

# *Parent Handbook*

*Welcome to the Early  
Years Foundation Stage*





## **Welcome to the Early Years Foundation Stage Newton British Academy, Barwa City**

### **Dear Parents,**

Students at Newton British Academy are encouraged to strive for excellence both in the work they do in the classroom and the behaviours policies they make. The school staff are committed to providing an excellent learning environment that will enable all students to learn and grow.

We are delighted to be taking a lead role in your child/children's educational journey. We endeavor to work closely and collaboratively with you as parents to ensure that we can enable each student to achieve their potential. In doing so, we know that our learning community will grow even stronger with your involvement and support.

We are very proud to be part of the Early Years Foundation Stage here at Newton British Academy and know that our students are proud to attend our school. Together we can 'celebrate success'.

Newton British Academy  
Telephone: 40061501



Dear Parents, Guardians and Family,

Welcome to Newton International Academy. If your child has not attended our school before then we welcome you and your child for the first time and this will be the beginning of a long and happy association, not only for your child but also for you and the whole family.

We have created a parent booklet which aims to provide everyone with important information that you will need to help make your child's entry to the Foundation Stage education as happy and smooth as possible.

However, no matter how good such a booklet is, there will always be some questions or concerns that are not addresses. Please do not hesitate to speak to a member of staff or management

Your child's classroom teacher should be able to assist you with any concerns as a first port of call. Alternatively, please feel free to discuss any concerns or queries with me.

We hope that your stay with us will be pleasant and memorable.

Best wishes for the future.  
Mrs. Rose Tasneem & Ms Jeanne Kotze  
Early Years Foundation Stage Coordinators

Newton British Academy  
EYFS Oryx Building: 40061502  
EYFS Pearl Building: 40061503

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# Our Vision, Mission Statement and Values

**Our Vision:**

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

**Our Mission:**

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

**Our Values**

<b>RESPECT</b>	Self-respect, respect for students/ staff /parents and cultures. Respect for personal and community property
<b>HONESTY</b>	Honesty in all our actions
<b>TRANSPARENT COMMUNICATION</b>	Open and effective communication among students, staff, and parents
<b>EMPATHY</b>	Understanding and appreciation of the feelings of others
<b>SUPPORT</b>	Support the development of each individual to his/her full potential.
<b>DIVERSITY</b>	Appreciation of all languages, traditions, religions and cultures.
<b>SOCIAL RESPONSIBILITY</b>	Development of responsible citizens through community service.
<b>PERSONAL ACCOUNTABILITY</b>	Highest personal commitment to taking responsibility for our actions
<b>ENVIRONMENTAL AWARENESS</b>	Respect for our environment.

**Settling your child into school**



We understand that the first day of school can be difficult and unsettling for both you and your child. It is never easy for a child to separate from their parents and going to school is no different. To help you and your child settle into school more easily we have set out some guidelines.

- It is important for your child to see that you trust their teacher. Your child looks to you for guidance and security and will feel a lot more comfortable to see that you are comfortable and happy for them to stay with their classroom teacher.
- As difficult as it might be for your child, please do not remain at school after you have dropped your child in their class. Young children need to understand that there is predictability in their routine. Walk your child into the classroom, spend only a few minutes settling them into an activity and then leave the building.
- By dropping them off as well as collecting them on time, your child will understand that they can trust in both their parents and school and that you will always come back. This is an important part of their settling in process.
- Please know that even though your child might cry when you leave, they usually settle into the classroom quickly and do not stay upset for long. Teachers will never allow your child to be upset for a long period of time and will contact you if they have any concerns with your child's settling in process.
- **Please be on time when collecting your child from school.** Young children find it particularly upsetting when they see other children being collected by their parents while they are waiting for your arrival. It is a very important that your child knows that they will be collected from school. This allows them to be relaxed during the school day as they understand they will be collected.
- Be consistent in their attendance. Children need to develop a school going routine to help with their settling process.
- Talk to your child about their school day. By showing an interest in their day your child is learning that you value their learning as well as the school day and will settle into school easier.



