



# Parent Handbook

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## Key Stage 1 and 2





Dear Parents,

Welcome Newton British Academy, Barwa City.

Our school is filled with many opportunities for students to learn, make friends, and become involved in a variety of school activities and educational trips. NBA students are encouraged to strive for excellence, both in the work they do in the classroom and the behaviour choices they make. The school staff are committed to providing an excellent learning environment that will enable all students to learn and grow.

We are proud to be taking a lead role in the educational journey that your child is taking. We hope to work closely and collaboratively with you as parents to ensure that we can help each student to achieve their potential. In doing so we know that our learning community will grow even stronger with your involvement and support.

I am very proud to be the Deputy Principal here at NBA and know that our students are proud to attend our school. Together we can "celebrate success"

Sincerely,

Julia Wood

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 wider community to achieve our vision.

### Values

RESPECT	<b>Self- respect, respect for students/ staff/ parents and respect of 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 fullest 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>



## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **I have a RIGHT to learn in my school.**

It is my responsibility to listen to instructions, work quietly when appropriate, and to raise my hand if I have a question, concern, or need to leave the classroom.

### **I have a RIGHT to be heard.**

It is my responsibility to listen and not talk, shout or make loud noises, when others are speaking.

### **I have a RIGHT to be respected in my school.**

It is my responsibility to be respectful of others by not teasing or bothering other people, by hurting their feelings.

### **I have a RIGHT to be safe in my school.**

It is my responsibility not to verbally or physically abuse anyone else, and not to cause harm to anyone else by my carelessness.

### **I have a RIGHT to privacy and to my own personal space.**

It is my responsibility to respect the personal property of others, and to accept their right to privacy.

General guidelines and expectations for an individual student apply equally to all students. These guidelines encourage each individual to develop the self-discipline required for future success. Guidelines are not designed so that every situation will be covered; nor are they intended to be a complete guide to conduct. All guidelines reflect the responsibility that a student assumes when he or she agrees to become part of the school. The guidelines apply to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities. Failure to comply with any of the guidelines may result in suspension or expulsion.



## **The School Day**

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

There are two break times for the Primary children to eat and play, they are at 8:50am and 11:30am.

School ends each day at 1:30pm for all children. On a Sunday, Tuesday and Wednesday we have optional Extra Curricular Activities (ECA's) for all children to sign up for. These finish at 2:25pm. All children must be registered and be given a confirmed place to attend ECA's.

All children must be collected at the correct time. To ensure the health and safety of all our students younger children can only be collected by older siblings who have informed the teacher in writing.

## **Registration**

Registration time is where the students' class teacher is very instrumental in developing a student's school life. As such, any issues a student has should be raised with their teacher and, likewise, the class teacher is the parent's primary link with the school. Day to day issues can be raised through written comments in the Planner; more detailed comments should be addressed in a letter or through an appointment after school. The class teacher is the person with the overall view of the student and can thus serve the student best when all issues are first addressed through them.



## Key Procedures

### Dropping off and Collection of Children

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

Parents are requested to use the allocated entrances for the dropping off and collection of children. We would like to encourage you to use the side gates and entrances to the school to avoid congestion at the front of the school. The gates are open from 6:30am to 7am and 1:25pm to 2pm.

### Absence and Late Procedure

It is vital that students attend school every day to ensure they are able to keep up with work. Students who regularly miss days through sickness or other reasons often have problems catching up with work and tend to become frustrated. This can often affect their behaviour. It is essential that all students attend the registration period as important information is given out at this time. If a child is late to school, they must report to the main Reception desk to be registered as present in school.

### Assembly

Key Stage assemblies are held on a Thursday where classes work on a weekly rota to perform an assembly. During such assemblies students have the opportunity to learn about important issues as well as to show case what they are learning in the classroom and receive rewards for good behaviour and good work.

Parents will be invited to special assemblies throughout the year.

### Accidents and Sickness

If a student is ill or injured during the day the school nurse will assess the child and will contact parents if necessary. Students may not contact home directly if they are unwell; they must report to the nurse for assessment. Parents may not come into school to remove a student on the grounds of ill health without prior notification from the nurse or an appointment card.



