



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



Newton British School,

Muraikh

**Parent Handbook for EYFS
2025-26**



Dear Parents

I would like to take this opportunity to welcome both new and existing parents to our EYFS family at Newton British School Muraikh for the 2025-26 school year.

In my role as the EYFS Coordinator, I am looking forward to working with you all throughout the year. I am positive that you and your child/children are excited to begin a new year. Over the past 7 years of being in Newton British School Muraikh, I have seen many students develop skills beyond their imagination, grow holistically and enjoy the process too. Our EYFS Team are very creative, skillful and professional and have your child's very best interest at heart. You are indeed placing your children in the best hands.

As a school, we do our very best to cater to your child's individual holistic needs. We also thrive on having the continuous support and cooperation of parents on this educational journey of our students.

I am looking forward to being well acquainted with you all and working together for the enrichment of the students. Please do not hesitate to reach out to us with questions or concerns.

Your sincerely,

Joelle Frederick

EYFS Coordinator



Meet the Teachers



Ms. Maricel
F1 Team Lead



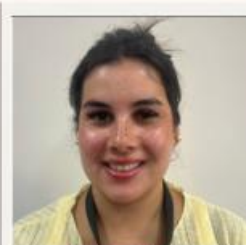
Ms. Joelle
EYFS Co-ordinator



Miss Rachael
F2 Team Lead



Miss Aoife
F1 Red Teacher



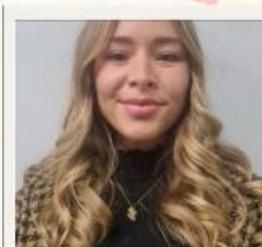
Miss Kiara
F1 Blue Teacher



Miss Niamh
F2 Red Teacher



Miss Keziah
F2 Yellow Teacher



Miss Niamh
F2 Green Teacher





Our Vision, Mission Statement and Values

➤ Our Vision

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➤ 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 wider community to achieve our vision.

➤ 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

➤ School Rules

The school rules and regulations are designed to clearly state the boundaries of acceptable conduct at school. School rules are intended to teach students to uphold expected standards of behaviour. Students should always observe the school rules and regulations. The Behaviour Policy is available on the school website along with all additional relevant policies.

➤ Conduct in the Classroom:

- Students are expected to be attentive, cooperative and diligent in class.
- Students should adhere to the classroom rules as set out by their class and Class Teacher.
- Students should complete assigned work and hand in by the given deadline.
- Students should keep the classroom neat, presentable, and clean at all times.
- Students should ask for permission to leave the classroom e.g. going to the toilet.
- Students should raise their hands to answer, ask a question or contribute to the lesson. There should be no shouting out during lessons.
- Students are expected to be responsible, respectful and well-mannered at all times in their classrooms.



General guidelines and expectations for an individual student applies equally to all students. These guidelines encourage each individual to develop the self-discipline required for future success. Guidelines are not designed so that every situation will be covered; nor are they intended to be a complete guide to conduct. All guidelines reflect the responsibility that a student assumes when he or she agrees to become part of the school. The guidelines apply to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities or educational visits.

➤ **Code of Conduct for Parents and Careers**

The purpose of this code of conduct is to provide guidelines to all parents, carers and visitors to NBS Muraikh, about expected conduct. This is so we can continue to progress and achieve an atmosphere of mutual respect and understanding. Visitors are only allowed into the school upon specific circumstances. Please note that the school will continue to adhere to requirements from the MOE and MoPH accordingly. This is to protect students, parents, and staff.

We expect parent and carers to:

- Treat all members of the school community with respect and set a good example in their own speech and behaviour. Always clarify a child's version of events with a teacher, in order to bring about a peaceful solution to any issue.
- Correct their child's behaviour appropriately, where it could lead to conflict, aggressive or unsafe behaviour.
- Make an appointment in advance with the relevant staff member to discuss any issues or concerns you may have and not use social media for this purpose. Any concerns you have should in the first instance be communicated through your child's Class Teacher then following protocol of MMT/SLT accordingly. NBS Muraikh will not tolerate parents, carers and visitors exhibiting the following:



- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, staff work area or any other area of the school grounds.
- The use of loud or offensive language or displaying temper.
- Threatening to/or causing actual bodily harm to any member of our school community, that includes all staff, parents or students, regardless of the reason.
- Damaging or destroying school property.
- Sending abusive or threatening emails, texts or letters. Writing defamatory, offensive or derogatory comments about the school community on social network sites. In the event that any parent/carer is found to be posting libelous or defamatory comments on social network sites, the school will impose sanctions which may include blocking your child's re-enrolment. The issue of cyber bullying via an inappropriate social network entry, will be reported to the Police.
- Approaching a child in order to chastise them, because of alleged actions of this child. Such an approach to a child may be considered an assault and may have legal consequences. Should any of the above behaviour occur on school premises, NBS Muraikh may consider it necessary to contact the police and if necessary, ban the person from entering the school grounds.
- Finally, where you have a concern, please contact the school and allow time for any issue to be investigated internally, rather than escalating matters with the MOE.

We trust that parents and carers will assist NBS Muraikh with the implementation of this code of conduct and we thank you for your continued support and cooperation. Please make all persons responsible for collecting children, aware of this code of conduct. Should parents and carers fail to meet these expectations, a formal parent meeting will be requested where appropriate actions will be decided.



➤ **NBS Muraikh Parent Charter**

All NBS Muraikh staff have a right to work in an environment free from verbal or physical harassment or intimidation of any kind and so we politely ask that you adhere to the following points:

- Please respect all staff at all times, regardless of their ethnicity, background or position.
- Treat all staff with the courtesy that you would like to receive yourself.
- Ensure the tone you adopt in talking to people is appropriate. Please be patient if waiting to be seen. If you wish to speak to someone in Arabic, please inform a member of staff.
- Conduct your business in a professional manner, obey the school rules and remember we are here to help you.
- We must recognise that as adults, children are observing us and modelling their behaviour on our actions, so it is very important we set a good example in the way we communicate and interact.

➤ **Pupil Attendance**

We NBS Muraikh believe that 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 proved that there is a strong correlation between success and attendance.

A 90% attendance rate is the school's minimum attendance target for this academic year. Your children will attend school for 180 days out of 365. This leaves approximately 185 days for holidays and weekends. Please book your holidays during these 185 days of school holidays. If you do take your child on holiday during term time without authorisation, this will have an impact on their academic progress and overall achievement. Please note that if your



child is absent more 18 days in the school year, they may not be offered a place in the following academic year at the school. Please note that online attendance is also compulsory and will be monitored closely.

➤ Absence and Late Procedure

It is vital that students attend school every day to ensure they are able to keep up with work. If a child is late to school, they must report to the main Reception desk to be registered as present in school. Records of lateness and absenteeism are recorded and will be followed up with letters or emails home; if there is persistent lateness and absenteeism then parents will be asked to attend a formal meeting.

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 must be considered unauthorized until a satisfactory explanation is forthcoming from the parent. 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.

➤ Registration

Registration will be called from 7:00 - 7.10am. Registers will close at 7.15am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Students 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'.



Registration time is where the students' class teacher is instrumental in developing a student's school life. As such, any issues a student has should be raised with their teacher and, likewise, the class teacher is the parent's primary link with the school. Day to day issues can be raised through Class Dojo; more detailed comments should be addressed in a letter. The class teacher is the person with the overall view of the student and can thus serve the student best when all issues are first addressed through them.

➤ **Latecomers**

If arriving late for school becomes a regular occurrence the parents/guardians will be invited to meeting with the Class teacher. Thereafter, should it persist, a meeting will be held with a member of Senior Management.

➤ **Procedures for following up absences**

- A Class Dojo message will be sent by the Class Teacher after two consecutive days of absence.
- A telephone call will be made to parents when the child has reached 3 days of absence.
- Parents will be requested to attend a meeting with the Class Teacher when the child has been absent for 5 days.
- Parents will meet with a member of Senior Management when a child has been absent for 12 days.
- Parents will be informed in writing when the child has reached 14 days of absence.
- When they have been absent for 18 days, parents will receive notification in writing that your child may not be offered a place in the school in the following year.

