

Newton International School  
**West Bay**

Parent Handbook

2023-2024

## Welcome to Newton International School West Bay.

Newton International School West Bay is a private, international, co- educational School founded in 2006 by Mrs. Afaf K. Al-Moadhadi and Dr. Jabr Al-Noaimi, managed by an international staff.

It is the mission of Newton International School West Bay to provide internationally recognised pedagogy and curriculum based on the current British National Curriculum, with Arabic and Islamic Studies, from Pre School through Primary (Years 1 to 6).

Highly experienced teachers and administrators from Great Britain, Europe, America, Australasia, South Africa and the Middle East serve the students representing many nationalities. The Newton International School educational programme prepares students for any further educational endeavours they wish to pursue.

This handbook contains relevant information for parents of pupils attending West Bay and we hope that you find it useful!

### **Contact Details:**

Principal: Ms. Mari Wiid

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Principal: [wiidm@newtonschools.sch.qa](mailto:wiidm@newtonschools.sch.qa)

Head of Primary: [hop.westbay@newtonschools.sch.qa](mailto:hop.westbay@newtonschools.sch.qa)

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EYFS ADMINISTRATION	<a href="mailto:eyfs_wb@newtonschools.sch.qa">eyfs_wb@newtonschools.sch.qa</a>

## Class Emails for Class Teachers: EYFS

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WB EYFS F2 Yellow	<a href="mailto:WBKGV102@newtonschools.sch.qa">WBKGV102@newtonschools.sch.qa</a>
WB EYFS F2 Green	<a href="mailto:WBKGV103@newtonschools.sch.qa">WBKGV103@newtonschools.sch.qa</a>
WB EYFS F2 Pink	<a href="mailto:WBKGV104@newtonschools.sch.qa">WBKGV104@newtonschools.sch.qa</a>
WB EYFS F2 Red	<a href="mailto:WBKGV112@newtonschools.sch.qa">WBKGV112@newtonschools.sch.qa</a>
WB EYFS F2 Blue	<a href="mailto:WBKGV213@newtonschools.sch.qa">WBKGV213@newtonschools.sch.qa</a>
WB EYFS F2 Purple	<a href="mailto:WBKGV214@newtonschools.sch.qa">WBKGV214@newtonschools.sch.qa</a>
WB EYFS F1 Yellow	<a href="mailto:WBKGV215@newtonschools.sch.qa">WBKGV215@newtonschools.sch.qa</a>
WB EYFS F1 Red	<a href="mailto:WBKGV216@newtonschools.sch.qa">WBKGV216@newtonschools.sch.qa</a>
WB EYFS F1 Blue	<a href="mailto:WBKGV224@newtonschools.sch.qa">WBKGV224@newtonschools.sch.qa</a>
WB EYFS F1 Pink	<a href="mailto:WBKGV225@newtonschools.sch.qa">WBKGV225@newtonschools.sch.qa</a>
WB EYFS F1 Green	<a href="mailto:WBKGV101@newtonschools.sch.qa">WBKGV101@newtonschools.sch.qa</a>

## Primary

Department / Class	Email Account
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Arabic Coordinator	<a href="mailto:arabic_wb@newtonschoools.sch.qa">arabic_wb@newtonschoools.sch.qa</a>
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EYFS Admin	<a href="mailto:eyfs_wb@newtonschoools.sch.qa">eyfs_wb@newtonschoools.sch.qa</a>
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Year 5 Crimson	<a href="mailto:year5c_wb@newtonschools.sch.qa">year5c_wb@newtonschools.sch.qa</a>
Year 5 Emerald	<a href="mailto:year5e_wb@newtonschools.sch.qa">year5e_wb@newtonschools.sch.qa</a>
Year 5 Gold	<a href="mailto:year5g_wb@newtonschools.sch.qa">year5g_wb@newtonschools.sch.qa</a>
Year 5 Silver	<a href="mailto:year5s_wb@newtonschools.sch.qa">year5s_wb@newtonschools.sch.qa</a>
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Year 6 Crimson	<a href="mailto:year6c_wb@newtonschools.sch.qa">year6c_wb@newtonschools.sch.qa</a>
Year 6 Gold	<a href="mailto:year6g_wb@newtonschools.sch.qa">year6g_wb@newtonschools.sch.qa</a>
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## Arabic Department

