



Parent Handbook



PRIMARY SCHOOL YEAR 1 – YEAR 6 2022/23

Newton British Academy, Barwa City



Join us on Social Media at NBA, Barwa



SCAN ME



SCAN ME



School Contact Details:

Telephone: 40061501, 40357601,
40357602, 40357603, 40357604

Email:

info.NBA@newtonschools.sch.qa

Website:

nbabarwacity.newtonschools.sch.qa



Messages of Welcome from the Senior Leadership Team

Principal Message

Welcome to Newton British Academy, Barwa, which is a truly international school community consisting of over 70 nationalities. As stated in our Vision, we strive for excellence and celebrate our successes, as a community.

At Newton British Academy, Barwa we aspire to live up to our mission statement in everything that we do. As educators we appreciate that we are honoured to be able to play a significant role in shaping the future lives of our pupils. The staff work tirelessly to ensure that high quality teaching and learning takes place in their classrooms and we endeavour to inspire our pupils to develop a lifelong love of learning. Through the many amazing opportunities that the pupils are given throughout their time at the school, we aim to make sure that our pupils become well rounded individuals who will make a meaningful contribution to the world.

The school prides itself on developing confident young people who have a wide variety of skills to take them further in life. The school seeks to offer a range of opportunities to challenge pupils to attain the skills to develop into lifelong learners. The school offers a range of extracurricular activities to promote a holistic education. The atmosphere is busy with pupils engaged in independent learning and collaborative tasks. It is important to recognise that in school, as in life, barriers exist and there will be times when it seems that problems become unconquerable but through hard work and personal self-belief much can be achieved. As Winston Churchill said:

“Success is not final; failure is not fatal: it is the courage to continue that counts”.

Liam Anthony McLoughlin



Deputy Principal Message

Welcome to NBA, a school where our students build memories that will be cherished forever, make friendships that will last a lifetime and gain knowledge and experiences that prepare them for life ahead, gain knowledge and experience that will prepare for life ahead and the challenges this may bring. As a school we implement a holistic approach to teaching and learning, which allows every one of our students to develop academically, physically, emotionally and socially to ensure they become well rounded individuals.

At NBA we are proud of our school community, our staff, our parents and most importantly our students and applaud each and every one of them for rising to the challenges that Covid 19 has presented. Despite these challenges, the school has continued to facilitate a quality educational experience for all of our students whenever they are attending school onsite or through online learning.

Educating children is a huge privilege that brings with it great responsibility. We are fortunate to be a part of a devoted school community at NBA who are committed and inspired to provide our students with a high quality education encompassing our school mission, vision and values

Jane E. Larkin

Deputy Principal





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 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 the wider community to achieve our mission.

Our Attitudes and Attributes

Achieve ACADEMIC EXCELLENCE Term 1 September/October	Become LIFELONG LEARNERS Term 1 November/December	Enjoy CREATIVE DIVERSITY Term 2 January/February	Develop CRITICAL THINKING SKILLS Term 2 February/March	Be RESPONSIBLE CITIZENS Term 3 April/May/June
<i>Ambitious Knowledgeable Perceptive Skillful</i>	<i>Determined Proactive Resilient Versatile</i>	<i>Adventurous Creative Curious</i>	<i>Analytical Open-minded Reflective</i>	<i>Collaborative Empathetic Honest Respectful</i>

Our Values

September/October	RESPECT	Self-respect, respect for students, staff, parents and cultures. Respect for personal and community property
October/ November	SUPPORT	Support the development of each individual to their full potential
December	EMPATHY	Understanding and appreciating other people's feelings
January	HONESTY	Honesty in all our actions
February	TRANSPARENT COMMUNICATION	Open and effective communication among students, staff and parents
March	PERSONAL ACCOUNTABILITY	Taking responsibility for our actions
April	DIVERSITY	Appreciation of all languages, traditions, religions and cultures
May	SOCIAL RESPONSIBILITY	Development of responsible citizens through community service
June	ENVIRONMENTAL AWARENESS	Respect for our environment



Message of welcome from the SMT

Head of School – Tatum Julies

Welcome to NBA, a school where the skills that are needed in this ever changing and fast paced international society that we live in are embedded in all of our students. Our school is an international community of over 70 nationalities that thrive together to ensure that all academic and pastoral needs of all our students are met.

NBA, is a learning environment which priorities our students wellbeing as we see this as the platform for academic growth and success. This holistic approach to education helps develop an attitude of lifelong learning and growth mindset among our student cohort.

Together with the Primary Team I strive for outstanding levels of compliant behaviour from our students, which in return will lead to a positive environment for outstanding levels teaching and learning. We take great pride in our school and celebrate our students and their achievements every opportunity that presents itself, may it be in classroom, the football pitch or external clubs.



Deputy Head of School Academics Message – Rebecca Cooper

Welcome to NBA Barwa, a truly international community of learners who strive for excellence and celebrate success. Creating a fun and engaging environment, as well as pursuing academic progress for the students at NBA is a key factor in my role as Deputy Head of Primary Academics. At NBA, we foster a love of learning and our cross-curricular approach creates exciting and stimulating learning opportunities for all students. We are incredibly proud of our high academic standards and extensive range of experiences we offer to our students. NBA is a special place to learn, where the students, their learning and most importantly, their wellbeing, is at the center of everything we do.



