

**Newton International**  
*"An international community of  
and celebratin*



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Dear Valued Parents,

It gives me great pleasure to welcome you to Newton International School - Lagoon.

We are a diverse and talented professional learning community who are committed to providing only the very best learning experiences that will enable your child to develop holistically and possess the attitude, skills and knowledge to effectively contribute to a changing society. The success of your child depends on an honest, open and supportive relationship between the home and the school.

As we embark on this new academic year, I'd like to challenge you to develop a bond with us, one that will be so secure that failure is not an option. Every young person has a dream of who they want to be, we promise to do all we can to turn their dream into reality by challenging, supporting and coaching them.

This Parent Handbook provides you with valuable information concerning policies and procedures at Newton International School - Lagoon. Should you have any further queries or questions, please contact the school and we will be happy to assist you.

I'm very proud to be the Head of Secondary and look forward to meeting and working with each and every one of you as we continue that journey to achieve only the best. We promise we will be persistent, insistent and consistent in all the things we do to create successful young people from Year 7- Year 12.

Kind regards,

Dr Dwight Weir  
**Head of Secondary**



## Our Vision, Mission Statement and Values

### Our Vision

An international community of learners striving for excellence and celebrating success.

### Our Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and the wider community to achieve our vision.

### Values

<b>Respect</b>	Self- respect, respect for students/ staff/ parents and respect of personal and community property
<b>Honesty</b>	Honesty in all our actions
<b>Transparent Communication</b>	Open and effective communication among students, staff and parents
<b>Empathy</b>	Understanding and appreciation of the feelings of others
<b>Support</b>	Support the development of each individual to his/her fullest potential
<b>Diversity</b>	Appreciation of all languages, traditions, religions and cultures
<b>Social Responsibility</b>	Development of responsible citizens through community service
<b>Personal Accountability</b>	Highest personal commitment to taking responsibility for our actions

### Shaping the Future

When children join NISL, they join a family where ethical values of honesty, integrity, social responsibility and caring for others, underpin relationships. Our goal is to prepare students for life, not for the world as it is or was but as it will be. We want to help them develop an informed curiosity, a can-do attitude and a lasting passion for learning.



Indeed, we need to prepare students for life beyond the school gate, with 21<sup>st</sup> Century transferable skills, so they can enter the world of work with a mix of cognitive, intrapersonal and interpersonal skills.

## Developing Social and Emotional Skills

**Aims:** There are 5 key competencies all students need to develop:

1. **Self-awareness**
2. **Self-management**
3. **Social-awareness**
4. **Relationship skills**
5. **Responsible Decision making**

### Key Definitions

- **Self-awareness** is the ability to identify with one's own emotions and know how these impact on behaviour. It underpins self-confidence.
- **Self-management** is the ability to regulate emotions, to be able to self-control, to develop self-discipline and be self-motivated (self-efficacy).
- **Social-awareness** is the ability to take the perspective of and empathise with others, from diverse backgrounds and cultures.
- **Relationship skills** is the ability to communicate with a diverse range of people, to be able to engage socially and be a good team player.
- **Responsible Decision making** is the ability to self-evaluate, make informed decisions through an evaluation of the consequences of various actions.

### Achieving our Aims

#### 1. How will we enable students to develop self-confidence, self-discipline and empathy?

We want to do all we can to help students develop a growth mind-set, so they become confident, disciplined and empathetic young adults. We will plan and actively promote more opportunities for recognising and celebrating both effort and achievement through monthly Themed Assemblies, Achievement Assemblies, Graduations and Prize giving occasions.

#### 2. How will we enable students to distinguish right from wrong – to make the right choices and make responsible decisions?

We need students to develop their own moral sense - a 'moral compass' by which they learn to understand the impact of their choices on others. This we will achieve through constant modelling and refining of the behaviour, we want to see.



### 3. How will we encourage respect for other cultures, religions and traditions?

We will promote social awareness through celebrating an annual International Day, Qatar's National Day and view diversity of the student demographic, as a key strength.

## Creating a Culture of Learning

My vision for the secondary school is to 'Build a Community where Learning is for Everyone'. All stakeholders have a part to play in helping to create this culture of learning.