<u>Arabic Teacher</u>	<u>Year Groups/Classes Taught</u>	<u>Ara bic</u>	<u>Ara bic B</u>	<u>Isla mic</u>	<u>Isla mic Engl ish</u>	<u>H O Q</u>	<u>Email Address</u>
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Zahia Abu	Yr. 6 , Silver,			✓			<a href="mailto:arabicteacher02_wb@newtonschools.sch.qa">arabicteacher02_wb@newtonschools.sch.qa</a>

Nahia	Crimson IS						<a href="mailto:qa">qa</a>
	Yr. 5 Sapphire, SILVER IS			✓			
	Y5 SAPPPIR Arabic HOQ	ü				✓	
	Yr. 4 Bronze . Turquoise			✓			
						✓	
Sahara Ibraheem Hassan	Yr. 3 Gold is Islamic , Yr. 4 crimson, Arabic Yr. 5 crimson Arabic	✓				✓	<a href="mailto:arabicteacher03_wb@newtonschools.sch.qa">arabicteacher03_wb@newtonschools.sch.qa</a>
	Yr. 6 crimson Arabic	✓				✓	
Arwa Ayoub	Yr.3 silver islamic , Yr.4 Silver, Yr.5 silver	✓				✓	<a href="mailto:arabicteacher04_wb@newtonschools.sch.qa">arabicteacher04_wb@newtonschools.sch.qa</a>
	Yr. 6 Silver	✓				✓	

Khalthoum	Yr. 4 Bronze, Yr.5 Bronze, Yr.6 Bronze	✓				✓	<a href="mailto:arabicteacher05_wb@newtonschoools.sch.qa">arabicteacher05_wb@newtonschoools.sch.qa</a>
	Y3 Emerald Islamic	✓					
Maissa Mohamad				✓			<a href="mailto:arabicteacher06_wb@newtonschoools.sch.qa">arabicteacher06_wb@newtonschoools.sch.qa</a>
	Yr. 4 Emerald	✓				✓	
	Yr. 5 Emerald	✓					
	Yr. 6Gold	✓				✓	
Hadeal	Yr. 1Bronze & Yr. 2 Bronze HOQ Arabic, Islamic	✓		✓		✓	<a href="mailto:arabicteacher07_wb@newtonschoools.sch.qa">arabicteacher07_wb@newtonschoools.sch.qa</a>
	Yr. 3 Bronze HOQ Arabic, Islamic			✓			
		✓				✓	
Hanaa Sultan Amoumny	Yr. 1 Silver , Yr. 2 silver, Yr.3 Silver	✓		✓		✓	<a href="mailto:arabicteacher08_wb@newtonschoools.sch.qa">arabicteacher08_wb@newtonschoools.sch.qa</a>
<b><u>Arabic Teacher</u></b>	<b><u>Year Groups/Classes Taught</u></b>	<b><u>Ara bic</u></b>	<b><u>Ara bic B</u></b>	<b><u>Isla mic</u></b>	<b><u>Isla mic</u></b>	<b><u>H O Q</u></b>	<b><u>Email Address</u></b>
Leana Bassam	Yr.2 Sapp HOQ , Islamic Arabic Yr. 3Gold HOQ Y4 Emerald Islamic , y4 Gold ISLAMIC	✓		✓		✓	<a href="mailto:arabicteacher09_wb@newtonschoools.sch.qa">arabicteacher09_wb@newtonschoools.sch.qa</a>

	Y5 CR, Y5 EM Islamic Y6 Emerald						
Samar Ahmad	Yr 1., Yr.2 , Yr. 3 , Emerald Arabic , HOQ Islamic	✓		✓		✓	<a href="mailto:arabicteacher10_wb@newtonschoools.sch.qa">arabicteacher10_wb@newtonschoools.sch.qa</a>
Maymoona Awwad Alodinat	Yr. 1 Crimson, Yr2Crimson. , Yr.3 crimson Arabic , HOQ	✓		✓		✓	<a href="mailto:arabicteacher11_wb@newtonschoools.sch.qa">arabicteacher11_wb@newtonschoools.sch.qa</a>
Salam Deeb Khatatbeh	Yr. 6 Bronze, Gold						<a href="mailto:arabicteacher12_wb@newtonschoools.sch.qa">arabicteacher12_wb@newtonschoools.sch.qa</a>
	Yr. 5 tur Bronze,			✓			
	Yr. 4Silver ,Crimson			✓			
				✓			
	Yr. 1 Sapp , y2 bronze Islamic	✓		✓		✓	





