



Newton International School West Bay

Parent Handbook

2020-2021

Welcome to Newton International School West Bay.

Newton International School West Bay is a private, international, co-educational School founded in 2006 by Mrs. Afaf K. Al-Moadhadi and Dr. Jabr Al-Noaimi, managed by an international staff.

It is the mission of Newton International School West Bay to provide internationally recognized pedagogy and curriculum based on the current British National Curriculum, with Arabic and Islamic Studies, from Pre School through Primary (Years 1 to 6).

Highly experienced teachers and administrators from Great Britain, Europe, America, Australasia, Africa and the Middle East serve the students representing many nationalities. The Newton International School educational programme prepares students for any further educational endeavours they wish to pursue.

This handbook contains relevant information for parents of pupils attending West Bay and we hope that you find it useful!

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CONTENTS

SCHOOL ADMINISTRATION MATTERS

		Tick
1	Vision and Mission Statements	Read & checked
2	Curriculum	Read & checked
3	Assessment	Read & checked
4	Examinations	Read & checked
5	Reports	Read & checked
6	Classes	Read & checked
7	Discipline	Read & checked
8	Bullying	Read & checked
9	Communication Procedures	Read & checked
10	Complaints	Read & checked
11	Fees and Late Withdrawals	Read & checked
12	Music	Read & checked
13	Parent/Teacher Meetings	Read & checked
14	Newsletters	Read & checked
15	Contact Information	Read & checked

GENERAL MATTERS

16	Essential Items for School	Read & checked	
17	Handwriting	Read & checked	
18	Homework	Read & checked	
19	Hair	Read & checked	
20	Make-up and Nail Polish	Read & checked	
21	Name Tapes	Read & checked	
22	Birthdays	Read & checked	
23	Clubs	Read & checked	
24	Choir	Read & checked	
25	Diary	Read & checked	
26	Educational Visits	Read & checked	
27	Illness Guide	Read & checked	
28	Lunches	Read & checked	
29	Mobile Phones	Read & checked	
30	Money	Read & checked	
31	Name Tapes	Read & checked	
32	Party Days	Read & checked	
33	Pastoral Care	Read & checked	
34	Personal Property	Read & checked	
35	Rules & Regulation	Read & checked	
36	Specific Learning Difficulties	Read & checked	
37	Supervision of Children	Read & checked	
38	Times of School Day	Read & checked	
39	Term Dates	Read & checked	
40	Toys	Read & checked	

Appendices (attached)

(a) Frequently Asked Questions – from previous questions asked often by parents at West Bay

1. Assessment Testing
2. Sun Protection
3. School Uniform
4. Homework



Newton International School West Bay

VISION AND MISSION STATEMENTS

Vision:

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

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 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.

Our Values

Newton International School believes that the following values are critical to the achievement of excellence. It is expected that all staff and students adhere to them in their actions.

RESPECT	We encourage the development of self-respect, respect of others and respect of personal and community property.
HONESTY	We believe in honesty in all our actions.
COMMUNICATION	We believe that open and effective communication is fundamental to the success of the school.
EMPATHY	Understanding and concern for the feelings of others is necessary for effective human interaction.
SUPPORT	The Newton International School environment aims to support the development of the whole person to their fullest potential.
DIVERSITY	We believe in the appreciation of all languages, traditions, religions and cultures. We value and appreciate the diverse nature of our school population.
SOCIAL RESPONSIBILITY	We concentrate on the development of responsible citizens through community service.
PERSONAL	We expect the highest level of personal commitment to the vision of the school by all.
ENVIRONMENTAL	We believe in respecting the earth's environment.

ADMINISTRATIVE MATTERS ...

ABSENCE/ATTENDANCE

No pupil may be absent from school without prior permission except in the case of illness. Parents are asked to co-operate by arranging family holidays outside term time. If a reasonable request for leave of absence is requested, the Principal will always look upon this sympathetically.

Registration takes place from 07:10 am (Year 1 – Year 6) 07:30 (Early Years). If your child is not in school at this time and is subsequently brought to school please report directly to the **school office** where your child will be registered as **late**. At the Primary School we issue a late card that allows them to enter their classroom to start work. At EYFS the child's attendance will be noted for the register. This process is imperative for our records and in the event of a fire.

Should absence through illness occur, please contact the school office by 8.00am on the first morning of the absence. On the child's return to school a written note giving the reason for the absence must be forwarded to the school office. This is important as we use continuous assessment to gauge our student's progress and any absences without explanation can result in a zero (0) being entered into the assessment reports.

We would request that any medical or dental appointments are made for after school where possible and if this is not possible then the school will require at least 24 hours-notice of any appointment unless it is an emergency.

Additional Notes:

The Ministry of Education (MOE) has been very supportive of all schools in Doha trying to cut down on unnecessary absences and lateness. A late occurs if a child is late after 7:10am in the morning. It is important to remember that thanMOE also supports schools that prevent children sitting term examinations who have had more than 15 absent days.

Children who are removed from their classrooms because of issues with transport or the social needs of their families will be marked as absent if this occurs before 1:00pm.

(Please refer to the amended Attendance Policy for West Bay available from the Administration in Villa 3)

CURRICULUM – Primary School

The school follows the British National Curriculum and full details are available from the school. The school also offers additional subjects including Arabic for Native Speakers; Arabic for Non-Native Speakers, Islamic Studies and History of Qatar (both in Arabic and English).

Topics for the curriculum areas are sent home at the beginning of each term. This information will also include additional relevant information for the term. The objectives for each term are contained in the homework packs that are sent home for the Core subjects each term. This allows parents to keep informed about the curriculum and the work that their children are required to complete to reach the standards expected at NIS West Bay. Weekly curriculum updates are also forwarded to parents through the term.

