



Parent Handbook



Secondary School 2022-2023

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:
<http://newton.curveqatar.com/>

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



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. As a school we implement a holistic approach to teaching and learning, which allows every one students to develop academically, physically, emotionally and socially to ensure they become 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</i> <i>Knowledgeable</i> <i>Perceptive</i> <i>Skillful</i> | <i>Determined</i> <i>Proactive</i> <i>Resilient</i> <i>Versatile</i> | <i>Adventurous</i> <i>Creative</i> <i>Curious</i> | <i>Analytical</i> <i>Open-minded</i> <i>Reflective</i> | <i>Collaborative</i> <i>Empathetic</i> <i>Honest</i> <i>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 |



Head of School – Mr. David Walton



At NBA our students will enjoy a rich and creative curriculum supported by well educated professionals who will ensure not only academic successes, but also success in developing well rounded young people.

In Secondary, we aim to provide an inclusive education. We encourage our children to ask questions, be inquisitive learners and learn and develop through making mistakes and overcoming challenges. At NBA, we aim to provide all students with the opportunities to make as much progress as possible. We understand that the demands of students when they leave school are developing and changing, and our students need as many tools as possible to help them become successful in whatever form of higher education they choose to progress in. Our duty as a school is to inspire, develop and nurture every child in our care to have the confidence to enjoy learning. At NBA we know that children learn best when they feel valued, cared for and are given a variety of opportunities to express themselves creatively.

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

I am proud to be the Head of Secondary at NBA and look forward to getting to know both you and your children during this year.

David Walton

Head of Secondary



Deputy Heads of School Message (Pastoral) –Ms. Kirsty Dinsdale/Mr Bruce Henderson



Here at NBA, we encourage the students, staff and parents to build a community that can work together to achieve success.

We strongly believe that working as a team and encouraging positive behaviour; that can be celebrated and rewarded is a much better and more enjoyable experience for all.

We have high expectations for all our students to behave in such a manner that learning, progress and social development can take place in a calm and nurturing environment; and actively encourage empathy and a regard for others wellbeing. We offer many opportunities through lessons, ECA's, school trips and in-school activities for students to develop and achieve their full potential.

Deputy Head of School Message (Academics) – Mr. Steven Hendricks



At Newton British Academy we believe that academic success is strongly linked to the positive attitudes and attributes that we value. We will continue to strive towards academic excellence and ensure that students will progress towards the necessary level of attainment needed for future academic endeavors. Academic achievement is important for the successful development of young people in society. Parents who are involved in their child's education and family activities will see positive results in the area of behaviour, academics and social interactions. Together as stakeholders we can ensure that the future would be bright with these students entrusted to us.



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 as per current regulations.
- Back up masks for students will be available at the schools.
- Sanitizers are available around all of the buildings.
- All students will enter at the assigned entry points and have their temperatures checked on entry.
- Students must bring their own snacks and water/juice to school and eat in their classrooms.
- All classrooms have been prepared in line with guidelines, desks 1.5 meters apart, max 15 students.
- 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.
- Assemblies and trips will take place in line with current restrictions.
- Attendance is compulsory for all students onsite as per the student schedule and guidelines from the MOEHE.
- Students who are requesting to be exempted from attending school who suffer from chronic conditions are requested to submit a HMC stamped certificate.
- Phones are only allowed for use of ETHERAZ app for Secondary students when entering the school only. They will then need to be placed in student bags. All devices and Airpods must not be on display.
- If as student is feeling unwell and/or is showing Covid 19 symptoms parents are advised not send them to school and online learning on that day. Students with symptoms are placed in the Isolation Room and parents are called to collect the students. If C19 testing is required, parents will facilitate this.
- 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

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:

Work positively in partnership with the staff, the teachers and the school management

Treat all members of the school community with respect and set a good example in their own behaviour.

Clarify a child's version of events with the relevant teacher, in order to bring about a peaceful solution.

Support the school correcting their child's behaviour appropriately, where it could lead to conflict, aggressive behaviour or unsafe behaviour.

Establish a rapport with the teachers to work as a team for the best interests of the child.

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.

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.

Positively represent our school to the community.

Do not discuss school related issues on social media/Whatsapp, Twitter, Facebook etc.

Respect the confidentiality of the school and the privacy of teachers, staff and the students

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:

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.

The use of loud or offensive language or displaying temper.

Acting in a threatening manner either verbally or physically.

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.

Damaging or destroying school property.

Sending abusive or threatening emails, texts or letters.