Tamara	Y1 ,y2 ,y3 AB		✓				
Saharou	Y2 HOQ,TR				✓		<a href="mailto:arabicteacher13_wb@newtonschoools.sch.ga">arabicteacher13_wb@newtonschoools.sch.ga</a>
	Yr. 5 AB		✓		✓		
Ala' khaled Shbail	Y4 ISLAMIC		✓				<a href="mailto:arabicteacher14_wb@newtonschoools.sch.ga">arabicteacher14_wb@newtonschoools.sch.ga</a>
	Yr. 6AB				✓		
Bushra Alfaraj	Yr. 2 TUR	✓		✓			<a href="mailto:arabicteacher15_wb@newtonschoools.sch.ga">arabicteacher15_wb@newtonschoools.sch.ga</a>
	Yr. 3 Gold , Yr. 4 Gold Yr. 5 tur	✓				✓	
Randa Alzoby	EYFS f1,f2	✓					<a href="mailto:arabicteacher16_wb@newtonschoools.sch.ga">arabicteacher16_wb@newtonschoools.sch.ga</a>
Qamar Hamato	EYFS f1,f2	✓		✓		✓	<a href="mailto:arabicteacher17_wb@newtonschoools.sch.ga">arabicteacher17_wb@newtonschoools.sch.ga</a>

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### Appendices (attached)

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مدرسة نيوتن العالمية  
NEWTON INTERNATIONAL SCHOOL  
**Newton International School**  
West Bay

## VISION AND MISSION STATEMENTS

### Vision:

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

### 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 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 the wider community to achieve our vision.

## Our Values

Newton International School believes that the following values are critical to the achievement of excellence. It is expected that all staff and students adhere to them in their actions.

<b>RESPECT</b>	We encourage the development of self-respect, respect of others and respect of personal and community property.
<b>HONESTY</b>	We believe in honesty in all our actions.
<b>COMMUNICATION</b>	We believe that open and effective communication is fundamental to the success of the school.
<b>EMPATHY</b>	Understanding and concern for the feelings of others is necessary for effective human interaction.
<b>SUPPORT</b>	The Newton International School environment aims to support the development of the whole person to their fullest potential.
<b>DIVERSITY</b>	We believe in the appreciation of all languages, traditions, religions and cultures. We value and appreciate the diverse nature of our school population.
<b>SOCIAL RESPONSIBILITY</b>	We concentrate on the development of responsible citizens through community service.
<b>PERSONAL</b>	We expect the highest level of personal commitment to the vision of the school by all.
<b>ENVIRONMENTAL</b>	We believe in respecting the earth's environment.

# ADMINISTRATIVE MATTERS ...

## ABSENCE/ATTENDANCE

No pupil may be absent from school without prior permission except in the case of illness. Parents are asked to co-operate by arranging family holidays outside term time. If a reasonable request for leave of absence is requested, the Principal will always look upon this sympathetically. Leave will not be approved without a signed Leave of Absence Request Form.

### Sickness Prevention

If you are contacted to collect your child because of possible covid-related symptoms, you will be contacted by the school nurse or administration. It is important to collect your child as soon as possible. Your child must be taken to a doctor and a sick note must be presented on the day of return. During this time, children will not be allowed to enter the classroom without a note from a doctor. This is for the safety of your own child and those of others. Children must stay at home for the length of the time prescribed by the doctor.

Registration takes place until 07:10 am (Year 1 – Year 6) and until 07:15 in Early Years. If your child is not in school at this time and is subsequently brought to school please report directly to the **school office** where your child will be registered as **late**. At the Primary School we issue a late card that allows them to enter their classroom to start work. At EYFS the child's attendance will be noted for the register. This process is imperative for our records and in the event of a fire.

Should absence through illness occur, please contact the school office by 8.00am on the first morning of the absence. On the child's return to school a written note giving the reason for the absence must be forwarded to the school office. This is important as we use continuous assessment to gauge our student's progress and any absences without explanation can result in a zero (0) being entered into the assessment reports.

We would request that any medical or dental appointments are made after school where possible and if this is not possible then the school will require at least 24 hours-notice of any appointment unless it is an emergency.

### Administration Hours

The administration and accounts departments are open from 06:45 until 14:30 Sunday to Wednesday and close at 13:45 on Thursdays.

