

Newton British School Al Waab



PARENT HANDBOOK

2025 - 2026

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Welcome to Newton British School!

First and foremost, we would like to thank you for entrusting us with the education and well-being of your child. We deeply appreciate the responsibility that comes with this trust and are committed to providing a safe, nurturing, and stimulating environment where your child can thrive.

Our dedicated team of teachers and staff has been working diligently to create a vibrant and engaging learning environment. We are passionate about delivering a high-quality education that nurtures not only academic excellence but also social and emotional growth.

At Newton British School, we value open and transparent communication. We strongly encourage you to take an active role in your child's educational journey by attending parent-teacher meetings, participating in the PTA, and staying connected with us through platforms like Class Dojo. Together, we can build a strong support network to ensure your child's academic success and personal development.

We also want to emphasise that our doors are always open. Should you have any questions, concerns, or suggestions, please don't hesitate to reach out. You'll find all the necessary contact information below. Your feedback is invaluable to us as we strive for continuous improvement.

Once again, welcome to our school! We are excited to partner with you on this important journey and look forward to seeing your child grow and succeed.

Warm regards,

Newton British School

Senior Management Team



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.

Newton British School - Al Waab			
Principal	Mrs. Tracy Dodds	4447 2427	Principal.NBSAlwaab@newtonschoools.sch.qa
Head of Primary	Mrs. Katherine Elmalem	3352 2603	katherine.butt@newtonschoools.sch.qa
Registrar	Mrs Guler Jabbarova	4447 2427	registrar.nbs@newtonschoools.sch.qa
Parent Liaison Manager	Mrs. Ghadeer Khoury	3318 2195	ghadeer.khoury@newtonschoools.sch.qa

School Contact Information	
Email	info.nbs@newtonschoools.sch.qa
Telephone	4447 2427
website	www.newtonschoools.sch.qa

School Timings (The school week is Sunday to Thursday and timings are as follows)	
Early Years Foundation Stage (Pre School and Reception)	7.00 am – 12.30 pm
Key Stage 1 & 2 (Years 1-6)	7.00 am – 1.40 pm

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

- To provide a modern, diverse and academically sound education in a safe, supportive environment which encourages self-discipline and confidence.
- To ensure that teaching and learning is meaningful and provides a challenge for all learners.
- To promote a sense of community in the school so that students, parents and staff develop a sense of belonging and work in partnership to achieve our vision and mission.

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
ENVIRONMENTAL AWARENESS	Respect for our environment
PERSONAL ACCOUNTABILITY	Highest personal commitment to taking responsibility for our actions

Why have we taken this commitment on?

We are 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 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

We inspire our students to be inquisitive and creative thinkers, fostering curiosity and innovation. Each student gains a solid foundation in modern technology, understanding its applications, potential, and limitations. They leave us with strong English proficiency and an appreciation for diverse cultures. We nurture integrity and high ethical standards, instilling respect for the dignity and worth of all. Our safe, supportive environment encourages questions, challenges, and academic risks. By promoting excellence, we prepare our students to become responsible global citizens, ready to contribute meaningfully to the world.

Attendance

We have high expectations regarding attendance and punctuality. We expect all children to be in school and on time every day, with an attendance rate of over 90%. Our attendance policy, which can be found on Fusion and the school website, clearly states that the school will contact you if your child's attendance or punctuality falls below this standard. This policy also outlines the consequences for poor attendance and punctuality. Additionally, we expect children to be picked up promptly at the end of the school day.

Registration is completed daily. Any child leaving the school for any reason must be signed out by their parent or guardian. Similarly, any child arriving late must be signed in at the office. Please note that early release of children is not permitted unless they have a medical appointment, which must be presented to the administrative staff. We prefer that appointments are scheduled outside of school hours whenever possible.

Reporting and Absence for Parents

Parents must call the school before 8 a.m. to report their child's absence. Absence calls can be made only by parents or guardians – not by students themselves. Parents should also let teachers know via class Dojo.

School Uniform

Newton British School is proud of its uniform and students are required to be neatly presented when attending school. Parents are required to purchase the correct uniform items. Please ensure that your child/children are correctly and neatly attired every day. Please note that items which are not part of Newton British School uniform are not permitted. All items of clothing, as well as lunch boxes and bottles, should be clearly marked with the student's name. While the school takes every precaution, we do not take responsibility for lost items.