**Please assist by making sure that we have up to date medical information on your child.** Do not send your child to school if he/she has a temperature. Notify the school nurse immediately if your child contracts a contagious illness. The child cannot return to school unless he/she brings a medical certificate, which indicates freedom from infection. If a child is taking medication during school hours, please inform the school nurse. 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	Until every egg is removed.
Conjunctivitis	Until treated and no discharge from the eye or any discolouration.
Sickness and diarrhoea	48 hours

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, chocolate or any products containing nuts. Healthy Eating Week is held during the school year to educate students about the harmful effects of unhealthy food and drinks and to encourage a healthy lifestyle.

### Uniform

Students should be dressed in full uniform each day. Students should come to school in their PE kit on PE days. Uniform Mart, Al Gharafa, is the official supplier of the Newton uniform. It is an expectation that both parents and students adhere strictly to the required dress code and ensure that students are neatly and appropriately presented at all times.



## Communication

At NBA we encourage open communication between parents and staff at all levels.

Parents are encouraged to visit the school and meet with their child's teacher.

**Please ensure you make an appointment with the teachers you wish to meet.**

### Contact Information

Good communication is key to a child's development at school. Please assist by making sure that we have up to date contact and medical information regarding your child at all times with the registrar. We like to keep parents informed about the day to day occurrences at school. Please read and sign your child's planner on a weekly basis and feel free to comment or question. If you wish to speak to the teacher, you are required to make an appointment and the teacher will meet with you AFTER the school day.

### Information / Parent Meetings

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

If you do wish to meet with a teacher or a member of the schools Leadership Team at any other time, you are more than welcome to make an appointment via the school office. It is essential that you make an appointment in advance as teachers cannot be disturbed during their vital teaching time.

### Parental Involvement and the PTA

We encourage all parents to become involved in their child's learning.

Educational research shows that children, whose parents are involved in any form or manner at their school, are more motivated and committed to their studies. It is also important to note that older children are just as reliant on their parents' support as younger children.

We welcome any assistance you might be able to provide. As our school grows and improves so does the breadth of opportunities we can provide for your child and you can offer the school.

We have an active PTA who supports teaching and learning as well as special events at the school. If you feel you would like to support the school or if you want to be a part of the PTA group which helps focus parental participation in school life, please do not hesitate to contact the school.





## How to Help Your Child Succeed at School

Parents have expectations of the school and the school also has expectations of parents; the goal being to develop the child into a successful member of society. We ask parents to support their child and the school so that together we can achieve this goal.

- \* Discuss what has happened at school and what they have learned.
- \* Congratulate (give positives) when the child has been complimented or rewarded.
- \* Meet your child's teachers whenever you can. If you have concerns sit down with the form tutor, subject teacher, counsellor or members of the SMT. Find out what your child thinks. Find out if the school know something you don't or if you know something the school doesn't.
- \* Do not hesitate to contact the school to discuss issues. We are here to help in any way we can.
- \* Encourage your child to participate in extra-curricular activities.
- \* Ensure your child arrives at school on time, and has all equipment ready for lessons.
- \* Ensure your child has the time and opportunity to do his homework and complete it daily.
- \* Ensure that your child has enough sleep.

### Student Planners

Please note that the school planner is not just a record of homework but a crucial link with parents. Planners have been organised and arranged in such a way as to ensure that students regard it as an essential document. Please note that these should be signed by class teachers and parents at least once per week. Please take some time to look through your child's planner with them each day.



## Homework

Homework is an integral part of the school experience.

All Key Stage 1 and 2 children are expected to read every night, as part of their homework, for around 15-20 minutes.

As rough guide pupils should receive the following amount of homework each week;

### Key Stage 1

Literacy - 30minutes

Numeracy – 30minutes

ICT – 30minutes

Learning log – Open ended

### Key Stage 2

Literacy - 60minutes

Numeracy – 60minutes

ICT – 60minutes

Learning log – Open ended

Children will also receive Science and Topic homework, but this will vary week to week.