### Additional Notes:

The Ministry of Education (MOE) has been very supportive of all schools in Doha trying to cut down on unnecessary absences and lateness. A late occurs if a child arrives after 7:10am in the morning (7:15 in Early Years). It is important to remember that the MOE also supports schools that prevent children sitting term examinations who have had more than 15 absent days.

Children may not be removed from their classrooms because of issues with transport or the social needs of their families, before 1:30pm (12:30pm in Early Years).

*(Please refer to the amended Attendance Policy for West Bay available from the Administration in Villa 3)*

## CURRICULUM – Primary School

The school follows the British National Curriculum and full details are available from the school.

The school also offers additional subjects including Arabic for Native Speakers; Arabic for Non-Native Speakers, Islamic Studies and History of Qatar (both in Arabic and English).

Topics for the curriculum areas are sent home at the beginning of each term. The objectives for each term are contained in the curriculum overview that is sent home for all subjects each term. This allows parents to stay informed about the curriculum and the work that their children are required to complete to reach the standards expected at NIS West Bay.

## **CURRICULUM – Early Years**

The Kindergarten follows the British Early Years Foundation Stage Curriculum and full details are available from the school. We also offer Arabic and Islamic Studies. In Early Years we offer a range of teaching styles, utilising play-based learning and more formal teaching strategies for Literacy, Mathematics and Arabic.

## **ASSESSMENT**

The progress of the pupils throughout the school is monitored on a regular basis through formal and informal assessments. This is called CASS (Continuous Assessment). As educators we believe it is more reflective of a child's progress to assess work continuously throughout the year.

At Reception (Foundation 2) and Nursery (Foundation 1) levels a profile called a "Learning Journey" is kept containing achievements by each child against the set curriculum.

Across the Primary School, Reading Age Testing, Progress Tests in Spelling, Phonics, Sight Words and Mathematics Basic Facts coupled with regular Attainment Tests are carried out. The results of these, with moderated work samples, are kept in each child's individual Assessment File. Curriculum grades will be issued to all pupils in reports three times a year across the whole school.

## **REVISION**

You will receive a termly overview, which will explain the objectives that will be covered for the term/year. This will be your guideline of what must be revised for tests. Your child will also receive a Unit Overview, which will encapsulate the most important information. The overviews, together with the Homework Booklets, is what will be used for revision. Before each end of term exam, parents will receive a revision letter, explaining the objectives covered for that term and the objectives that must be reviewed for the end of term exams.

## **EXAMINATIONS**

School Examinations take place at the Primary School at the end of each term. We assess by examination English, Mathematics and Science as Core subjects. Other subjects like Geography, History, Music, ICT, French (Key Stage 2) Arabic, Islamic and History of Qatar also remain examination topics. Students will sit at least 2 exams per day.

The purpose of examinations is to assess the pupil's progress of learning and understanding. However, although we encourage the pupils to review the topic areas covered, it is not the school's intention that pupils revise for weeks before or are put under undue pressure to perform. Examinations form only one small part of our assessment process and the final report that is written will encompass all aspects of the child's work.

A schedule of the examinations will be issued alongside guidelines for the pupils on what topics MAY appear on the examination.

**Examinations will not be rescheduled for pupils who will miss them due to holidays or unexplained illness absence.**

## **REPORTS**

Detailed individual reports for every pupil are sent home each term. Reports are issued on the final day of term.

## **CLASSES and PLACEMENT**

It is essential that each child's hair is checked regularly. If head lice are found, please treat your child accordingly and inform the school.

Our school nurses, in association with the Qatar Health Services, maintain a regular check across the school for headlice. A register of children who have been screened and found with nits is kept. If a child is found to have lice, parents will be contacted and asked to treat the condition immediately. We do ask for your co-operation regarding this matter. The school reserves the right to carry out spot inspections as required.

### **MAKE UP AND NAIL POLISH**

No make-up or nail polish is allowed.

### **JEWELLERY**

The wearing of a watch and one pair of plain studs in pierced ears is allowed. We strongly recommend that, when watches are purchased, they should be of the non-digital type. Watches must be named. Watches should not be worn during sports.

