision no. (8) of 2009

c) Education System

With regards to education system, the applicant must meet the following conditions;

1. The applicant should provide a comprehensive educational plan that covers the applicable education system as per the approved template (appendix 7)
2. The private school must comply with admission policies and decisions made by MOEHE when the private school develops student admission policy and age range
3. The private school must get the curriculum and the education plan approved by MOEHE The private school must not introduce any modifications or changes to its curriculum and education plan unless the private school obtain prior written approval from MOEHE
4. All private schools are required to teach the following three compulsory subjects, either in discrete lessons or as part of an integrated programme. MOEHE has the right to compel any private school to teach any additional subjects as per the rules and regulations set out by the MOEHE in this regard (appendix 10)
5. All private schools textbooks and all learning resources based on which the education process is drawn, must be consistent with values, ethos and Qatari national traditions.

MOEHE has the right to stop, amend or cancel any curriculum or textbook that is not in consistence with the values, Qatari national ethos and traditions.

6. All private schools are required to take part in international student assessments, where appropriate, as requested by the MOE (e.g. PISA, PIRLS, and TIMSS) or any other programmes as per the directives of MOEHE.

6. Licensing of a Private School

Applications to open a private School and Kindergartens (KG's) should be submitted during the months of November and December of each academic year. Specific date of application submission will be published in different media and MOEHE website.

Each application will be allocated a licensing case manager, who will be responsible for managing a portfolio of applications and ensuring that the review process timetable is adhered to. The licensing case manager will also be there to provide support and advice to applicants, as required.

The MOEHE will ensure that the process is as speedy as possible but it should be noted that the outcome is also dependent on the actions of other ministries and on those of the applicant.

Private school licensing process can be summarized as follows

No	Action	Responsible Person/Office
1	<p>First: Initial applications should be submitted electronically. Please refer to the following link : https://elr.edu.gov.qa/apps/ER/Arabic/pages/contact-us.aspx</p> <p>It is necessary that applicant information/profile (appendix 2) be provided along with all essential documents when submitting the initial application (as shown in appendix 1).</p>	Applicant
2	<p>Second: Initial screening of the applications will take place to ensure that all necessary documents have been included. The applications to open a private school will be checked to ensure that they meet all initial conditions and requirements. This will take place in collaboration with the relevant departments. The applicant will be notified of any missing documents (if any)</p>	Private School Licensing Department
3	<p>Third: the applicant/s will be provided with an official letter allowing them to acquire a certificate of good conduct from the Ministry of the Interior. As soon as the applicants have received the certificate of good conduct from the Ministry of Interior, they should present the originals to Private School Licensing Department.</p>	Private School Licensing Department/ Applicant

4	<p>Fourth: The applications will be evaluated through the review of applicant's information/profile and all documents submitted. Inspection visits to the building will be conducted in co-operation with the relevant departments of MOEHE. A written and signed report will be provided to the applicants to inform them of the outcome of the evaluation process. This written report will be as follows;</p> <p>The application fails to meet criteria The application is rejected. The applicants will be provided with a report that should indicate the reasons why their applications are rejected. The applicants will be allowed to make a new submission on the following year once the applicant/s meets all necessary standard criteria and conditions.</p> <p>Applicant whose application meets most criteria will be informed of any weaknesses and invited to attend a meeting to discuss the application and the most important observations. This will take place in collaboration with the relevant departments of MOEHE.</p> <p>The applicants will be asked to resubmit the amended applications once they completed all necessary modifications</p> <p>The revised application will be finally reviewed and evaluated</p>	<p>Private School Licensing Department in collaboration with the following departments;</p> <ul style="list-style-type: none"> ● Curriculum and LR Dept. ● Student Evaluation Dept. ● Human Resources Dept. ● General Services Dept.
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	<p>once the applicants have made all necessary modifications .They will be provided with a final verdict</p> <p>Applicant whose application fully meets criteria: The application is approved. The applicant will be informed of the final verdict of approval</p>	
5	<p>Fifth: The applicants will be provided with formal letters of introduction which allow applicants to approach other Ministries in order to acquire the following documents;</p> <ul style="list-style-type: none"> ● Civil Defense Clearance Certificate (to demonstrate that the building is safe and meets all safety and security requirements) ● Traffic Office Clearance ● Municipality license ● Commercial license ● A certificate from the Ministry of Public Health for points of sale at the building. <p>It is incumbent on the applicant to liaise with all relevant authorities to ensure availability of these documents for subsequent submission to MOEHE as quickly as possible</p>	Applicant
6	<p>Sixth: The final application will be forwarded to Private Schools Affairs Committee for review and subsequent final</p>	Private School Licensing Department