### Teacher 5

1. Believing in a growth mindset
2. Planning and delivering engaging inspiring lessons
3. Challenging underachievement and supporting weaker students
4. Constantly Up-skilling and using teaching techniques to improve practice
5. Building positive relationships with all to enable the success of students

### Student 5

1. Believing in a growth mindset
2. Respecting my peers by not disrupting their learning
3. Respecting and listening to staff so they can help me succeed
4. Completing work to the best of my ability and never giving up
5. Building positive relationships with all to enable my success

### Parent 5

1. Believing in a growth mindset
2. Supporting the school to enable your child's success
3. Engaging in school life eg. Parents' Evenings
4. Developing an understanding of what your child's / children's needs are and challenging him/her to succeed
5. Building positive relationships with all to enable the success of my child / children



## The Secondary Curriculum

The curriculum followed throughout the Secondary School is based upon the National Curriculum of England and Wales; with each subject curriculum being drawn from the British QCA approved National Strategy (2007). The examination boards we use, Edexcel and CIE, are both respected British Examination boards. The IGCSE is renowned as one of the best middle level examinations in the world. Some subjects at Key Stage 4 and Key Stage 5 are chosen by the student and some are compulsory. Subjects taught in each Key Stage are indicated on the table below:

SUBJECTS		
Key Stage 3: Years 7, 8, 9	Key Stage 4*: Years 10, 11	
Arabic	Arabic	Global Citizenship
Art	Art	History
Citizenship	Biology	ICT
Design & Technology	Business Studies	IGCSE PE
English	Chemistry	Islamic Studies
French	Citizenship	Mathematics
Geography	Computer Science	PE
History	Design & Technology	Physics
History of Qatar	English First Language	Single Science
ICT	English Literature	Travel and Tourism
Islamic Studies	English Second Language	BTEC Business Studies
Mathematics	Environmental Management	BTEC ICT
PE	French	
Science	Geography	



Key Stage 5*: Year 12	
AS Arabic	AS General Paper
AS Art	AS Geography
AS Biology	AS History
AS Business Studies	AS ICT
AS Chemistry	AS Mathematics
AS Computer Science	AS Physics
AS Design Technology	AS English Literature
AS English	

\*Options are subject to change based on student numbers.



## Structure of the Day

The school day begins at **6:55 a.m.**, at which time your child should be waiting on the secondary school playground.

**No students will be allowed into the Secondary building before 6.55 am.** At 7.00 am students will be required to attend their Form room to be formally registered for the day. Uniform is checked and important matters and notices will be announced.

## Key Procedures

### Security and Visitors to the School

All visitors to the school must obtain permission to enter the school from the security staff and wear a Visitor's badge. Visitors should then report to the Secondary Reception area for further information. Visitor's details will be entered into the Visitors' Book.

### Dropping off and Collecting Children

Parents and drivers are asked to be extremely careful when dropping off and collecting children. We encourage our students to practise 'Road Safety' and would encourage you to ensure that your child wears their seat belt, whether seated in the front or back of your vehicle. NIS runs a seatbelt and road safety awareness campaign each year.

Parents are requested to use the allocated entrances for dropping off and collecting children. Please help us to ensure the safety of our students by arriving on time and leaving punctually.

Please 'stop and drop' in the designated zones and park away from the school gates in order to maintain safety.

### Absence

It is vital that students attend school every day in order for them to keep up with work. Students whose attendance drops below 95% usually achieve at least one grade lower in exams compared to those who attend 100% of the time. Attainment levels drop when attendance is low.

If your child is absent for 18 days or more during the year, they will not be allowed to sit the Term 3 examinations. The Lateness and Attendance Policy is available at the end of this handbook in the policies section.



## Late Procedure

Your child should be on the designated Secondary playground by 6.55 am waiting for registration starting at 7.00 am. Lateness is recorded on SIMS (our electronic management system) and continuous lateness will result in the requirement to attend a school meeting. Three days late equates to 1 day of absence.

## Health and Safety

Good health will help your child to learn and achieve well at school and throughout his/her life. Therefore, it is vital that they have a nourishing diet, plenty of sleep, good hygiene and regular exercise. We have a Healthy Eating Policy, which is found on our website, and we ask you to encourage your child to drink lots of water; especially in the warmer months. They may drink water during lessons, except in Science and ICT labs. Fizzy drinks, energy drinks, seeds and chewing gum are prohibited in school. It is not permitted to order coffee, cakes or other fast food to be delivered to the school.

## Environmental Awareness

We promote environmental awareness amongst our students. Please send your child to school with a water bottle, which can be refilled from the water dispensers, in order to reduce the amount of plastic used.

## Illness

If your child feels unwell they **should not attend** school. If they feel unwell once they are in school, the nurse will assess him/her and, if necessary, you will be contacted. Parents may not come into school to remove a student on the grounds of ill health without notification from the nurse.

## Lift

Your child is not allowed to use the lift unless they have a doctor's note stating that this is necessary. This will be documented and noted in the planner by the Deputy Head Pastoral. Students will be issued with a lift pass by the nurse. Unauthorised use of the elevator will result in disciplinary consequences.