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.

Traffic

With around seven hundred children coming and going from school each day, the traffic situation outside of school has the potential to be very dangerous. We ask that you, as a community, take this risk seriously and abide by the rules we have in place. These rules are there not to inconvenience any individual but rather to make our school a safer place for students and parents.

Traffic Agreement

Our Goal

- To minimise risk to students and parents entering and leaving school

Extreme Dangers

- **The greatest danger is a vehicle hitting a student or parent.** How do we as a school community negate this danger?

Rules in place that all drivers must follow!

DO NOT!

- Stop at the gate for pick up or drop off-THIS PUTS OTHERS IN DANGER and is NOT ALLOWED!
- Stop on the road for pick up or drop off-THIS PUTS OTHERS IN DANGER and is NOT ALLOWED!
- Use the morning drop off zone if you are not prepared to drive up as far as you can

DO

- Park your car and walk.
- Always drive slowly and with extreme caution.
- Use the morning drop off zone properly by driving up as far as you can, do not stop and unload at the entrance

Drop off zone for the morning drop off

Please use the drop off zone properly by driving up as far as you can. The drop off zone does not work if you stop at the entrance or the middle as then very few cars can access it. We would ask that if you are not going to use it properly then please park and walk instead.

Other important points to consider

- The fewer cars on our main road, the better. There are other roads that lead to school; please consider using or parking on these.
- Please reverse park when and where possible. This makes exiting a parking spot easier and less dangerous for those walking.
- Please remember our school is open from 6am onwards. If we all arrive at the same time, there will be congestion. This also applies to end of day.
- Please remember that we are a school, and as such, there will be delays at drop-off and pick-up times. Please be patient, drive with extreme caution at all times, and remember our goal: to minimise the risk to students and parents.

Behaviour for Learning

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

We strive to give all our students a well-balanced and rounded education. We do put major emphasis on academic achievement, but we also strongly emphasise 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 essential to work together to reach our goal of preparing your child academically and personally to take their place in the world.

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 regarding the expected behaviour. Good manners should be demonstrated at all times, and all students should show consideration for others, their safety and property. Students are expected to be honourable, truthful and fair in all relations with the school and 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 say good morning when a member of staff or a visitor enters the room or any other part of the school.
- Students will not use foul or abusive language or display these or inappropriate logos on clothing.
- Mobile phones, smart watches and recording devices are not allowed.
- Students will not write on or deface walls, desks, or 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 recognise the 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 in regaining self-discipline and acting responsibly.

The teacher will notify parents of disciplinary measures and continue working with the parent and student to create the best learning environment.

For multiple or severe violations 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.

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 Curriculum

The Primary National Curriculum of England

The National Curriculum introduces pupils to the essential knowledge they need to be educated citizens. It introduces pupils to the best that has been thought and said and helps engender an appreciation of human creativity and achievement. Through the curriculum we aim to promote independent thought, curiosity and a love of learning. The curriculum fosters questioning, risk-taking, and learning from mistakes while balancing familiar experiences with new challenges, helping students develop essential knowledge, skills, and social awareness.

The following are compulsory National Curriculum subjects:

- English
- Mathematics
- Science
- ICT
- History
- Geography
- Art & Design
- Design & Technology
- Music
- PE (including Swimming)

The EYFS Curriculum – EYFS Framework

At Newton British School, we follow the Early Years Foundation stage (EYFS) Framework. The EYFS supports an integrated approach to early learning and care and supports children to the age of five years. It promotes teaching and learning to ensure children's primary 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

There are seven areas of learning and development that must shape educational programmes in early years settings across Foundation 1 and Foundation 2. All areas of learning and development are important and inter-connected.

The Areas of Learning and Development

Prime Areas	Personal, social and emotional development		Physical development	Communication and Language	
Specific Areas	Literacy	Mathematics	Understanding the World	Expressive Arts and Design	

The Three Compulsory Subjects

The Arabic Department staff teach the Three Compulsory subjects, except Qatar History in English (taught by class teachers).