Students are issued with a planner to assist with the organisation of their work. Teachers will use the planner to communicate with parents about issues concerning their child and parents are encouraged to use the diary to communicate with the teacher. This book is part of our home/school communication. The school has subscribed to The Education City website, an on-line resource to support children's learning in the majority of curriculum areas in a differentiated manner. Children will be given their log in details during the first term which will enable teachers to track the children's progress.

There are also homework websites that can be used by the children. These are:

[www.studyladder.com](http://www.studyladder.com)

[www.samlearning.com](http://www.samlearning.com)

[www.spellingcity.com](http://www.spellingcity.com)

[www.ictgames.co.uk](http://www.ictgames.co.uk)

[www.mathnook.com](http://www.mathnook.com)

[www.bbc.co.uk/schools](http://www.bbc.co.uk/schools)

[www.singup.org.uk](http://www.singup.org.uk)

[www.coxhoe.durhama.sch.uk](http://www.coxhoe.durhama.sch.uk)

[www.crickweb.co.uk](http://www.crickweb.co.uk)

[www.educationcity.com](http://www.educationcity.com)

[www.tes.co.uk](http://www.tes.co.uk)

[www.primaryinteractive.co.uk](http://www.primaryinteractive.co.uk)

[www.woodlands-junior.kent.sch.uk](http://www.woodlands-junior.kent.sch.uk)

[www.primaryresources.co.uk](http://www.primaryresources.co.uk)

[www.teachingideas.co.uk](http://www.teachingideas.co.uk)

[www.teachingpets.co.uk](http://www.teachingpets.co.uk)

[www.topmarks.co.uk](http://www.topmarks.co.uk)

[www.ks2phonics.org.uk](http://www.ks2phonics.org.uk)



## What to Do When You Don't Know the Answer

There is a pretty good chance that sometime during Primary school, your child will come to you with a problem that even you cannot solve or that you were taught in a different way. What can you do to help when you don't know the answer? Here is a list of constructive ways to assist your child.

- **Be positive.** While it's acceptable to briefly empathise with your frustrated child, try to respond optimistically so the child knows that there is a solution and you will help him or her find it. Don't demean your child's struggle; all students have problems at some point. There is nothing wrong with struggling to understand something.
- **Listen to your child.** Ask your child to explain exactly what it is that he or she doesn't understand.
- **Get the whole picture.** Ask your child if the teacher provided any extra materials such as handouts or Web resources, which might help. If it is an assignment that takes several days or weeks to complete, have your child check with the teacher to be sure he or she has everything.
- **Re-read the question or homework task.** Once you have all the material, re-read the question or problem together. Break down the problem into component parts, if possible. Take an analytical approach and work through the steps together. It is acceptable to guide your child through the steps, but beware of completing the work for him or her. Your child will not learn the material and will ultimately suffer.



## Pastoral

Throughout their time at Primary, 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 guidance. They see students at the beginning of each day and are the primary contact between the school and home. In registration time, students are encouraged to build an important relationship with their class teacher; one based on trust and confidence. The class teacher 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 Primary teachers have a pastoral role, and students can speak to another teacher if they prefer.

### The House System

All students are placed in one of four Houses in Primary (Bell House - Yellow, Curie House - Red, Edison House - Blue and Wright House - Green), and they remain in the same House throughout their career in the school. Year 6 children have the opportunity to be appointed as House Captains to encourage students and build team spirit.

There are a number of School events throughout the year like Sports Day, House Day, 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.

### Extra-Curricular Activities

A range of after school activities takes place from 1:30pm until 2:25pm. These activities are arranged by staff and outside companies. 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.



## Prefects

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

## Student Council

Students in each class (Years 1 to Year 6) elect one representative to sit on the School Council. This elected body meets regularly with the Head of Student Council and occasionally with the Principal to discuss important Primary School issues. At these meetings the representatives convey the views of the students to Management and this helps to shape policies within the Primary School.