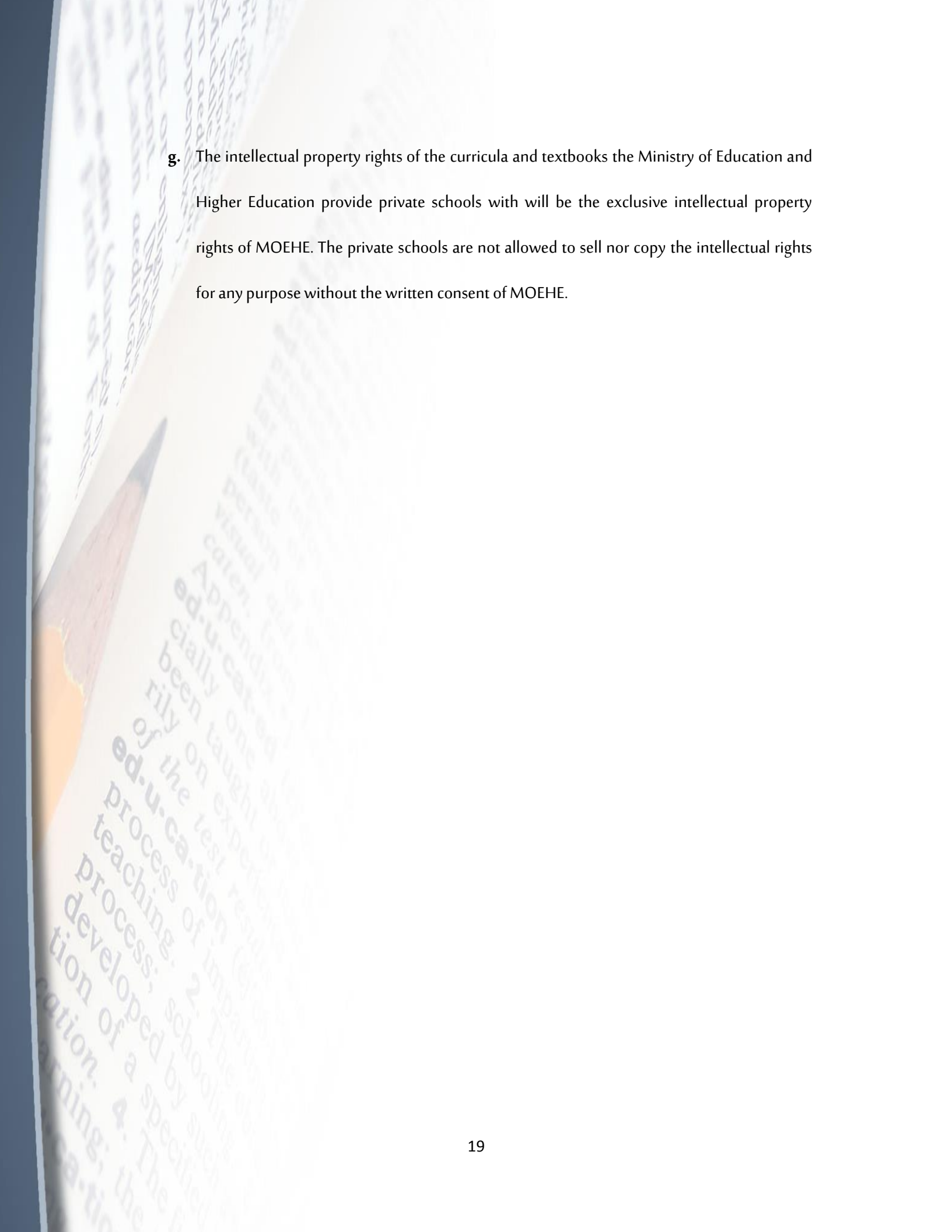
	recommendation	
7	Seventh: The Private School Licensing Department will inform the applicant of the final verdict	Private School Licensing Department
8	Eighth: The applicant will submit a full CV and clearance note/no objection letter from the Ministry of Interior.	Applicant
9	Ninth : An interview with the school owner and proposed principal will be set by the Private School Licensing to ensure suitability for the post	Private School Licensing Department
10	Tenth: The license will be awarded to the successful applicant. To follow-up preparations to start school operation	Private School Licensing Department

It is important to note that Private School Affairs Department will monitor the school during the first year of operation. Moreover, arrangements will be made to inspect the school at the end of the first year of operation.

7. **General conditions and requirements to be met by applicants**

The applicants are required to comply with the following set of guidelines when they submit their applications to have a private school license,

- a. The applicants must be able to demonstrate that they have the financial capacity to manage and operate the schools.
- b. The applicants should demonstrate that they have conducted a thorough review of the market needs for provision of these services.
- c. The applicants should provide all necessary plans and documents to meet licensing standard requirements and conditions Any missing documents will result in delay of processing the applications (see appendix 1). it is incumbent on applicants to provide certain documents in hard copy only such as (school premises plan, certificate of good conduct and traffic clearance Certificate
- d. Applicants can provide any additional information related to school mission and organizational plan when they submit their applications.
- e. The documents and information, applicants provided and based on which the private school license has been awarded by MOEHE, are deemed to be an integral part of the whole licensing process.
- f. The accuracy of information, data and documents provided in support of the application is the responsibility of the applicant. In situations where errors occur, the applicant will be held accountable and this may lead to cancellation of the license.