## **The School Day**

The school day starts at 7:00am and ends at 12:30pm for Foundation 1 and 2. The Early Years Foundation Stage is play based with carefully chosen areas of play set up around the room. This will be done in accordance with the specific curriculum goals and current interest of the children. A typical Foundation 2 day will also include separate Mathematics and Literacy hour. During a typical day, teachers and co-teachers will work with smaller groups of students to scaffold their individual learning.

Play is the key to the way children learn. Through play, children develop the confidence needed for learning basic verbal skills that help develop language and communication in English, social skills, problem solving skills and the basic foundation for continued learning.

There are two breaks times for the children to eat and play. They are at 8:15am and 11:00am.

## **Registration**

The class teacher will welcome the children from 7:00am. The registration will be until 7:15am. Any child that arrives after this time will be recorded as being late. If your child arrives at 7:15am, they should report to the Reception desk to be recorded as present in school and receive a late slip. It is important that your child arrives on time for the start of the school day so they do not miss out on valuable teaching and learning time.



## **Key Procedures**

### **Dropping off and Collection of Children**

Parents and drivers are asked to be extremely vigilant and cautious when dropping off and collecting their children.

We encourage our students to practise Road Safety at all times. Please ensure that your child wears their seat belt when seated in your vehicle. All children in Early Years must be collected by a parent or other adult from their classrooms. If you have assigned a person to collect your child, we need written notice or a phone call.

If you are late collecting your child, they will be cared for in our After Care Room until 2:20pm. Please refer to the After Care Policy for further information.

Buses are organised by an external company and all information and contact details are available from the bus coordinator in the main Primary school building.

### **Security and Visitors to the School**

All visitors to the school must obtain authorisation to enter the school from the security staff. Visitor's details will be entered into the Visitor's Control Book.

Visitors will be given a visitors badge which must be worn when in the building.

### **Absence and Late Procedure**

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

### **Assembly**

Assemblies are held every week. Children will receive a certificate after completing their sticker charts in class. Stickers are awarded for good work and behaviour. Classes will have the opportunity to showcase their learning.



### Accidents and Sickness

If a student is ill or injured during the day the school doctor/nurse will assess the child and will contact parents if necessary. Parents may not come into school to remove a student on the grounds of ill health without prior notification from the doctor. If you have arranged any doctor's appointments that would take place during school hours, please inform the class teacher.

### Health and Safety

Good health will help your child's ability to learn and achieve at school and throughout their life. Therefore, we wish to stress the importance of good nutrition, adequate sleep, good hygiene and regular exercise.

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 and CPR. There is always a medical staff member on hand. Regular fire drills will also occur so that in the event of a fire, students are aware of what to do, how to exit the buildings etc.

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 Doctor/nurse in the building. The following table gives the exclusion periods for some common illnesses.

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.



Each day make sure your child has a healthy breakfast and brings healthy food to school. Fizzy drinks are not permitted, nor are chewing gum, chips or chocolate. Healthy Eating Week is held early in the school year to educate students about the harmful effects of unhealthy food and drinks and to encourage a healthy lifestyle. Newton British Academy operates a strict NO NUTS policy.

**Uniforms**

Please ensure that your child is dressed in the correct uniforms. School uniform for the EYFS is as follows:

Foundation Stage	
Girls	Boys
McKenzie pinafore White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.	McKenzie shorts White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.
Physical Education	
Plain navy shorts/ trousers School polo shirt, a plain white vest may be worn under shirt (optional) Trainers	

Your child should wear their PE kit on the day allocated for their PE lesson. This will be written in their planner.

School uniform must be worn when the children go on school trips.

Uniforms can be purchased from 'Uniform Mart' in Al Gharaffa. Please remember to ask for the NBA logo.