Deputy Head of School Pastoral Message – Emer Loane

My name is Ms. Emer Loane and I am delighted to introduce myself as the Deputy Head of Primary - Pastoral. I am honored to fulfill my role at NBA as we foster independence and celebrate the uniqueness of each and every student in our care. In NBA we work as a whole team to ensure the safety and happiness of all our students. I am excited to work alongside our students and parent body to ensure each child grows and develop socially, emotionally and academically. I aim to have a happy, safe and positive year for staff, parents and students.





Covid 19 General Health and Safety Information

Covid 19 related directives and guidelines will impact some school events, activities and school regulations that may be outlined in this handbook for this academic year. All decisions made by The Newton Group are made to ensure a safe school environment for our students in line with the MOEHE/MOPH guidelines.

- Masks are compulsory for teachers and all staff and are provided by the school.
- Masks are mandatory for all students in line with current guidelines.
- Back up masks for students will be available at the schools.
- Sanitizers are available around all of the buildings.
- Students must bring their own snacks and water/juice to school and eat in their classrooms.
- All classrooms have been prepared in line with latest guidelines from the MOEHE/MOPH.
- All teachers and staff have been fully vaccinated.
- Extensive sanitizing, cleaning and monitoring of all routines are in place across the school.
- Online students will be facilitated live from the classrooms on Zoom.
- Attendance is compulsory for all students onsite as per the student schedule and latest guidelines from the MOEHE.
- Phones are only allowed for use of ETHERAZ app for Secondary students when entering the school only. They will then need to be given to Form Tutors. All devices and Airpods must not be on display. In Primary students are not allowed access to their mobile phones. Year 5 and Year 6 students hand their phones to their class teachers at the start of the day and it is returned to the students at the end of the school day.
- If a student is feeling unwell and/or is showing Covid 19 symptoms parents are advised not to send them to school.
- All visitors to the school continue to wear fitted face masks and respect Social Distancing guidelines in order to protect our school community. When collecting students at the end of the school day social distancing guidelines are observed and supervised by the SLT, congregating in groups outside the gates is not allowed. Please ensure that EYFS siblings are collected first due to the earlier finishing time.
- All social distancing measures as outlined by the Ministry of Public Health and Ministry of Education have been implemented. It is vital that all students comply with the directions and instructions given in order to ensure health and safety measures are effective. Guidance on procedures will be provided.



Code of Conduct for Parents, Carers and Visitors to NBA, Barwa City

The purpose of this Code of Conduct is to provide guidelines to all parents, carers and visitors to NBA, about expected conduct. This is so we can continue to progress and achieve an atmosphere of mutual respect and understanding in line with our Mission, Vision and School Values.

All NBA staff have a right to work in an environment free from verbal or physical harassment or intimidation of any kind and so we politely require 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 do not hesitate to ask for this to be facilitated
- Conduct your business in a professional manner, obey the school rules and remember we are here to help

We must recognise that as adults, children are observing us and modelling their behaviour on our actions, so it is important we set a good example in the way we communicate and interact.

We expect parents, carers and visitors to:

1. Work positively in partnership with the staff, the teachers and the school management
2. Treat all members of the school community with respect and set a good example in their own behaviour.
3. Clarify a child's version of events with the relevant teacher, in order to bring about a peaceful solution.
4. Support the school correcting their child's behaviour appropriately, where it could lead to conflict, aggressive behaviour or unsafe behaviour.
5. Establish a rapport with the teachers to work as a team for the best interests of the child.
6. Make an appointment with the relevant staff member to discuss any issues or concerns you may have. Such appointments must be requested in advance with the reason / reasons for the meeting, the meeting can then be organised at a mutually convenient time.
7. Any concerns you have should in the first instance be communicated through your child's Class / Form tutor, then Key Stage Coordinator before referring the matter to a Deputy Head. If necessary matters will be referred by a Deputy Head to a Headteacher if a solution cannot be initially found to the concern/ issue raised by a parent. In extreme circumstances the concern / issue to the Deputy Principal/ Principal.
8. Positively represent our school to the community.
9. Do not discuss school related issues on social media/Whatsapp, Twitter, Facebook etc.
10. Respect the confidentiality of the school and the privacy of teachers, staff and the students
11. Allow time for any issue to be investigated internally, rather than escalating matters with the MOE.

NBA, Barwa will not tolerate parents, carers and visitors exhibiting the following:

1. Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, staff work area or any other area of the school grounds.
2. The use of loud or offensive language or displaying temper.
3. Acting in a threatening manner either verbally or physically.
4. Threatening to, or causing actual bodily harm to any member of our school community, that includes all staff, parents or students, regardless of the reason.
5. Damaging or destroying school property.
6. Sending abusive or threatening emails, texts or letters.
7. Writing defamatory, offensive or derogatory comments about the school community on social media/ WhatsApp etc. or spreading malicious rumours.
8. Discussing issues relating to a child that is not their own or making a comparison between their child and another child that is not their own.
9. Approaching a child that is not their own child in order to chastise them, because of alleged actions of this child. Such an approach to a child may be considered an assault and may have legal consequences.
10. Positively represent our school to the community.
11. Do not discuss school related issues on social media/ WhatsApp etc.
12. Respect the confidentiality of the school and the privacy of teachers, staff and the students
11. Allow time for any issue to be investigated internally, rather than escalating matters with the

We trust that parents, carers and visitors to our school will assist NBA, Barwa with the implementation of this Code of Conduct to ensure that all members of our wider school community feel safe and comfortable while on the school site.



