

'An International community of learners striving for excellence and celebrating success'



PARENT HANDBOOK 2023-2024

WELCOME TO THE EARLY YEARS



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

Welcome to the Early Years

Dear Parents,

On behalf of the staff at Newton International Academy Smash, I am happy to welcome you to the 2023-24 school year.

In Early Years and Primary we aim to provide an inclusive education. We encourage our children to ask questions, to be inquisitive learners and to learn through mistakes and challenges. Students are encouraged to strive for excellence in all five key areas of development.

We believe that the education of our children is a shared responsibility between home and school. We endeavour to work in close partnership and collaboration with parents to ensure that our children have a positive and rewarding journey throughout their time at NIA. We actively encourage parental involvement in our school as this helps to create an environment where the children feel happy, confident and secure.

I am proud to be the Head of Primary at Newton International Academy and look forward to working with you. Please do not hesitate to reach out to us with questions or concerns. Together we will 'strive for excellence and celebrate success'.

Yours sincerely,
Mrs. Chani Meyer
Head of Primary and EY

Dear Parents,

Newton International Academy students are encouraged to strive for excellence. School staff are committed to providing an excellent learning environment will allow all students to learn and grow.

We are excited to take a leading role in your child's educational journey. We strive to work closely with you as a parent to ensure that we can empower every student to reach their full potential. In doing so, we know that our learning community will grow even stronger with your participation and support. We are extremely proud to be part of the foundation of early childhood education at Newton International Academy and know that our students are proud to attend our school. Together we can "celebrate success".

This handbook provides practical advice on how schools work and how you can play your part in supporting schoolwork and your child's wellbeing and development. We would appreciate it if you took the time to read it carefully and keep it for future reference.

We look forward to working with you. Please do not hesitate to reach out to us with questions or concerns.

Kind regards,
Ms. Lisa Davies
EYFS Coordinator

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

WELCOME TO THE 2023-2024 SCHOOL YEAR

Introduction to our Primary and Early Year Senior Management Team

Mrs. Chani Meyer
Head of Primary and EY

hop.niasmash@newtonschools.sch.qa



Ms. Lisa Davies
Early Years Coordinator

eyfscoordinator_niasmash@newtonschools.sch.qa



Mrs. Eyesha Behan
Deputy Head of Primary – Academics

dhoa.niasmash@newtonschools.sch.qa



Mrs. Stephanie Hardy
Deputy Head of Primary – Pastoral

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Our Vision, Mission Statement and Values

Our Vision:

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

Our Mission:

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate 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 positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Our Values

Respect	Self-respect, respect for students/ staff /parents and cultures. Respect for 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 full 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
Environmental awareness	Respect for our environment.

Important Information

- Provide us with emergency contact numbers and let the school office know of any changes.
- Let us know the person who usually collects your child from school.
- All children must be brought to and collected from the designated area by an adult. Please remain with your child until they are invited into the classroom by their teacher at 7.00 a.m.
- Let us know of any medical conditions affecting your child or any other factors affecting their wellbeing.
- If you visit the school during the day please report to the school office.

Contact Details

Please add to the information below; keeping a record of important numbers and email addresses that you will need while you are at Newton.

Name:	Position:	Email Address
Mr. Michael Wilson	Principal	mjwilsonprincipal@gmail.com
Mrs. Chani Meyer	Head of Primary	hop.niasmash@newtonschools.sch.qa
Ms. Lisa Davies	EYFS Coordinator	Eyfscoordinator_niasmash@newtonschools.sch.qa
Mrs. Eyesha Behan	Deputy Head of Primary - Academics	dhoa.niasmash@newtonschools.sch.qa
Mrs. Stephanie Hardy	Deputy Head of Primary - Pastoral	dhopastoral_niasmash@newtonschools.sch.qa
Mrs. Razan Abuomar	Registrar	registrar.niasmash@newtonschools.sch.qa
Mrs. Manal ElWazzeH	Accounts	wazzehm.niasmash@newtonschools.sch.qa
Mrs. Lana Abu Hatab	Parent Liaison Officer	parentliaison_niasmash@newtonschools.sch.qa

What to send to school:

Please ensure that your child's school bag is small and light. **Large trolley bags are not appropriate.**

Each child needs to bring the following items to school each day:

1. Water bottle
2. Hat
3. Healthy snack (Eg. No fizzy drinks, nuts, chocolate, crisps or Fast Food)
4. Basic change of clothes
5. School folder (this will be provided by the school)
6. Individual hand sanitizer

All items must be clearly named. This enables us to return lost items.

Do not allow children to bring their own toys to school as we cannot guarantee the safe keeping of these.

Attendance and Punctuality (See Pupil Attendance Policy)

- Attendance is compulsory. Pupils who are absent without valid reasons will be marked as absent.
- Absence from school must be accompanied by a medical certificate or where appropriate, a letter of explanation from parents.
- All pupils must be punctual for school starting at 7am daily.

NIA Parent Charter

All NIA 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.

School Timings-

For the Early Years the school day begins at **7.00 a.m.** and finishes at **12.30 p.m.** Please note that the timings will be different for the first 2 weeks of school to help the students settle into the school.

It is very important that children arrive to school on time and are collected on time. Children should be dropped off at the designated area. Any late arrivals or collections can lead to significant disruption. **It is also very distressing for a child to be collected late after his or her classmates have left. There will be no early or morning aftercare available.**

If you unavoidably arrive late in the morning, please ensure that you obtain a late slip from the office. If you have to collect your child early for an appointment, please obtain a release slip from the school office before collecting your child.