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- g. The intellectual property rights of the curricula and textbooks the Ministry of Education and Higher Education provide private schools with will be the exclusive intellectual property rights of MOEHE. The private schools are not allowed to sell nor copy the intellectual rights for any purpose without the written consent of MOEHE.

Sixth Appendices

Appendix 1. Essential Documents Checklist to Complete Private School License Application

By completing this checklist, the applicant acknowledges that all sections have been completed and that all required attachments have been included. The applicant also guarantees that all information is accurate.

ITEM	Reason for non-inclusion of items (applicant)	Comments
List of documents to be acquired by applicant when submitting his application to have a private school license :		
1.1 The CVs of the proposed proprietor and the shareholders.		
1.2 Copies of the passports or identity cards of the proposed proprietor of the school and individual shareholders.		
1.3 The Organizational Plan		
1.4 The School Business Plan		
1.5 The School Educational Plan		
1.6. The building and site (Premises) Plan		This document can be made available at a later date in in case it is not possible for applicant to submit along with the initial application.
1.7 A sample of the proprietor's and individual shareholders' signatures.		
1.8 If the proposed school is a community school, a letter		

ITEM		Reason for non-inclusion of items (applicant)	Comments
	from the embassy of the country should be provided.		
1.9	A document indicating the financial capacity of the applicant.		
1.10	Evidence of the Commercial Registration of the company, indicating the company's name, address, type, date of incorporation, the names of partners and the amount of its capital.		
1.11	A copy of the property ownership document in cases where the property is owned by the proprietor of the school, or a copy of the lease agreement if it is rented		
List of official documents to be acquired by applicant after informing the Private School Licensing Department that licensing process is completed			
.	A certificate of good conduct from the concerned authorities in the country of origin of the proposed proprietor of the school.		
	The CV of the principal.		
	A certificate of good conduct of the principal from the relevant authority in the country		
	A copy of the passport or ID card of the principal		
	Civil Defense Clearance.		
	Traffic office Clearance.		
	Municipality License.		
	Commercial License.		
	Bank Guarantee		

Appendix (2): Applicant Information

First: Individuals

The following information should be completed (**individuals**)

Required Information		Applicant's Response
2.1.	Full name.	
2.2.	Address.	
2.3	Telephone number (landline).	
2.4	Mobile telephone number.	
2.5	Fax number	
2.6	e-mail address	
2.7	Does the individual currently own a school? If the individual currently owns a school, please provide details of the name and address.	

Second: Companies

The following information should be provided by the applicant (**companies**) when he submit his application to have a private school license

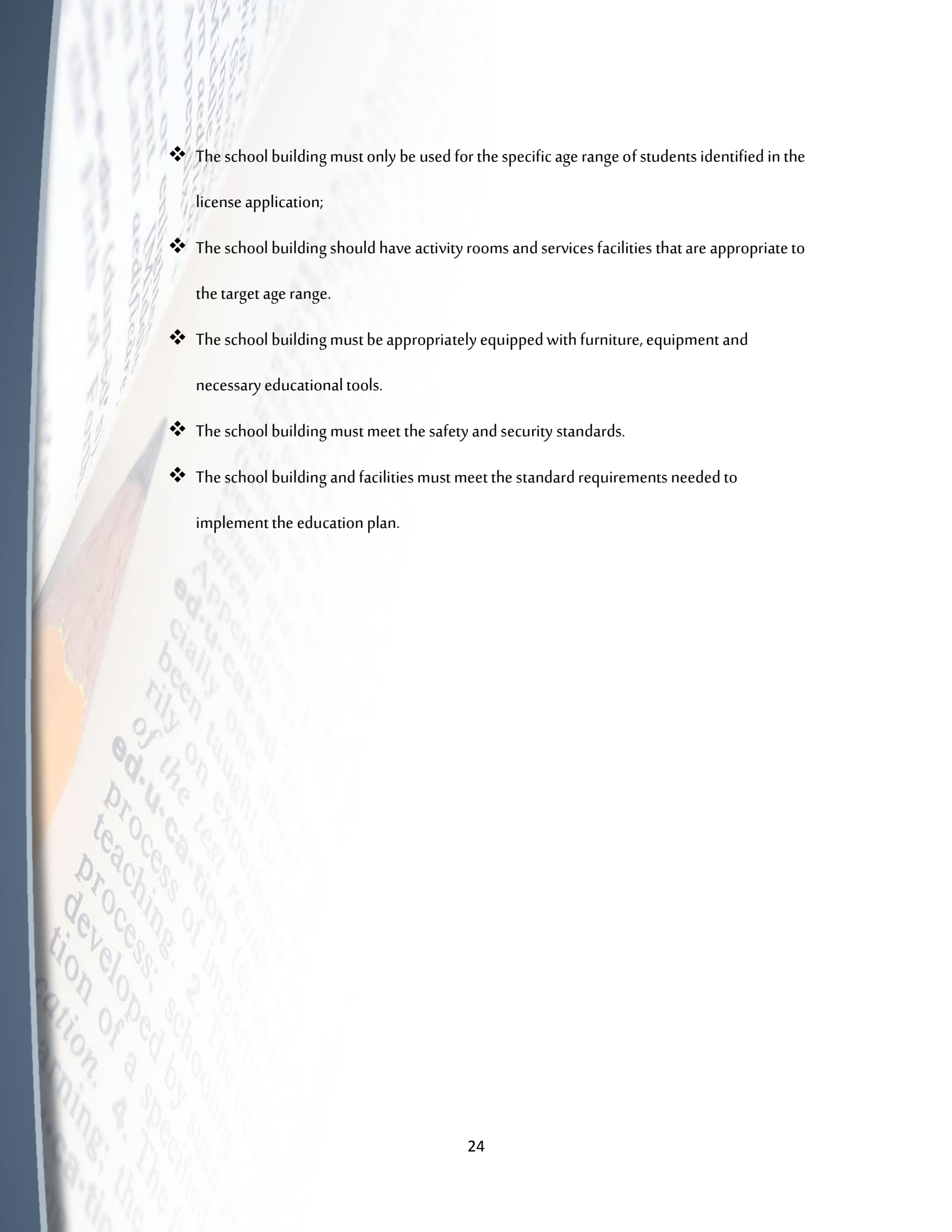
Required Information		Applicant's Response
2.1.	The name of the company	
2.2.	The name of the owner	
2.3.	The address of the company	
2.4.	Telephone number (landline)	
2.5.	Mobile telephone number.	
2.6.	Fax number	
2.7.	e-mail address	
	If the company currently owns a school, please provide details of the name and address.	