CURRICULUM – Early Years

The Kindergarten follows the British Early Years Foundation Stage Curriculum and full details are available from the school. We also offer Arabic and Islamic Studies. Topic newsletters are sent home regularly. This allows parents to stay informed about the curriculum and the work their children are required to

complete to reach the expected standards.

ASSESSMENT

The progress of the pupils throughout the school is monitored on a regular basis through formal and informal assessments. This is called CASS (Continuous Assessment). As educators we believe it is more reflective of a child's progress to assess work continuously throughout the year.

At Reception (Foundation 2) and Pre-School (Foundation 1) levels a profile called a "Learning Journey" is kept containing achievements by each child against the Early Learning Objectives.

Across the Primary School, Reading Age Testing, Progress Tests in Spelling, Phonics and Mathematics Basic Facts coupled with regular Attainment Tests are carried out. The results of these, with moderated work samples, are kept in each child's individual Assessment File. Curriculum grades will be issued to all pupils in reports three times a year across the whole school.

EXAMINATIONS

School Examinations take place at the Primary School at the end of each term. We assess by examination English, Mathematics and Science as Core subjects. Other subjects like Geography, History, Music, ICT, French (Key Stage 2) Arabic, Islamic and History of Qatar also remain examination topics.

All children from Year 1 to Year 6 will sit GL Assessments in Term 3. Year 2 and Year 6 will complete these tests on-line.

The purpose of examinations is to assess the pupil's progress of learning and understanding. However although we encourage the pupils to review the topic areas covered, it is not the school's intention that pupils are revising for weeks before or are put under undue pressure to perform. Examinations form only one small part of our assessment process and the final report that is written will encompass all aspects of the child's work.

A schedule of the examinations will be issued alongside guidelines for the pupils on what topics MAY appear on the examination.

Examinations will not be rescheduled for pupils who will miss them due to holidays or unexplained illness absence.

REPORTS

Detailed individual reports for every pupil are sent home each term. Reports are issued on the final day of term and duplicates may be issued on request.

CLASSES

The school takes great care in allocating pupils to classes based on a wide range of criteria and therefore requests to move children to another class generally will not be accommodated unless agreed it is in the best interests of the child by the school management.

DISCIPLINE

Primary School

The highest standards of discipline are expected from all pupils at all times. Pupils are reminded regularly of the appropriate school rules and, at the same time, are encouraged to develop a strong code of self-discipline. Manners, courtesy and consideration for others should be impressed upon the children's minds. Behaviour Management is a major focus of the school throughout the year BUT West Bay expects its pupils to follow the rules, show self-discipline for learning and play and not hinder the progress of their fellow students by silly or disruptive acts.

We rely on a cooperation of parents to ensure the message of positive behavior is also promoted at home.

DISCIPLINE – Early Years

In addition to the school Behaviour Management policy, in the EYFS we encourage our children to demonstrate kindness towards others through ‘random acts of kindness’. This is supported by our ‘Fill a Bucket’ initiative. Full details are available at the Kindergarten.

BULLYING

No form of bullying, either physical or mental, is tolerated. Should any form of bullying be brought to the attention of any member of staff, the Principal will take the required action and parents will be contacted.

COMMUNICATION PROCEDURE

The school is keen to ensure that all issues are dealt with swiftly and professionally and therefore we would ask that parents follow the communication procedure.

Class teachers will deal with matters relating to issues arising from the classroom such as homework and class teaching. All classrooms in the Primary School now operate a Home-School email system. It is the responsibility of parents to keep the class teacher informed of email address changes.

Team Leaders are responsible for Curriculum issues that affect the whole Key Stage Year Group and also for more serious discipline issues.

The Principal, Deputy Principal and EYFS Coordinator will always be available to deal with any other issues that cannot be resolved with either the class teacher or Key Stage Team Leaders. All appointment requests must be made through Administration in Villa 3.

COMPLAINTS

A complaints procedure exists for parents who wish to make a complaint against the school or one of its staff. A parent/school liaison officer is located in Villa 3 beside Administration.

The complaints procedure is available at the end of this booklet.

FEES AND NOTICE OF WITHDRAWAL

The fees stated in the prospectus include all tuition, use of text books and exercise books.

Fees are normally fixed for the academic year and details of these fees are sent home during the Summer Term. Newton International School West Bay does all it can to keep fee increases to a minimum whilst, at the same time, being conscious of the need to maintain quality and allow the school to continue to develop.

Extras, which may include some outings and small essential items are charged separately and are listed under the appropriate paragraph headings. Some Clubs and outside school trips may incur additional charges.

Registration fees and deposits are non-returnable should a child be withdrawn prior to commencing at the school and are only refundable thereafter with the requisite term’s notice.

If a parent fails to keep up to date with payment of fees the child may be asked to stay at home until the outstanding balance has been settled; any end of term reports and examination results may also be withheld until the arrears are cleared.

MUSIC

Music is a curriculum subject and all pupils are expected to participate.

PARENT / TEACHER MEETINGS

They take the form of termly appointments with the Class Teacher and other subject teachers but parents are most welcome to come and discuss their child's work at any non-class contact time, either with the Principal or the Class Teacher. Parents are asked to sign up for appointments and to arrive promptly. When problems are observed in school, parents will automatically be invited to come and discuss the problem and possible solutions.

NEWSLETTERS

A fortnightly emailed Principal's letter is sent home to parents with information and (sometimes) pictures of the activities and events the pupils have enjoyed. Occasionally extra communication will occur with special letters to parents or by SMS. This is sent via the administration in Villa 3 to all provided email addresses. More and more the school is using the website to show the exciting and interesting things the students do at West Bay. Please ensure you are linked to the NIS West bay website.