## Fire

All schools are required to conduct fire drills throughout the academic year. The purpose of these drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each lesson, and these are on display in all classrooms. Students should exit the building quietly and calmly and remain with their subject teacher. When outside, they should stay with their Form tutor, stand in a line in their designated area and remain silent.



Students may only re-enter the building when permitted to do so. Please read through the Health and Safety Policy with your child. Students who set off the fire alarm without reason will receive disciplinary consequences, a monetary fine and possibly be reported to the authorities.

### Internet

Access to the internet enables students to explore thousands of libraries, databases and bulletin boards, while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. To this end, we ask that you read and sign the School’s E-Safety policy.

### Uniform

We have recently changed and improved our Newton Schools’ uniform, creating a beautiful design to reflect our Newton community and ethos, and using materials more suited to our climate. Girls wearing skirts should ensure they are worn between 5cm and 30cm below the knee. All uniform can be purchased on site at NIS Lagoon.

### General Equipment

Students are required to have the following equipment at school every day.

Specialist equipment, such as the Art sketch book for example, must be at school on the required days.

Equipment checks will be carried out on a regular basis and subsequent action may be taken.

<ul style="list-style-type: none"> <li>• Black/blue ballpoint pens</li> <li>• Green ballpoint pens</li> <li>• HB pencils</li> <li>• Pencil sharpener</li> <li>• Eraser</li> <li>• Ruler</li> <li>• 2GB –Flash Drive</li> <li>• Clear Plastic Bag Folder for <u>each</u> subject</li> </ul>	<ul style="list-style-type: none"> <li>• Set square set</li> <li>• Protractor</li> <li>• Pack of colour pencils</li> <li>• Pack of felt tip pens</li> <li>• Pencil case</li> <li>• Calculator</li> <li>• A3 Sketch Book for Art</li> </ul>
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**\*\* Please note that specialist subjects may have further requirements\*\***

## Communication

### Websites, Facebook



At NIS we encourage open communication between parents and staff at all levels. You can find information on our website ([www.newtoninternationalschool.edu.qa](http://www.newtoninternationalschool.edu.qa)), the school portal and Facebook.

You are also encouraged to visit the school and meet with your child's teachers. Please follow the appropriate lines of communication. The first point of contact is the Form tutor or Subject teacher. The next is the Head of Year or Head of Department, the Deputy Heads of Secondary, Head of Secondary, Deputy Principal and then the Principal. **Please ensure you make an appointment with the teachers you wish to meet to ensure that the teacher can dedicate their time to you. You can contact Reception to do this. Tel: 4483 1860.**

It is important that we all work in partnership to support your child. In order for this to happen, it is vital that we have your up to date **mobile number, email address and your child's most recent medical information**. Please complete the page in the student planner with your contact details.

You will be provided with a contact information sheet in the first week. Please complete this and return it as soon as possible.

### **The Student Planner**

The Student Planner is an important means of communication. Please write any comments or questions in it and the Form Tutor and teachers will respond. Please, also, sign it each week so that the Form Tutor knows that you have seen the homework set. Please contact your child's Form Tutor or subject teachers at any time to discuss your child's progress. Although staff members are discouraged from giving their personal mobile numbers to parents, a list of staff email addresses is made available to parents at the beginning of each year.

### **Information / Parent Meetings**

At the beginning of the year, parents are invited to attend a Welcome Evening where they will be given the plan and vision for the academic year. Parents will be introduced to the curriculum and will have an opportunity to ask questions. All Secondary staff will be present at these meetings to answer any queries you may have.

Parent-Student-Teacher Interviews are held in Term 1 and Term 2. These are important times to discuss your child's targets and progress. Please ensure that you attend these meetings. If you wish to meet with any teacher during other times of the year, please telephone the school and **make an appointment**. Tel: 4483 1860

### **Year 9 and Year 11 Option Evenings**



These are information evenings when you can find out all about the subjects that your child can choose at IGCSE and AS level. It is vital that you attend these in order to help your son or daughter make an informed decision.

## Reports

We issue reports at the end of each term. The information in these reports should help you understand your child's academic strengths and areas for improvement. Only responsible adults over the age of 18 may collect the reports, not the students themselves. The report sheet must be signed by the person collecting the report.

## Targets

Constant reflection and target setting by both teachers and students is an essential part of preparing an independent learner. Students set targets on a termly basis and reflect upon them as they progress. These are recorded in the student planners. Teachers also set at least one target per subject in the report. Whenever possible in lessons, students will be asked to reflect on how they can achieve their target.