Appendix (3) Terms & specifications of school site, building, facilities and equipment

The Applicant is required to meet the following requirements in relation to school site, building, facilities and equipment to accomplish school vision;

A. General Requirements

- ❖ The school building must be only used for education purposes;

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- ❖ The school building must only be used for the specific age range of students identified in the license application;
 - ❖ The school building should have activity rooms and services facilities that are appropriate to the target age range.
 - ❖ The school building must be appropriately equipped with furniture, equipment and necessary educational tools.
 - ❖ The school building must meet the safety and security standards.
 - ❖ The school building and facilities must meet the standard requirements needed to implement the education plan.

B. The Size and Capacity of the Premises and Buildings

The MOEHE requires that the school premises and buildings should meet the following minimum standards in terms of area and capacity:

Size Requirements	Education Phase						
	Kindergarten (KG)	Primary (P)	Preparatory (Prep)	Secondary (S)	Two Phases	Three Phases (P, Prep., S)	Four Phases (KG, P, Prep., S)
Minimum land area	1,250 m ²	2,750 m ²	3,500 m ²	3,500 m ²	Average of the minimum size for both	8,500 m ²	9,750 m ²
Minimum classroom space per student	2 m ²	2 m ²	2 m ²	2 m ²	2 m ²	2 m ²	2 m ²
Minimum outdoor space including the playgrounds per student	5 m ²	7 m ²	10 m ²	10 m ²	Average of the minimum size for both	9 m ²	8 m ²
Minimum ICT lab space per student	2 m ² Number of users will be dependent on the classroom capacity						
Minimum library space per student	3.3 m ² Minimum number of users will be 25 students						

Minimum science lab space per student	2 m ² Number of users will be dependent on the classroom capacity
Minimum art room space per student	2 m ² Number of users will be dependent on the classroom capacity
Hallways (corridors)	The width of internal hallways should not be less than (2.5) square meter if classrooms are located only on one side and (3.5) square meter if classrooms are located on both sides.
Outside waiting area	There should be an appropriate waiting area for students.
Minimum teachers common room space per teacher	5 m ²
Administration rooms	5 m ² (per each staff member)
Meeting room	It is good for 10 persons 30 m ² per each room
Clinic	15 m ²
Storage room	20 m ²
Assembly area	2 m ² per student It is good for (150) persons

Cafeteria	It is good for 75 persons	1.2 m2 per student
Multi-purpose hall	It is good for 25 persons	5 m2

For further details, you may contact General Services Department at the Ministry of Education and Higher Education to know more about the standard requirements applicant should fully meet in relation to the school building and premises in accordance with the target education phase (grade level) and education system

C. General requirements which will be checked as part of the inspection of the proposed building

The Plot of land and the School Building

Aspect	Requirement
<p>Location</p>	<ul style="list-style-type: none"> ▪ The location of the school must not be adjacent to or close to sources of noise, commercial or industrial sites, or hazardous locations such as petrol stations. ▪ The site should be in an appropriate, easily accessible location, with entrances not close to highways. It is mandatory to have the approval of Traffic Authority in place.
<p>Construction</p>	<ul style="list-style-type: none"> ▪ The facilities must be made of reinforced concrete The use of wooden structures is prohibited as per the requirements of the General Directorate of Civil defence. ▪ The building must be appropriate for education process in terms of lighting, echo control and acoustic insulation The building must be well-ventilated and conditioned when its educational facilities are reach maximum capacity.
<p>Number and type of buildings</p>	<ul style="list-style-type: none"> ▪ The school must be one single building and a maximum of four separate buildings in one site as decided by the relevant authority.