CONTACT INFORMATION

Please inform the school office of any changes to contact and emergency information.

General Information

Understanding life at school

SCHOOL RULES

We keep these to the absolute minimum.

- Always follow instructions
- Keep hands, feet and unkind word to yourself
- Listen when someone else is speaking
- Respect your own and other people's property
- Move in an orderly manner from class to class and reminder to be quiet

SUPERVISION OF CHILDREN

Children may arrive from 6.30am – 7.00am.

Because of the large numbers of children in our school West Bay operates a two break system at different times for Key Stage One and Key Stage Two. This also occurs at EYFS.

At break time the children are supervised in the playground. Staff wear fluorescent vests to highlight themselves during break.

Please note that after school ends the staff are required to attend meetings, training and other engagements and therefore we ask that you collect your children on time to facilitate this process.

TIMES OF SCHOOL DAY

Primary School

Year 1 – Year 6

Gate opens at 06:30 am

Registration 07:10 am

End of day 1:30pm

Foundation Stage

Foundation 1 & 2

Gate opens at 06.30am

Registration 07:00 am

End of day 12:30 pm

It is very distressing for children if they are collected late especially after a long day working hard at school and therefore we ask parents to assist the school by collecting pupils on time. Pupils who are not collected on time will be supervised and a call will be placed to the parents requesting immediate collection. In the event of an emergency and unavoidable delay please inform the office immediately so that alternative arrangements may be made. **No pupil will be allowed to leave by themselves at the end of the day.**

ESSENTIAL ITEMS

The school provides each child with textbooks and exercise books. However, the following additional items are requested to be purchased as extras:

A set of good quality coloured pencils
White board pens (black if possible)

(F1 – Y6)
(F1 – Y6)

(*Other sundry items may from time to time be requested by class teachers to assist with the work the children are engaged in through the year.*)

Children in the Foundation Stage are provided with the appropriate writing implements.

HANDWRITING/PRESENTATION

The school has a clearly defined Handwriting policy and handwriting lessons are incorporated into English lessons. This is in line with the 2014 changes to the British Curriculum. Writing, up to the age of seven, is in pencil and the use of a pen is discouraged until later in Key Stage Two. The use of pen will be at the discretion of the class teacher.

Please encourage your child to develop a legible style of writing and, at the same time, help them to present work to the highest possible standards of neatness at all times.

It is important that, during these formative years, children learn to work at speed without sacrificing neatness and presentation. When errors occur the children should be encouraged to cross out neatly and not re-write every piece of work (although this may be necessary occasionally!) Please note that we do not allow the use of ink eradicators and these should not be brought into school.

HOMEWORK

Children in the Foundation Stage may do a small amount of homework set at the discretion of the class teacher. It is strongly recommended that parents read with and to, their children as often as possible. Children from Y1- Y6 will have homework set each week. This is in the form of pre-printed sheets that are also guides to the objectives taught in each class level across the Core Subjects. Additional homework will be set as required by each Year Group. Children will also be expected to practice their English reading with small basal readers loaned from school. These books are expensive and hard to replace so we implore parents to check they are returned. We would also ask that you note the books and reading done by your child in the Reading Log.

Weekly homework sheets will be issued at the start of each week and each child will be expected to return this work completed in a tidy manner and available for marking each week. Teachers will be reviewing the work and marks will be assessed for reports. Please note teachers expect pupils to complete the homework **unaided** as this enables the school to detect any problems in understanding and any comments regarding this should be made in the Communication Book. Should you **not** receive the communication book or weekly homework PLEASE contact the class teacher immediately.

Pupils from Foundation 1 to Year 6 are issued with a Home Communication book. In higher classes (years 5 & 6) a special work diary may be issued. Whichever form the communication book takes, this book is expected to be used for behaviour reports between school and home, records of class timetables, letters and notes about things happening in the classroom. The purpose of this book is to keep parents in touch with the work that is being done and we ask parents to inspect the Communication Book/diary regularly and sign it at when they receive the book from school. This is in addition to email home-school contact.

HAIR

Long hair must be tied back. Only blue hair ribbons are permitted and no child may wear fancy slides or clips. Boys' hair should be neat and not fall into the eyes.

HEAD LICE

It is essential that each child's hair is checked regularly. In the event that head lice are found, please treat

your child accordingly and inform the school.

Our school nurses, in association with the Qatar Health Services, maintain a regular check across the school for headlice. A register of children who have been screened and found with nits is kept. If a child is found to have lice, parents will be contacted and asked to treat the condition immediately. We do ask for your co-operation regarding this matter. The school reserves the right to carry out spot inspections as required.

MAKE UP AND NAIL POLISH

No make-up or nail polish is allowed.

JEWELLERY

The wearing of a watch and one pair of plain studs in pierced ears is allowed. We strongly recommend that, when watches are purchased, they should be of the non-digital type. Watches must be named. Watches should not be worn during sports.

BIRTHDAYS

We are happy for children to share this special occasion with their class mates. However we **do not** allow the children to host a birthday party and other family members are not allowed to attend. A birthday cake may be brought to school on the child's birthday to be shared with the rest of the class during a specified time agreed with the class teacher. Please do not send gifts or toys into school. **NB: under no circumstance can a delivery of fast food be accepted.**

CLUBS

A full programme of clubs runs every term with different choices. Details will be issued in the first weeks of term from the School Office and places are on a first come, first served basis. Clubs continue until the start of the examination programme. We do not operate clubs during revision and examination weeks. Clubs do not run in the first or last weeks of term. **Please note that we do not offer supervision for siblings who are not attending a club.**

We ask Parents to REMEMBER the following about clubs:

1. Clubs are organized as added educational opportunities for the children.
2. Parents who regularly remove their children early from clubs will not be offered a place in future clubs.
3. Parents are asked not to try and enter the clubs before the children are finished their activities and have been taken to the line-up areas.
4. Clubs start at 1:45 and conclude at 2:25pm.