Communication with the School

School Address: Newton British Academy, Barwa City, P.O. Box 8449, Qatar
Building Number 35, Zone 56, Street 1126

School Telephones:

Main School Building (Primary/Secondary):
4006 1501, 40357602, 4035 7603, 4035 7604

EYFS:

Pearl Building: 4006 1503

Oryx Building: 4006 1502

School website:

<http://nbabarwacity.newtonschools.sch.qa/>

School Email:

info.NBA@newtonschools.sch.qa

Email contacts:

Position	Name	Email
Principal	Mr. Liam A. McLoughlin	Info.NBA@newtonschools.sch.qa
Deputy Principal	Ms. Jane E. Larkin	jlarkin@nbabarwa.com
Head of Secondary	Mr. David Walton	dwalton@nbabarwa.com
Head of Primary & EYFS	Ms. Tatum Julies	tjulies@nbabarwa.com
EYFS Coordinator	Ms. Kathy Lockyer	klockyer@nbabarwa.com
Parent Liaison Officer	Ms. Randa Abdelmalak	plofficer.nba@newtonschools.sch.qa
Registrar	Ms. Mays Baydoun	registrar.nba@newtonschools.sch.qa

Scan and join us on **NBA, Barwa Social Media** for updates and events.



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



The School Day

The school day starts at 7.00am to 1.40pm (Primary & Secondary), 12.30pm (EYFS) and runs from Sunday to Thursday.

Drop Off Timings	6.45 – 7.00
Registration	7.00 – 7.10
Lesson 1	7.10 – 8.00
Lesson 2	8.00 – 8.50
Break	8.50 – 9.10
Lesson 3	9.10 – 10.00
Lesson 4	10.00 – 10.50
Break	10.50– 11.10
Lesson 5	11.10– 12.00
Lesson 6	12.00 – 12:45
Lesson 7	12.45 – 13.30
Reading time	13.30 – 13.40
Parent collection	13.40 – 13.55
ECAs (Sundays and Wednesdays)	13.55 – 14.25

The school day begins for all primary children at 7:00am. All children must be in their classrooms to ensure that they do not miss out on valuable learning time.

There are two 20 minute break times for the Primary children to eat and play, they are at 8:50am and 10:50am.

School ends each day at 1:40pm for all Primary students. All students must be collected punctually at the end of the day. If you are going to be late picking up your child for any reason, you must inform the class teacher. There is no After Care facility currently due to Covid 19 restrictions.



On ECA (Extracurricular Activity) days (Sunday and Wednesday as communicated in the termly ECA letter) students can be collected at 2:25pm in the Key Stage 1/2 Amphitheatre. There are currently no ECAs due to Covid 19 restrictions.

If your child is in Year 5 or 6 and you live in Barwa City, parents can give written permission for their child to walk home. Reply slips will be sent home.

To ensure the health and safety of all our students, KS1 students can only be collected by Year 5 and 6 students. It is the responsibility of the parents to inform the school of this intention in writing. All students will receive a sibling pass and can be collected from the youngest sibling's gate.

Parents and drivers are asked to be extremely vigilant and cautious when dropping off and collecting children. We encourage our students to practise Road Safety and would encourage you to ensure that your child wears their seat belt in your vehicle at all times.

Please see the drop off and pick up points stated below all students must be picked up from the school gate, parents will only be allowed on school site with an appointment.

Year Group	Entry Gate
Year 1	Gate 2
Year 2	Gate 4
Year 3 & 4	Gate 5
Year 5 & 6	Gate 3

All students must be collected immediately at the end of the school day as per the shared release timings. Students cannot be left in school unless this has been agreed with the Senior Management Team. We would encourage all parents driving to or from the school to be very cautious and courteous to all pedestrians around them.



School Uniform

It is compulsory that all students are dressed in full school uniform every day. No trainers or brightly coloured shoes are permitted, all black leather shoes are a requirement. It is an expectation that both parents and students adhere strictly to the required dress code and ensure that students are neatly and dressed correctly at all times. It is the responsibility of the parents to review the NBA's *Uniform Policy* on the school website

Students not dressed in their correct uniform will not be allowed to participate in school activities or class trips. Parents will be contacted to bring in the correct uniform. Should the correct uniform not arrive before the class has left for their school or class trip, the student will remain at school with appropriate supervision. Where payment has been made for the trip, parents will not be reimbursed for the trip.