### **BIRTHDAYS**

We are happy for children to share this special occasion with their class mates. However, We will only allow birthday cakes, to be brought into school. Please do not send gifts or toys into school. **NB: under no circumstance can a delivery of fast food be accepted.**

### **CLUBS – Post Covid**

A full programme of clubs runs every term with different choices. Details will be issued in the first weeks of term from the School Office and places are on a first come, first served basis. Clubs continue until the start of the examination programme. We do not operate clubs during revision and examination weeks. Clubs do not run in the first or last weeks of term. **Please note that we do not offer supervision for siblings who are not attending a club.**

#### **We ask Parents to REMEMBER the following about clubs:**

1. Clubs are organised as added educational opportunities for the children.
2. Teachers who think students need additional support, will place them in a Booster Club. These clubs will take priority over other clubs.
3. Parents who regularly remove their children early from clubs will not be offered a place in future clubs.
4. Parents are asked not to try and enter the clubs before the children are finished their activities and have been taken to the line-up areas.
5. Clubs start at 1:45 and conclude at 2:25pm.

### **CHOIR**

The school choir is open to senior members of the school but by invitation only. Once the choir is formed each year, there is a rehearsal once a week after school. This is usually during club times.

### **DIARY**

The Principal's Letter sent home will show set meetings and events. At the start of the term the dates will be outlined for the term (subject to change from the directives of the MoE). It is essential that parents study this carefully and note relevant dates. We also revise and alter this list each fortnight in the Principal's Letter.

### **EDUCATIONAL VISITS**

Educational visits are arranged for all age groups during the year. These are linked to the curriculum focus and will include follow up class work.

Details of the visit including costs are communicated to parents prior to the visit.

### **ILLNESS GUIDE – Extremely Important**

Please do not bring a child to school that is unwell. If children have diarrhoea or sickness, please keep them at home for two days as these ailments spread quickly amongst young children. Please inform the



school office if your child is suffering from Chicken pox, shingles or German measles or any other notifiable infection.

## ABSENCES

Children who are sick must be kept at home. A medical note should be sent with the child when they return to school. The school will follow up on any absences only after 3 days. Any request for an early departure for medical appointments only, must be made 24 hours in advance and be accompanied by the medical card. All other requests will not be authorised and the child will be marked absent for the entire day. An early flight is not an acceptable reason to leave school early. Parents must take into account the school hours / dates when booking family holidays. All other requests for long term absence must be made to the school office in writing. Please note that only serious and unavoidable reasons will be authorised. The Supreme Education Council is currently looking at the whole issue of absences from school and the barring of children from examinations for consistent absences.

## LUNCHES

Children are encouraged to bring a healthy packed lunch to school as well as a water bottle. Please make sure your child has sufficient water for the whole day. Chocolate and sweets should not be brought to school. **The school does not allow the delivery of any type of food to the school during the day.** We are a NO NUT school. Please do not send any nuts to school because of children who may be allergic to nuts. Chocolates and chips will be confiscated and returned at the end of the day.

## MOBILE TELEPHONES

Children are not permitted to bring or to use mobile phones in school. If a child needs to contact their family then the school office will provide a telephone, with the permission of the class teacher. Smart watches are not allowed in school.

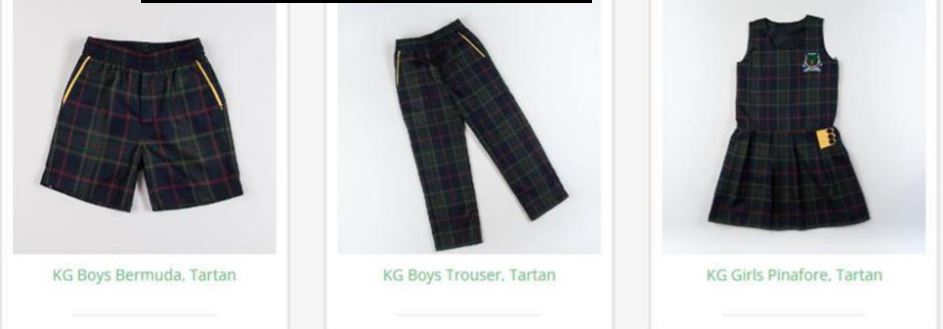
## MONEY

Children are discouraged from bringing money into school. Should they be required to bring money for any reason it must be in a sealed envelope **stating the child's name and class** with the purpose of the money. It should be handed to the appropriate member of staff upon arrival.

## UNIFORM and NAME TAPES

All children must come to school, dressed in proper school uniform. The portal is still available for online shopping.

Visit us at <https://uniform.newtonschools.qa>



All items of school uniform must be clearly labelled.

The school has an annual problem with huge amounts of lost property gathered and stored in a bin outside one of the villas. MOST of this is clothing that has not been appropriately named or labelled.