### Communication

**Telephones:**

**Primary Main School Building:** 40061501

**EYFS**

**Oryx Building:** 40061502

**Pearl Building:** 40061503

**Address:** Newton British Academy, Barwa City, PO Box 8449, Qatar

Position	Name	Email
Principal	Jonathan Shellard	<a href="mailto:shellardj@newtoninternationalschool.edu.qa">shellardj@newtoninternationalschool.edu.qa</a>
Deputy Principal	Julia Wood	<a href="mailto:woodj@newtoninternationalschool.edu.qa">woodj@newtoninternationalschool.edu.qa</a>
EYFS Coordinator Oryx	Rose Tasneem	<a href="mailto:tasneemr@newtoninternationalschool.edu.qa">tasneemr@newtoninternationalschool.edu.qa</a>
EYFS Coordinator Pearl	Jeanne Kotze	<a href="mailto:kotzej@newtoninternationalschool.edu.qa">kotzej@newtoninternationalschool.edu.qa</a>

### Information / Parent Meetings

At the beginning of the year, parents are invited to attend a Welcome Afternoon where staff will present their aims for the academic year. Parents will have an opportunity to ask questions of teachers and find out about the learning objectives for the year. Coordinators, Team Leaders and Senior Management will be present at these meetings to answer any queries you may have.

Parent Teacher Interviews are held each term. These are an important time to discuss your child's progress. Please ensure that you attend these meetings. If you do however wish to meet with teachers at any other time, you are more than welcome to. We do ask that an appointment be made by telephone so that the teachers are available for the consultation. Teachers cannot be disturbed during their teaching time. You may also meet with your Team Leader or Coordinator by making an appointment at the Reception desk.



## **Parents as Partners**

At Newton we encourage parents to take an active role within their child's education. During the year there will be opportunities for parents to get involved in school activities.

## **Pastoral**

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. The class teacher is a key factor in the overall responsibility for student care and welfare. Your class teacher is your main link between school and home. Positive relationships are built between teachers, students and parents to ensure everyone feels safe and secure in their school environment.

## **Communication Book**

Good communication is key and something we endeavor to promote here at NBA. Your child will be given a communication book at the beginning of the school year. This is a great way for parents and teachers to communicate with each other on a daily basis. Please ensure you check and sign it each day to keep up to date with events and information.

## **How to help Your Child Succeed at School**

Discuss what has happened at school and what they have learned. Make a fuss when the child has been complimented or rewarded. Meet your child's teachers whenever you can. Do not hesitate to contact the school to discuss issues. We are here to help in any way we can. Ensure your child arrives at school on time, and has all equipment ready for lessons. Make sure your child has the time and opportunity to do his homework. Ensure that your child has enough sleep.

## **Homework**

Within Early Years we will provide suggested activities for the children to complete. These are not compulsory, but something you and your child may enjoy doing after school.

One way to help your child is to read to them for a short time each evening.

In Foundation 2, the children will begin receiving reading books during Term 2.



## Extra-Curricular Activities

On a Sunday and Wednesday we have optional Extra-Curricular Activities for the **Foundation 2 students only**. These ECA's, finish at 1:30pm. There is no bus service for the children who stay late to attend an ECA and these children should be collected by their parents. A letter will be sent home in your communication book giving you all the relevant information along with a permission slip which you should complete and return the next day. All children must be registered and you as a parent must have received a confirmation slip of your child's enrolment.

## Activity Weeks

Newton British Academy runs activity weeks throughout the year. The students find the weeks very enjoyable and learn a lot whilst having fun. The events for this year include:

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

## Assessments and Reports

At the end of each term your child will receive a report. This report is based on the Early Learning Goals of the Early Years Foundation Stage Curriculum of England and Wales. All children in the Early Years Foundation Stage will be continuously assessed throughout the year. Teachers carry out regular observations of the children. As parents are the child's first teacher it is important that you are part of the assessment process. Please regularly discuss your child's progress with their class teacher and use the daily planner to ask any questions or inform the teacher of anything. Foundation 2 children will also have a formal assessment towards the end of each term based on what they have been taught during the term. During Term 2, assessments and progress will be discussed in depth with you as you and your teacher can review your child's profile during a parent teacher interview.