Newton Lagoon's data management system, SIMS, is a 21<sup>st</sup> Century, state of the art electronic programme to record student information. This includes punctuality to school, attendance to lessons, achievements, sanctions, parent communication, timetables, as well as producing the end of term reports. This allows us to provide you with accurate information about how your child is performing at school, and to put in place intervention to support learning.

## Parental Involvement and the Parent-Teacher Association (PTA)

We encourage all parents to become involved in their child's learning. Educational research shows that children, whose parents are involved in any form or manner at their school, are more motivated and committed to their studies. It is also important to note that older children are just as reliant on their parents' support as younger children.

We welcome any assistance you might be able to provide. As our school grows and improves, so does the breadth of opportunities we can provide for your child and you can offer the school.

We have an active PTA which supports teaching and learning as well as special events at the school. If you feel you would like to support the school, or if you wish to be a part of the PTA, please do not hesitate to contact Reception.

## How you can help your child succeed at School

Parents have expectations of the school and the school also has expectations of parents; the goal being, to develop children into being successful members of society. We ask parents to support their child and the school so that together we can achieve this goal.



- Ensure your child arrives at school on time and has all equipment for lessons.
- Encourage your child to complete all classwork and speak with their teachers when they do not understand.
- Ensure that your child's behaviour in the classroom does not prevent them or others from learning.
- Ensure your child has the time and opportunity to do his homework each day.
- Encourage your child to read English daily – [www.readtheory.org](http://www.readtheory.org), books and short stories.
- Ensure that your child has enough sleep.
- Encourage your child to participate in extracurricular activities (ECAs).
- Discuss what has happened at school and what they have learned.
- Do not hesitate to contact the school to discuss issues. We are here to help in any way we can.
- Attend all Parent –Teacher meetings.

## Homework

Homework forms part of your child's assessment grade and teaches him/her how to learn on their own, as well as how to continue working at a problem until it is solved. There is a homework timetable so that the tasks are spread out throughout the week. Your child will write the tasks in their Student Planner. It is always possible for your child to do homework, even if their teacher has not formally set a task. Homework can include:

- Completing all set classwork or additional questions from their textbook.
- Logging into [www.doddlelearn.co.uk](http://www.doddlelearn.co.uk) and completing tasks online.
- Logging onto [www.bcbitesize.co.uk](http://www.bcbitesize.co.uk).
- Logging onto [www.readtheory.org](http://www.readtheory.org) to practise their English skills.
- Logging onto the Google Classroom.
- Summarising class notes.

## Learning Support

Our aim is to give our students a level of education that matches their ability and potential.

Many students have specific learning needs. **Please inform us of any previous learning support** your child may have received so that we may, where possible, continue to provide proper support. If you feel that your child is experiencing unexpected difficulties with his/her school work, please tell his/her form/subject teacher. We can then take a closer look and decide upon a course of action, if necessary. If we suspect there may be a problem, we will contact you.

## Pastoral Support

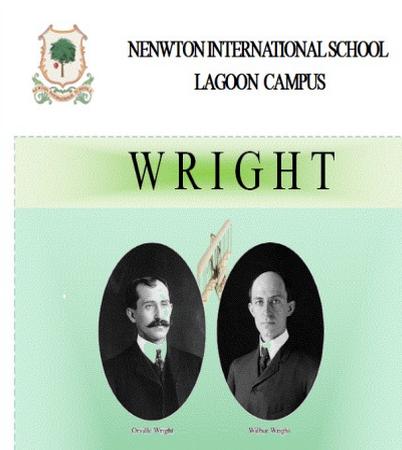
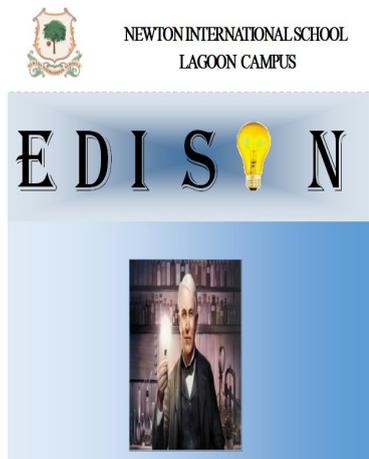
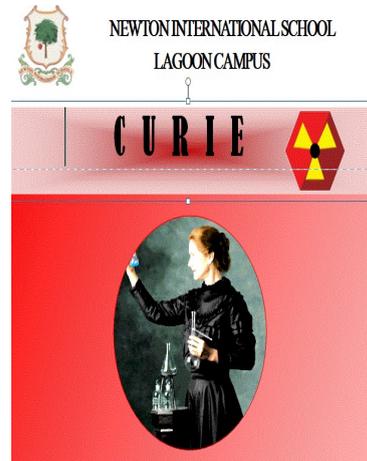
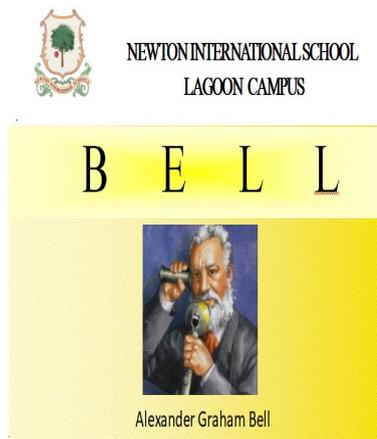
Throughout their time at Secondary, every student has the right to develop holistically as a rounded person, both in and out of the classroom. Teachers promote positive relationships within