## School Counsellor

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

## Activity Weeks

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

<p>Maths Week Healthy Eating International Week Anti-bullying and cyber safety Arabic Week Road Safety</p>	<p>Science Week Sports Day School Fair</p>	<p>Concert English Week Book Week</p>
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## School Trips

All year groups will be taken on at least two trips in a year.

Trips will usually be educational although occasionally students are taken on fun trips to celebrate achievement, hard work and good behaviour. It is crucial permission slips are returned, otherwise children cannot attend the trip.

## Zero Tolerance

NBA has a zero tolerance policy of anti-social behaviour. Fighting and bullying are not allowed in school and will not be tolerated. If a child is caught fighting or bullying other students, parents will be contacted. Please read the school Behaviour Policy and Anti Bullying Policy. Please note that bullying also includes use of the internet which is called cyber bullying.

## Mobile Phones

We ask that parents do not allow their children to bring mobile phones to school. However should they do so and they are seen using it, it will be confiscated and only returned to their parent. Students should leave their phones with the class teacher for safe keeping, however neither the teacher nor the school will be held responsible for the loss or theft of mobile phones.

## Assessments and Reports

There are different types of assessments within Primary. We have weekly spelling and Mental Math tests, end of topic tests, end of unit tests and continuous assessment. All marks are collated and reflected on the end of term report.

Reports are issued to students at the end of each term. End of Term 1 and 2 reports are a snapshot of a child's progress, where as the report at the end of Term 3 is a more detailed report. The reports are very informative and help parents understand their child's academic strengths and become aware of areas where there is room for improvement. Reporting of academic progress within the reports follows the National Curriculum levels. Reports are usually issued before parent meetings so that parents can use the reported information to discuss their child's progress further.



## **Parties**

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 Key Stage One & Two Curriculum

Key Stage 1 consists of Years 1 and 2.

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

The courses for KS1 and KS2 are designed to meet the requirements of the National Curriculum of England & Wales.

Subjects	
English	Mathematics
Science	Geography
History	Art & Design & Technology
French (KS2)	ICT
Arabic /Islamic Studies	Music
Citizenship	P.E.

### English

At Newton British Academy we follow the QCA guidelines for English curriculum. These guidelines ensure all students are given the opportunity to work with different types of texts, both fiction and non-fiction.

At Newton we encourage all students to read as much as possible to ensure standards in English are reached. We utilise methods such as Guided Reading, discussion and structured library sessions. We also encourage parent participation by sending books home to practice the words and fluency of their reading as well as their comprehension. Our school library is open to all children throughout the school week.

Speaking and Listening is integrated into every aspect of school life. The students are always encouraged to speak in English. They have opportunities to perform in class assemblies to a wide audience, which also encourages speaking and listening skills.

**Key Stage 1 also have a large focus on Jolly Phonics and learning letter sounds and blends to help with spelling, writing and reading.**





## Mathematics

At NBA we follow the Abacus Scheme for maths which we use to plan and implement our Mathematics programme. Mathematics lessons are carried out daily in every class across the primary school.

The main mathematical topics covered within each year group include:

### Numbers and the number system

- Counting and number sequences
- Place value and ordering
- Estimating and rounding

### Calculations

- Understanding addition and subtraction
- Mental calculation strategies for addition and subtraction
- Understanding multiplication and division
- Mental calculation strategies for multiplication and division.

### Solving Problems

- Making decisions
- Reasoning about numbers or shapes
- Problems involving "real life", money and measures

### Handling Data

- Organising and using data

### Measures, Shape and Space

- Measures related to length, mass, capacity, calendars and time
- Shape and space- 2D, 3D, position, patterns

## Humanities

Geography and History are often linked where possible to enable more creativity in teaching and learning.

KS1 History topics include a study of the seaside, Florence Nightingale, Toys, Homes and the Great Fire of London. KS1 Geography covers topics such as Around the School, Leisure Time and Travelling, Local area and safety, The Seaside and Katie Morag.



Key Stage 2 History topics include a study of an Ancient Civilization in each year group, for example, the Greeks or Egyptians, and more recent history such as the Victorians.