CHOIR

The school choir is open to senior members of the school but by invitation only. Once the choir is formed each year, there is a rehearsal once a week after school. This is usually during club times.

DIARY

The Principal's Letter sent home will show set meetings and events. At the start of the term the dates will be outlined for the term (subject to change from the directives of the MoE). It is essential that parents study this carefully and note relevant dates. We also revise and alter this list each fortnight in the Principal's Letter.

EDUCATIONAL VISITS

Educational visits are arranged for all age groups during the year. These are linked to the curriculum focus and will include follow up class work.

Details of the visit including costs are communicated to parents prior to the visit.

ILLNESS GUIDE

Please do not bring a child to school that is unwell. If children have diarrhoea or sickness, please keep them at home for two days as these ailments spread quickly amongst young children. Please inform the school office if your child is suffering from Chicken pox, shingles or German measles or any other notifiable infection.

LUNCHES

Children are encouraged to bring a healthy packed lunch to school as well as a water bottle which they can refill at school. Chocolate and sweets should not be brought to school. **The school does not allow the delivery of any type of food to the school during the day.**

MOBILE TELEPHONES

Children are not permitted to bring or to use mobile phones in school. If a child needs to contact their family then the school office will provide a telephone.

MONEY

Children are discouraged from bringing money into school. Should they be required to bring money for any reason it must be in a sealed envelope **stating the child's name and class** with the purpose of the money. It should be handed to the appropriate member of staff upon arrival.

UNIFORM NAME TAPES

All items of school uniform must be clearly labelled.

The school has an annual problem with huge amounts of lost property gathered and stored in a bin outside one of the villas. MOST of this is clothing that has not been appropriately names or labelled. At the end of each term we lay this material out for parents to check. Parents will be informed of the day.

PERSONAL PROPERTY

All items of personal property must be clearly named. The school cannot be held responsible for any item, which is lost in school, if it is not clearly marked. Please note that children may not bring electronic games or computers to school, unless it has been sanctioned by the Principal or the class teacher for a particular programme.

PARTY DAYS

The last day of term is party day and the children will be asked to contribute something towards the party. A list of suitable food will be posted by the classroom teacher prior to the event.

The school also celebrates Eid and Qatar National Day. Children may wear National costume for those days.

PASTORAL CARE

The school aims to provide a happy, caring environment for all children. The Class Teacher is the key link between home and school and any problems, however small, should be referred to them immediately. The Communication Book is one method available for contacting the Class Teacher. Class email is the other. The Principal is always available to see parents. Emphasis is placed on learning to live together and on the need for kindness and consideration for others. We hope your child settles happily and quickly into school life and grows in confidence and maturity day by day.

SPECIFIC LEARNING DIFFICULTIES

Pupils are closely monitored during their time in the school and any child suspected of having a difficulty is assessed in school. The school and its teachers work very closely to provide additional support for a child experiencing learning difficulties.

HR can facilitate the hiring of “Shadow Teachers” whose wages must be guaranteed by the parent of the child to be supported. Children classified as requiring extra support are kept on a register and teachers are asked to plan additional work for such children. Teacher Assistants and the EAL teachers will also provide extra support for skills in Reading, Writing and Mathematics.

IT MUST BE NOTED THAT WEST BAY DOES NOT HAVE AMENITIES OR SUPPORT FOR CHILDREN WHO EXHIBIT MAJOR LEARNING OR PHYSICAL DIFFICULTIES.

TERM DATES

Annual term dates are published when received from the Ministry of Education and agreed by the management of Newton Schools. Parents will be informed of the calendar in advance but under advisement that the dates are subject to change by the MoE. West Bay uses the fortnightly Principal’s letter or special newsletters to send amendments to the calendar dates to parents. It is important that you retain these documents.

TOYS

Children are discouraged from bringing precious toys to school. We allow a small toy/doll/teddy for the very young children in the nursery, as these may be a comfort.

TRAVELLING TO SCHOOL

Whilst the traffic situation in Doha and its surrounding areas is understood, it cannot be used as an excuse for perpetual lateness.

Lateness constantly undermines a child’s opportunities to progress their learning. To remind parents we note lateness and absences on termly reports. We closely monitor weekly student lates and absences. The Principal reviews this attendance weekly and keeps detailed records of persistent late comers.

HOME/SCHOOL AGREEMENT

The relationship between the school and the parent is extremely important and one which the school wishes to foster and develop. Parents who are involved with their children’s learning will enhance their children’s development as well as supporting the school’s desire to see every child reach their full potential. We have developed a Home / School Agreement which will help parents and the school achieve the aim of ensuring that all work to the best of their ability. This will be presented when you enroll your child. It is kept on file and parents are expected to abide by this agreement for the time that their child (ren) are at West Bay.

