

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

## Newton British School Parent Handbook



**Newton International and British Schools**

**General Guidelines and Information**

In this General Guidelines and Information section, you will find information that applies to all areas of the school. You will find more detailed information regarding the individual sections in the Additional Information.

<b>Newton British School - Al Waab</b>	
<b>Principal</b>	<b>Mr. James Houston</b>
<b>Deputy Principal</b>	<b>Mr. Conor Hayes</b>
<b>Registrar</b>	<b>Mrs Guler Jabbarova</b>
<b>H.R. Manager</b>	<b>Mrs. Ghadeer Khoury</b>

**Reporting and Absence for Parents**

Parents must call the school by 8 a.m. to report their child’s absence. Absence calls can be made only by parents or guardians – not by students themselves.

To report your child’s absence, or discuss any issues relating to transportation needs, please call the school office on 44472427.

**The Newton Vision**

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

**The Newton Mission**

“We aim to provide the highest quality of education possible for our 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.”

**Newton British School Objectives (School Handbook)**

1. To work in partnership with students, parents and the wider community to achieve our vision.
2. Provide a safe, enjoyable and challenging learning environment where everyone is encouraged to reach their full potential and is equipped to have a positive influence in the world around them.
3. Provide a curriculum that is broad, balanced and academically sound in an environment that promotes self-discipline and motivation while addressing the need for ongoing curriculum development by continuous evaluation of present and future needs.
4. Addressing the need for ongoing ‘staff professional development’ by continuous evaluation of present and future needs.
5. Promoting positive attitudes towards the host country, Qatar, through study of its history, its main language, Arabic, and the country’s physical and cultural diversity.
6. Promoting a sense of community in the school so that students, staff and parents develop a sense of belonging by providing a stable secure and celebratory atmosphere for all individuals.
7. Developing self-esteem and a sense of respect for others by encouraging communication in both social and academic environments between all members of the school community.

**The Newton Values**

RESPECT	Self- respect, respect for students/ staff/ parents and respect of personal and community property
HONESTY	Honesty in all our actions
TRANSPARENT COMMUNICATION	Open and effective communication among students, staff and parents
EMPATHY	Understanding and appreciation of the feelings of others
SUPPORT	Support the development of each individual to his/her fullest potential
DIVERSITY	Appreciation of all languages, traditions, religions and cultures
SOCIAL RESPONSIBILITY	Development of responsible citizens through community service
PERSONAL ACCOUNTABILITY	Highest personal commitment to taking responsibility for our actions

**Why have we taken this commitment on?**

We have become a culturally diverse learning community, where many countries, cultures and religions are represented. We have a responsibility to each and every student to help them achieve their full academic and personal potential while appreciating and respecting internationalism and the responsibilities they have as individuals.

**All students come to us with a set of skills and we work hard to develop these in our students:**

- Academic proficiency
- Creativity
- Leadership
- Initiative
- Appreciation of other cultures
- Collaboration
- Critical thinking
- Self-discipline
- Self-knowledge
- Responsibility
- Communication
- Life-long learning

**How are these values and skills expressed in the school environment?**

Our students' behaviour and success can be held up as proof of their values and skills.

- Experimental learning
- Collaborative learning
- Citizenship
- Sharing knowledge
- Voluntary service within and outside school

### **The Newton Mission**

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we will 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 educational experience 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. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Newton Schools strive to:

- Be a centre of quality and creativity in learning and teaching
- Equip students with the skills they require for university study and professional careers
- Promote the highest academic standards
- Enable all students to fulfil their full potential
- Encourage students to become self-reliant, conscientious and inquiring
- Value themselves and others through intercultural understanding and respect

**How do we do this?**

We maintain high standards in all aspects of the school programme by providing a well-planned and sequenced curriculum allowing students to achieve the highest international standards

We encourage our students to develop the intellectual skills they will require in the world of work or further study. These include:

- information gathering
- organisation
- synthesis
- analysis
- critical thinking
- decision-making
- problem solving
- communication
- respect and understanding

Our students are encouraged to be enquiring and creative.

All students are given a strong foundation in the use of modern technology, its applications, potential and limitations.

Students will leave us with high levels of proficiency in English language and an appreciation for international cultures.

We encourage the development of individual integrity and high ethical standards, instilling in our students a belief in the dignity and worth of all people.

We go to great lengths to create a safe and encouraging learning environment allowing the students the freedom to ask questions and take risks in their academic studies.

Students are given the opportunity to pursue excellence and develop into responsible world citizens.

**Discipline Policy****For parents:**

As a parent of a pupil at Newton British School you have an important role to play in our approach to educating your child.

We strive to give all of our students a good and rounded education and we do put major emphasis on academic achievement– but we also place a strong emphasis on personal and social development. We aim to help every child in our school reach their personal potential so that they have the skills to face the world beyond their school years as thoughtful, confident and considerate citizens. This balance of academic realisation and personal growth is what we consider to be a successful education and what we aim to give your child.

Obviously, we cannot do this alone and we need your support. We need your child to work hard and conscientiously during their time with us and we need you to help and encourage their efforts. We feel it is important to work together in reaching our ultimate goal of preparing your child academically and personally to take their place in the world.