KS2 has incorporated the history of Qatar into its curriculum as part of the local history unit. Geography covers topics such as Map work, Water and Climate.

## Science

In Science students will experience an integrated programme through a variety of topics. The topics are organised as follows:

- Year 1:** All about me/Ourselves  
Growing Plants  
Sorting Materials  
Light and Dark  
Pushes and Pulls  
Sound and Hearing
- Year 2:** Health and Growth  
Plants and Animals  
Variation  
Changing Materials  
Pushes and Pulls  
Using Electricity
- Year 3:** Teeth and eating  
Characteristics of Materials  
Helping plants grow  
Rocks and Soils  
Magnets and springs  
Light and shadow
- Year 4:** Moving and Growing  
Keeping warm  
Friction  
Habitats  
Solids, liquids and how they can be separated  
Circuits + conductors



- Year 5:** Keeping healthy  
Life cycles  
Earth, Sun and Moon  
Changing state  
Earth, Sun and Moon  
Changing sounds
- Year 6:** Interdependence and adaptation  
Micro-organisms  
More about dissolving  
Reversible and irreversible changes  
Forces in action  
How we see things  
Changing circuits

Students will learn about a wider range of living things, materials and phenomena. They will start to create links between ideas and apply their knowledge and understanding of scientific ideas to everyday things and their personal health.

Students will have the opportunity to take part in a "Science Week," in which they will have the chance to do lots of 'hands on' science activities.

## **Specialist Subjects in Key Stage One and Two**

### **ICT**

Here at NBA we are fortunate to have two purpose built computer suites available for Primary classes to use. Each class will have the opportunity to work in the suite developing their ICT skills. We feel that it is very important for our students to be confident in using a computer and its applications. This enables them to reinforce the skills that they have learned in school.

### **Physical Education**

In P.E children acquire and develop skills in games, gymnastics and swimming. All children are required to take part in PE lessons as part of our encouragement of them to live a healthy lifestyle. We encourage the children to wear their PE Kit to school on the day of their PE lessons.



## **Art & Design and Design & Technology**

In Art and D&T, children have the opportunity to study the work of artists and copy their artistic style. Art topics include sculptures, Mother Nature, Can Buildings Speak, Self Portraits and Investigating Materials. Children will use different methods to nurture creativity and innovation through designing and making.

D&T will also help them to develop an understanding of technological processes, products, and their manufacture, and their contribution to our society. Design & Technology include topics such as Puppets, Moving Vehicles, Making a Chair and Making a Sandwich.

## **Music**

Children attend one music lesson each week. Not only do students learn to sing new songs, but they also have the opportunity to learn to play instruments, and play these in time to different rhythms.

## **French**

All children from Year 3 through to Year 6 will take part in one French lesson a week. During this lesson children will learn the French language, ranging from numbers and the alphabet to being able to introduce yourself in French.

## **Arabic**

The Arabic curriculum consists of two levels, native and non-native. Each level aims to help students to acquire good speaking, listening and reading skills. This series helps beginners build gradual interest in developing practical linguistic skills in listening, speaking, reading and writing. At all levels work is differentiated.

## **Islamic Studies & Citizenship**

All children of Muslim faith attend two lessons of Islamic studies per week where they learn about Islamic faith and culture from specialist teachers. All non Muslim children remain with their class teachers during this time to study citizenship and world issues.

Every parent will be issued with a curriculum overview at the start of each term to inform them of what their child is learning. It is also designed as a way of helping parents become more involved in this learning.



# SCHOOL POLICIES

## *Relevant to Students and Parents*

- Pupil Attendance
- Sun Protection
- School Uniform
- Homework



# 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 anymore 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



## 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 British Academy 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 must report to the main Reception desk and receive a 'late slip' before going to class, giving time of arrival and reason for being late. When the child enters the class with a late slip, the register will be amended by the attendance administrator.

## 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.

## Tuancy

- If any pupil absents themselves from the school without permission, parents/guardians shall be contacted by telephone or letter and the pupil will be detained after appropriate notification.
- If the truancy happens more than once, then the parents/guardians shall be invited to attend a meeting with the Head of Primary/Principal to discuss the problem.
- If the truancy becomes chronic then a referral will be made to the Social counsellor and Parents Affairs officer.