Students must come to school in their school PE kit on PE days. As the temperature drops in the winter months, the correct NBA fleece, jumper or hooded top is to be worn. Students will not be permitted to wear any other jackets not part of the school uniform. Please review the correct required uniform for your child's section of the school below:

Foundation (KG 1-2)	Primary (Grade 1-6)	Secondary (Grade 7-12)
<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Daily Wear (Mandatory)</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>Unisex Polo Shirt, White</small> ♂ </div> <div style="text-align: center;">  <small>KG Girls Pinfore, Tartan</small> ♀ </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>KG Boys Bermuda, Tartan</small> ♂ </div> <div style="text-align: center;">  <small>KG Boys Trousers, Tartan</small> ♂ </div> </div>	<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Daily Wear (Mandatory)</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>Unisex White Shirt</small> ♂ </div> <div style="text-align: center;">  <small>Girls Skirt, Tartan</small> ♀ </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>Bermuda Shorts, Navy</small> ♂ </div> <div style="text-align: center;">  <small>Boys Trousers, Navy</small> ♂ </div> </div>	<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Daily Wear (Mandatory)</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>Unisex White Shirt</small> ♂ </div> <div style="text-align: center;">  <small>Unisex White Longsleeves</small> ♀ </div> <div style="text-align: center;">  <small>Navy Blue Skirts</small> ♀ </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>Navy Blue Boys Trousers</small> ♂ </div> <div style="text-align: center;">  <small>Navy Blue Girls Trousers</small> ♀ </div> <div style="text-align: center;">  <small>Tartan Skirts</small> ♀ </div> </div> <div style="text-align: center; margin-top: 5px;">  <small>Tie (Only for boys grade 7 onwards)</small> ♂ </div>
<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Accessories (Optional)</div> <div style="text-align: center; margin-top: 5px;">  <small>Winter Jacket, Navy</small> ♂ </div> <div style="text-align: center; margin-top: 5px;">  <small>Unisex Sweatshirt, Navy</small> ♀ </div>	<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Accessories (Optional)</div> <div style="text-align: center; margin-top: 5px;">  <small>Winter Jacket, Navy</small> ♂ </div> <div style="text-align: center; margin-top: 5px;">  <small>Unisex Sweatshirt, Navy</small> ♀ </div>	<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Accessories (Optional)</div> <div style="text-align: center; margin-top: 5px;">  <small>Winter Jacket, Navy</small> ♂ </div> <div style="text-align: center; margin-top: 5px;">  <small>Unisex Sweatshirt, Navy</small> ♀ </div>
<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Sports Wear</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>(Mandatory) Unisex PE Polo Shirt, White</small> ♂ </div> <div style="text-align: center;">  <small>Unisex PE Track Pants, Navy</small> ♂ </div> <div style="text-align: center;">  <small>(Optional) Unisex PE Shorts, Navy</small> ♀ </div> </div>	<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Sports Wear</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>(Mandatory) Unisex PE Polo Shirt, White</small> ♂ </div> <div style="text-align: center;">  <small>Unisex PE Track Pants, Navy</small> ♀ </div> <div style="text-align: center;">  <small>(Optional) Unisex PE Shorts, Navy</small> ♂ </div> </div>	<div style="background-color: #003366; color: white; padding: 2px; text-align: center; font-weight: bold;">Sports Wear</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <small>(Mandatory) Unisex PE Polo Shirt, White</small> ♂ </div> <div style="text-align: center;">  <small>Unisex PE Track Pants, Navy</small> ♀ </div> <div style="text-align: center;">  <small>(Optional) Unisex PE Shorts, Navy</small> ♂ </div> </div>

The uniform shop is open at NBA, Barwa City,
9am to 5pm, Saturday to Thursday.

Please visit the online school uniform shop for further details to purchase the required uniform Online Purchase www.uniformnewtonschools.qa or call 50677734.





General Health & Safety Expectations and Procedures

Health and Safety is a priority at Newton British Academy, Barwa City. As a school we strive to maintain a safe environment wherein students can work and move around without risk to themselves or their good health

- Good health will help your child’s ability to learn and achieve at school and throughout his/her life. Therefore, we stress the importance of good nutrition, adequate sleep, good hygiene and regular exercise for all of our students from the youngest to the oldest.
- The School assists in this health education and maintains health records on each child so that the best care and treatment can be given. Parents are notified of any problems. Injured and ill children are assessed and treated accordingly. Many of our teaching staff and support are trained in basic First Aid. There is always a medical staff member on hand with two Nurses in the main building and a Nurse in each of the EYFS Building.
- Please assist by making sure that we have up to date medical information regarding your child. Do not send your child to school if they are ill or have a temperature. Notify the school doctor immediately if your child contracts a contagious illness. The child cannot return to school unless a medical certificate, is provided. If a child is taking medication, please inform the nurse in the building.

The following table gives the exclusion periods for some common illnesses:

Covid 19	7 days quarantine from date of positive contact if unvaccinated
Chicken pox	7 days or until lesions have healed
Measles	7 days
Mumps	14 days
Rubella (German Measles)	10 days
Head Lice	Once the child has received treatment, remember a second treatment is needed 7-10 days after the first to prevent a re-infestation.
Conjunctivitis	Until treated and no discharge from the eye or any discolouration.

Accidents and Sickness at school:

If a student is ill or injured during the day the School Nurse onsite will assess the child and will contact parents. If the illness is Covid 19 related the student will be placed in the Isolation Room until collected. Students may not contact home directly if they are ill. They must report to the School Nurse. Parents may not come into school to remove a student on the grounds of ill health without prior notification from the Nurse of SMT. If you have arranged any Doctor’s appointments that must take place during school hours, please inform the class teacher directly.





Security and visitors to the school:

To ensure the continued safety of students and staff, all visitors to the school must obtain authorisation to enter the school from the security staff. All visitors, including parents and maintenance staff will be issued with identification badges while present in the school once their QID and other details are entered in the Visitors Logbook. All visitors are then required to report to reception for further direction and information.

