



SECONDARY SCHOOL

STUDENT HANDBOOK





Vision

We aim to develop a responsible, respectful and resilient school community, supporting the highest levels of personal achievement in a changing modern intercultural world.

GES Mission

- We provide a high quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence.
- We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
- Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
- To drive the development of creative skills and critical awareness in our students.
- Our school community provides a safe, supportive and stimulating learning environment that focuses on the well-being of all.
- We aim to integrate the use of technology on a day to day basis to enhance our teaching and learning.

GES Core Values

A core value is a central belief clearly understood and shared by every member of the school community.

Our school ethos is underpinned by these core values:

The 3 R's

Responsible - we want our community to be driven, ambitious and high achievers.

Respectful - we want our community to be empathic, supportive, caring and diverse.

Resilient - we want our community to be risk takers, empowered and committed.

GES Definition of Internationalism

- Internationalism at the GES encompasses global citizenship, conflict resolution, social justice, values & perception, sustainable development, human rights, interdependence and diversity.
- GES believes in reflecting and celebrating the diverse backgrounds of its community (students, staff and local community) within a safe and secure environment. All members should be enriched and affirmed by this experience and be appropriate role models for others.

A member of the GES community:

- Is knowledgeable of and curious about the wider world and seeks to broaden and deepen understanding.
 - Reflects upon his/her role and responsibility as a global citizen.
- Is willing and able to communicate about culture, language and beliefs.
 - Is prepared to take action and to be an effective contributor.
- Respects and celebrates diversity, language, culture and beliefs.

Global Citizenship Definition:

At The Gulf English School we adhere to the UNESCO Global Citizenship aims which are to empower learners to assume active roles to face and resolve global challenges and to become proactive contributors to a more peaceful, tolerant, an inclusive and secure world.

Welcome from the Head of Secondary, **Mr. Daniel Langfield**

Dear Students and Parents,

It gives me great pleasure to welcome back our returning pupils, parents, and staff to a new academic year. I would also like to extend a very warm welcome to all the new families and staff joining our school community; we are excited to have you with us and look forward to supporting you on this exciting learning journey.

At GES, we continue to set high expectations, not only academically, but also in terms of social responsibility and moral character. Our focus remains firmly on three key pillars: Attendance and Punctuality, Behaviour, and Academic Performance. These areas are closely linked, and we are committed to working in partnership with parents to ensure that every student thrives in a positive, supportive, and ambitious environment.

Our school's core values—Respect, Responsibility, and Resilience, are central to everything we do. They guide how we learn, how we treat each other, and how we grow as individuals. These values are not just words on a wall; they are actively lived out in our classrooms, corridors, and community each day.

For our Sixth Form students, we are pleased to offer two pathways to university: the AS Level programme and a blended AS and BTEC route; These options allow us to tailor learning to meet individual needs, ensuring that all students are well-prepared for the next stage of their academic or career journey.

Our school offers so much beyond the classroom. The more engaged our students and parents are, the richer the experience will be. Together, we can ensure that school remains a place of hard work, meaningful learning, and plenty of enjoyment along the way.

This handbook is designed to give pupils and parents key information about our Secondary School. Please read it carefully, and if you have any questions or need clarification, don't hesitate to speak with any member of staff—or with me directly. We are here to help.

I expect all students to give their best effort each day, attend regularly and on time, wear the correct uniform with pride, and always show respect in their behaviour.

Here's to a fantastic year ahead!

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Admission Information and Requirements

Admission Policies and Procedures

The Gulf English School provides the National Curriculum of England and Wales, taught in the English language, for eligible and qualified students of all nationalities. Criteria for enrollment include age, English language proficiency, previous school records, learning achievement, special learning needs considerations, and space availability.

New applicants should submit their previous school records and completed reference form filled by the previous school prior to entrance testing.