Aspect	Requirement
Entrances and exits	<ul style="list-style-type: none"> Entrances and exits should be in positions where access can be observed.
Classroom shape	<ul style="list-style-type: none"> All classrooms should be quadrilateral in shape with four parallel sides.
The minimum number of rooms the school should have as per national education requirements	<p>The school should have:</p> <p>A principal's office, two administration rooms, a meeting room, a storage room, six (6) toilets for students, a multi-purpose room, an ICT laboratory, a learning resources centre (library), six (6) classrooms, an art room, an outside area for students, a clinic, a prayer room.</p> <p>Primary school should have one science laboratory Preparatory school should have one science laboratory. Secondary school should have two (2) science laboratories</p> <p>In situations where students are served meals, cafeteria will be one of the main facilities.</p>
sports Courts	<ul style="list-style-type: none"> outdoors sports courts that meet legal dimensions (e.g. for basketball or handball)
Access to drinking water	<ul style="list-style-type: none"> One drinking water cooler must be provided for every (50) students Coolers should be located away from toilet areas.
Toilets	<ul style="list-style-type: none"> The building should have adequate and well-ventilated toilets. Toilets should be built in accordance with health regulations. These toilets should be as distant from classrooms as possible.

Aspect	Requirement
Outside sports area	<ul style="list-style-type: none"> ▪ There should be a minimum of one outdoors sports court that meets legal dimensions (e.g. for volleyball, basketball or handball).
Sunshades	<ul style="list-style-type: none"> ▪ There should be at least one 15 x 15m sunshade made of appropriate material.
Prayer room	<ul style="list-style-type: none"> ▪ There should be an appropriate prayer area for students.
Fire- fighting equipment	<ul style="list-style-type: none"> ▪ The building should be fully equipped with fire-fighting equipment (e.g. fire-extinguishers)
Emergency exits	<ul style="list-style-type: none"> ▪ There should be more than one emergency exit in the building.
Communications equipment	<ul style="list-style-type: none"> ▪ Schools should be equipped with at least one telephone system (landline) and have access to fax and email services.
Access for disabled persons	<ul style="list-style-type: none"> ▪ The building and classrooms should enable access for students with disabilities (e.g. special toilets, ramps, lifts, emergency exits, low level drinking fountains)
Parking space	<ul style="list-style-type: none"> ▪ The site should provide adequate parking spaces (good for 20 cars) and safe access points for school buses (a minimum of 3 parking lots for school buses) in accordance with system and the required services. Their location needs to take into account the safety of students.
Cafeteria	<ul style="list-style-type: none"> ▪ There should be a fully equipped cafeteria in the building.
Sign boards	<ul style="list-style-type: none"> ▪ There should be sign boards for places, facilities and students assembly

Aspect	Requirement
	points.

D. Special requirements (Kindergarten Buildings)

- Students (in kindergarten or primary school) should have access to a garden, with a minimum size of 20.2 square meters.
- The playground area should have a soft tartan surface.
- Toys should be made of non-metal materials and comply with safety requirements.

E. Requirements (Electrical system)

- Power supply should be provided from a main government source, not a generator;
- If a school provides a back-up generator in addition to the main source of supply, it should be a muffler type and should be placed in a closed and safe room, away from students;
- All electrical panels should be placed inside ventilated and closed rooms or inside key-locked cupboards, away from students;
- All electrical supply panels should be labeled for easy maintenance and repair and for easy access in emergency situations or when the power supply is disconnected;
- All lighting units used in bathrooms and kitchens and outside the building, which might be exposed to wet conditions or the weather, should be encased in waterproof material. Sockets and electrical switches should also be dealt with in the same manner
- All electrical wires outside the building that are exposed to weather conditions should be placed into GL PIPE;

- The electricity room should not be used as a storage area;
- Schools are required to follow Kahramaa instructions regarding the location of the electricity room and the wiring or installation works in the school building.

F. Requirements (Air conditioning system)

- Schools should use split units or central air-conditioning systems in classrooms and other activity areas.
- Where split units are installed, the external unit should be placed on a concrete or metal base, with a circuit breaker placed near each unit;
- Water pumps should be on a concrete base with a metal cover;
- Air conditioning pipes should be combined together and be linked to the nearest drainage point.