- Due to the Covid 19 pandemic, temperatures will be taken and EHTERAZ checked for all visitors to the school premises. A green EHTERAZ is required to enter and those displaying a high temperature will not be allowed to enter the school.
- All visitors are required to follow the guidelines given by the school staff in relation to all Covid 19 procedures - 1.5 metres social distancing, wearing a mask correctly at all times.
- Exercise personal responsibility for the safety of themselves and others while on the school premises.
- All parents are required to abide by the Parent Code of Conduct at all time while visiting the school site.

Traffic Calming: (Dropping off and Collecting Children):

All persons dropping students at the school must adhere to the following measures:

- Arrive in a timely manner for drop off and pick up of the students.
- Use the correct gate for entry and exit to the school as assigned to the year groups. The school gates are open from 6:30am - 7:00am and 1:30pm - 2:00pm.
- We encourage our students to practise Road Safety and would encourage you to ensure that your child wears their seat belt in your vehicle at all times.
- All students must be collected immediately at the end of the school day. Students cannot be left in school unless this has been agreed with the SMT.
- Not park at any of the school gates or in fire assembly areas.
- Park their vehicle in a designated parking area before allowing the students to exit or enter the vehicle.
- Drive at a slow speed in the school vicinity particularly in front of all of the gates and going over the allocated walk cross ramps for pedestrians
- Be consistently vigilant and considerate of all pedestrians and other drivers particularly the students and the younger members of our school community

Fire Drills:

Regular Fire Drills both announced and unannounced will occur at different times of the school year in all buildings. This ensures that in the unlikely event of a fire the students are all aware of what to do, how to exit the buildings in a safe and timely manner without unnecessary stress and panic. All Fire Drills are supervised by the SLT/SMT and are run in an efficient manner so little learning time is lost.



Healthy Eating:

Students are encouraged to follow our Healthy Eating policy. Students are not permitted to have fast-food while on the school grounds. The students are encouraged to eat healthy and the benefits of a healthy diet and regular exercise are promoted at NBA. Please ensure your child has a healthy breakfast and brings healthy food to school daily.

Please take time to refer to the following table to ensure you are aware of the requirements for a healthy lunch for your child:

Best Options	Not allowed (will NOT be given to your child if found in their lunch box)	Best Avoided
Food prepared at home.	All kind of Fizzy drinks (Cola, Miranda, 7up etc.)	Anything artificial, industrial-made products, all kind of processed and ready-made food. These products are overloaded with sugar, salt and chemicals ('e' numbers, preservatives, colouring, flavouring...) These food have no or very little nutritional value and may have harmful effects.
Wholemeal products (such as brown bread)		
Water (you could add a bit of honey and lemon or any other natural flavouring)	Crisps/chips	
	Chocolate bars	Industrially produced Juices
	Any types of sweets/candies	
Sandwiches (wholemeal bread)	Any type of fast food	Refined flour products (white bread & pastries)
Small pastries (home made with fresh ingredients and low sugar contain)		Ready-made packaged cakes
		Flavoured yoghurts
Fresh pieces of fruit		
Dried fruit (raisins, dates...)		
Plain yoghurt with honey		

NBA Barwa, has a strict **NO NUTS** policy.



Parent Communication (Parents as partners):

At NBA we use different forms of communication depending on context:

Any queries or questions regarding your child's education, complaints, queries must follow the following procedure:

1. Class teacher Dojo
2. KSC Dojo
3. Academic questions email rcooper@nababrwa.com
4. Pastoral questions email eloane@nbabarwa.com
5. Any unresolved issues after this process has been must be emailed to the Primary Headteacher tjulies@nbabarwa.com

Whole School Communication

Whole school communications will be placed on the schools dojo page and emailed to all parents via the school parent liaison officer. Please ensure that the email address and contact numbers provided to the school are current and that you check your emails regularly for updates.

End of Term school reports, homework, learning resources, timetables etc. can be found on the school VLE Fusion.

Parent Teacher Consultations (PTCs)

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

If you do wish to meet with a teacher or a member of the school's leadership team at any other time, you are more than welcome to make an appointment via the school's reception. It is essential that you make an appointment in advance as teachers cannot be disturbed during teaching time.



Pastoral Procedures and Expectations

Throughout their time at Primary School, every student has the right to develop as a person both in and out of the classroom. Teachers promote positive professional relationships within the school throughout the day and are the primary contact between the school and home. **The class teacher is the first point of contact and as such, it is he or she with whom a student should speak to if they have any concerns or worries.**

Pastoral Support Programme (PSP)

The Pastoral Support Programme (PSP) is designed to assist students who have consistently been unable to follow the school rules and displayed persistent negative behaviours. Once all steps have been followed using the school's Behaviour Policy, a PSP will be initiated by the class teacher and Key Stage Coordinator. A support group is formed to design a tailor-made programme to assist the student. The programme will involve the parents, class teacher, a member of the Senior Management Team and the School Counsellor. Parents will be asked to attend an initial meeting where targets and strategies will be discussed to ensure the student can make the best of his time at school and to develop a sense of harmony between the school, student involved and parents. Parents will be invited back to school for fortnightly review meetings and a member of the support team will meet with the student on a weekly basis.