At the end of each term we lay this material out for parents to check. Parents will be informed of the day, if lost items are not collected by the end of each term, it will be donated to charity.

### **PERSONAL PROPERTY**

All items of personal property must be clearly named. The school cannot be held responsible for any item, which is lost in school, if it is not clearly marked. Please note that children may not bring electronic games or computers to school, unless it has been sanctioned by the Principal or the class teacher for a particular programmed.

### **SPECIAL DAYS**

The school celebrates Eid and Qatar National Day. Children may wear National costume for those days.

### **PASTORAL CARE**

The school aims to provide a happy, caring environment for all children. The Class Teacher is the key link between home and school and any problems, however small, should be referred to them immediately. Class Dojo is one method available for contacting the Class Teacher. Class email is the other. The Principal is always available to see parents. Emphasis is placed on learning to live together and on the need for kindness and consideration for others. We hope your child settles happily and quickly into school life and grows in confidence and maturity day by day.

Under no circumstances should a parent address a child not his/her own. This includes siblings from secondary or other schools.

### **PRIVATE TUTORING**

Please note that NIS West Bay staff are not allowed to do private tutoring as it is against school policy. Please refrain from contacting teachers, asking for home tutoring.

### **SPECIFIC LEARNING DIFFICULTIES**

**Pupils are closely monitored during their time in the school and any child suspected of having a difficulty is assessed in school. The school and its teachers work very closely to provide additional support for a child experiencing learning difficulties.**

Children classified as requiring extra support are kept on a register and teachers are asked to plan additional work for such children. Teacher Assistants and the EAL teachers will also provide extra support for skills in Reading, Writing and Mathematics.

**IT MUST BE NOTED THAT WEST BAY DOES NOT HAVE AMENTITIES OR SUPPORT FOR CHILDREN WHO EXIHIBIT MAJOR LEARNING OR PHYSICAL DIFFICULTIES.**

### **TERM DATES**

Annual term dates are published when received from the Ministry of Education and agreed by the management of Newton Schools. Parents will be informed of the calendar in advance but under

advisement that the dates are subject to change by the MoE. West Bay uses the fortnightly Principal's letter or special newsletters to send amendments to the calendar dates to parents. It is important that you retain these documents. All flights and vacations must be booked following the end of term dates.

### **TOYS**

Children are discouraged from bringing toys to school.

### **TRAVELLING TO SCHOOL**

Whilst the traffic situation in Doha and its surrounding areas is understood, it cannot be used as an excuse for perpetual lateness.

Lateness constantly undermines a child's opportunities to progress their learning. To remind parents we note lateness and absences on termly reports. We closely monitor weekly student lates and absences. The Principal reviews this attendance weekly and keeps detailed records of persistent late comers.

### **HOME/SCHOOL AGREEMENT**

The relationship between the school and the parent is extremely important and one which the school wishes to foster and develop. Parents who are involved with their children's learning will enhance their children's development as well as supporting the school's desire to see every child reach their full potential. We have developed a Home / School Agreement which will help parents and the school achieve the aim of ensuring that all work to the best of their ability. This will be presented when you enroll your child. It is kept on file and parents are expected to abide by this agreement for the time that their child (ren) are at West Bay.

## APPENDIX 1

# Newton International School West Bay Assessment & Testing

- Foundation 1: Foundation Stage Curriculum – Early Learning Goals covering 7 learning areas  
Written Reports each term.
- Foundation 2: Foundation Stage Profile – Learning Journeys ongoing from Pre-School.  
Written Reports each term.
- Year 1: Termly tests in English and Maths, Arabic, Islamic and History of Qatar  
Differentiated weekly Spelling tests  
(Results of Early Years Foundation Stage Profile informs achievement level)  
Reading Assessment – ongoing.  
Written Reports each term.
- Year 2: Weekly spelling and Basic Maths Facts English, Maths, – School marked  
Second Week Autumn Term; Reading Age Test.  
Termly English & Maths examinations – school marked; Arabic, Islamic and History of Qatar  
Written Reports each term.
- Year 3: Progress testing: English, Maths, – School marked  
Reading Tests – school marked. Weekly tables and spellings.  
Termly English & Maths examinations – school marked; Arabic, Islamic and History of Qatar  
Written Reports each term.
- Year 4: Progress English, Maths, Science, Humanities, French  
Reading Tests – school marked. Weekly tables and spellings.  
Termly English & Maths examinations – school marked; Arabic, Islamic and History of Qatar  
Written Reports each term
- Year 5: Progress English, Maths, Science, Humanities, French – School marked  
Reading Tests – school marked. Weekly tables and spellings.  
Half-termly English & Maths tests. Examinations – school marked; Arabic, Islamic and History of Qatar  
Written Reports each term
- Year 6: Progress English, Maths, – School marked  
Cambridge Formal Assessment – externally moderated  
Reading Tests – school marked. Weekly tables and spellings.  
Half-termly Maths tests. Examinations – school marked; Arabic, Islamic and History of Qatar  
Written Reports each term