Appendix (4): Essential documents that should be provided in relation to the school building/premises. The following table should be completed by the owner of the school:

	Required Information and data	Applicant's Response (attached/not attached)	MOEHE Comments	MOEHE Approval
7.a.1	A copy of the land ownership document.			
7.a.2	A copy of the building construction license.			
7.a.3	A copy of the general site plan, highlighting the required information.			
7.a.4	A copy of the ground floor plan for each building on the site.			
7.a.5	A copy of the first floor plan for each building on the site.			
7.a.6	Copies of additional floor plans if the building has additional levels.			
7.a.7	The site information table, completed by an engineering consultant. (hard copy and electronic copy – word file on CD plus an			

	AutoCAD file)			
7.a.8	The building /buildings information table, completed by an engineering consultant. (hard copy and electronic copy – word file on CD plus an AutoCAD file)			
7.a.9	A copy of a report issued by an engineering consultant, stating that the building has been inspected in terms of its construction and that it technically complies with construction safety standards.			

G. Essential documents that should be provided in relation to site. Site information (to be completed by the engineering consultant appointed by the applicant):

. Required Information and data		Applicant's Response	MOEHE Comments	MOEHE Approval
7. b.1.	The overall size of the plot of land as described in the land ownership document			
7. b.2.	The education phase/phases that require licensing			
7.b.3.	The town			
7.b.4.	The area			
7.b.5.	The area number			
7.b.6.	Land pin-number/s			
7.b.7.	The year of construction of the building- A copy of the building construction completion certificate should be attached			
7.b.8.	The street name and number			

. Required Information and data		Applicant's Response	MOEHE Comments	MOEHE Approval
7.b.9.	The number of streets surrounding the site			
7.b.10.	The number of buildings and annexes that constitute the building			
7.b.11.	The number of gates			
7.b.12.	A description of the playground and areas allocated for sport activities			
7.b.13.	Are there shaded areas in the outdoor spaces? (provide details)			
7.b.14.	Is there a security guard booth? (provide details)			
7.b.15.	Are there sufficient car parking and bus parking spaces? (provide details)			
7.b.16.	Other relevant information			



H. Essential documents that should be provided in relation to building.

Building information/buildings allocated for school (to be completed by the engineering consultant appointed by the applicant):

- ✓ A separate table should be completed for each building. Each building should be allocated a number and this number should tally with the number recorded on the site, and on the floor plans.
- ✓ Each room should be allocated a number and this should tally with the number recorded on the floor plans. The following table should be used to provide detailed information /data about the size and proposed use of the room.
- ✓ An electronic copy (CD) of the room information tables should be submitted to the Private School Licensing Department as part of the initial application process.

I. Building (A) Information (The owner can seek the assistance of both the Engineering Office and an education system specialist to complete this section)

Building	Floor	Room Number	The Planned Capacity (Size)	Average Daily Use	Size	Proposed usage at School
1	GF	Room no.1				
1	GF	Room no. 2				
1	GF	Room no. 3				
1	GF	Room no. 4 etc.				

It is important to take into account that classrooms capacity should be appropriate with that of the other facilities students use (labs/library/etc.). In other words, the classrooms capacity should be as big as that of labs etc.

Please provide a clear description (in no less than 500 words) how the school building and its facilities can be utilized to implement the education system



Appendix (5): Exemplar of School Organizational Plan

School information

Required Information		Applicant's Response
3.1.	The proposed name of the school.	
3.2.	The phases to be covered (kindergarten, primary, Preparatory, secondary)	
3.3.	The gender of students and age range	

Details of the School-based Work System

Required Information	Applicant's Response	Comments
<p>The vision and mission of the school.</p>		
<p>The Administration and Organization structures that show the job hierarchy and job descriptions (administration, teachers, labourers etc)</p>		<p>Insert school organization structure and show the following aspects;</p> <ul style="list-style-type: none"> ● Job titles and job descriptions <p>Number of staff and deployment</p> <p>The proposed ration of teachers to students.</p> <p>Number of lessons allocated for each teacher per week.</p>
<p>Recruitment/staffing policies and qualifications requirements</p>		

Required Information	Applicant's Response	Comments
Professional development plans/policies		
Staff retention plans/policies		
Staff annual appraisal system		
Admission and registration policy		
The maximum number of students expected for admission		
Safety and security plans/policies		
Student behavior policy		
Community and parents engagement plan/policy		
Food and transportation plans (if any)		

Required Information	Applicant's Response	Comments
The proposed international accreditation status		
School performance evaluation and quality assurance system		

Appendix (6): Exemplar of Private School Business Plan

Summary of Projected Financial Reports		
(To be supported by Detailed Business Plan for 5 Years)		
1	Proposed Name of the School	
2	Location of the School	
3	Name & Address of the Company	
4	Details of the Sponsor:(if any)	
a	Name	
b	Address	
c	Profession	
d	Contact Numbers	

5	Type of Company			
6	CR Number			
7	Registered Capital			
8	Number of Partners (If Any)			
9	Working Partners Name, Designation & Address (If Applicable)	Name	Designation	Address
a				
b				
c				
d				
e				
10	Budgeted Total Investment			Evaluation Points
11	Partners' Capital Contributions			
12	Estimated Borrowed Funds			