During Arabic language lessons, children are split into two groups: Arabic first, for native Arabic speakers (from the Arab states), and Arabic second, for non-native Arabic speakers.

During Islamic Studies lessons, children are split into two groups: Islamic Arabic, for native Arabic speakers (from the Arab states), and Islamic English, for non-native Arabic speakers. Non-Muslim students receive Citizenship instruction from their class teachers during Islamic lessons.

During Qatar History lessons, children are split into two groups: Qatar History Arabic, for native Arabic speakers (from the Arab states) taught by staff from the Arabic department and Qatar History English, for non-native Arabic speakers taught by class teachers.

This approach ensures that all students receive relevant instruction in a language they understand, with appropriate support.

Swimming

Swimming classes are conducted by fully qualified PE/Swimming staff. Additional supervision may be provided in order to maintain safety regulations and children will be provided with appropriate flotation aids where necessary. Lessons will take place during the months when the weather is suitable, and parents will be notified how these will be timetabled. For KS1&2 boys and girls swim separately. EYFS classes are mixed.

The following swim wear is required:

- Girls - 1-piece swim suit covering arms and upper legs (**no bikini or 2 piece suits**)
- Boys – 1-piece suit covering arms and upper legs
- Swimming cap
- Towel
- Plastic poolside sandals e.g. crocs or flip flops
- Waterproof bag or plastic packet (for wet items)
- Ear plugs and nose clips (if required)
- Goggles are not recommended. (See swimming policy)

Children may come to school with their swimsuits under their school uniform or in a separate swimming bag to change into. Changing rooms are available for all students.

Applying

On application parents are required to indicate either:

- Citizenship (social awareness subjects) or Islamic Studies (for Muslim students)
- Arabic 1st Language (for students who speak Arabic at home)
- Arabic 2nd language (for beginners and intermediate speakers)
- French is compulsory from Year 3 to Year 6.
- All classes are mixed.

Daily Life At School**School Nurse**

We have a full-time nurse who will contact you if your child is sick or has an accident.

Lunch Breaks

Students will receive two breaks every day. In the summer, to accommodate the hot weather, we offer indoor play. Parents are required to pack a healthy lunch for their children, and students should bring a refillable water bottle every day, which they can refill at one of the school's water dispensers. Newton British School adheres to a healthy eating policy; therefore, junk food and fizzy drinks are not permitted.

Assembly

Assemblies are held on Thursday morning. 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.

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.

Extra-Curricular Activities

Extra-curricular Activities take place on Sunday - Wednesday and are optional. Children choose from a list of activities, which vary from term to term depending on the teachers running them. Activities are run on a demand basis. These activities are conducted from 1.40pm to 2.30pm.

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.

School Buses

Newton British School retains the services of a private bus company. For further information and applications kindly contact them directly. Contact details are available in the Main Office. Children on the school bus are expected to behave appropriately at all times and follow bus rules, especially by wearing a seat belt at all times.

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. You can also contact the teacher on class Dojo.

Reports

Parents will receive a written report each term followed by a parent/teacher meeting. These meetings are an opportunity for parents and teachers to discuss the reports and the students' achievements and/or areas for improvement.

Home-School Agreement

As a parent of Newton British School, you are expected to sign a home school agreement. This agreement highlights responsibilities that school has, that children have and that you have as parents in the education of your child. Education is not something that is done to you, rather it is a process that you fully take part in and we expect all parents to take a full role in the education of your children.

Communication and Complaints Procedure

At Newton British School Al Waab, we are dedicated to ensuring that our school community is satisfied with the education we provide. We are a reflective school that aims for excellence and values constructive criticism. The support of the school community is crucial for our success, and we take any complaints against the school very seriously. We are committed to thoroughly investigating any complaints or criticisms and providing a prompt response.