## **Trips**

Each class will be taken on different trips during the year. Trips will usually be Educational although occasionally students are taken on fun trips. Children should be wearing their school uniform for all school trips.

## **Birthdays**

We enjoy helping your child to celebrate their birthday. However, parties need to be kept small so that they do not interrupt teaching and learning – a cake and some juice is fine. It would also be helpful if you could bring any cutlery that is needed. Should you want to have a party for your child please notify the class teacher at least three days in advance and specify what you would like to bring. Parties will only take place at the end of the school day. Remember no fast food is allowed as we promote a healthy eating environment.



## **The Early Years Foundation Stage Framework**

The EYFS sets the standards for learning, development and care for children from birth to 5 years of age. The principles which guide the work of our Early Years Professionals are grouped into four themes:

- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationships** - children learn to be strong and independent from loving and secure relationships with parents and/or a key person.
- **Enabling Environments** - the environment plays a key role in supporting and extending children's development and learning.
- **Learning and Development** - children develop and learn in different ways and at different times; all areas of learning and development are equally important and inter-connected.

## **Areas of Learning and Development**

There are seven areas in which our Early Years Professionals support children to learn and develop. There are three prime areas and four specific areas.

### **These are as follows:**

Prime Areas:

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

### **Development Specific Areas**

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

For more information about the Early Years Foundation Stage please download full guidance at

[www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)



## The Foundation Stage

Within the Foundation Stage there are 7 areas used to plan your child's learning activities. The teachers supporting your child will make sure that the activities are suited to your child's unique needs. Children in Foundation learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outside.

### All About Foundation 1

In Foundation 1, the children are encouraged to become independent and responsible such as making the right choices in their daily lives. The curriculum focuses on the prime areas of the EYFS as mentioned earlier. The environment is designed to help children develop their social and emotional skills such as getting along in a group and managing conflict in a positive manner, developing communication and language skills by listening to others and taking turns in conversation and motor skills, such as pencil control and developing spatial awareness.

We use EAL strategies (English as an Additional Language) to support children's language development through conversations and activities.

Children in the early years learn through play; play provides many opportunities for learning. The curriculum is delivered in a way that suits children's playful nature. By following their interests, the teachers support the children's development in all areas by creating and offering suitable and challenging activities. Children are active learners and therefore we limit the use of worksheets.

### What you can do to support your child's development in Foundation 1

Please encourage your child to:

- Eat independently
- Clean themselves when using the toilet
- Express their needs to an adult
- Practise counting out loud, such as when climbing the stairs
- Sing number rhymes and songs
- Make marks as with different tools, such as chalk, crayons and paint
- Read stories that your child enjoys regularly and then spend time discussing what you have read.



## **All About Foundation 2**

In Foundation 2, the children will continue to develop the skills to be independent and responsible. The curriculum will also focus on the specific areas of the EYFS such as Literacy skills, recognising the letters and sounds of the alphabet through Jolly Phonics, this will help the children to read and write. In The activities in Mathematics are designed to help children learn about numbers, shapes and measurement. They will also learn about the world around them and be encouraged to express themselves through Art and Design.

### **What you can do to support your child's development in Foundation 2**

Please encourage your child to:

- Recognise street and shop signs as well as simple labels in the supermarket
- Recognise and write their name
- Play simple board games
- Count everyday objects, such as how many spoons and plates on the table
- Recognise and write numbers

When reading stories that your child enjoys, spend time talking about the title and picture on the front page; as you read the story, ask questions about the characters and where the story takes place. You can also ask your child how they think the story will end and then discuss how they would change the ending of the story if they could.