13	Pre - Operational Expenses (Opex)				
14	Period of Assets Depreciation Pre- Op Expenses				
15	Yearly Spending on CAPEX :- (First Year) Item Descriptions:-	Amount	Share to Total CAPEX	% to Revenue	Evaluation Points
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	Total CAPEX				
16	Yearly Estimates of OPEX :- (First Year)	Annual Amount	Share to Total OPEX	% to Revenue	Evaluation Points
a	Staff Salaries/remunerations				
b	Staff Accommodation & Allowances				
c	Building Rent				
d	Utilities				
e	Transportation				

f	Administration Expenses				
g	Academic & Curriculum Related				
j	Other Expenses				
	Total OPEX				
17	Forecasted Incomes:- (First Year)	Annual Amount	Share to Total Income	% to Revenue	Evaluation Points
a	Tuition Fees				
b	Registration/Admission Fees				
c	Special Fees				
d	Others if any:-				
	Total Income				
18	Expected Profit (Loss)				
19	Expected Rate of Return on Investment				
20	Number of Students	Year 1	Year 2	Year 3	
a	Academic Year				
b	Yearly Total Forecasted				
21	Number of Teachers	Year 1	Year 2	Year 3	
a	Academic Year				
b	Yearly Total Forecasted				

22	Number of Administration Staff	Year 1	Year 2	Year 3	
a	Academic Year				
b	Yearly Total Forecasted				
23	Classes and Grade levels				
24	Curriculum & Syllabus				
25	Type of Management				
26	Infra-structure Development Plans				
27	Other Expansion Strategy				
28	Additional Capital Investment				

Appendix (7): Exemplar of Education Plan

	Required Information	Applicant's Response	Comments
7.1.	School semester system and school calendar		Please indicate schooling days whilst bearing in mind that schoolings days should not be less than (154 days (excluding assessments period) This is calculated on the basis of (22) hours per week for KG and (26) hours per week for primary schools and (27) hours per week for preparatory and secondary schools.
7.2.	The School educational objectives distributed as per education phase, grade and semester		
7.3.	The curriculum that will be taught together with proposed learning resources		
7.4	Extra-curricular		

	activities to be offered		
7.5	Strategy for integrating the compulsory subjects (Arabic, Qatari history and Islamic Studies)		
7.6	The student evaluation system for assessing student learning outcome, achievement, progress		
7.7.	Arrangement(Plan)for meeting the differentiated learning needs of students		Develop an educational services plan to include students who will be admitted at school such as : students with special needs/difficulties/ gifted and talented students/students with disabilities/students for whom the language of instruction is a second language
7.8	Arrangements (plan) for meeting the needs of students with learning		A plan is required to be made available once these students

	difficulties/disabilities as per the data shown in student registration and admission system as well as the appropriate education system		are admitted into school
7.9.	Arrangements and procedures that will be followed to ensure the health, care and safety of students		
7.10	Arrangements, accommodations and educational tools that will be offered to students to achieve the learning outcome/objectives		
7.11	A plan to assess the impact of teaching and learning		

Please explain (in a maximum of 500 words) how the proposed curriculum can contribute to meeting the needs and interests of students and to improving their learning outcome



Appendix (8): Procedures and conditions to be followed when teaching the three compulsory subjects

First: Islamic Studies (IS)

1). Private schools which follow the Qatari “National Curriculum”:

- Schools must teach Islamic Studies in accordance with the terms and requirements and of the Ministry of Education and Higher Education’s curriculum standards allocated for the subject.
- The lessons should be delivered in Arabic;
- Teachers of IS must be holding a qualification for teaching Islamic Studies for all grade levels from grade 1 to grade 12;

- The MOEHE will provide the necessary learning resources to support the delivery of the IS curriculum;
- It is mandatory to comply with the instruction hours allocated by MOEHE for IS subject. Allocation of study hours (instruction hours) should be distributed in accordance with other subjects' study hours;
- Students should participate in the MOEHE's national tests that are administered for specific grades every year;
- School should have access to the academic follow up/monitoring policy developed for the three compulsory subjects for planning and implementation purposes as per the instructions indicated in this policy.

2). Community and International Schools

- All Community and International schools must provide Islamic Studies lessons for all Muslim students as part of the mainstream curriculum;
- They should follow the MOEHE's curriculum standards for IS. However, Community Schools may deliver the same IS subject offered as per their national curriculum;
- Teachers of IS must be holding a qualification for teaching Islamic Studies_ for all grade levels from grade 1 to grade 12;
- Lessons are to be taught in Arabic. However, Private schools ,wishing to offer the subject in a language other than Arabic, are required to obtain prior approval from the Private School Affairs Department;

- The MOEHE will provide the necessary learning resources to support the delivery of the IS curriculum;
- Students should be provided with a minimum of 2 hours (of IS lessons) per week. Allocation of study hours should be distributed in accordance with other subjects' study hours.
- Schools should have access to the academic follow up/ monitoring policy developed for the three compulsory subjects for planning and implementation purposes as per the instructions indicated in this policy.