APPENDICES

Assessment Schedule

Whole School Behaviour Policy

Clothing and Equipment List Uniform List

Homework Policy

Attendance Policy

Frequently Asked Questions

APPENDIX 1

Newton International School West Bay Assessment & Testing

- Foundation 1: Foundation Stage Curriculum – Early Learning Goals covering 7 learning areas
Written Reports each term.
- Foundation 2: Foundation Stage Profile – Learning Journeys ongoing from Pre-School.
Written Reports each term.
- Year 1: Termly tests in English and Maths, Arabic, Islamic and History of Qatar
Differentiated weekly Spelling tests
(Results of Early Years Foundation Stage Profile informs achievement level)
Reading Assessment – ongoing.
Written Reports each term.
- Year 2: Weekly spelling and Basic Maths Facts English, Maths, – School marked
Second Week Autumn Term; Reading Age Test.
Termly English & Maths examinations – school marked; Arabic, Islamic and History of Qatar
Written Reports each term.
- Year 3: Progress testing: English, Maths, – School marked
Reading Tests – school marked. Weekly tables and spellings.
Termly English & Maths examinations – school marked; Arabic, Islamic and History of Qatar
Written Reports each term.
- .
- Year 4: Progress English, Maths, Science, Humanities, French
Reading Tests – school marked. Weekly tables and spellings.
Termly English & Maths examinations – school marked; Arabic, Islamic and History of Qatar
Written Reports each term
- Year 5: Progress English, Maths, Science, Humanities, French – School marked
Reading Tests – school marked. Weekly tables and spellings.
Half-termly English & Maths tests. Examinations – school marked; Arabic, Islamic and History of Qatar
Written Reports each term
- Year 6: Progress English, Maths, – School marked
Cambridge Formal Assessment – externally moderated
Reading Tests – school marked. Weekly tables and spellings.
Half-termly Maths tests. Examinations – school marked; Arabic, Islamic and History of Qatar
Written Reports each term

**Newton International School
Behaviour Management Policy**

Purpose

The intention of the policy is the development of positive relationships between pupils, teachers, parents and other members of the school community. It will furthermore serve as the common values that will be implemented across the school that serves the purpose of ensuring a safe, positive and caring environment that is conducive to learning and teaching.

Policy Statement

- Behaviour management is a clear set of regulations defining conduct and behaviour that is explained to the children and implemented and endorsed through and by the staff.
- The staff model and teach children what is good to do, what is not good, what is safe, what angers or hurts, what pleases and what positive ways can be used to release anger and frustration.
- It is important that teachers are assertive and set clear limits, so that the discipline process becomes proactive and not reactive. Therefore teachers should gain the skill of communicating their satisfaction clearly to children when they are behaving appropriately.
- It is furthermore important to teach children self-discipline and an understanding of the consequences of their behaviour. When children are self-disciplined and self-directed their needs and interests become clearer to them and to others.
- It is essential that this policy is implemented consistently as this minimises confusion and ensures that children are clear about what behaviour is expected from them and from each other. This will ensure the sustainability and continuity of the policy and the implementation of it.

Vision

- Teachers realise it is their duty to impose order in and around the classroom, so that teaching can be accomplished.
- To provide psychological safety and to protect children from behaviour that they would regret later, and to allow individuals to build on their positive skills.
- Encourage learner's cooperation that will assist the development of warm relationships.
- To maximise learner's observance of rules during lesson to ensure that the learning and teaching processes are uninterrupted.
- Children develop self-confidence and a high self-esteem.
- Children gain the skill of communicating assertively with others in and around the school community.

Expectations

All members of the school's community will:

- care, cooperate and show consideration towards others
- be polite and tolerant towards others
- strive to promote a secure, thriving and growing community
- respect the rights and property of others
- encourage a positive attitude towards work
- seek to be honest and encourage personal integrity
- learn the value of friendships and develop trusting relationships

Staff members are expected to:

- teach and reinforce appropriate school behaviour, including manners, values and respect
- reward positive behaviour
- actively and consistently supervise students
- monitor class and playground behaviour
- reinforce the consequences of inappropriate behaviour
- maintain communication links between school and home.

consistently follow the policy guidelines, plan and implementation of these policies

- assist children in developing good manners and positive social skills

Children are expected to:

- know, observe and adhere to the school rules
- respect teachers, other adults and other students
- take responsibility for their actions
- be aware and accept the consequences for inappropriate behaviour
- be courteous, well-mannered and positive with others in the school environment

Parents are expected to:

- know and support the school rules at home
- be familiar with class and whole school positive reinforcement strategies
- be aware of consequences for their children if school rules are broken
- support the staff in the implementation of this policy

Conclusion

Proactive teachers don't wait for poor behaviour to occur before developing a plan of action. They determine ahead of time the corrective actions they will use when students are disruptive. They also plan how to positively support students for appropriate behaviour. Finally, they teach their students how they expect them to behave.

Canter and Canter (2006:16)

**Newton International School
Doha, Qatar
Sun Protection Policy**

Rationale:

Excessive exposure to ultraviolet radiation (UVR) from the sun causes sunburn, skin damage and increases the risk of skin cancer.

Children are exposed to the sun during the peak UV times in the day, every day at school. Protecting skin during the first 18 years of life can lower the risk of developing skin cancer by up to 78 percent. Just one blistering sunburn can double the risk of developing melanoma later in life.

Why Wear Hats?

Throughout Qatar sun protection is required from April to November inclusive, especially between the hours of 11am and 4pm. Therefore, this policy applies during Terms 1 and 3.

Note: There are also benefits from sun exposure, including Vitamin D absorption, which is important for the development of healthy bones, muscles and teeth. During the winter months, students should be encouraged to actively enjoy the sun.

This policy is adopted from Sunday, 17th May 2009 so that children attending Newton International School are protected from harmful UV radiation from the sun.

Everyday our skin is exposed to Ultraviolet (UV) radiation from the sun. Overexposure to ultraviolet radiation can cause sunburn, skin damage and an increased risk of developing skin cancer. School Sun Hats have a SPF rating of 50+ which means they block 98% of the UV radiation. These hats provide an excellent source of protection from UV for the face, ears, nose and back of the neck. However sunscreen and sunglasses should still be worn with a hat as UV can be reflected back from surfaces, such as sand, water and concrete.