As mentioned earlier, during Term 2 children will be given reading books to practice their reading skills at home. The teachers will regularly change the books. More information will be provided closer to the time.

### **What to do When You Don't Know the Answers**

We don't all have the answers, however we are here to help. If there is a problem feel free to come and speak with the class teacher, Team Leader or Coordinator for help, guidance or advice.



## Frequently Asked Questions

### ▪ **How do I settle my child into school life?**

We recognise and understand the anxieties for both parents and children when starting school. Some children will settle in on their first visit and others will take a little longer to get used to their new environment.

- ❖ Talk about school with your child, use your own positive experiences to help the child look forward to beginning school.
- ❖ Once you have brought your child to school, give them a hug, a kiss goodbye, tell them you will be back soon to pick them up and then depart.
- ❖ Once you have left, try not to return. This does upset the child during the day and we want them to be settled and comfortable in their surroundings without the parents around.

### ▪ **What does my child need to bring to school?**

Your child should always have in their bag the following:

- ❖ A healthy snack (enough for their day at school)
- ❖ A bottle of water
- ❖ A spare change of clothes (labelled with children's name and class)
- ❖ A pack of wet wipes
- ❖ A sun hat
- ❖ The communication book

### ▪ **Why is there so much paperwork to complete?**

It is of the utmost importance that we obtain as many details about a child as possible to ensure their welfare at school. During the first week you will be asked to complete some information forms – please make time to do this while at school.

### ▪ **How do the teachers communicate with the parents?**

Your child will receive a Communication Book which is the main way teachers and parents communicate. You will receive a newsletter which includes event information, updates and curriculum information.

### ▪ **How can parents get involved with their children's school life?**

There are many ways to get involved:

- ❖ Parent/teacher meetings
- ❖ Parent Teacher Association
- ❖ School events

### ▪ **How often will my child go outside?**

It is important for children to be able to get some fresh air every day.

During the cooler months children will have regular access to the outdoor areas, however we do ask that children always wear a hat and have water



with them. During the hotter months children will spend very little time outdoors, this will be monitored closely by teachers and the coordinator.

## ▪ **How children's learning is assessed?**

Children are assessed by:

- ❖ Regular teacher observations
- ❖ Formal assessments (Foundation 2)
- ❖ Regular assessment based on the Early Learning Goals

## ▪ **What happens if my child has an accident at school?**

Any incidents that happen at school will be logged in an incident report. A copy will be kept with the doctor, one given to the teacher and one to the parents. Our school doctor/nurse will be available at all times to tend to any child who might be sick or hurt. They are also available for any queries regarding medication at school.

## **How do you manage children's behaviour?**

At NBA we promote positive behaviour and rewards. Children will be rewarded for good behaviour, kindness, good work and anything a member of staff sees positive and worthy of rewarding.

There are times when children misbehave and this will be dealt with appropriately. Children will be spoken to by the class teacher, a punishment such as a short time out may be given. In serious cases of misbehaviour the parents will be informed and possibly asked to meet with the class teacher and coordinator.

## ▪ **What happens if I am late collecting my child?**

The Foundation Stage day finishes at 12:30pm. Children must be collected by an adult on time. However, we do understand that things happen and you may be late to school. We do have an After Care for any child who is left in school. This is supervised until 2:20pm. After this time, if a child has not been collected they will be left in Reception with the Security Guard.

We would appreciate a phone call to inform the school if you are going to be late for your child.

## ▪ **Who should I speak to if I have a concern?**

Please feel free to speak to your class teacher if you have any concerns or queries. If you are still not satisfied, you can discuss it with our Team Leader or the Early Years Coordinator. If you are still not satisfied then you can talk to our Head of Primary.



# School Policies

## Relevant to students and Parents

- Pupil Attendance
  - Sun Protection
  - School Uniform
- After School Care Policy



# Pupil Attendance Policy

## Introduction

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 proven that there is a strong correlation between success and attendance.