**Our Aims and Objectives:**

- To offer an education appropriate to each student, taking their individual needs into consideration
- Ensure equal access to educational opportunities for all of our students
- Encourage all students to fulfil their academic and personal potential
- Regard all of our students as being of equal value and ensure their needs are identified and met
- Take direct action to remove inequalities thereby raising the levels of attainment of all students
- Foster self-esteem and respect for each person as an individual

- Create a positive and inclusive atmosphere where there is a shared commitment to respect diversity and difference
- To prepare students to be good citizens and treat others as they themselves would wish to be treated
- Create and maintain strong parental and community links

**Non-discriminatory policy** Newton British School recognises and welcomes the benefits of accepting students without regard to religion, race, ethnicity or sex. With many nationalities represented, the school offers students a rare opportunity to experience a truly diverse learning experience.

### The School Rules

All students are expected to abide by the following school rules and conduct themselves in an appropriate manner at all times.

- Good manners must be shown at all times. Everyone should always demonstrate consideration for other people, their safety and their property.
- Respect must always be shown towards school and other people's property.
- The school environment must be respected as this makes everyone's environment more pleasant. Dropping litter is anti-social and all litter must be disposed of in the bins provided.
- Respect must always be shown to each individual. Any kind of abuse or bullying will be dealt with severely.
- Punctuality to school, lessons and any other commitments is essential.
- Students should take pride in their appearance and the Newton uniform.

### Conduct

Starting the school year on the right foot includes establishing school and classroom rules. Students have the right to attend school in a safe and constructive environment and need to understand the boundaries when it comes to the behaviour expected of them. Good manners should be demonstrated at all times and all students should show consideration for other people, their safety and property. Students are expected to be honourable, truthful and fair in all relations with the school and with each other. Examples of the type of conduct required to make the school a pleasant place to study are:

- When moving around the school students should do so quietly and calmly.
- During lessons students will remain attentive and respectful at all times.
- Students should stand and be quiet when a member of staff or a visitor enters the room or any other part of the school.
- During break and lunch, students will queue patiently, quietly and will not cause any form of disruption.
- Students will not use foul or abusive language nor will they display these, or inappropriate logos, on clothing.
- Mobile phones, radios, i pods and recording devices are not to be used during the school day.
- Students will not write on, or deface walls, desks or any other school property.
- No bullying or any type of violent conduct will be tolerated.
- The school may ban, at any time, any item which interferes with the smooth running of the school.
- Students will respect the rights and opinions of others.

We do recognise good behaviour and achievement of pupils in school. We encourage positive behaviour and place great emphasis on personal responsibility. Where discipline and sanctions are required these are in line with the severity of misconduct.

**Violation of Rules**

Students should respect the rights and privileges of others and cooperate with members of the school community. They should comply with school rules and regulations and live up to the school's standards. If a student is unable to demonstrate appropriate behaviour or adhere to the school rules, disciplinary measures are to be taken to assist the student to regain self-discipline and act responsibly.

The teacher will notify parents of disciplinary measures and continue to work with the parent and student towards the best learning environment for all.

For multiple or serious violation of school rules, students may be referred to the Principal whose discretion will determine the type of discipline most suitable to resolve the situation and guide the student.

**School Calendar**

The school calendar will be issued at the beginning of the school year so that all parents are aware of upcoming events and school holidays. Holidays can vary from year to year depending on religious or cultural festivals. Despite being a British school, we do have to respect local customs and this means that not all of the festivals we are used to at home can be celebrated here.

**Assembly**

Assemblies are held each Thursday morning between 7.10am for KS2 and 8am for KS1. This is when awards and certificates will be given out to students. Assembly is held in the gym and parents are more than welcome to attend. You will be notified when your child's class are performing at a specific assembly. The primary purpose of an assembly is to:

- Communicate and encourage the positive values of the school.
- Celebrate the continual successes of all students.

**Registers**

Registers are completed daily and sent to the administration office. Any child leaving the school for any reason must be signed out by their parent/guardian. Likewise, a child arriving at school after registration must be signed in at the office.

**House System**

All students and teachers are allocated to one of four houses. These are Bell, Edison, Curie and Wright. The houses compete against each other in sporting events and within their classrooms, receiving house points for outstanding work, effort or for helping to instil our core values. We encourage children to compete with a healthy level of rivalry and to display good sportsmanship at all times.

**School Uniform**

All students should be in full school uniform except on the days they have P.E, when it is acceptable to come to school in P.E uniform. Whether wearing full uniform or P.E uniform, the emphasis is on tidiness.

Due to the hot weather, all students must wear a hat when playing outside. Children must also bring a named, refillable water bottle to school every day.

**Extra-Curricular Activities**

Extra-curricular Activities take place on Tuesdays and Wednesdays and are optional. Children choose from a list of activities, which vary from term to term depending on the teachers running them. The coordinator of extra-curricular activities will distribute forms early in the academic year requesting children and parents to choose their preferred activity and the form must then be signed by the parent or guardian. Activities are run on a demand basis.

**School Buses**

A school bus is provided by an outside agency. Parents wishing to enquire about school bus services should do so through the School Registrar in the administration office.

**Sun Protection**

Students will wear hats at all times in the playground and for all outdoor activities. We have a strict 'no hat no play' rule and it is the responsibility of parents to ensure their children are wearing sunscreen to school each day.

**Appointments with Teachers**

If you wish to speak with your child's Class Teacher, please do make an appointment with our School Secretary. Teachers will not be able to meet with you unless it has been pre-arranged.

Reviewed By: Mr. James Houston - Principal & Mr Conor Hayes – Deputy Principal June 2020

Next Review Date: June 2021