the school community, and these are reinforced in lessons, assemblies and at breaks. Bullying is not tolerated in any form and the school has an Anti-Bullying Policy which can be found on the school portal.

### The House System

All students are placed in one of four Houses in Secondary (Bell, Curie, Edison or Wright), named after famous scientists and inventors. Students remain in the same House throughout their time in the school.



### Form Tutor Time

Your child will be in a Form Tutor Group. They will register with their tutor every morning at 6.55 on the playground and during this ten minute registration time, the tutor will give the students important information.



The tutor plays a vital pastoral role as he/she helps and guides students in all areas of school life and consequently knows the students. They are, therefore, the first point of contact for parents.

## Behaviour Standards

<b>RESPECT</b>	Think and act in a positive way towards others and the property around you.
<b>HONESTY</b>	Always tell the truth.
<b>EMPATHY</b>	Show kindness and care to all in our community. Help others who have problems.
<b>RESPONSIBILITY</b>	Do the things that are expected of you.
<b>MAKE INFORMED DECISIONS</b>	Think carefully about your actions and the consequences of your decisions.

Your child will earn Achievement Points for following the above Behaviour Standards and will gain negative Behaviour Points when they do not. The more Achievement Points a student collects, the more prizes they can win, ranging from non-uniform days to trips. In addition, there are Achievement Point competitions held throughout the year. Please see the Student Planner and the Positive Behaviour Policy for the full list.

## School events

There are a number of school events throughout the year such as Sports Day, Mathematics Quiz, School Fayre, where students have an opportunity to participate and gain ‘Achievement Points’ for their House. This fosters the spirit of competition and cooperation within the House, and staff members who are assigned to each House encourage this positive ethos during these events.

## Special Events

There are special events in the school calendar in which Secondary students are encouraged to participate. Important events include the School Fayre, Sports Day for athletic competitions, National and International Day. In addition, there are events which follow a particular theme such as Healthy Eating Week, Science Week and English Week. These events promote good principles amongst our students as well as providing opportunities for fun and enjoyment.

## Extra-Curricular Activities (ECAs)



A range of after school activities take place from **1.40 p.m.** until **2.30 pm** on Sunday, Monday and Tuesday. These activities are arranged by staff and senior pupils and include sports, photography, craft and drama activities, and even pastimes such as chess and other board games.

Academic support in the key areas of English, Maths and Science are also available to all students through this programme. These activities are advertised in advance and students are given the opportunity to select an activity of their choice each term.

Students will need to be collected from the school at 2.30 p.m. as the buses leave at 1.50pm. There is no school bus service for students participating in ECAs. However, extra-curricular activities are encouraged as they are enjoyable and promote cooperation and friendship. They may even stimulate a life-long interest. Universities are very keen to see that young people have interests outside of their school work, so attending ECAs looks fabulous on university applications and CVs! **ECAs will begin only when it is safe. These will not begin under the current COVID-19 climate. We will send you more information closer to the time when these will resume.**

### School Trips, both local and overseas

Activities outside of the classroom enrich learning, and in some cases, they are an essential part of the academic course. The PE department arranges sporting fixtures with other schools in Qatar, and most departments organise trips to locations within Doha.

In addition, there will be the opportunity for students to participate in overseas trips. All trips are appropriately supervised, and risk assessments are made by the teacher in charge. However, it is essential that you as a **parent give written permission** before a student is allowed to go on any trip. As these trips are an important learning experience it is expected that students will attend if required. **School trips will resume only when it is safe. These will not be organised under the current COVID-19 climate. We will send you more information when the time is right.**

### Leadership Opportunities

We offer a range of leadership opportunities in order to help our students become more confident, self-assured and involved with their local school community. The programmes below develop creativity, respect, determination and confidence to take a lead.

Young Leader Award, Foreign Language Leader Award, Sports Leader Award and the Leadership Skills Programme.