➤ **Truancy**

If any pupil absence themselves from the school without permission, then the parents/guardians shall 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 truancy happens more than once, then the parents/guardians shall be invited to attend a meeting with the Principal to discuss the problem.

➤ **Absenteeism**

If a child is absent for 1 or two days, all Class Teachers or Form Tutors should receive a written explanation the of the child's absence either by email, Dojo message or phoning the school reception.

Authorized and unauthorized absences

All absences, whether authorized or unauthorized, are recorded in the register and on the school reports.

➤ **Illnesses**

A parent may sign their child off school for the first day of absence. This should be in the form of a note being given to the child's class teacher on the child's return. If the child is absent for 2 days or more, a medical note should be provided. On the 3rd day of absence, the school will telephone the parents to enquire as to the child's wellbeing. If your child is genuinely ill, the case will be considered on an individual basis.

➤ **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 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

➤ **Collecting children during the day for an emergency**

All parents/guardians are to report to the reception area 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 during the day. Any early pick-ups will equate to an unauthorised absence. Students will not be permitted to leave early during the school day unless evidence of a medical appointment has been provided a day in advance.

➤ **The School Day and timings**

The school day starts at 7:00am and ends at 12:30pm for both Foundation One and Two. Please ensure that you collect your child on time so that teachers are able to prepare for the next school day and so that your child is not upset.

The day is play based with carefully planned areas of play set up around the building. This will be done in accordance with the specific curriculum goals and current interests of the children. Teaching is conducted through small focus groups, with one on one teaching, whole class as well as child initiated play. It is important to remember that children learn through play. Play is the key to the way children learn. Through play children develop the confidence needed for learning, basic verbal skills that help develop language and communication in English, social skills, problem solving skills and the basic foundation for later learning.

➤ **Dropping off and Collection of Children**

Please note that the roads around the school are very busy and quite congested in the mornings and afternoons. Parents and drivers are asked to be extremely vigilant and cautious when dropping off and collecting their children. We encourage our students to practice 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.

Children should be dropped off and picked up by a Parent or Adult who has been identified by a member of teaching staff. We will not allow any child to be picked up by any other adult – in this case, parents will be telephonically called for confirmation.



- If your child is sick, please report this/email/Dojo to your child's class teacher and reception.
- Children attending Aftercare will be accompanied by a member of staff. Parents/Responsible Adult will collect their child from designated class. Please Note After Care will be held in different classes each day. There will be signs or members of staff available to direct you to the appropriate class. You will be required to sign the release register.

All children in EYFS must be collected at 12.30pm. Exceptions are only made for children with siblings in the primary school.

➤ Uniform

Uniforms are on sale at NBA Barwa and NIA Lagoon or via the website:

<https://uniform.newtonschools.qa>

Students must be dressed in full uniform each day. Students must come to school in their PE kit on PE days. No trainers or brightly coloured shoes are permitted. It is an expectation that both parents and students adhere strictly to the required dress code and ensure that students are neatly and appropriately presented at all times. A review of NBSM Uniform Policy will give you further details.

➤ Warm Clothing

As the temperature drops in the winter months, students need to wear warm clothing. The correct NBSM fleece, jumper or hooded top is to be worn. Students will not be permitted to wear any other jackets as these do not form part of the school uniform. Sanctions will be logged according to NBSM Behaviour and Uniform policy.



Jewelry

Girls	Boys
One pair of stud/sleeper earrings Watch (Not a smart watch) Other items like Necklaces, rings or bracelets are not allowed No Makeup or nail vanish	Watch (Not a smart watch) No other 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, white or black.

➤ Settling your child into school

Starting school is an exciting time for young children and their parents. It can be a daunting time too. But with a little preparation and encouragement, most children will settle easily. Don't worry... your child doesn't need to be able to read or write before they start school! Children start with a wide range of abilities and their teacher will be highly skilled at helping children progress at their own level. What's most important is that you and your child have fun together in those early months and years- sharing stories, singing songs, playing games and talking about anything and everything.

- It is important for your child to see that you trust their teacher. Your child looks to you for guidance and security and will feel a lot more comfortable to see that you are comfortable and happy for them to stay with their classroom teacher.