Writing defamatory, offensive or derogatory comments about the school community on social media/ Whatsapp etc. or spreading malicious rumours.

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.

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.

Positively represent our school to the community.

Do not discuss school related issues on social media/ Whatsapp etc.

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

| 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 | Mr. Martin Hutchin | mhutchin@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 |

Email contacts:

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



**“An international community of learners striving for excellen
celebrating success”**



The School Day

The school day starts at 7.00am to 1.40pm and runs from Sunday to Thursday. Please note that timings may differ due to the Covid 19 pandemic in line with guidelines from the MoEHE and the MoPH.

| | |
|------------------|----------------|
| Drop Off Timings | 6.45 – 7.00 |
| Registration | 7.00 – 7.10 |
| Lesson 1 | 7.10 – 8.00 |
| Lesson 2 | 8.00 – 8.50 |
| Lesson 3 | 8.50 – 9.40 |
| Break | 9.40 – 10.00 |
| Lesson 4 | 10.00 – 10.50 |
| Lesson 5 | 10.50 – 11.40 |
| Break | 11.40 – 12.00 |
| Lesson 6 | 12. 00 – 12.50 |
| Lesson 7 | 12.50 – 13.40 |
| ECAs | 13.50 – 14.25 |

Students should arrive at school between 6:45 and be ready at their tutor room to start the day at 7:00. Boys should enter through the doors on the boys’ side and girls on the girls’ side and ascend the stairs to the secondary floor.

Gate Allocation

| | |
|--------|------------------|
| Gate 1 | Year 12 students |
| Gate 2 | KS3 Boys |
| Gate 3 | KS3 Girls |
| Gate 4 | KS4 Girls |
| Gate 5 | KS4 Boys |



Siblings

All students in secondary school are allowed to pick up their siblings in primary school, however in order for them to be able to do this, parents need to fill in the relevant forms and follow shared guidelines in relation to sibling pickup.

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; text-align: center; padding: 2px; font-weight: bold;">Daily Wear (Mandatory)</div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <small>Unisex Polo Shirt, White</small> ♂ </div> <div style="text-align: center;">  <small>KG Girls Pinflore, Tartan</small> ♀ </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <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; text-align: center; padding: 2px; font-weight: bold;">Daily Wear (Mandatory)</div> <div style="display: flex; justify-content: space-around; align-items: center;"> <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; align-items: center; margin-top: 10px;"> <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; text-align: center; padding: 2px; font-weight: bold;">Daily Wear (Mandatory)</div> <div style="display: flex; justify-content: space-around; align-items: center;"> <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; align-items: center; margin-top: 10px;"> <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; text-align: center; padding: 2px; font-weight: bold;">Accessories (Optional)</div> <div style="text-align: center;">  <small>Winter Jacket, Navy</small> ♀ </div> <div style="text-align: center; margin-top: 10px;">  <small>Unisex Sweatshirt, Navy</small> ♀ </div> | <div style="background-color: #003366; color: white; text-align: center; padding: 2px; font-weight: bold;">Accessories (Optional)</div> <div style="text-align: center;">  <small>Winter Jacket, Navy</small> ♂ </div> <div style="text-align: center; margin-top: 10px;">  <small>Unisex Sweatshirt, Navy</small> ♀ </div> | <div style="background-color: #003366; color: white; text-align: center; padding: 2px; font-weight: bold;">Accessories (Optional)</div> <div style="text-align: center;">  <small>Winter Jacket, Navy</small> ♀ </div> <div style="text-align: center; margin-top: 10px;">  <small>Unisex Sweatshirt, Navy</small> ♀ </div> |
| <div style="background-color: #003366; color: white; text-align: center; padding: 2px; font-weight: bold;">Sports Wear</div> <div style="display: flex; justify-content: space-around; align-items: center;"> <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)</small>  <small>Unisex PE Shorts, Navy</small> ♀ </div> </div> | <div style="background-color: #003366; color: white; text-align: center; padding: 2px; font-weight: bold;">Sports Wear</div> <div style="display: flex; justify-content: space-around; align-items: center;"> <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)</small>  <small>Unisex PE Shorts, Navy</small> ♀ </div> </div> | <div style="background-color: #003366; color: white; text-align: center; padding: 2px; font-weight: bold;">Sports Wear</div> <div style="display: flex; justify-content: space-around; align-items: center;"> <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)</small>  <small>Unisex PE Shorts, Navy</small> ♀ </div> </div> |



The uniform shop is open at NBA, Barwa City,
6.45am to 1.30pm, 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 for the 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 , EHTERAZ will be 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 - keep a social distance and wear 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 times 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 kinds 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 | 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 | | Ready-made packaged cakes |
| fresh ingredients and low sugar | | Flavoured yogurts |
| contain) | | |



| | | |
|---------------------------------|--|--|
| 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):

Staff will communicate with parents using the following:

- Fusion
- Email
- Text message

Please ensure the email address held by the school is up to date and checked regularly. Parents are given a unique log in for Fusion. Parents can easily communicate to teachers using the Fusion platform as well as through Email.