### Peer Mentors

Students may apply to become Peer Mentors and will be trained to support their younger peers. This not only helps the younger students, but develops leadership skills in the Mentors themselves.



## **Prefects, Head Boy and Head Girl**

Students may apply to become prefects, and they play an important part in the day to day running of the Secondary School. The prefects have important leadership roles amongst the students, and they have a number of responsibilities. Prefects are expected to be good role models, self-motivated and work cooperatively with all students in the school. Some roles outlined include: assisting the Sports and Art Departments, assisting and speaking at assemblies, reading with younger students in the Primary School, having duties at break times, as well as assisting at parent meetings and other school events. A Head Boy and Head Girl from Year 12 are also selected each year, following an interview process.

## **Student Council**

Students in each class (Years 7 to Year 12) elect two representatives (one boy and one girl) to represent them on the School Council. This elected body meets regularly with the Head of the Student Council, the Head of Pastoral care and occasionally with the Principal to discuss important Secondary School issues. At these meetings the representatives convey the views of the students to Management and this helps to shape policies within the Secondary School.



## Appendix: Key Policies

### Anti-bullying Policy

#### Rationale

Bullying and cyberbullying are an unacceptable form of behaviour in any school. They are destructive in that they interfere with the education of students and also affect parents and staff. As a school community, we must ensure that school is a safe and secure environment for **every** individual student. This anti-bullying policy takes its place within the general aims of the school. It has close links to the Behaviour, Safeguarding, Code of conduct and PSHE policies of the school.

#### What is Bullying?

At Newton International School we believe that bullying is a repeated series of deliberate actions which causes another person harm or distress.

#### Bullying can be:

- Emotional – being unfriendly, excluding or tormenting.
- Physical – pushing, kicking, hitting, punching or any use of physical contact or intimidation.
- Racist – racial taunts, graffiti or gestures.
- Sexual – immoral physical contact or abusive comments.
- Verbal – name-calling, sarcasm, spreading rumours or teasing.

#### What is Cyber Bullying?

We believe cyber bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school, or out of school hours, by ensuring pupils, school staff and parents understand what it is and how it can be prevented. We understand cyber bullying is highly intrusive and the hurt it causes can be very severe. As it leaves no physical scars cyber bullying is not easy to detect by a parent or a teacher.

We acknowledge cyberbullying can take place anywhere and can target pupils and school staff. There are many types of cyber bullying such as text messages, picture/video clips, mobile phone calls, emails, chat room bullying, instant messaging and the use of social networking websites to convey threats, intimidation and harassment.

The Senior Management Team should be advised of serious or repeated incidents and may then contact parents seeking their cooperation in resolving issues.

At Newton International School, **parents** are encouraged to:

- listen to their child and encourage their child to speak to their teacher at school
- encourage children to develop resilience in dealing with minor conflicts and assist them to distinguish serious concerns from everyday events.



- contact the school if they have a concern (e.g. Class Teachers or the Senior Management Team)

**Note: Parents are asked not to approach children concerned, nor their parents, about these matters. Approaching children directly may put parents in breach of child protection requirements, and approaching parents will take matters out of the hands of the school.**

### **Detection of Possible Bullying**

The following are some types of behaviour, which could help to detect if a child is being bullied.

- A sudden dislike of certain places or journeys
- Starts having nightmares or interrupted sleep
- Becomes withdrawn, anxious or lacking in confidence
- Begins truanting
- School performance starts to suffer
- Feels ill at certain times of the week
- 'Loses' valuable possessions
- Has unexplained bruises or cuts
- Cries in secret
- Asks for extra pocket money, sweets etc.
- Be unwilling to go to school
- Is bullying other children or siblings
- Asks to be driven to school rather than use school bus
- Refusing, or too frightened, to say what is wrong

These signs and behaviours could indicate other problems but bullying should be considered a possibility and investigated.

### **Process**

#### **To prevent bullying in Newton International School:**

- All staff will deal with complaints seriously - no matter how trivial they may seem.
- Students will be given the opportunity to take part in programmes such as self-esteem raising, etc.
- Active supervision throughout the school day particularly at lunchtime.
- Provision will be made for children who are bullying in school to be excluded from the playground, temporarily or permanently, and/or temporarily removed from classes and placed under the supervision of a member of the Senior Management Team.
- The School Counsellor will provide support for children who have been bullied.

#### **Bullying a student at Newton International will result in the following:**

- Being given a Minor or Major Discipline Referral depending upon the severity and/or the repeated nature of the offense, in accordance with the school's behaviour policy.
- A meeting with a member of the Senior Management Team.
- Consequences such as In-school or After-school detentions.
- Restitution through written apologies to the victim/s.
- A suspension from school for repeated offenses or offenses of a serious nature.