Settling your child in at school

Settling a child into a new environment may take time, particularly if they have not been separated from you before or have attended a smaller nursery or day care setting.

How you can help

- Encourage them to look forward to school and feel excited about the new experience
- Be positive as this will encourage them to be positive too
- Say goodbye and explain clearly that you will be coming back to get them later. Reassure them if they become upset but still say goodbye and leave,
- When you pick up your child, ask them about their day and what they have been doing
- Praise and reward them for settling well

If your child cries when you leave, remember that the teacher is experienced and will support and reassure your child. We find that children generally calm down and become involved in what is going on in the classroom within 5-10 minutes. Please avoid returning to comfort your child or waiting outside the classroom as this tends to prolong the process. We appreciate that this can be upsetting but please do not worry as we will work together to support your child through this period of transition.

Key Procedures

Dropping off and Collection of Children

Parents and drivers are asked to be extremely vigilant and cautious when dropping off and collecting their children. There will be a dedicated pick up and drop off point. We encourage our pupils to practice Road Safety and would encourage that your child always wears their seat belt in your vehicle.

Buses are organised by an external company and all information and contact details are available via the school office.

Absence and Late Procedure

It is vital that students attend school every day in order to ensure they are keeping up to date. Students who regularly miss days through sickness or other reasons often have difficulties catching up with work and tend to become frustrated. This can often affect their behaviour and social interaction.

Accidents and Sickness

If a student is ill or injured during the day, the school doctor nurse will assess the child and will contact parents if necessary. If your child needs to receive medication throughout the school day, this must be given directly to the school nurse and signed for. If your child has any of the following symptoms they MUST be kept at home;

- Fever, Dry Cough, Tiredness
- If your child has tested positive for Covid-19 you MUST inform the school as early as possible.

Uniforms

Please ensure that your child is dressed in the correct uniforms. All uniforms can be purchased from NBA Barwa and NIA Lagoon or via the website: [HTTPS://uniform.newtonschools.Qa](https://uniform.newtonschools.Qa)

Communication with parents.

The main form of communication between the school and parents is via the class dojo application. The teachers will send an invite to the parents via their email and parents must sign up to receive messages, pictures, important information and dates. If parents wish to contact teachers they can do so, prior to children starting school.

Activity Weeks

At our school we run activity weeks throughout the year. The students find the weeks very enjoyable and learn a lot whilst having fun, where possible events will be held virtually. The events for this year include:

- International Day
- Maths Week
- Qatar National Day
- School Fayre
- Science Week
- Sports Day
- Book Week
- School Concert
- End of Year Celebration

Assessments and Reports

At the end of each term your child will receive a report, these will be sent electronically. All children in the Early Years Foundation Stage will be continuously assessed throughout the year through ongoing observations.

Trips

All year groups will be taken on at least two trips in a year. Trips will usually be educational although occasionally students are taken on fun trips to celebrate achievement, hard work and good behaviour. It is crucial that permission slips are returned, otherwise students cannot attend the trip. The school follows MOE guidelines when arranging trips to ensure high quality safeguarding.

The Early Years Framework

The EYFS sets the standards for learning, development and care for children from birth 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 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. There are three prime areas and four specific areas.

These are as follows:

Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Development Specific Areas

- Expressive Art and Design
- Literacy
- Mathematics
- Understanding the World.

For more information about the Early Years Foundation Stage please download full guidance at www.teachernet.gov.uk/publications

What will my child learn at Newton International Academy, Smash?

Children in Foundation 1 will follow set topics each term which will cover all the areas of learning. The topics which we will cover this year are as follows:

Term 1 All About me, Animals

Term 2 All Around the World and People who help us

Term 3 Transport, Fairytales and Lifecycles

Children in Foundation 2 will follow set topics each term which will cover all the areas of learning. The topics which we will cover this year are as follows:

Term 1 All About me, Pirates, Dinosaurs, Celebrations and Arabic Culture

Term 2 Space and Superheroes

Term 3 Scientists and Inventors, Water and Fairytales

How will my child be assessed?

The assessment is based on classroom observations of your child. Your child may be capable of doing some of the objectives before we cover them but it is important that they are covered and observed throughout their time in the EYFS. It is important to remember that every child is unique and learning happens at different stages and each child is learning through more than one language. We will work alongside you and your child to ensure they are getting the best from their learning. If you wish to read the objectives, you can read more on:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/237249/Early_Years_Outcomes.pdf

How can I help my child at home?

All of the activities that you do with your child at home are important in supporting their learning and development and have a really long lasting effect on your child's learning as they progress towards and through school. For example, talking, reading, singing nursery rhymes with your child or cooking and baking with them. Even when your child is very young and is not yet able to talk, you talking to them helps them to learn and understand new words and ideas. It is important that children feel valued and are given lots of praise and recognition for the smallest things they achieve.

How to raise a concern or make a complaint

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf on a complainant, as long as they have appropriate consent to do so. Concerns should be raised to the school directly or to the 'management of Parent Communication' Department. This department is a central communication portal for Parents. The contact details are :

Landline : 4409-1037

Email: MPC@newtonschools.sch.qa

After School Hours : 7070-9714 and 7071-2145

The purpose of The Management of Parent Communication (MPC) Department is to create clear communication between the Parents and schools and to address and resolve concerns promptly. Once you contact the MPC Department, your communication will be shared with the Senior Management of your child's school who will address this with you directly.