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- As per our settling in policy, you are welcome to remain with your child on their first day. Every child is unique so they all respond in different ways. Some children will settle quickly and others may take a little longer to settle into their new routine and surroundings.
- By dropping them off as well as collecting them on time, your child will understand that he can trust in both his parents and school and that you will always come back. This is an important part of their settling process. Please know that even though your child might cry when you leave, they usually settle into the classroom quickly and do not stay upset for long. Teachers will never allow your child to be upset for a long period of time and will contact you if they have any concerns with your child's settling process.
- Please be on time when collecting your child from school. Young children find it particularly upsetting when they see other children being collected by their parents while they are waiting for your arrival. It is a very important part of the settling process for your child to know that he/she will be collected from school. This allows them to be relaxed during the school day as they know they will be collected.
- Be consistent in their attendance. Children need to develop a school going routine to help with their settling process.
- Talk to your child about his or her school day. By showing an interest in their day your child is learning that you value their learning and school day and will settle into school easier.
- When you leave your child at school in the morning, even though you may be anxious, do not show this to them. Show them there is nothing to be scared about by being very happy and excited when you leave them at school.
- At times we may ask parents to leave and let us try and settle their child on our own. We have many years' experience in settling children and will only ask this if we think this is in the best interest of the child.



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➤ **Communication**

• **Contact Information**

Good communication is key to a child's development at school. Please assist by making sure that the teacher and registrar always have up to date contact and medical information regarding your child. We like to keep parents informed about the day-to-day occurrences at school. There will be no paper communication and therefore all notices or announcements will be sent online. If you wish to speak to the teacher, you are required to make an appointment and the teacher will arrange a mutually convenient time to meet.

• **Class Dojo**

Each class will have a Class Dojo account where parents will be invited to follow their child's Class Story. This can be accessed by the Class Dojo app that can be used on any device. Class Dojo will also enable you to message your child's Class Teacher. Teachers will try to respond to messages within 1 working day. They will also not respond during any unsociable hours. Please log in using the parent Code which will be given to you in Term 1.

• **Information / Parent Meetings**

All parents are expected to attend Parent/Teacher Interviews during the year. This is where teachers will be available to discuss each child's progress. Members of the school management team will be present at these meetings to answer any queries you may have. Please ensure that you attend these meetings.

If you do wish to meet with a teacher or a member of the school's leadership team at any other time, you are more than welcome to make an appointment via the school's reception. It is



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essential that you make an appointment in advance as teachers cannot be disturbed during teaching time.

- **Parental Involvement and the 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 that supports the school in many ways, particularly special events at the school. If you feel you would like to support the school or if you want to be a part of the PTA group which helps focus parental participation in school life, please do not hesitate to contact the school.

- **How to 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 the child into a successful member of society. We ask parents to support their children and the school so that together we can achieve this goal.

- Discuss what has happened at school and what they have learned.
- Congratulate (give praise) when the child has been complimented or rewarded.
- Meet your child's teachers whenever you can. If you have concerns talk to the class teacher, subject teacher or members of the SMT. Find out what your child thinks.
- Do not hesitate to contact the school to discuss issues. We are here to help in any way we can.



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- Encourage your child to participate in extra-curricular activities if they are reintroduced as the year progresses.
- Ensure your child arrives at school on time with the necessary equipment ready for lessons.
- Ensure your child has the time and opportunity to do his/her homework.
- Read daily with your child.
- Ensure that your child has enough sleep.

➤ **Pastoral**

Throughout their time at EYFS, every pupil has the right to develop as a person both in and out of the classroom. Teachers promote positive relationships within the school throughout the day and are the primary contact between the school and home. The Class Teacher is the first point of contact and as such, it is he or she with whom pupil should speak if they have any concerns or worries. We also have a school based councilor that can support children further if need.