Please allow 24 hours when requesting a meeting and all correspondence will be responded to within this timeframe.

Parents will be invited to attend Parent Teacher Conferences to discuss the progress of their child. During these meetings, parents can speak to each of their child's teachers.



Pastoral Procedures and Expectations

Throughout their time in the Secondary School, every student has the right to develop as a person, both in and out of the classroom. Teachers promote positive relationships within the school community, and these are reinforced in lessons, assemblies and at breaks. Bullying is not tolerated in any form and the school has an Anti-Bullying Policy which can be found on the website. The school also has an annual Anti- Bullying Campaign. The Form Tutor sees students at the beginning of each day and is the primary contact between the school and home. In tutor time, students are encouraged to build an important relationship with their tutor; one based on trust and confidence. The tutor is the first point of contact and as such it is he or she with whom students should speak if they have any concerns or worries. However, all Secondary teachers have a pastoral role, and students can speak to another teacher if they prefer.

Prefects; Head Boy & Head Girl

Staff and students participate in the selection of prefects from Years 11 and 12 who will play an important part in the day to day running of the Secondary 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, motivate and work cooperatively with all students in the school. Some roles outlined include: assisting the Sports and Art Departments, assisting and speaking at assemblies, as well as assisting at parent meetings and other school events. Students from Year 12 will also be given the opportunity to be elected as Head Boy and Head Girl.

Student Council

Students in each class (Years 7 to Year 12) elect two representatives (one boy and one girl) to sit on the School Council. This elected body meets regularly with the Head of Student Council, the Head of Secondary School and occasionally with the



Principal to discuss important Secondary School issues. At these meetings the representatives convey the views of the students to Management and this helps to shape policies within the Secondary School.

The House System

All students are placed in one of four Houses in Secondary (Bell House, Curie House, Edison House and Wright House), and they remain in the same House throughout their career in the school. Year 11 students will be elected as House Captains to encourage students and build team spirit. There are a number of School events throughout the year, such as Sports Day, Mathematics Quiz, etc. where the students have an opportunity to participate and score points for their House. This fosters the spirit of competition and cooperation within the House group, and the staff who are assigned to each House encourage this positive ethos during these events.

Student Attendance Procedures and Expectations:

The pastoral care of students includes the general discipline of all students in KS3 as well as the monitoring of uniforms, attendance, lateness and making parent contact when required. This is carried out by our pastoral care team of tutors and Heads of Year. School policies are referenced in this Handbook. You are strongly advised to read through these with your child and support the school by ensuring that your child (and you where applicable) abides by all school policies.

(1) Students are expected to attend school on time every day, ready to learn.

If they cannot attend due to illness or other exceptional circumstances then the following should happen:

Parent/guardian should email the form tutor and copy in the KS Coordinator stating why the child is absent. They should also phone or email the school reception and let them know why the student is absent. This can then be registered on SIMS.

A doctor's note must be sent in with the child upon returning to school (or a verified explanation for the absence).

(2) Student lateness – students should endeavor to be punctual for all lessons; however if they are late they must sign in at reception upon entering the school. (If after registration 7.00 – 7.10am). If they arrive during registration they MUST go straight to registration and their tutor will mark them as late.

(3) Registration is an important part of the day – students should be ready outside the classroom by 6.55am so that their tutor can welcome them into class and register them in the morning. Important information is often shared during registration and attendance is taken from this register.

(4) Any known/pre-planned absence (whether medical, personal or religious) should be approved by the school; a form can be found in reception and should be completed and returned for approval by the principal at least 1 week in advance of the absence. If this



is not followed then the absence will not be approved and this will affect the attendance for your child.

(5) If a child has poor attendance or is persistently late then tutors will contact parents to discuss this matter. If it does not improve then the KS Coordinators (or HOP) will have meetings with the parents and students to rectify the situation. Detentions will also be issued for persistent lateness.

(6) Truancy – if a student is found to be truanting a lesson parents will be informed and they will be contacted to attend a meeting. The child will be issued a detention and will have to catch up all work missed. They will be placed on report to monitor their future attendance in lessons.