Poor behaviours cannot be tolerated, it is essential that students/parents engage the support that is offered by the school, failure to do so may result in Termination of Placement Letters (block letters) being issued to students/parents as per NBA Behaviour Policy documentation.

The House System

All students are placed in one of four Houses in Primary (***Bell House - Yellow, Curie House - Red, Edison House - Blue and Wright House - Green***), and they remain in the same House throughout their time at NBA.

There are a number of school events throughout the year like Sports Day, etc. where the students have an opportunity to participate and score points for their House. This fosters the spirit of positive competition and cooperation and the teaching staff who are assigned to each House encourage this positive ethos during these events.

Prefects

Staff and students participate in the selection of prefects from Year 6 who will play an important part in the day to day running of the Primary School. The prefects have important leadership roles amongst the students, and they have a number of responsibilities. Prefects are expected to be good role models, motivated and work cooperatively with all students in the school.



Student Council

Students in each class (Year 1 to Year 6) elect one representative to sit on the School Council. This elected body meets regularly with the Head of student Council and occasionally with the HoP to discuss important Primary School issues. At these meetings the representatives convey the views of the students to Management and this provides students voice and student led initiatives that help to shape policies within the Primary School.

School Counsellor

Primary students and their families are able to speak with the School Counsellor if they have any personal or school related problems. These meetings are dealt with in confidence. Students are encouraged to use break times for visits, but if it is an emergency, they are available to assist at any time. The School Counsellor is also called upon by the school's management team and teaching staff to look into student issues within the school.

Zero Tolerance

NBA has a zero-tolerance policy of anti-social behaviour. Fighting and bullying are not allowed in school and will not be tolerated. If a child is caught fighting or bullying other students, parents will be contacted. Please read the school's Behaviour Policy and Anti-Bullying Policy for further information on sanctions. Please note that bullying also includes the use of the internet, social media and online gaming.

Mobile Phones/Smart Watches and All Electronic Devices

We advise that parents do not allow their children to bring mobile phones or Smartwatches to school. **If such items are found on the school site they will be confiscated and only returned to their parents.** The teacher/school will not be held responsible for the loss or theft of mobile phones/ electronic devices. Please be aware of any social media your child is using and monitor what they are saying.

Birthdays

While we acknowledge your child's birthday, we have a limited amount of time to cover the curriculum. Students are not allowed to arrange parties for teacher's birthdays. Only KS1 children will be allowed to celebrate their birthday at school (on a Thursday). Only individually wrapped treats and cupcakes (no birthday cakes) can be sent to school. Please note that we are a nut free school. Teachers must be notified at least 3 days in advance. The sharing of cupcakes/individually wrapped birthday treats will only take place at the end of the school day on a Thursday. No fast food is allowed as we promote healthy eating.



Student Attendance Procedures and Expectations:

Student Attendance

We at Newton British Academy believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a child to succeed in the school environment it is essential that a high level of attendance is maintained. It has been proved that there is a strong correlation between success and attendance.

A 96% attendance rate (as per UK Department of Education expectation) is the school's minimum attendance target for this academic year. Your children only attend school for 180 days out of 365. This leaves 185 days for holidays and weekends. Please book your holidays during these 185 days of school holidays. If you do take your child on holiday during term time without authorisation, this will have an impact on their academic progress and overall achievement. Please note that if your child is absent more than 18 days in the school year, they may not be offered a place in the following academic year at the school.

Absence and Late Procedure

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

Parents are responsible for ensuring that their child attends school every school day, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify

The school as soon as possible. A student's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for concern will receive a letter from the school highlighting the need for improved attendance. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

Registration

Registration is taken at 7.00am. Registration closes at 7.10am. If a student fails to arrive before registration closes, they will be marked as 'absent'. Students who arrive after the registers have closed should report to the Reception and sign the School Late Book, giving time of arrival and reason for being late. When the student enters the class with a late slip, the register entry will be amended to read 'Late'.



Latecomers

- Latecomers shall be noted in the late book at the reception and monitored by the class teacher and receptionist.
- Late attendance will be monitored.
- If arriving late for school becomes a regular occurrence the parents/ carers will be invited to meet with the Class teacher/Form Tutor, Key Stage Coordinator, SMT or SLT.

Procedures for Following up on Absences

- Parents will be requested to attend a meeting with the Class Teacher/ Form Tutor when the child has been absent for 6 days in a month.
- Parents will be informed in writing when a child has been absent for 12 days.
- Parents will be informed in writing (in the form of a meeting) when the child has reached 14 days of absence.
- A final telephone call will be made to parents when the child has reached 16 days of absence.
- When they have been absent for 18 days, the child will receive notification in writing that they may not be offered a place in the school in the following year.
- If a child is absent for more than 20 days, a consequence will be given.

Truancy

- If a student is absent from the school without permission, then the parents/carer will be contacted by telephone or email immediately and the student will be detained after appropriate notification. Parents will be requested to attend a meeting with the school.
- If truancy happens more than once, then the parents/carers will be invited to attend a meeting with a member of SLT to discuss the problem.
- In cases of persistent truancy, a referral will be made to the School Counsellor and Parents Liaison officer (PLO).

Absenteeism

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

Authorised and unauthorised absences

All absences, whether authorised or unauthorised, are recorded in the register on the school's information management system (SIMS) and on school reports.