The good news is that covering skin with protective clothing, such as hats, wearing sunscreen and avoiding the sun at peak UV times of the day, can prevent sun damage to skin and reduce the risk of developing skin cancer.

Teaching children to play safe in the sun from an early age is part of their education for life. Schools are an appropriate environment for sun safe behaviours to be taught and encouraged.

Wearing a hat and applying sunscreen when we go outside should be part of our daily routine, like brushing our teeth, or wearing a seat belt when we get into a car.

As part of general sun protection strategies, during Terms 1 and 3, between 11am and 4pm, our school will:

- Require children to wear broad-brimmed hats (min 7.5cms), legionnaire hats (with neck protection) or bucket hats (min 6 cm. brim, deep crown) when they are outside (e.g. playtime, P.E., sport, excursions and activities).

- Implement a "No Hat, Play in the Shade" policy.

- Require children without hats to sit in the shade.

- Work with parents to promote students' use of SPF 30+ broad-spectrum sunscreen.

- Encourage children to wear clothing that protects the skin from the sun (e.g. sleeves and collars) at all times.

- Encourage staff to role model SunSmart behaviour, particularly the use of appropriate hats, within the school grounds and during outdoor school activities.

- Regularly reinforce the SunSmart Policy, for example, through newsletters, parent meetings, student and teacher activities.

- Inform parents of the Sun Protection Policy at enrolment, especially the use of appropriate hats, clothing, SPF 30+ sunscreen, and encourage parents to practice SunSmart behaviour themselves.

APPENDIX 4

**Newton International School
Doha, Qatar
School Uniform Policy**

Girls	Boys
Foundation Stage	
McKenzie pinafore White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.	McKenzie shorts White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.
Primary	
McKenzie skirts or loose fitting navy blue trousers. White shirt with school logo on it. Optional white t-shirt (can be long sleeved) may be worn underneath. White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.	Navy shorts/trousers White shirt with McKenzie tartan collar Optional white t-shirt (can be long sleeved) may be worn underneath. White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.

The school uniform for Newton International School can be purchased at Zaks store on Salwa Road.

Physical Education

Plain navy shorts/ trousers

School polo shirt, a plain white vest may be worn under shirt (optional)

Trainers

Jewelry

Girls	Boys
One pair of small stud or sleeper earrings Watch Necklaces, rings, pendants, bracelets or any other type of jewelry is not allowed. No makeup or nail varnish is to be worn.	Watch No earrings, necklaces or jewelry.

Hair styles

Hair for both girls and boys should be conventional in style. Hair dye is not permitted.

Hair accessories for girls should be in the school colours.

Hijab/scarves should be navy or black

HOMEWORK

We set homework for all children as a normal part of school life. We ensure that all tasks set match the ability of the child. If a child has special needs, we endeavour to adapt any task set so that all children can contribute in a positive way.

Teachers will set constructive and relevant work according to the homework timetable. Teachers are aware that children work at different levels and speeds at school; this will also apply to homework. What one child might finish in five minutes, another child may take twenty minutes to complete.

We value the involvement of parents in monitoring homework and would ask you to sign the entry each week.

Class Teachers will check these regularly. If your son or daughter has not completed the homework set we would ask you to sign the homework to show that sufficient time has been spent on it. The Class Teacher will be happy to discuss ways in which to tackle the problem of children who fail to complete their homework regularly.

Homework may take many forms and there is a risk in thinking that only written homework is "real" homework. If homework is to read a section or learn a piece of work, it is a good idea to check knowledge and understanding of the task set. If there is time available, general reading will contribute to success in almost every subject. On many occasions homework may be set that enables students to come to a lesson prepared for a discussion or other piece of work in such cases feedback may well be informal and verbal.

It is the responsibility of parents and carers to ensure that homework is completed and returned to school on time. We do not use the school sanctions system to enforce homework but do encourage appropriate sanctions and rewards at home when necessary.

Set Homework for each Year Group

Early Years Foundation Stage

Pre-School (Foundation 1)

Each child is encouraged to develop the habit of taking home a folder which is sent home each Thursday and returning it on the following Sunday. The folder has the child's work from the week just past. There is no set homework for this group. EYFS staff recommend daily English reading with/or to your child. This helps build confidence with the language and understanding of stories.

Reception (Foundation 2)

No formal daily homework is set at this level. Parents are asked to read to their child every day. A phonic's book with the current letter of the week and any topic work is sent home on a Thursday and parents are encouraged to spend time with their child looking at and discussing the work that has been achieved over the week. Maths work is sent home at the teacher's discretion. A communication book is also provided for parents to use if they wish. EYFS staff recommend daily English reading with/or to your child. This helps build confidence with the language and understanding of stories.

Key Stage 1

Homework for Year One and Year Two is sent home on Sundays and is expected to be completed and returned on Thursdays. Each student will have a Communications Book which can be used as a necessary form of communication between parents and teachers, in regards to homework if issues or questions arise. These books should be brought regularly to school each day and should be checked regular.

Year One:

Reading each night; spelling and phonics practice (every night) – starting with 5 words and gradually increasing to 10 words per week by the end of the year – tested on Thursdays; two mathematical tasks; and English and a Science task.

Year Two:

Reading each night; spelling practice every night – starting with 10 words and gradually increasing to 15 by the end of the year – tested on Thursdays; two mathematical tasks; two English tasks and a Science task.

Occasionally, an additional homework task may be added as it is relevant to the curriculum – this could include topic work, research or the preparation of a short presentation.

Key Stage Two

Year Three:

Reading each night, English including spellings (weekly testing on a set group), Maths, English, Science plus project work.

Year Four:

Reading each night, English including spellings (weekly testing on a set group), Maths and Science Plus project work.