(7) If an emergency happens during the day and your child needs to be collected from school – parents should contact reception and they will collect your child from class. Parents should not contact their child directly as this can cause unnecessary distress. If there is an emergency at school; the school will contact the parents to collect their child

Extra Curricular Activities/Events

ECAs - A range of after school activities takes place from 1.50pm until 2.30pm. These activities are arranged by staff and senior pupils. These activities include sports, musical instruments, photography, craft and drama activities, and even pastimes such as chess and other board games. These activities are advertised in advance and students are given the opportunity to select an activity of their choice in each term. It is appreciated that students will have to be picked up from the school by parents or drivers at 2.30pm as the buses leave at 1.50pm. However, extra-curricular activities are encouraged as they are enjoyable and promote cooperation and friendship. They may even stimulate a life-long interest.

Activity and themed weeks during the year

There are special events in the school calendar in which Secondary School students are encouraged to participate. Important events include the School Fair when funds are raised for a worthy cause, Sports Day for athletic competition and the School Play for dramatic and musical performances. In addition, there are events which follow a particular theme such as Healthy Eating Week, Science Week and English Week. These events promote good principles amongst our students as well as providing opportunities for fun and enjoyment.

Trips regulations

Activities outside of the classroom are seen as a way of enriching learning and, in some cases, they are an essential part of the academic course. The PE department arranges sporting fixtures with other schools in Qatar, and other departments,



including Art, Arabic and Science, organise trips to locations within Doha. Due to Covid 19 no trips are permitted to take place.

In addition, it is envisaged that there will be at least one overseas trip each year. All trips are properly supervised, and risk assessments are made by the teacher in charge. However, it is essential that permission is given by a parent before a student is allowed to go on the trip. As these trips are an important learning experience, it is expected that students will attend if required.

Year Group/Class Assemblies

Tutor/Registration/Form Time – linking to themed weeks and school values.

At the beginning of each day, students meet in tutor groups for 10 minutes with their Form Tutor. Attendance is taken and the tutors also distribute any school notices and deal with important matters relating to the tutor group. The tutor plays a vital pastoral role and he/she will take the opportunity to help and guide students with their concerns. The tutor deals with behavioural issues in the tutor group, which includes the issuing and follow up of any merits given. Tutors will also make themselves available to listen to any individual concerns of students in their form.

NBA has a well-stocked Library where students are able to borrow books that relate to their studies or they would like to read for pleasure.

Books must be returned at the end of each academic year.

Text books will be provided by the school on a loan basis.

Curriculum Details and Academic Procedures:

The Secondary Curriculum

The curriculum followed throughout the Secondary School is based upon the National Curriculum of England; with each subject curriculum being drawn from the British QCA approved National Strategy. Each individual curriculum is then evaluated as to its appropriateness and importance to the school community that we have and balanced with the needs of the Ministry of Education. We constantly evaluate the school plans to assure that we offer the best possible curriculum that we can and are always seeking to improve upon this. Subjects taught in Key Stage 3, 4 and 5 are indicated below:

| KS3 | |
|--------|---------|
| Arabic | History |



| | |
|-----------------------------|------------------|
| Art and Design | History of Qatar |
| Citizenship/Islamic Studies | I.C.T. |
| Design & Technology | Mathematics |
| English | PE |
| French/EAL | Science |
| Geography | |

KS4: Year 10 Options for 2022 - 2023
Mathematics and English, plus the following option blocks

| Year 10 BOYS | | | | | | |
|---------------------|------------------|--------------------|------------------|--------------------------|------------------|--------------------------|
| Block A | Block B | Block C | Block D | Block E | Block F | Block G |
| Art | Geography | Global Citizenship | Computer Science | IGCSE PE | Physics | Environmental Management |
| Economics | Business Studies | Biology | Physics | Chemistry | Business Studies | Arabic |
| Biology | Chemistry | Arabic | ICT | Environmental Management | Computer Science | History |
| Design Technology | | ICT | French | | | |

| Year 10 Girls | | | | | | |
|----------------------|------------------|--------------------|------------------|--------------------------|------------------|--------------------------|
| Block A | Block B | Block C | Block D | Block E | Block F | Block G |
| Art | Geography | Global Citizenship | French | Chemistry | Physics | Environmental Management |
| Economics | Business Studies | Biology | Computer Science | Environmental Management | Business Studies | Arabic |
| Biology | Chemistry | Arabic | Physics | IGCSE PE | Computer Science | History |
| Design Technology | | ICT | ICT | | | |