Illnesses

A parent/ carer may sign their child off school for the first day of absence. This should be in the form of a note being given to the student's class teacher on the child's return. If the child is absent for 2 days or more, a doctor's medical note should be provided. On



the 3rd day of absence, the school will telephone the parents to enquire as to the child’s wellbeing. If your child is genuinely ill, the case will be considered on an individual basis.

Religious Absenteeism

If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

Collecting Children during the Day for an Emergency

All parents/ carers are to report to the Reception and a school representative will collect your child at specific times, so teaching and learning is not interrupted. **At no time is a parent, driver or carer allowed to the classroom during the day. Any early pick-ups without just cause will equate to an unauthorised absence.**

Extra-Curricular Activities/Events

All ECAs and events take place in line with Covid 19 guidelines and restrictions. Newton British Academy offers a diverse portfolio of Extra Curricular activities across the school year to enrich our curriculum. These will be communicated to all parents on the school calendar and via an ECA booklet shared with all parents at the start of each term.

Events & Themed Weeks

Throughout the school year a variety of academic and pastoral events will take place during school time. These events are designed to motivate, inspire or raise awareness of global and cultural issues in line with the school values. Please see a selection of the events below:

Mathematics Week	International Students Day
Science Week	Diabetes National Day
Book Week	Arabic Language Day
Wellbeing Week	Qatar National Day
National Sport Day	World Book Day
International Literacy Day	International Women’s Day
World Clean Up Day	International Poetry Day
International teachers Day	World Wildlife Day
World Tourism Day	Leavers Assembly



World Food Day

Prize giving Assembly

Extra-Curricular Activities (ECAs)

A range of after school activities takes place from 1:50pm until 2:25pm on a Sunday and Wednesday. These activities are arranged by staff and external providers and will be restricted with Covid 19 guidelines. Activities include sports, music, debating, Science, chess, ballet, Arabic, swimming, crafts and drama activities. These activities are advertised in advance and students are given the opportunity to select an activity of their choice in each term. Many of the activities are very popular so it is important to return ECA forms promptly as children are allocated ECAs on a first come, first in basis. We also provide paid ECAs with the support of external agencies and coaches. They will also be communicated to parents at the start of Term 1 and 2. We also offer targeted academic intervention/support lessons/clubs. Students will be invited to these clubs/lessons.

School 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.

Year Group Assemblies

Year group assemblies are held on a Thursday. Classes work on a weekly rota to lead the assembly. During assemblies, students have the opportunity to learn about important issues as well as to showcase what they are learning in the classroom, as well as receive acknowledgement for good behaviour and good work. Parents are warmly invited and encouraged to attend their children's assemblies throughout the year.

Registration Activities

During registration in Primary we have mini activities run as a carousel throughout the week. These have a mixture of academic and pastoral themes. Please see the activities overview below:

- Reading Activity
- Vision & Mission
- Values (Attitudes & Attributes)
- SPaG
- Writing



Library

The school has an outstanding library facility that offers a full range of genres to inspire and engage all students. Library books can be borrowed once per week during the weekly Library lesson. Our librarian plans lessons to inspire readers and develop the reading skills that are vital to all areas of learning.

If a student loses a book or damages a book there will be a 50QAR charge to contribute towards its replacement.

Curriculum Details and Academic Procedures:

At Newton British Academy we follow the English National Curriculum supplemented with Qatar History, Arabic and Islamic studies. The curriculum is broad and balanced and aims to meet the needs of all our students. Whatever ability, culture or nationality our teaching and learning provision promotes a love of learning and a willingness to explore. Through the curriculum we equip our students with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives.

The Key Stage 1 & 2 Curriculum Overview

Key Stage 1 consists of Years 1 and 2.

Key Stage 2 consists of Years 3, 4, 5 and 6

The programme of studies for KS1 and KS2 are designed to meet the requirements of the English National Curriculum (ENC).

Subjects		
English	Mathematics	Science
History	Geography	Arabic
Computer Science	Art & Design	Music
P4C	P.E.	French (KS2)
Citizenship or Islamic Studies		PSHCE

Parents will receive a Curriculum Pack at the beginning of each term and a Foundation subject curriculum map from their specific year groups.



Assessment

At Newton British Academy we assess in a variety of ways to ensure that we build a complete and comprehensive picture of your child's academic ability.

NBA uses the following standardised termly summative assessments in reading, SPaG and Mathematics to ensure that your children are given accurate grades and for the school to benchmark our progress against schools around the world to ensure that we are providing a high quality teaching and learning experience. Please find the assessments used below:

PiRA - Progress in Reading Assessment

PUMA – Progress Understanding Maths Assessment

These are supplemented by our internal assessments in all other curriculum areas.

Marking

When marking teachers are identifying academic strengths and note areas of difficulty. When marking, next steps in learning will be given as well as strengths identified. The marking policy ensures a consistent approach to marking throughout the school.

Marking feedback is given in the following formats; written marking, verbal feedback from class teacher, student marking (peer and self-assessment).