Year Five:

Reading each night, English including spellings (weekly testing on a set group), Maths and Science plus project work.

Year Six:

Reading each night, English including spellings (weekly testing on a set group), Maths and Science plus project work.

Please do not hesitate to contact your son or daughter's Class Teacher if you have any queries or problems regarding homework.

**Newton International School
West Bay**

COMPLAINTS PROCEDURE

COMPLAINTS REGARDING CHILDREN:

(1) Educational or curricular

- (i) In the first instance verbally to the class teacher.
- (ii) If not resolved, in the second instance to the Key Stage Co ordinator verbally or in writing.
- (iii) If not resolved, in the third instance to the Deputy Head or the Principal in a formal meeting.

(2) Social

As (1).

Complaints by parents about other children's behaviour will be dealt with within the bounds of our behaviour policy.

(3) Health and Safety

As (1).

COMPLAINTS REGARDING STAFF:

- (i) In the first instance to the Deputy Head or the Principal verbally or in writing.
- (ii) If not resolved, in the second instance to the Deputy Head or the Principal in a formal meeting.

COMPLAINTS REGARDING FINANCE:

- (i) In the first instance to the School Office verbally or in writing.
- (iii) In the second instance to the School Accountant in writing.

All complaints are logged in the complaints book. All formal written complaints will be acknowledged and responded to in writing

Frequently Asked Questions for Parents

1. Which curriculum do you follow?

We follow the National Curriculum of England and Wales - full details can be found here:

Primary School - <https://www.gov.uk/national-curriculum/overview>

EYFS – <https://www.foundationyears.org.uk/eyfs-statutory-framework/>

West Bay has recently revised the curriculum against the changes put in place in the UK. These involve additional emphasis on Phonics, English grammar and some changes to Humanities and Maths. Alongside this we follow the SEC prescribed curriculum for Arabic, Islamic Studies and Qatari History.

2. How much homework will my child receive and how much help should I give him/her?

All homework is sent home weekly with a task list. Parents get a weekly study overview from class teachers. This is designed to help parents understand what has been taught in their child's class that week. Additional homework is available through access to other Newton schools websites and "Education City" a website West Bay subscribes to and provides access to all our students.

Children should be encouraged to complete homework unaided as any problems they may have will help the teacher to identify areas that need to be covered again.

When term projects are issued (one per term at West Bay for KS2 children) it is worth remembering that these must be completed by the children "unaided" as they will be evaluated for each child's term assessment marks.

3. Where can I find additional support for my child?

There are a number of websites that offer additional support, here are a few suggestions:

<http://www.bbc.co.uk/schools/parents/national-curriculum/>

<http://www.lancsngfl.ac.uk/>

<http://www.atschool.co.uk/>

4. How do you assess the children?

Assessment is an ongoing practice. The teachers look at every piece of work that the child has produced and uses this for assessment purposes and to inform planning. We do not consider an examination result a fair reflection of what skills a child has but merely a score on what the child can recall. This is not true learning. We believe in teaching children skills to become independent learners. We look at a number of pieces of work throughout the term and we-assess the level your child is working at by evaluating certain indicators which give us a National Curriculum level. We track these levels to ensure your child is progressing at the rate we would expect. All levels are posted on the reports so you have an idea of where your child should be in terms of NC Levels for his/her age. At the Foundation stage the school constantly assess the development of the children against the seven (7) Early Learning Goals. Staff track the children to ensure they are making progress in all areas of their learning and development.

5. How often do we receive a report?

Reports are issued at the **end** of each term. Parents are invited to meet with the teachers termly to discuss the content of the report and any queries about the report. A parent can meet with a teacher any time during the term but we request that an appointment is made in order that the teacher can give the parents their full time and attention.

6. Why don't the text books go home?

We do not send the text books home for several reasons. The books are ordered from the UK and are of a very good standard. They take several months to arrive and although we might have a few extras we cannot easily replace any that are lost or damaged. If a child forgets to bring their book back to school, they will be disadvantaged in the next lesson as we do not have enough spares for an entire class. We also do not necessarily follow the order of the text book and we have found in the past that parents have given the text books to outside

agencies and tutors and ask them to prepare their children in advance for any upcoming lessons. This has two disadvantages, firstly the teacher may wish to present the topic in a different way with different resources and secondly if the child has been pre taught the content they may become bored and restless in the class, thus disrupting the learning of others. There are many websites that can help your child to prepare for upcoming topics should you wish as indicated above.

7. Who do I see if I have concerns?

Inevitably, the class teacher should always be the first person to contact with regards to any concerns over your child. He/she knows your child very well and will be the best person to deal with most issues. If after meeting the class teacher, you are not satisfied with the outcome, then the Key Stage Team Leader will be the next best person to meet. After that, if the issue has still not been resolved, then the Deputy Principal and ultimately the Principal will be happy to see you. Please be aware that minor incidents and concerns must always be directed to the class teacher. It is always better to put your concerns in writing and then to make an appointment with the relevant person. This gives the team a chance to find out the information required and be able to assist you more efficiently.

In the Early Years the Coordinator is available to meet any parent if an issue cannot be resolved by the class teacher.

8. What if my child doesn't like their teacher?

All of the teachers employed by the school are qualified professionals. However, their teaching styles and mannerisms will vary. Not all children will like their teacher! The teacher's job is to educate your child to the best of their ability. Some teachers are stricter than others - this is their nature. Children need to experience a range of teaching styles and need to learn to adapt to people they may not necessarily like. We will not move a child on parental request for any reason. If there is a genuine concern the school will consider the best option for all involved.

9. My child is not with his/her friends in class.

Just as some children do not like the teacher, they may not know anyone else in their class. Again, children need to expand their friendships and meet with other children to experience the advantages of an international community. Friends are for the playground, the classroom is for work.