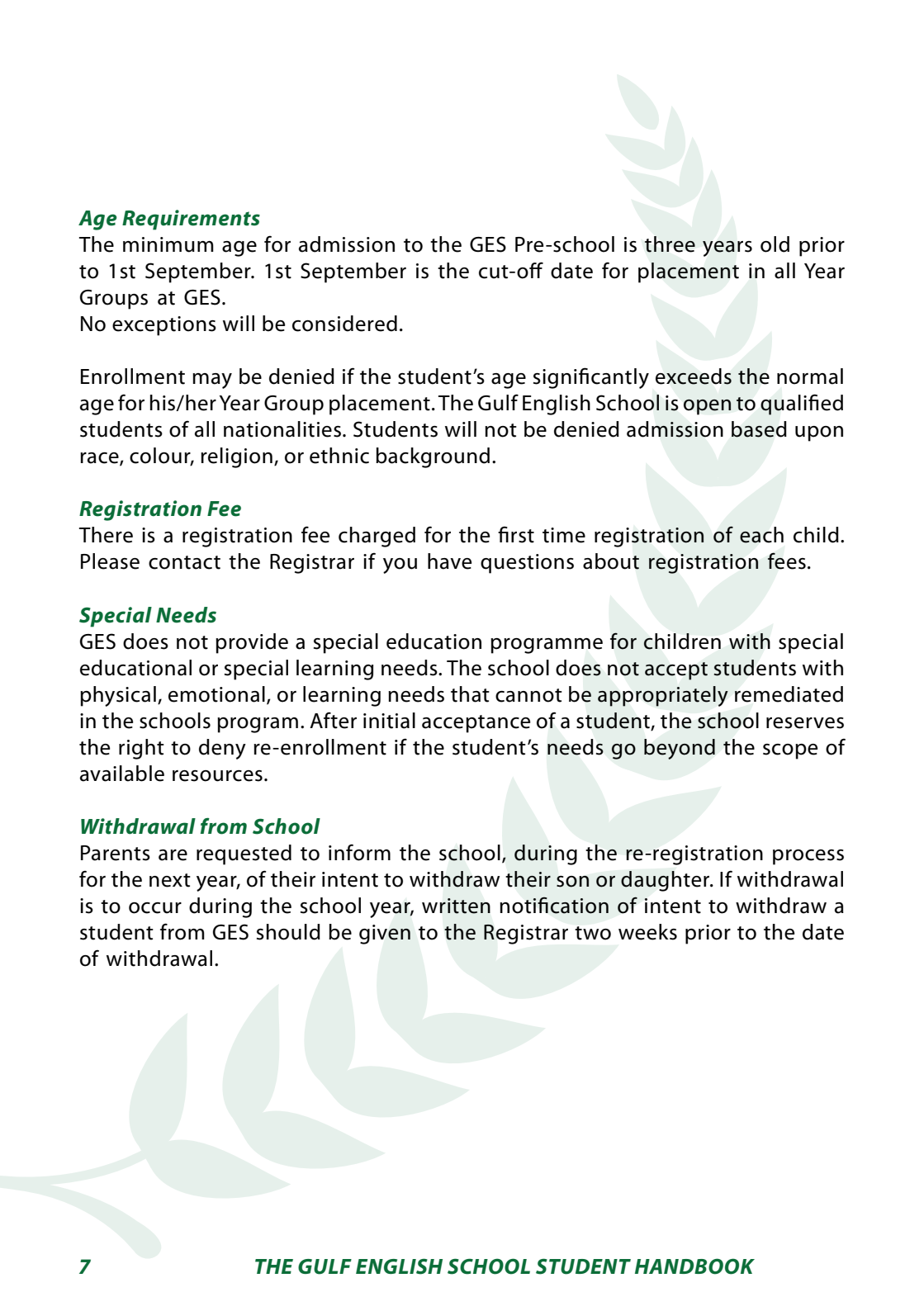
Admissions testing will be done on all students who apply to the school except AS-level students provided that they have 7 or more A-C IGCSEs or GCSEs. The admissions test includes a reading and math assessment. Testing will take place before any admissions decision is made.

Acceptance decisions could include full acceptance, conditional acceptance, or denial. Parents will be notified of the decision. Once a year group closes, a waiting pool will be established. Parents and students will be notified should an opening become available. GES does not accept any applications or testing if places are unavailable.

GES does not accept students with physical, emotional, or learning needs that cannot be appropriately remediated in the school's program. After initial acceptance of a student, the school reserves the right to deny re-enrollment if the student's needs go beyond the scope of available services.