Year 12 Options for 2022 - 2023

| <u>Year 12 Options Boys and Girls</u> | | | | |
|--|-----------------------|-----------------------|--------------------------|---|
| <u>Block A</u> | <u>Block B</u> | <u>Block C</u> | <u>Block D</u> | |
| Biology | Chemistry | Physics | Mathematics & Statistics | Arabic Year 12 & Year 13 <i>Y13 optional</i> Year 12 Arabic examined in Jan 2023, Year 13 Arabic examined in June 2023. 4 lesson pw. |
| Environmental Management | Geography | Business | History | |
| Mathematics & Mechanics | Psychology | English | Computer Science | |
| | | Art/DT | IT | |
| | | | | |

Assessments

There are a wide range of assessments throughout the academic year, both formative (ongoing assessments) and summative (end of unit and end of term assessments). These are graded according to the QCA Levels, IGCSE grades, AS grades and mark schemes being drawn from the National Strategy documents. Records are kept by each subject teacher and recorded on the school management system. The overall result of these assessments will be reflected as a level or grade in the end of term report.

Examinations



Internal examinations take place at the end of each term. Parents are given notification of these examinations and a timetable will be sent home with the student a few weeks before the start.

Key Stage 3

Key Stage 3 is the collective name given to Years 7, 8 and 9. All students follow the National Curriculum of England for all subjects.

Our Key Stage 3 curriculum builds on the experiences students have had at their Primary School. Our aim is to maintain the strengths of the primary approach as we introduce teaching by subject specialists. In particular, we want our students to use their skills across the curriculum and not to confine them to the subject in which they happen to be learned. Information Technology equips students with skills which are used and reinforced across all subjects.

Thirteen subjects are offered: English, Mathematics, Science, ICT, History, History of Qatar, Geography, French, Arabic, Islamic Studies or Citizenship, P.E., Art & Design and Design & Technology. English and Mathematics are taught each day of the academic week.

Within the structure of the National Curriculum, the Programme of Study sets out what students should be taught, and the attainment target sets out the expected standards of each student's performance. The aim of KS3 is to focus upon the practical development of the skills needed to develop our students to become successful learners who enjoy learning, make progress and achieve; confident individuals who are able to live safe, healthy and fulfilling lives and responsible citizens who make a positive contribution to society.

Key Stage 4

Key Stage 4 is the collective name given to Years 10 and 11.

All students will follow either the Cambridge International Examinations (CIE) examination board or the Edexcel examination board specifications for each subject. Both examination boards are recognised by leading universities and employers worldwide, and they provide an international passport to progression and success. Developed over 25 years ago, they are tried, tested and trusted by schools worldwide.

Our Key Stage 4 curriculum builds on the experiences students have had at Key Stage 3, but they will now have the opportunity to begin to specialise in a number of subjects through the option choices outlined in the table above. We



still expect our students to maintain a broad range of subjects across the curriculum with mathematics and English being compulsory and at least two science subjects being chosen. We expect our students to use their skills across the curriculum and not to confine them to the subject in which they happen to be learned. For example, whilst ICT is now an optional IGCSE subject, we expect all students to have a strong understanding of the required ICT skills that are used and reinforced across all subjects.

The IGCSE curriculum offers a variety of routes for learners with a wide range of abilities, including those whose first language is not English. Encouraging learners to engage with a variety of subjects, and make connections between them, is fundamental to this programme. The IGCSE helps improve performance by developing skills in creative thinking, inquiry and problem solving.

Key Stage 5

Our Sixth Form Programme is based around the first year of A-levels which we believe promote the best basis for higher education. Courses for Year 12 are known as AS (Advanced Subsidiary) or IAS (International Advanced Subsidiary).

In year 12, students will study FOUR subjects at AS-level. These will be completed in the summer term of Year 12. Students can study one subject from each option block only. Grades range from A to E.

NBA Secondary School does not currently offer Year 13, however, all students can advance onto Foundation courses at various Universities after Year 12 (including Qatar Bridge Programme).

It is important for our sixth form students to undertake personal development opportunities, these will include careers guidance and a range of projects and activities designed to broaden students' personal qualities, experiences, education and to increase their awareness and maturity. This programme will also include opportunities to develop personal responsibility and leadership skills.

Choosing the correct Sixth Form programme is a very important educational step as it may determine a student's future career opportunities. AS-level courses are far more intensive than IGCSE and because external examinations occur at the end of the first year, and in many subjects during it, it is difficult to change courses once they have started, students must ensure they choose carefully.

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