

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

Newton British School Parent Handbook



Newton International and British Schools

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)

- 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

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	Mr. Conor Hayes
Head of Primary	Mrs. Katherine Elmalem
Registrar	Mrs Guler Jabbarova
Parent Liaison Manager	Mrs. Ghadeer Khoury
Contact	
Email	info.nbs@newtonschools1.sch.qa
Telephone	44472427
website	www.newtonschools.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

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 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.

Attendance

We have very high expectations of attendance and punctuality. We expect all children to be in school and on time every day. We expect pupil attendance to be higher than 90%. Our attendance policy (available on Fusion and website) is very clear and if your child’s attendance or punctuality is below the required level you will be contacted by the school. Sanctions for poor attendance and punctuality are also clearly outlined in the attendance policy. We also expect children to be collected on time at the end of the day.

Registration is completed daily. 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. Please note that we do not allow any early release of children unless they have a medical appointment which must be shown to the admin staff. Where possible it is preferable if appointments are not made during school time.

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.

Traffic

With around seven hundred children coming and going from school each day, the traffic situation outside of school has the potential to be a very dangerous one. We ask that all of 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
<ul style="list-style-type: none"> To minimise risk to students and parents entering and leaving school
Extreme Dangers
<ul style="list-style-type: none"> 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!
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> When parking your car please remember that the less cars we have on our main road the better. There are other roads that lead to school, please consider using or parking on these if you can avoid the main road that runs past school. Parking areas are many and if using them mean that less cars are moving during drop off and pick up then this again will lessen risk. 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 the 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.

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.

Nurse

We have a full-time nurse and if your child is sick or has any major accident, she will contact you.

Lunch Breaks

Students will receive two breaks every day. In the summer, to take into account the hot weather, we offer an indoor "cooling down area" where children can sit down and cool off if they find it too hot outside. Parents must provide a healthy packed lunch and sufficient juice or water in unbreakable containers. Newton British School follows a healthy eating policy and therefore no junk food or fizzy drinks are allowed. Water fountains are provided in the school and students should bring a refillable water bottle each day.

Behaviour for learning

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 our students a well-balanced 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 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 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 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 nor will they display these, or inappropriate logos, on clothing.
- Mobile phones, radios, i pods and recording devices are not allowed.

- 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.

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.

Curriculum

Our timetables are designed to promote moral, social, cultural, mental and physical development. The following are compulsory National Curriculum subjects:

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

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.

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.

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 on Thursday morning. This is when awards and certificates will be given out to students. Assembly is held in the gym or on Zoom (during COVID) 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.

School Uniform

All students must 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.

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. These activities are conducted from 1.40pm to 2.30pm.

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.

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.

Water

Children must bring their own water bottle to school every day. This can be re-filled in school.

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.

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.

Please see the home school agreement below

Reviewed By: Mr. Conor Hayes – Principal & Mrs. Katherine Elmalem - Head of Primary – August 2023

Next Review Date: August 2024

Home/School Agreement

All members of the Newton British School (Al Waab) community: staff, parents and children will commit to working together to achieve the following mission.

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. We will do our best to ensure that positive relationships are promoted at all levels to reduce any barriers to learning, helping all children to develop aspiration, achieve their potential and prepare them for later life.

The school will:

- Contact parents if there is a problem with attendance, punctuality, uniform or equipment.
- Let parents know about any concerns or problems that affect their child's work or behaviour
- Communicate regularly on pupil progress and send home 3 written reports
- Set, mark and monitor homework in accordance with the School's Homework Policy
- Arrange Parent Meetings during which progress will be discussed and keep parents informed about school activities through letters, emails, sms and Class Dojo.
- Not accept responsibility for the loss or damage of any item brought onto the school premises
- Have the right to confiscate objects or equipment that is not allowed in school.
- Manage the pupils in accordance to the school's Behaviour Management Policy

Parents will do everything to ensure that:

- They uphold the school values at all times, whilst here at Newton British School Al Waab.
- Their child attends this school every day and on time (7am-12.30pm EYFS 7am-1.40pm Y1-6).
- Their child wears their NBS uniform correctly every day.
- Their child is provided with a nutritionally balanced and appropriate amount of food each day which will not include chocolate, cakes, biscuits, chips, fizzy drinks, flavoured milk and any nut products.
- Their children are well-rested and ready to learn.
- The school is informed in case of absences and withdrawals.
- Their children engage in outdoor play.
- They understand that mishaps, by participating in school life including trips, excursions, play times, occasionally happen (see Undertaking in Application Form).
- No valuables are sent with children to school to avoid any loss (see Undertaking in Application Form)
- Their child completes all home-learning tasks within the timeframes given.
- Their children bring with them the books that they need each day.
- They attend the NBS Parents' Meetings and will accept the advice and guidance offered by teachers.
- They support the NBS' Behaviour for Learning policy and approach.
- They will use the correct procedures to raise any concerns regarding their child's education.
- They will ensure that the school is provided with current emergency contact numbers and email address.
- They will adhere to Attendance and Withdrawal policies as well as all other policies procedures which NBS has in place.

EYFS Specific. Parents will do everything to ensure that:

- Their children will be encouraged to be independent including using bathrooms.
- They will accept the advice of teachers and not send children to school in nappies (pampers).
- They will accept that during Term 2 children will be allowed to attend bathroom independently with support if required.
- They will accept the advice to keep children at home until he/she/they are ready to begin school again, if still found using nappies.

Children will:

- Consistently give their best and help others to do the same.
- Read regularly and practice their spellings and tables.
- Politely, ask for help when they need it.
- Wear their uniform correctly, with pride.
- Adhere to their NBS' Behaviour for Learning' expectations.
- Complete all homework to the best of their ability and on time.
- Work with NBS to eradicate all forms of bullying.

Additional:

- Parents must understand that throughout the school year, their child may be photographed in class or on school special days and these photographs may be used for either learning purposes or the school website or school social media pages.

By signing you agree to adhere to all of the points above.

Child		Class	
Parent 1			
Parent 2			