Students may be denied admission or asked to withdraw for any of the following reasons:

- Lack of academic preparation for an age appropriate year group
- Insufficient knowledge of English
- Disciplinary problems
- Academic Probation for lack of significant progress
- Other reasons, which, in the opinion of the administration, may be in the best interest of the school and/or the students.

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Age Requirements

The minimum age for admission to the GES Pre-school is three years old prior to 1st September. 1st September is the cut-off date for placement in all Year Groups at GES.

No exceptions will be considered.

Enrollment may be denied if the student's age significantly exceeds the normal age for his/her Year Group placement. The Gulf English School is open to qualified students of all nationalities. Students will not be denied admission based upon race, colour, religion, or ethnic background.

Registration Fee

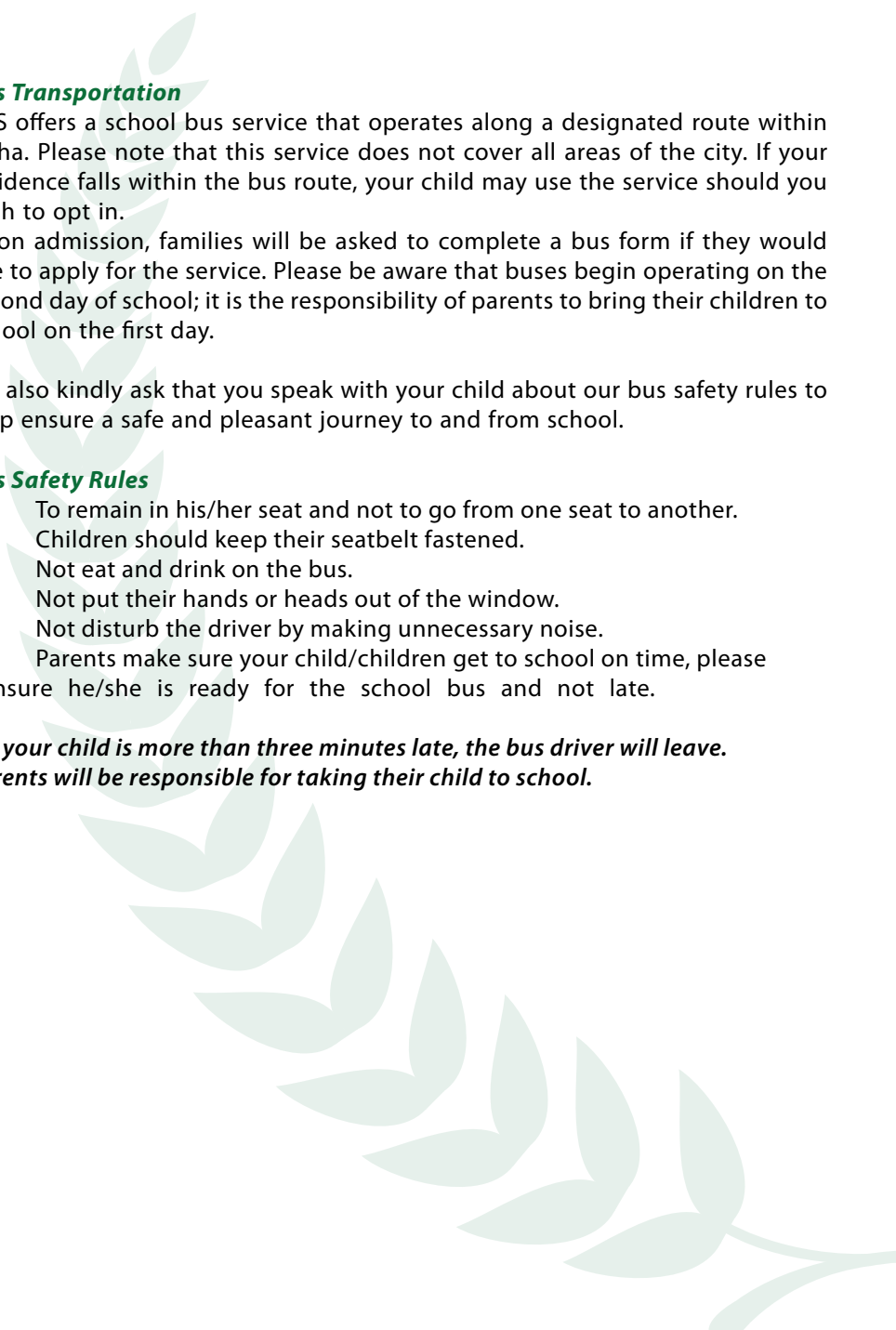
There is a registration fee charged for the first time registration of each child. Please contact the Registrar if you have questions about registration fees.