## Newton International School Doha, Qatar Sun Protection Policy

### Rationale:

Excessive exposure to ultraviolet radiation (UVR) from the sun causes sunburn, skin damage and increases the risk of skin cancer.

Children are exposed to the sun during the peak UV times in the day, every day at school. Protecting skin during the first 18 years of life can lower the risk of developing skin cancer by up to 78 percent. Just one blistering sunburn can double the risk of developing melanoma later in life.

### Why Wear Hats?

Throughout Qatar sun protection is required from April to November inclusive, especially between the hours of 11am and 4pm. Therefore, this policy applies during Terms 1 and 3.

Note: There are also benefits from sun exposure, including Vitamin D absorption, which is important for the development of healthy bones, muscles and teeth. During the winter months, students should be encouraged to actively enjoy the sun.

This policy is adopted from Sunday, 17<sup>th</sup> May 2023 so that children attending Newton International School are protected from harmful UV radiation from the sun.

Everyday our skin is exposed to Ultraviolet (UV) radiation from the sun. Overexposure to ultraviolet radiation can cause sunburn, skin damage and an increased risk of developing skin cancer. School Sun Hats have a SPF rating of 50+ which means they block 98% of the UV radiation. These hats provide an excellent source of protection from UV for the face, ears, nose and back of the neck. However sunscreen and sunglasses should still be worn with a hat as UV can be reflected back from surfaces, such as sand, water and concrete.

The good news is that covering skin with protective clothing, such as hats, wearing sunscreen and avoiding the sun at peak UV times of the day, can prevent sun damage to skin and reduce the risk of developing skin cancer.

Teaching children to play safe in the sun from an early age is part of their education for life. Schools are an appropriate environment for sun safe behaviours to be taught and encouraged.

Wearing a hat and applying sunscreen when we go outside should be part of our daily routine, like brushing our teeth, or wearing a seat belt when we get into a car.

### **As part of general sun protection strategies, during Terms 1 and 3, between 11am and 4pm, our school will:**

- Require children to wear broad-brimmed hats (min 7.5cms), legionnaire hats (with neck protection) or bucket hats (min 6 cm. brim, deep crown) when they are outside (e.g. playtime, P.E., sport, excursions and activities).
- Implement a "No Hat, Play in the Shade" policy.

- Require children without hats to sit in the shade.

### **Work with parents to promote students' use of SPF 30+ broad-spectrum sunscreen.**

- Encourage children to wear clothing that protects the skin from the sun (e.g. sleeves and collars) at all times.

- Encourage staff to role model SunSmart behaviour, particularly the use of appropriate hats, within the school grounds and during outdoor school activities.

- Regularly reinforce the SunSmart Policy, for example, through newsletters, parent meetings, student and teacher activities.

- Inform parents of the Sun Protection Policy at enrolment, especially the use of appropriate hats, clothing, SPF 30+ sunscreen, and encourage parents to practice SunSmart behaviour themselves.

### Physical Education

Plain navy shorts/ trousers

School polo shirt, a plain white vest may be worn under shirt (optional)

Trainers

### 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 or black

## HOMEWORK

We set homework for all children as a normal part of school life. We ensure that all tasks set match the ability of the child. If a child has special needs, we endeavour to adapt any task set so that all children can contribute in a positive way.

Teachers will set constructive and relevant work according to the homework timetable. Teachers are aware that children work at different levels and speeds at school; this will also apply to homework. What one child might finish in five minutes, another child may take twenty minutes to complete.

We value the involvement of parents in monitoring homework and would ask you to sign the entry each week.

Class Teachers will check these regularly. If your son or daughter has not completed the homework set we would ask you to sign the homework to show that sufficient time has been spent on it. The Class Teacher will be happy to discuss ways in which to tackle the problem of children who fail to complete their homework regularly.