➤ **Assessments and Reports**

In Early Years Foundation Stage (EYFS) our assessments are ongoing throughout the years. At the end of each term you will be updated on your child's progress. It is important to know that all children develop at their own rates and in their own ways. The development statements and their order should not be taken as necessary steps for individual children. They should not be used as a checklist. The age/stage bands overlap because these are not fixed age boundaries but suggest a typical range of development. In EYFS we use Learning Journeys in conjunction with the Development Matters Framework to collect evidence of your child's learning on a daily basis. This can be in the form of observation notes or pictures. This is collated and will give the Class Teacher a good idea of how your child is developing. Our Termly reports will show what level



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your child is currently working at. The report will also explain the process and should be read carefully. If you have questions about the report please ask the Class Teacher.

Your child's written work will also be documented in displays throughout the class as well as their workbooks.

Parents play a vital role in their child's learning journey. We want to encourage parents to take part in their child's assessment, learning and development as much as possible. Parents are especially important when it comes to assessing children whose home language is not English.

➤ **The Early Years Foundation Stage Framework- (EYFS)**

The EYFS Framework sets the standards for learning, development and care for children from birth up to 5 years of age. The principles which guide the work of our Early Years Professionals are grouped into four themes:

- A Unique Child - every child is a competent learner from birth who can be resilient, capable, confident and self-assured
- Positive Relationships - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person · Enabling Environments - the environment plays a key role in supporting and extending children's development and learning
- Learning and Development - children develop and learn in different ways and at different times; all areas of learning and development are equally important and inter-connected.

➤ **Areas of Learning and Development**

There are seven areas in which our Early Years Professionals support children to learn and develop. These are:



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- Personal, Social & Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding of the World
- Expressive Art & Design

➤ **How to help your child succeed at school?**

Discuss what has happened at school and what they have learned. Make a fuss when the child has been complimented or rewarded. Meet your child's teachers whenever you can. Do not hesitate to contact the school to discuss issues. We are here to help in any way we can. Ensure your child arrives at school on time, and has all equipment ready for lessons. Ensure that your child has enough sleep.

➤ **Foundation Stage One (Preschool)**

What can you do to help your child's mathematical development?

- Play simple board games and count out loud with your child
- Sing number rhymes and songs together
- Practice counting at any time – climbing the stairs, shopping etc.
- Point out colours, shapes and patterns in your child's environment

What can you do to help your child's literacy development?

- Ongoing-encouragement for mark making and writing their name



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- Read your child a story everyday
- Encourage your child to recognise street signs, shop signs etc
- Before starting Foundation Stage One, your child should be able to.....
 - Sit and listen for a short time
 - Enjoy being with other children
 - Understand the boundaries we set for behaviour
 - Use the toilet, clean themselves and wash their hands- (Accidents do happen from time to time, it is advisable to leave some spare clothes in your child's bag cupboard) - Early Years Staff do not toilet train your children
 - Recognise their own name when heard
 - Speak to an adult and ask for help when needed
 - Take off their cardigan/jumper and put shoes and socks on
 - Hold a book and talk about pictures
 - Share toys with friends
 - Help to tidy up toys and resources
 - Sit at a table and feed themselves at snack times
 - Use a tissue to blow/clean their noses

➤ **All about Foundation Stage One**

Foundation One (F1) helps provide an excellent early years learning environment for young children. F1 education plays a valuable role in helping children develop and learn new physical, mental, and emotional skills. It helps children to be prepared to listen, follow instructions, to get along in a group and to manage conflict in a positive manner.



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Children this age learn through play. We do not use worksheets, instead children take part in a wide range of different activities including structured and free choice play, physical activities, sharing stories, circle time, PSED (Personal, Social and Emotional Development), Mathematics and Literacy games and activities as well as learning skills such as information technology and cooking. As children join in a wide variety of activities these have both a practical and positive effect in helping children prepare for the structured learning environment of school. It also prepares them to take direction from adults outside the circle of family and friends. Mixing with other children regularly helps children to develop essential social skills, especially when playing and sharing with others, and making friends.

In F1, children are encouraged to make independent decisions, from where they want to play and what with, to what they want to eat at snack time. Meal times in preschool are sociable but also educational and we combine discussions on healthy eating with fun cooking activities. Children become used to eating as a group and to trying new foods with different tastes and textures.

It is always a big step for children to start preschool but our experienced and friendly staff can ease your children through this transition and provide them with the skills and learning to give them a good foundation for life.