## Pupil Attendance Policy and Procedures

### Introduction

At Newton International School Lagoon, we believe students make the greatest progress and achieve the best results, when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a child to succeed in the school environment it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance.

A target attendance rate of **95%** is what the school will aim to attain this year. NISL works for approximately 180 days per academic year. We expect all children to not miss any more than 18 days over the school academic year, 6 days per term. Please note that if your child is absent for more than 18 days in the school year, they may not be offered a place in the following academic year at the school. At Newton we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school, parents and the school's Pastoral committee.

### Purpose of the Policy

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

### Rights & Responsibilities

- Improving attendance at NISL is the responsibility of everyone in the school community – pupils, parents and all staff.

### Pupils

- All pupils are expected to attend school and all their lessons regularly and punctually.
- Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from their Form Tutor, and if the need should arise, from the Year Leader and Deputy Head in charge of Pastoral Affairs. At the end of each term pupils who have 100% attendance will be presented with certificates.

### Parents

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible in writing.

A pupil's absence from school will be considered unauthorised until a satisfactory explanation is provided. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for concern will receive a letter from the school highlighting the need for an



improved attendance. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

## School

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). Newton International will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

## Registration

Registration will be called at 7.00 am. Registers will close at 7.10 am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils who arrive after the registers have closed should report to the reception and sign the School Late Book, giving time of arrival and reason for being late. When the child enters the class with a late slip, the register entry will be amended to read 'late'.

## Late coming

- Late coming shall be noted in the late book at the reception and monitored by Form teachers and Reception.
- If a child is late 3 times the reception staff will email parents to inform that their child has been late and that this is not acceptable. Form teachers & Year Leaders will be copied in.
- If the 'late coming' becomes a regular occurrence then parents will be invited to meet with the Form Tutor, Year Leader and Deputy Head of Secondary.

## Procedures for following up absences

- Parents will be emailed or contacted by the Form tutor to remind parents about the importance of attending school.
- Absence of 6 days in a month with no valid reason - parents will be emailed by Form teachers to remind the parents about the importance of attending school.
- If a student is absent 12 times Parents must attend a meeting with the relevant Form teacher and Year Leader.
- When they have been absent for 18 days, Parents will receive notification in writing that their child may not be offered a place in the school in the following year.
- If a child is absent for more than 20 days, a warning of suspension will be issued.

## Truancy

- If any pupil is absent from school without permission, then the parents will be contacted by telephone or email immediately and the pupil will be detained after appropriate notification. Parents will be requested to attend a meeting with the school.
- If the truancy happens more than once, then the parents will be invited to attend a meeting with the Head of Secondary to discuss the problem.



- If the truancy becomes chronic then a referral will be made to the Social Counsellor and Parent- Liaison officer.

## Holidays

Any holidays, other than school related, have to be approved by management. Parents are requested to complete a Leave Form available from reception at least 2 weeks before the holiday. If no leave form is completed, the holiday will be deemed as unauthorised.

## Absenteeism

If a child is absent for one or two days, Form Tutors should receive a written explanation either by email, or a note in the Planner.

## Authorised and unauthorised absences

All absences, whether authorised or unauthorised, are recorded on the school's electronic register and on the termly school reports.

## Illnesses

On the third day of absence, the school will telephone the parents to enquire as to the child's wellbeing. If a child is absent for 4 days or more, a doctor's medical note must be provided.

## Religious absenteeism

If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 2 weeks before the absence is due to start. However, as much as possible, trips should be confined to weekends.

## Traffic in Doha

If you are held up in traffic, please write a note in your child's planner. Bad traffic or road works are not legitimate excuses for continued tardiness. However, on a one off situation, this will be taken into consideration.

## Appointments in the day

Children may only leave during the school day for a valid reason – for an emergency only and only if they are accompanied by a parent; then the student will be registered as absent for the day.

## Collecting children during the day for an emergency

All parents are to report to the reception and a school representative will collect your child at specific times so teaching and learning is not interrupted. At NO time is a parent, driver or carer allowed to enter the classroom or corridors adjoining classrooms. Any early pick-ups we equate to an unauthorised absence.



## Parent Complaints Policy & Handling Procedure

### PURPOSE

- (i) To ensure all complaints are handled in a sensitive and appropriate manner.
- (ii) To establish a clear line of communication and procedure to follow in the event of a serious complaint.