Homework may take many forms and there is a risk in thinking that only written homework is "real" homework. If homework is to read a section or learn a piece of work, it is a good idea to check knowledge and understanding of the task set. If there is time available, general reading will contribute to success in almost every subject. On many occasions homework may be set that enables students to come to a lesson prepared for a discussion or other piece of work in such cases feedback may well be informal and verbal.

It is the responsibility of parents and carers to ensure that homework is completed and returned to school on time. We do not use the school sanctions system to enforce homework but do encourage appropriate sanctions and rewards at home when necessary.

### ADDITIONAL SUPPORT FOR YOUR CHILD

There are a number of websites that offer additional support, here are a few suggestions:

[http://www.bbc.co.uk/schools/parents/national curriculum/](http://www.bbc.co.uk/schools/parents/national_curriculum/)

<http://www.lancsngfl.ac.uk/>

<http://www.atschool.co.uk/>

# Set Homework for each Year Group

## Early Years Foundation Stage

### Nursery (Foundation 1)

EYFS staff recommend daily English reading with/or to your child. This helps build confidence with the language and understanding of stories.

### Reception (Foundation 2)

No formal daily homework is set at this level. Parents are asked to read to or with their child every day. When phonic work is sent home parents are encouraged to spend time with their child looking at and discussing the work. Maths work is sent home at the teacher's discretion. A communication book is also provided for parents to use if they wish. EYFS staff recommend daily English reading with/or to your child. This helps build confidence with the language and understanding of stories.

## Key Stage 1

Homework for Year One and Year Two is sent home on Sundays and is expected to be completed and returned on Thursdays. Each student will have a Communications Book which can be used as a necessary form of communication between parents and teachers, in regards to homework if issues or questions arise. These books should be brought regularly to school each day and should be checked regular.

### Year One:

Reading each night; spelling and phonics practice (every night) – starting with 5 words and gradually increasing to 10 words per week by the end of the year – tested on Thursdays; two mathematical tasks; and English and a Science task.

### Year Two:

Reading each night; spelling practice every night – starting with 10 words and gradually increasing to 15 by the end of the year – tested on Thursdays; two mathematical tasks; two English tasks and a Science task.

Occasionally, an additional homework task may be added as it is relevant to the curriculum – this could include topic work, research or the preparation of a short presentation.

## Key Stage Two

### Year Three:

Reading each night, English including spellings (weekly testing on a set group), Maths, English, Science plus project work.

### Year Four:

Reading each night, English including spellings (weekly testing on a set group), Maths and Science Plus project work.

Year Five:

Reading each night, English including spellings (weekly testing on a set group), Maths and Science plus project work.

Year Six:

Reading each night, English including spellings (weekly testing on a set group), Maths and Science plus project work.

**Please do not hesitate to contact your son or daughter's Class Teacher if you have any queries or problems regarding homework.**



**Newton International School  
West Bay**

**COMPLAINTS PROCEDURE**

**COMPLAINTS REGARDING CHILDREN:**

**(1) Educational or curricular**

- (i) In the first instance verbally to the class teacher.
- (ii) If not resolved, in the second instance to the Key Stage Co Coordinator verbally or in writing.
- (iii) If not resolved, in the third instance to the Head of Primary or the Principal in a formal meeting.

**(2) Social**

As (1).

Complaints by parents about other children's behaviour will be dealt with within the bounds of our behaviour policy.

**(3) Health and Safety**

As (1).

**COMPLAINTS REGARDING STAFF:**

- (i) In the first instance to the Head of Primary or the Principal verbally or in writing.
- (ii) If not resolved, in the second instance to the Head of Primary or the Principal in a formal meeting.

**COMPLAINTS REGARDING FINANCE:**

- (i) In the first instance to the School Office verbally or in writing.
- (iii) In the second instance to the School Accountant in writing.

All complaints are logged in the complaints book. All formal written complaints will be acknowledged and responded to in writing

## **CONCLUSION**

Dear Parents of West Bay pupils,

We hope you have found this information useful. It was written to provide you with a quick start to life at Newton International School West Bay. It is not definitive and will, from time to time, undergo changes as we recognise the need to add more information.

It is our desire and hope that you and your child(ren) will find the time spent at our school rewarding and beneficial. This can only happen with a partnership between the home and the school based on strong principles, good rules and a desire to see the learning of every child developed and progressed.

We want this partnership to work. You can help us by remembering the points raised in this handbook and by building a positive relationship with the class teacher.

Thank you,  
Ms. Wiid  
Principal