➤ **Foundation Stage Two (Reception)**

What can you do to help your child's mathematical development?

- Practice counting at any time-climbing the stairs, shopping etc.
- Play simple board games
- Sing number rhymes and songs together



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What can you do to help your child's literacy development?

- Help them with their reading book
- Help them with their phonics
- Ongoing-encourage mark making, writing name and other words · Read with them every day

➤ **All about Foundation Stage Two**

Foundation Two is that final stage in the early years that helps provides an excellent early learning of the basic skills needed for starting school in Year One. Foundation Two education stills plays a valuable role in helping children develop their physical, mental, and emotional skills. It also provides children with opportunities for them to begin developing the very important basic Mathematical and Literacy skills that are crucial for Year One.

In class, children are taught how to recognise letters and sounds of the alphabet and not the letter names. We use a phonics programme called Read, Write Inc. to introduce and support this learning of letter sounds in a fun and hands-on way. The reason for learning letter sounds at this stage is for children to gain a better understanding of those sounds and linking them to letters to support with beginning reading and writing skills. Becoming fluent in letter recognition helps children to become more familiar and at ease with the alphabet.

Even though it is based at a higher level than Foundation One, Foundation Two children are still encouraged to learn through their play. Teachers throughout the school day provide numerous play opportunities to develop further understandings of what they are learning about.



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➤ **Topics**

For our Foundation One and Foundation Two, we will be exploring various topics this year over the course of three school terms. Some of the topics we will be studying this year are included in the table below.

Year Group	Foundation 1	Foundation 2
Term 1	This is me Traditional Tales	Marvellous Me Fairytale
Term 2	Animals (*Zoo focus) People Who Help Us	Superheroes Under the Sea
Term 3	Dinosaurs Transitions	Transition

➤ **ECA**

On a Monday and Tuesday, we have optional Extra Curricular Activities (ECA's) for all children to sign up for. These finish at 1:30pm. All children must be registered and be given a confirmed place to attend ECA's. There are ECAs provided by the school. Outside providers do offer occasional diverse activities at additional cost.

If a child is waiting for a sibling who is participating in an ECA, then they must wait in the designated area or in aftercare.



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➤ **Specialist Weeks**

Newton British School Muraikh runs activity weeks throughout the year, usually linked to the Curriculum. The students find the weeks very enjoyable and learn a lot whilst having fun. Some examples of these events include: Science Week; International Week; Maths Week; Week and more.

➤ **Educational Visit**

Each class in EYFS will experience one visit each term during the year. Trips will usually be educational although occasionally students are taken on fun trips to celebrate achievements and hard work. It is crucial that permission slips are returned, otherwise children cannot attend the trip.

➤ **Lunches**

Children are encouraged to bring a healthy packed lunch to school as well as a water bottle which they can refill from the water-coolers in school. Chocolates, sweets or fizzy drinks **should not** form part of your child's snack. Drinks should be in plastic bottles or cartons; no tins or glass bottles are allowed. Chewing gum is forbidden in school. The school does not allow the delivery of any type of food to the school during the day.

➤ **Birthday/Celebration Parties**

We enjoy helping your child to celebrate their birthday. If you wish, you may send a cake that your child can share with their class at break-time. Please ensure you notify the teacher prior to the event and bring the cake in at the beginning of the school day so that it does not interrupt teaching and learning. It would also be helpful if you could pre-cut the cake for the children or bring cupcakes instead. For safety reasons, candles are NOT ALLOWED on cakes. Please



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understand that we cannot have a full party for every child, as this would interrupt their teaching and learning time. Fast food, such as McDonalds, Burger King, etc. are not permitted as we promote a healthy eating environment. Please do not send in gifts, toys or party bags, and under no circumstances will any 'deliveries' by an external company be allowed.

Frequently Asked Questions

How do I settle my child into school life?

We recognise and understand the anxieties for both parents and children when starting school. Some children will settle in on their first visit and others will take a little longer to get used to their new environment.

In order to make starting school a positive step, we recommend that you talk about school with your child, use your own positive experiences to help the child look forward to beginning school.