### GUIDELINES

We accept that from time-to-time, Parents may have a concern which is affecting a child's learning or well-being. Such concerns are best dealt with *informally* by the relevant Class or Subject teacher, who should be your first point of contact. More serious grievances or formal written complaints are handled following a clear line of communication and investigated following a process of due diligence.

If a parent has a formal complaint that *can't be resolved informally*, they should:

- Complete in writing either the official Newton International School Lagoon Parent Concern / Complaint Form, available at the end of this Policy and in Reception or submit a letter outlining the material facts of the complaint, returning this by hand or by email to the Parent-Liaison Officer. All such complaints must be signed and dated by the complainant and include a daytime contact telephone number.
- A member of SMT will review the complaint and where appropriate refer it to the relevant staff member for possible investigation and / or feedback within **two working days**. At this stage of the investigation, any complaint against an individual will be considered 'alleged' until evidenced and proved otherwise. Events can often be misinterpreted, which can easily be corrected by the teacher, avoiding the need for any further action.
- If the matter cannot be resolved by the Class, Form / Subject Teacher, HOD or Year Leader within two working days, it will be passed to the relevant Deputy Head or Head Teacher for investigation. Parents will be contacted within **three working days** with a formal response either by phone, in writing or at a face-to-face meeting.
- If a meeting is convened to discuss the complaint during the investigation, parents are expected to attend the meeting at the time stated and have the meeting completed within the allocated time period. If the parent cannot make the scheduled meeting then they will need to arrange an alternative time with the Parent-Liaison Officer. (PLO)
- The PLO will be the official minute taker on these occasions. An Arabic translator will also be made available and any written outcomes presented in English and Arabic where appropriate.
- If no clear resolution to the problem is found at the above previous stages, the final decision on how to proceed will rest with the Deputy Principal and Principal.



- The school reserves the right to inform the CEO of Parents who are aggressive towards staff and recommend that their children are blocked from re-enrolling in the future. All Parents are obliged to adhere to the Parent Code of Conduct and Parent Charter in this regard.
- An electronic database is kept by each Head Teacher detailing the facts of all serious parental complaints, the teacher(s) involved, the investigation outcome and recommendations.
- Parents wishing to make a formal complaint must follow the above procedure, to allow the matter to be thoroughly investigated.
- SMT, Deputy Principal and Principal handle serious complaints in an appropriate manner and this may include:
  - Meeting the complainant in person in an interview situation with the Head teacher / teacher and /or pupil present.
  - The collection of factual evidence and witness statements
  - As an outcome of the investigation it may be necessary for a formal staff disciplinary hearing to be conducted by the HR Officer.
  - Where necessary, provide a full report of the complaint and investigation outcome, to the CEO.
- All formal written complaints will be dealt with as promptly as possible, ideally between 2 and 5 work days, as per the timelines detailed above.

#### **Appeal process:**

- Should a complainant be dissatisfied with the way in which a written complaint has been investigated, they may, with CEO approval, request the matter be referred to an appeal panel, for a panel hearing.
- If an appeal hearing is granted, the CEO in liaison with the Principal will appoint a panel consisting of at least three people, who have not been directly involved in the matters detailed in the complaint. One panel member will be independent of the management and running of the school.
- Parents will be allowed to attend the panel hearing and be accompanied if they wish. A translator will also be provided.
- The panel will be invited to make findings and recommendations and a copy of these findings and recommendations will be given to the complainant and where relevant the person complained about, CEO and SMT / Principal.
- Written records will be kept of all written complaints indicating whether the complaint was resolved following a formal procedure, or proceeded to a panel hearing
- A written record will be kept of actions taken by the school as a result of complaints regardless of whether they are upheld.
- All details of correspondence, statements and records relating to individual complaints will be kept confidential in accordance with the school Privacy Policy, except in cases where local legal requirements permit access.



**Parent Concern / Complaint Form**

**Child's name:** .....**Class / Form / Year:** .....

**Your name:** .....

**Contact Details: Mobile number:** .....

**Contact Email:** .....

**1) Please describe your concern / complaint:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

**2) Did you try to resolve this matter informally:**

**Yes**

**No**

**3) If yes , who did you speak to regarding your concern / complaint:**

**Name:** .....

**Position:**.....

**Name:** .....

**Position:**.....

**Name:** .....

**Position:**.....



4) This is what happened and why it did not resolve my complaint:

.....  
.....  
.....

5) I have attached the relevant supporting documents as evidence:

- Yes
- No
- N/A

6) What outcome do you seek from this complaint?

.....  
.....  
.....  
.....

Signature: ..... Date: .....

*For Office Use Only:*

Complaint / Concern Form received by:

Name: ..... Position: .....

Date: ..... Passed to:.....



## Notes