We accept that parents may occasionally be concerned about a child's learning or well-being. Such concerns are best dealt with *informally* by the relevant teacher, who should be your first point of contact. If a parent has a formal complaint that *cannot be resolved informally*, they should follow the established process:

- Complete a written complaint form and submit by email to the Parent Liaison Manager, outlining the material facts of the complaint. All such complaints must be signed and dated by the complainant and include a daytime contact telephone number.
- The relevant MMT or SMT will then review the complaint and, where appropriate, refer it to the relevant staff member for possible investigation and / or feedback within two working days. At this stage of the investigation, any complaint against an individual is considered 'alleged' until evidenced and proven otherwise. It is important to remember that events can often be misinterpreted, but our teachers have the power to correct these misinterpretations, thereby avoiding the need for any further action.
- If the matter cannot be resolved by the staff member within two working days, it will be passed to the Key Stage Coordinator. Parents will be contacted within three working days with a formal response either by phone, in writing, or at a face-to-face meeting at a designated time. ***The Principal, Head of Primary and Parent Liaison Manager will be informed of all serious complaints and play an active role in such complaints.***
- If a meeting is convened to discuss the complaint during the investigation, parents are expected to attend at the stated time and complete the meeting within the allocated time period. If the parent cannot make the scheduled meeting, they must arrange an alternative time with the school's reception or Parent Liaison Manager. Minutes will be taken in such meetings, and parents are asked to sign them; a copy is then given to them.

- The school will make an Arabic translator available, and any written outcomes will be presented in English and Arabic where appropriate.
- If no clear solution or resolution to the problem is found at the above previous stages, the final decision on how to proceed will rest with the Principal, Head of Primary and Parent Liaison Manager.

The school's policy on parental misconduct is clear. We reserve the right to inform the CEO of parents who are aggressive towards staff and recommend that their children be blocked from re-enrolling. All parents are obliged to adhere to the Parent Code of Conduct to ensure a respectful school community.

- An electronic log is kept detailing the facts of all serious parental complaints, the teacher(s) involved and the investigation outcome.
- Parents wishing to make a formal complaint must follow the above procedure to allow the matter to be investigated thoroughly.
- The SMT, Head of Primary, Principal and Parent Liaison Manager handle serious complaints in an appropriate manner, and this may include:
 - Meeting the complainant in person in an interview situation with the Key Stage Coordinator/Team Leader/teacher and/or pupil present.
 - The collection of factual evidence and witness statements.
 - As an outcome of the investigation, a formal staff disciplinary hearing, if required, will be conducted in the presence of suitable witnesses and the HR Manager.
 - Where necessary, the school will provide the CEO a full report of the complaint and investigation outcome.
- All formal written complaints will be dealt with as promptly as possible, ideally between 2 and 5 work days, as per the timelines detailed above, ensuring that parents' concerns are addressed in a timely manner.

Appeal Process

- Should a complainant be dissatisfied with the way in which a written complaint has been investigated, they may, with CEO approval, request that the matter be referred to an appeal Committee for a hearing. The Committee will include:
 - i. **School Principal** – Mrs Tracy Dodds (as Chairman of the Committee)
 - ii. **Head of Primary and EYFS** – Mrs Katherine Elmalem (as Deputy Chairman of the Committee)
 - iii. **Parent Liaison Manager** – Mrs Ghadeer Khoury (as a member of the Committee and representative for Parent Affairs)
 - iv. **Islamic Education Teacher** – Ms Aida Yakhlef (as a member of the Committee and representative for issues in relation to Qatari culture and the Islamic faith)
 - v. **Teachers with Experience** – Appointed based on the nature of the complaint (as a member of the Committee)

N.b. If deem appropriate one Committee member will be independent of the management and running of the school.

- Parents will be allowed to attend the Committee hearing and be accompanied if they wish. A translator will also be provided.
- The Committee will be invited to make findings and recommendations, and a copy will be given to the complainant and, where relevant, the person complained about, the CEO and the Head of Primary, Principal and Parent Liaison Manager.
- If a complainant is not satisfied with the findings and recommendations of the Committee, they have the right to refer their complaint to the Newton Group MPC Department
- If a complainant is not satisfied with the findings and recommendations of the Newton Group MPC Department they have the right to refer their complaint to the MOEHE.

School Suggestion Box

We value our parents' feedback and encourage you to share your thoughts and suggestions with us. A suggestion box is available in the admin office for your convenience. Your input is important in helping us improve and grow as a school community!

School Policies and Procedures

All school policies and procedures can be found by clicking this link: [School Policies and Procedures](#)