A target attendance rate of 90% is what the school will aim to attain this year. Newton British Academy works for approximately 180 days per academic year. We expect all children to not miss any more than 18 days over the school academic year, 6 days per term. Please note that if your child is absent for more than 18 days in the school year, they will not be offered a place in the following academic year at the school. At Newton we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school, parents and the school's Pastoral committee.

## Purpose of the Policy

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

## Rights & Responsibilities

- Improving attendance at Newton British Academy is the responsibility of everyone in the school community – pupils, parents and all staff.

## Students

- All students are expected to attend school and all their lessons regularly and punctually.
- Students who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the Class teacher, and if the need should arise, from the Key Stage Leaders/Deputy Head of Pastoral/Principal. At the end of each term students who have 100% attendance will be presented with certificates. Full attendance on a yearly basis will also be acknowledged in the form of an award at the annual Prize Giving.



- Children under the age of 5 **MUST** be accompanied by an adult to the Foundation building to be received by a teacher and collected by an adult at the end of the day.

## **Parents**

Parents are responsible for ensuring that their child attends school regularly, 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 in writing. 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 congratulation or concern will be written to by the Key Stage Leader/ Deputy Head of Pastoral/Principal at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

## **School**

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). Newton International will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

## **Registration**

Registration will be called at 7:00am. Registers will close at 7:15am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils who arrive after the registers have closed should report to the receptionist with the person who brought them to school, giving time of arrival and reason for being late. When the child enters the class with a late slip, the class teacher will amend the register entry to read 'late' when recording attendance on class register.

## **Late coming**

- Late coming shall be noted in the late book and monitored by the class teacher/Social counsellor and Parents Affairs officer.
- If a pupil is late 3 times it will equate to 1 days absence. These 'late' days are included in the 18 days of absence.



- If the 'late coming' becomes a regular occurrence the parents/guardians will be invited to meeting with the Head of Primary and Principal.

### **Procedures for following up absences**

- Parents will be informed in writing when the child has been absent for 6 days.
- Parents will be informed in writing and personally (in the form of a meeting) when a child has been absent for 12 days.
- 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 will not be offered a place in the school in the following year.
- If a child is absent for more than 20 days, a warning of suspension will be issued.
- If a child is absent for more than 30 days, the child will immediately be suspended from school. The child will not be able to return to school without the approval of the Department of Private Education.

### **Holidays**

Holidays, other than school related will be registered as absence and count towards 18 days unapproved absence.

### **Absenteeism**

Pupils should always bring a note from parents/guardians explaining an absence. This should be given to the class teacher at registration on the first day of return to school.

### **Illnesses**

A parent may sign their child off school for the first 2 days of absence. This should be in the form of a note being given to the child's class teacher on the child's return. If the child is absent for 3 days or more, a medical note should be provided. On the 3<sup>rd</sup> 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.

## **Traffic in Doha**

If you are held up in traffic, please write a note in your child's homework diary or home/school book explaining this to be the case. Bad traffic or road works are not legitimate excuses for continued tardiness. However on a one off situation, this will be taken into consideration.

## **Appointments in the day**

Children may only leave during the school day if collected by a parent or nanny/driver and has given 24 hours' notice prior to the appointment to the class teacher.

## **Collecting children**

All parents/guardians are to report to the classroom to collect their child and sign them out at home time. After 12:45pm the children will be supervised in the After Care room until 2:20pm.



## Sun Protection Policy

### Rationale

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

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

### Why Wear Hats?

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

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

This policy is adopted from Sunday, 17<sup>th</sup> May 2009 so that children attending Newton British Academy are protected from harmful UV radiation from the sun.