## 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.

## Authorized and unauthorized absences

An authorized absence is when a leave request has been approved or a written explanation (medical) offered on the child's return to school. All absences, whether authorized or unauthorized, are recorded in the register and on the school reports.





## **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 reception first before going to the classroom to collect their child during the day.

## **Social Counsellor and Parents Affairs Officer**

The Social Counsellor and Parents Affairs Officer will meet on a weekly basis with the Deputy Head/Principal to monitor attendance. The school relies greatly on this service and will work to develop a real and effective partnership with the focus on the maintenance of good attendance.



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



## 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>
<b>Primary</b>	
McKenzie skorts or loose fitting navy blue trousers. White shirt with school logo on it. Optional white t-shirt (can be long sleeved) may be worn underneath. White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>	Navy shorts/trousers White shirt with McKenzie tartan collar Optional white t-shirt (can be long sleeved) may be worn underneath. White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>
<b>Secondary</b>	
McKenzie tartan straight cut skirt, calf to ankle length or loose fitting navy blue trousers. White linen shirt with school logo on left side. White ankle socks Plain, flat black leather shoes with no motif. <b>No trainer styles.</b> Optional white t-shirt (can be long sleeved) may be worn underneath. School tartan tie (to be tied properly and	Navy blue trousers. White linen shirt with school logo on left side. Shirt must be tucked in at all times Plain, flat black leather shoes with no motif. Should be business <b>not trainer style.</b> Plain white T shirt or vest to be worn under shirt (optional). School tartan tie (to be tied properly and worn up to



<p>worn up to the neck) School sweatshirt/fleece jacket (available term 2) Plain colour coat, no large logos. Plain black or navy head wear (optional).</p>	<p>the neck) School sweatshirt/fleece jacket (available term 2) Plain colour coat, no large logos. School cap only may be worn at break times only.</p>
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The school uniform for Newton British Academy can be purchased at Uniform Mart in Al Gharafa.

### Physical Education

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

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

### Hair styles

<p>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</p>
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## Primary Homework Policy

Homework refers to any work or activities which students are asked to do outside lesson time, either on their own or with parents.

Throughout the school, daily reading, either with parents or individually, will form the main content of homework.

Homework is set informally in the EYFS classes. Homework will also be in accordance to lesson plans and needs of the children. Reception children will receive reading books and high frequency words to learn. Parents will receive information daily/weekly in the daily planners.

Homework is usually issued on Sunday and must be returned on Thursday. Students have a week to complete the activities.

1. Every effort will be made to ensure that homework set is appropriate for individual children, and does not demand too much or too little from children and their parents. However, homework tasks will normally be work that reinforces those undertaken in class.
2. Parents will be able to provide feedback on reading by writing on the reading card/ daily planner, and on number activities by making a comment on the worksheet or in the daily planner.
3. All parents will be informed by class teachers about details of their child's homework schedule e.g. spellings on Monday, number activity on Wednesday, topic reading for the weekend and consequences for not completing homework. All tasks contribute to the assessment of each child.
4. Teachers will ensure that all homework which children have to do on their own and which requires marking is marked as soon as possible.
5. Teachers will inform parents if children regularly fail to do their homework.
6. Parents are requested to provide a reasonably quiet area, in which children can do their homework, and to encourage and praise them when they have completed their homework.
7. The homework policy will be evaluated each year using feedback from parents and staff.



8. Specialist subjects will provide a separate schedule and timetable for each subject. Relevant materials will be sent home for homework when required.
9. Parents, teachers and children are required to adhere to this policy.



## Important Contact details

### Telephones

**Primary & Secondary Main school building:** 40011501

**EYFS:** Oryx Building: 40011502 Pearl Building: 40011503

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

Position	Name	Email
Principal	Jonathan Shellard	shellardj@newtoninternationalschool.edu.qa
Deputy Principal	Julia Wood	woodj@newtoninternationalschool.edu.qa