Second: Arabic

1). Private schools which follow the Qatari “National Curriculum”:

- Schools must follow the MOEHE’s curriculum standards for Arabic;
- Teachers of Arabic must be qualified teachers (with a BA degree in Education/BA degree in Arabic) for all grade levels from grade 1 to grade 12;
- The MOEHE will provide necessary support to ensure the curriculum delivery;
- It is mandatory to comply with instruction hours (study hours) allocated by MOEHE for Arabic subject. Allocation of study hours should be distributed in accordance with other subjects' study hours.
- Students should participate in the MOEHE’s national tests that are administered for specific grades;
- School should have access to the academic follow up/monitoring policy developed for the three compulsory subjects for planning and implementation purposes as per the instructions indicated in this policy.

2).Community and International schools

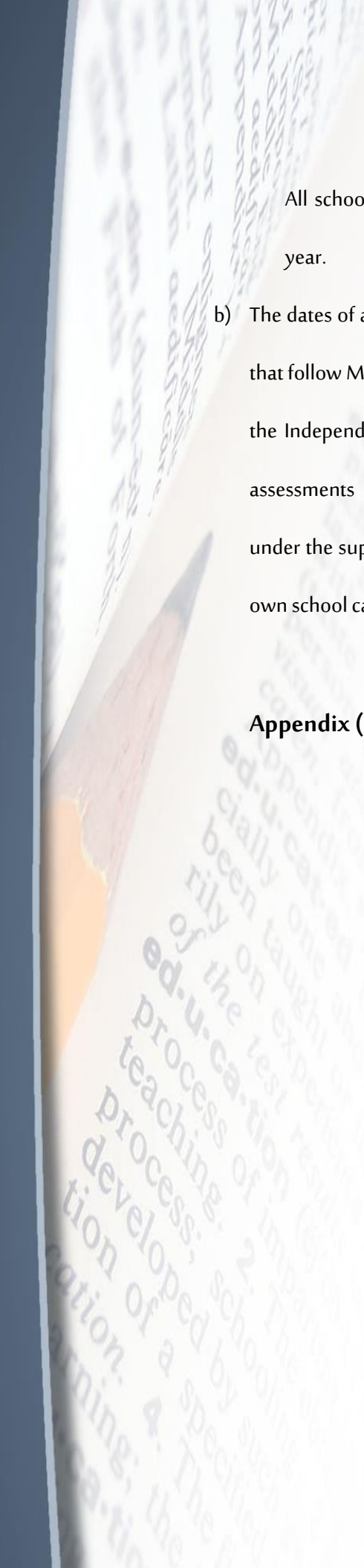
- International and Community Schools must provide lessons in Arabic for all Qatari and Arab students as part of the mainstream curriculum. Arabic language can be taught to non-Arabic speakers as an elective language.
- International and Community Schools must follow the MOEHE's curriculum standards for Arabic. However, Community Schools may seek prior approval from MOEHE to make changes/modifications to the curriculum;
- Students can be taught and assessed in accordance with either their age or language competency, whichever is the most appropriate option;
- Teachers of Arabic must be qualified teachers (with a BA degree in Education/BA degree in Arabic) for all grade levels from grade 1 to grade 12;
- The MOEHE provides the necessary resources to support the delivery of the Arabic curriculum;
- Students should be provided with a minimum of 4 hours (of Arabic lessons) per week. .This excludes Schools that offer Arabic as a main subject for secondary stage schools teaching international programs. In such case, same number of study hours will be allocated for Arabic as it is the case for other main subjects being offered at schools.
- Schools should have access to the academic follow up/monitoring policy developed for the three compulsory subjects for planning and implementation purposes as per the instructions indicated in this policy.

Third Qatari History

- All private schools must provide lessons in Qatari History for all students from grade 1 till grade 9 (or to the grade equivalent to grade 9).
- Private Schools should follow the MOEHE's curriculum standards when teaching the history of Qatar ;
- Schools may teach the subject either in discrete lessons or as part of an integrated social studies programme;
- Lessons can be taught in the language of instruction adopted by the school;
- The MOEHE provides all necessary resources to support the delivery of the Qatari History curriculum;
- School should have access to the academic follow up/monitoring policy developed for the three compulsory subjects for planning and implementation purposes as per the instructions indicated in this policy.

Private School Calendar

- a) The school calendar should be consistent with the following requirements of the MOEHE:
 - The school year should begin in September on the date announced by the MOEHE;
 - Qatar National Day (December 18th)
 - Qatar Sports Day (Tuesday of the second week in February)
 - Eid Al-Adha (dates to be announced annually)
 - Eid Al-Fitr (dates to be announced annually)



All schools will be provided with information about national holidays in January each year.

- b) The dates of all other holidays are at the discretion of the school. The Private Arabic schools that follow MOHE's curriculum are required to comply with the approved annual calendar of the Independent Schools. The Private Arabic Schools should also follow school hours and assessments period of the Independent Schools. However, community schools operating under the supervision of their respective embassies will have the option of developing their own school calendars.

Appendix (9) : Additional Information