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

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

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



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

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

- Require children to wear **broad-brimmed hats** (min 7.5cms), **legionnaire hats** (with neck protection) or **bucket hats** (min 6 cm. brim, deep crown) when they are outside (e.g. playtime, P.E., sport, excursions and activities).
- Implement a "No Hat, Play in the Shade" policy.
- Require children without hats to sit in the shade.
- Work with parents to promote students' use of SPF 30+ broad-spectrum sunscreen.
- Encourage children to wear clothing that protects the skin from the sun (e.g. sleeves and collars) at all times.
- Encourage staff to role model SunSmart behaviour, particularly the use of appropriate hats, within the school grounds and during outdoor school activities.
- Regularly reinforce the SunSmart Policy, for example, through newsletters, parent meetings, student and teacher activities.
- Inform parents of the Sun Protection Policy at enrolment, especially the use of appropriate hats, clothing, SPF 30+ sunscreen, and encourage parents to practise SunSmart behaviour themselves.



## School Uniform Policy

Girls	Boys
<b>Foundation Stage</b>	
McKenzie pinafore White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>	McKenzie shorts White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>

The school uniform for Newton British Academy can be purchased at Uniform Mart in Al Gharaffa

### Physical Education

Plain navy shorts/ trousers School polo shirt, a plain white vest may be worn under shirt (optional) Trainers
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### Jewellery

Girls	Boys
One pair of small stud or sleeper earrings Watch Necklaces, rings, pendants, bracelets or any other type of jewellery are not allowed. No make-up or nail varnish is to be worn.	Watch No earrings, necklaces or jewellery.

### Hair styles

Hair for both girls and boys should be conventional in style. Hair dye is not permitted. Hair accessories for girls should be in the school colours. Hijab/scarves should be navy or black.
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## EARLY YEARS FOUNDATION STAGE AFTER SCHOOL CARE POLICY AND PROCEDURE

The aims of the After School policy and procedure are to provide a safe, nurturing and educational environment for children outside of regular school hours.

### Aims

- To provide an appropriate community service, and a safe alternative for parents to use.
- To use the After School Hours Care to foster responsibility and independence. Children will have the opportunity to play cooperatively, develop new friendships and develop relationships with alternative staff.
- **The after school care service is a service put in place to support the families of the children that either travel home on the school bus service and those that have to wait for older siblings to complete their school day at 1:30 pm.** Parents are to use the service for appropriate and valid reasons (this is not a babysitting service).
- The service as an extension of the school day and therefore it promotes and follows regular school expectations with regards to behaviour, duty of care, appropriate supervision, and age appropriate activities.

### Hours the Service is Available

The service will be available from 12:45 – 2:20pm for Foundation 1 and 2 children. Please note that these hours are available by arrangement and that the **expected hours for collection** are **12:30pm** for Foundation stage children.



## **Procedure**

### **Class Teachers**

At the end of the school day all students that have not been collected by parents and caregivers will remain in the classroom with both the classroom teacher and the assistant classroom teacher. Children that travel by bus will be collected from the classroom by the bus supervisor. Bus supervisors will sign children out from a classroom register.

At 12:45pm, all remaining children will go to After School Care (ASC). Foundation 1 children will be taken to the ASC F1 room and Foundation 2 children to the ASC F2 room. Children are to take all their belongings with them and line their bags up outside the appropriate ASC room.

A register book will be kept for each room. Teachers are to sign students into the register book when they are taken to the ASC, and parents will sign the child out when they are picked up. On both occasions the time will be noted on the register. Children are to be provided with age appropriate and interactive activities during this time.

## ***What Happens in Early Years Foundation Stage***

### **Parents Responsibilities**

The Newton British Academy Early Years ASC is a service that is provided to parents whose children travel by school bus, or those that have to wait for older siblings to complete their school day.

- It is expected that parents should inform teachers in advance if they are unable to collect children before 12:45pm in order for appropriate staff cover to be arranged.
- If children are not collected by 2:20pm, parents will be contacted by the duty teacher and then left in the care of the security. Newton British Academy will not be held responsible for any child after the hours of 2:20pm.