In order to enable your child's teacher and teaching assistant to start to form a relationship with your child, we recommend that once you have brought your child to school, give them a big hug goodbye, tell them you will be back soon to pick them up and then depart.

We know it is a very hard thing to do; leaving your child (perhaps obviously upset) but our capable and caring staff will be there to make sure your child is comforted and looked after. When a parent reappears to check on their child throughout the day, if the child sees you, they will often become upset once again and think that when he/she cries, their parents come back, resulting in a longer period of settling in.



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What does my child need to bring to school?

In your child's small bag, you should bring:

- Two healthy snacks in a lunchbox.
- A clearly named bottle of water- not disposable bottles please. We can top up your child's water bottle in school.
- A spare change of clothes, clearly labelled with your child's name, to be kept at school.

Why is there so much paperwork to complete?

It is of great importance that we obtain as many details about a child as possible to ensure his/her welfare at school. On your child's first day, an 'All About Me' information sheet will be sent home to you. Please ensure this is completed and returned to us within your child's first week. We require information regarding up-to-date personal contacts, emergency contact details, family information, medical details and forms which require your signature to confirm your authorisation regarding various aspects of the care we provide.

How can parents get involved with their children's school life? Here at Newton Muraikh, we encourage parental involvement. Parents are invited to join a number of activities such as reading stories for our classes during International Week, presenting about your occupations during our 'People who help us' topic and more. We encourage parents to participate in school trips as often as possible.

How often will my child go outside?

It is important for children to be able to get some fresh air every day, however in Qatar; the temperature can become very hot between the months of May and November. Once the



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weather becomes too hot, we rely on our PE lessons once a week to continue building gross motor skills and your child will be outside within the first two lessons only.

What happens if my child has an accident at school?

Any incidents that happen at school will be logged in an incident report. Copies will be kept in your child's file at school and the original will be handed to parents. Our school nurse will be available during school hours to tend to any child who might be sick or hurt. She is also available for any queries regarding medication at school.

How do you manage children's behaviour?

It is imperative that children have set boundaries of behaviour for their own safety and the safety of their peers. Negative behaviour often occurs when the child's basic needs are not being met. Our aim together, as teachers and parents, is to promote good behaviour and ensure that all children are provided with love and care, security, adequate rest and sleep, the freedom to explore, a positive self-image, suitable adults as role models, consistency in their treatment, boundaries to behaviour, opportunities for self-expression and opportunities for learning.

There will never be any form of physical punishment in our school. Our children will never be subject to humiliation or labeled as 'bad' or 'naughty' and staff will endeavour to get down onto the children's level when talking to a child about behaviour. Individuality is encouraged and the children are taught by example.

What happens if I am late collecting my child?

The school day for all children in EYFS finishes at 12.30pm. Any child who is not picked up at this time will be cared for by our teaching assistants and parents called. Please be aware



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that this does upset children who are tired at the end of a long day and whose routine has been altered. It also affects the staff's ability to plan and prepare for the next school day.

Who should I speak to if I have a concern?

Please feel free to speak to your class teacher if you have any concerns or queries. If you still have concerns after talking to the class teacher, please make an appointment with the Early Years Coordinator, Miss Joelle Frederick.

➤ **Zero Tolerance**

For certain types of anti-social behaviour, Newton British School Muraikh has a zero tolerance policy. Fighting and bullying are not allowed in school – and this includes hitting back and biting. If a child is caught fighting or bullying other students or using physical violence or verbal abuse to an adult, parents will be contacted. We also have zero tolerance with regards to theft and damage to property on school premises. Parents will be contacted immediately if their child is caught in any of these actions. A meeting with the Principal about their child's future at the school will be conducted.

➤ **Complaints Procedure**

It is important that all complaints are dealt with quickly and efficiently. Kindly follow this procedure: Class Teacher, Team Leader, Coordinator, Head of Primary and Principal. All parents, thereafter, have the right to access the Ministry of Education via their website to lodge a complaint. However, it would be our intention to resolve any issues before this stage.



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**We look forward to welcoming you
as part of our EYFS Family here at
Newton British School Muraikh this
academic year.**