10. How do you deal with bullying?

Bullying is NEVER tolerated in the school. Bullying ranges from name calling to gossiping and physical violence. It is clear that many children use bad words about other children and their families as the first attack. We encourage children to try to ignore this unintelligent abuse. However, we recognise that when bullies do not get the reaction they want, they may try a different tactic. All children who are experiencing bullying in any form must report it to a member of staff- not necessarily the class teacher but any adult in the school. We deal with all cases of bullying and will employ our training and understanding to support both the bully and their victim.

11. Why don't you issue your timetables?

The timetable is created to cover all the subject areas and specialist teaching. Your class teacher will inform you when your child has PE and needs to come to school in their PE kit.

We do not issue the timetables as we often have to make changes to accommodate for staffing issues and other events that take place throughout the year.

12. What are the arrival and pick up times?

PRIMARY SCHOOL

The playground is not supervised until **06:30** but we know work arrangements often mean the children must be dropped off earlier. If your child arrives before **06:30** they may leave their bags by their line-up area and wait until Security releases them at **06:30** (in front of Villa 3). Then they may play outside. We have duty staff available from

06:30 but because staff do not arrive (by bus) until after **06:30** the children cannot access their classrooms. Our school is limited in space and we must maintain these rules to ensure the safety of everyone. At **06:55** children are requested to line up ready for class. Any child who arrives after **07:10** is considered late and must report to the school reception to collect a late card. Children will not be accepted into class after **07:10** without a late card. We understand that on occasions a child may arrive late but we would remind persistent late comers that this will significantly impact on your child's and other children's learning. It is vital that children arrive on time and ready and prepared to work having had a good night's rest and a healthy breakfast.

Collection time is **13:30**. We do not open the gates for any reasons from **13:00-13:30**. If you need to pay accounts then please be at school before **13:00**. Security has been instructed to ignore requests to open the gate. If children are not collected by **13:45** and are not attending an after school club, then they are escorted to the gym (unless it is being used for a club). Please be aware that the school day is long and tiring. Adding additional one or two hours by collecting your child late is often detrimental to the child. After **15:00** all children are left with security. Parents are contacted to inform them of this.

EARLY YEARS

What are the arrival and pick up times?

The Early Years atrium is not supervised until 6:30, when duty staff will be available. Children should not enter classrooms at this time as some staff, who arrive by bus, may not be there to take charge of them. Children should gather in the atrium of their Villa and wait for their teachers to collect them. Children arriving after 7:15 are considered late and this will be noted on their records. We understand that on occasion a child may arrive late, but would remind persistent late comers that this will significantly impact on your child's and other children's learning. It is vital that your child arrives on time, having had a good night's rest and a healthy breakfast.

Early Years collection time is 12:30. We do not open the gates for any reason from 12:00 to 12:30. Security has been instructed to ignore requests to open the gate. If children are not collected by 13:00, they are escorted to the atrium in Villa 1 and parents are contacted. Please be aware that the school day is a long and tiring one, especially for such young children. Adding another one or two hours, after their friends have already left, can be distressing and detrimental to the child. After 14:00 children may be left with security. Parents will be informed of this.

13. What is the procedure for absences and appointments?

Children who are sick must be kept at home. A medical note should be sent with the child when they return to school. The school will follow up on any absences only after 3 days. Any request for an early departure for medical appointments only, must be made 24 hours in advance and be accompanied by the medical card. All other requests will not be authorized and the child will be marked absent for the entire day. An early flight is not an acceptable reason to leave school early. Parents must take into account the school hours / dates when booking family holidays. All other requests for long term absence must be made to the school office in writing. Please note that only serious and unavoidable reasons will be authorised. The Supreme Education Council is currently looking at the whole issue of absences from school and the barring of children from examinations for consistent absences.

14. How will I know the topics my child is studying?

Key Stage Coordinators will issue a curriculum letter each term outlining the topics to be covered. There is also a review of all topics covered at the end of each term. Further information can be found on the National Curriculum Website as indicated earlier.

15. Why can't I choose/change my child's class?

The school policy does not accept any requests for classes or changes from parents for any reason. Many parents consider it is their right to choose the class teacher and their reasons for this choice is often based inappropriate criteria. The classes based on many factors. We do not consider friendship groups a necessary criterion for class selection. Any changes made to classes will be made by the school only.

16. Who do I contact if I have issues with the bus transport?

The school does not offer bus transportation; however, a local company runs transportation for some areas. This is an arrangement made between the parents and the bus company and the school does not accept any responsibility for this arrangement. The representative for the company is not situated in the school but his phone number is available. Please contact the school office for his phone number. All concerns should be directed to him.

17. What time is the administration open?

The administration and accounts departments are open from 06:45 until 14:30 Sunday to Wednesday and close at 13:45 on Thursdays.

18. Why do I have to pay for some text books?

The text books for Arabic, Islamic and Qatar History are received from the MoE at a cost, as all pupils do not have the same requirements as they may require different books, the cost for the books is the responsibility of the parents.

CONCLUSION

Dear Parents of West Bay pupils,

We hope you have found this information useful. It was written to provide you with a quick start to life at Newton International School West Bay. It is not definitive and will, from time to time, undergo changes as we recognize the need to add more information.

It is our desire and hope that you and your child(ren) will find the time spent at our school rewarding and beneficial. This can only happen with a partnership between the home and the school based on strong principles, good rules and a desire to see the learning of every child developed and progressed.

We want this partnership to work. You can help us by remembering the points raised in this handbook and by building a positive relationship with the class teacher.

Thank you,
Ms. Wiid
Acting
Principal