Assessment for Learning (AFL)

Assessment for Learning is an integral part of the school's approach to teaching and learning at Newton British Academy. Teachers use success criteria marking, peer marking and self-assessment to involve students in their learning and inform them of next steps for progress. Assessment for Learning opportunities are identified in planning and highlighted in red. Student work is marked against the Learning Objectives and Success Criteria of the lesson. Effective questioning is also used as a form of assessment

Assessing Student Progress (APP)

APP assessment for Year 1 – 6 in writing which is in line with National Curriculum guidelines 2014. Each unit of work that the children complete will end with an independent writing task that will be leveled using the APP and added to a writing portfolio for each child in every year group. The APP highlights gaps in teaching and informs planning enabling teachers to adapt the curriculum to meet the needs of the individual.



Science

In Science, we offer a balance between obtaining knowledge, developing scientific skills and the application of both of these strands through investigation. Within the curriculum, certain topics and areas are repeated across year groups, meaning that children may revisit a particular topic in each year of primary school but with increasing difficulty and with a different focus each time.

Children are expected to master certain skills in each year group and there is a very clear progression of these set out for each school to refer to. In Year 1 a child may have to ask questions, carry out a simple test, record simple data and then try to answer questions. By Year 6, they should be able to plan and carry out a fair test by using equipment accurately and taking exact readings or measurements. They are also expected to be able to draw conclusions from their results and record them using a range of graphs and charts.

For Year 1 – 6 the school uses Sigma Science Assessments, these are in line with The British National Curriculum, 2014. These assessments follow all topics taught in each year group.

Guided Reading

Ongoing assessment during Guided reading lessons is evidence based the Oxford Reading Tree (ORT) and PM Benchmark. This enables teachers to monitor student progress closely and plan accordingly. These sessions take place in small focus groups that help to accelerate students' progress in developing the reading skills required to access the school curriculum.

Mathematics, White Rose

In Mathematics, we follow White Rose curriculum. Inspired by the work of global maths experts, White Rose Math is a transformational approach to maths teaching in Key Stage 1 and Key Stage 2. White Rose Maths is a positive approach that focuses on reinforcing number competency, whilst providing opportunities to build reasoning and problem solving into each lesson, and encourages each student to build confidence and resilience to achieve in Mathematics. Its inclusive approach is based on the use of concrete objects, pictorial representations and abstract methods to help pupils develop a secure, long-lasting and adaptable understanding of mathematics.

Mathematics progress is formatively assessed using topic assessment materials. Mastery for Mathematics is embedded in the teaching and learning of each topic



taught. These assessments help identify strengths and areas of improvement for individual children as well as informing future planning by highlighting gaps in teaching.

Writing & SPaG, Talk for Writing

In English, we follow Talk 4 Writing, developed by Pie Corbett. This powerful teaching approach is based on the principles of how people learn. The movement from imitation, innovation to independent application lends itself perfectly to meeting the needs of all our different students.

The Talk for Writing approach enables students to read and write independently for a variety of audiences and purposes within different subjects. A key feature is that students internalise the language structures needed to write through ‘talking the text’, as well as close reading. The approach moves from dependence towards independence, with the teacher using shared and guided teaching to develop the ability in students to write creatively and powerfully.

What can you do to help your child’s academic development?

Homework is considered to be a valuable element of the learning process. At Newton British Academy, homework is given weekly and is available for download through our VLE platform as well as this a paper copy is available.

Homework is set:

- To promote independent learning through inquiry based tasks
- To involve parents in their children’s learning where possible
- To help teachers understand what their child can and cannot do
- To encourage children to talk about their work to their parents and explain what they are doing and how.
- To extend the time for learning, thus enabling children to practise and consolidate their skills, knowledge and strategies.
- To prepare children for secondary school experiences of homework.
- To view learning as a lifelong process and not just restricted to school hours.

Homework

Homework will align to work which has taken place in class but may take many different forms, including reading, learning multiplication facts and spellings. It should not entail new ideas that require explanation from a teacher. Occasionally homework may consist of preparation for work yet to be done. Students should understand exactly what they are expected to do, how to do it, and how long it should take. Students who have made insufficient effort during class time may be asked to complete work at home.

Students in Year 1 – 4 will receive ORT (Oxford Reading Tree) books weekly and all students from Year 1 – 6 will receive an eBook and Mathematics game on our Active



Learn/Bug Club platform.

What can you do to help your child?

Please find below some strategies for enabling your child at home and ensuring that the learning never stops:

1. Read with your child for 20 minutes every night
2. Daily conversation about everyday events
3. Family discussion of books, newspapers, magazines, and TV programs
4. Family visits to libraries, museums, zoos, etc.
5. Formal study time at home
6. A daily routine that includes time to eat, sleep, play, work, study, and read
7. A quiet place to study and read
8. Children expected to be on time
9. Parental knowledge and discussion of what is being watched on TV and computers
10. Parental knowledge of school achievement and personal growth
11. Be positive—your attitude about homework will make all the difference!
12. Reward progress and hard work

List of Relevant School Policies

Please find a list of NBA's policies that can be found on the Fusion and the website:

Teaching & learning Policy
Curriculum Policy
Assessment Policy
Home leaning Policy
Behaviour & Discipline policy
More Able & Talented Policy
Rewards Policy
ECA Policy
Marking
Sun Protection Policy
Anti-Bullying Policy
Class Dojo Policy
Counselling Policy
Child Protection Policy
Attendance Policy
General Data Protection Regulation Policy
Online Learning Policy
Safeguarding Policy