Special Needs

GES does not provide a special education programme for children with special educational or special learning needs. The school does not accept students with physical, emotional, or learning needs that cannot be appropriately remediated in the schools program. After initial acceptance of a student, the school reserves the right to deny re-enrollment if the student's needs go beyond the scope of available resources.

Withdrawal from School

Parents are requested to inform the school, during the re-registration process for the next year, of their intent to withdraw their son or daughter. If withdrawal is to occur during the school year, written notification of intent to withdraw a student from GES should be given to the Registrar two weeks prior to the date of withdrawal.

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Bus Transportation

GES offers a school bus service that operates along a designated route within Doha. Please note that this service does not cover all areas of the city. If your residence falls within the bus route, your child may use the service should you wish to opt in.

Upon admission, families will be asked to complete a bus form if they would like to apply for the service. Please be aware that buses begin operating on the second day of school; it is the responsibility of parents to bring their children to school on the first day.

We also kindly ask that you speak with your child about our bus safety rules to help ensure a safe and pleasant journey to and from school.

Bus Safety Rules

- To remain in his/her seat and not to go from one seat to another.
- Children should keep their seatbelt fastened.
- Not eat and drink on the bus.
- Not put their hands or heads out of the window.
- Not disturb the driver by making unnecessary noise.
- Parents make sure your child/children get to school on time, please ensure he/she is ready for the school bus and not late.

**** If your child is more than three minutes late, the bus driver will leave. Parents will be responsible for taking their child to school.***



The School Year

The school year is divided up into three terms and the school calendar is created by the Leadership Team and approved by the Ministry of Education and Higher Education.

We ask that special attention is paid to the school dates and that parents do not take their children out of school during term time as any absence will have a detrimental effect on the child's education. In addition to the work that goes on in the classroom, the school organises a variety of events for learning outside of the classroom.

Assemblies

Themed assemblies are held every term, providing an opportunity to celebrate achievements and reinforce key messages. They are also used to present awards that reflect the school's core values, academic performance, attitude, and extra-curricular success. In addition, year group assemblies take place every third week and are led by the Learning Coordinators. These sessions allow Coordinators to address issues and topics specifically relevant to their year group.



Sports Day and Fitness at the Farm

Sports Day is a highly anticipated whole-school event that allows pupils to showcase their athletic abilities and physical development through a range of competitive and participatory activities across key stages. Typically hosted at an external sporting venue, all students are encouraged to take part in a variety of track and field events, as well as novelty races and physical challenges designed to add fun and excitement to the day. For some, this is a chance to push personal limits, achieve new goals, and celebrate their competitive spirit. For others, it's the shared experience and lively atmosphere that create lasting memories.

Fitness at the Farm is held at Sheikh Faisal's Farm and Museum, offering a unique opportunity for students to engage in physical activity in a new and stimulating environment. The day is designed to promote the importance of an active lifestyle and to help students take ownership of their physical health and well-being. Through a variety of fun and engaging activities, pupils are introduced to enjoyable ways of staying fit, encouraging them to develop a positive, lifelong relationship with fitness.

Participation in both Sports Day and Fitness at the Farm is a compulsory part of the Physical Education curriculum. These events provide valuable experiences in teamwork, healthy competition, and personal growth. On Sports Day, students can track their progress by comparing current performances with past achievements and those of their peers, helping them better understand their fitness levels and set more meaningful goals in PE lessons. Additionally, the event's reward system—offering ClassCharts points—motivates students and fosters a sense of accomplishment, both individually and collectively within their form groups.



International Trips

GES is proud to offer a variety of international trips throughout the academic year, providing students with enriching opportunities to broaden their horizons beyond the classroom. These trips are carefully curated to support academic, cultural, sporting, and personal development, and are aligned with our mission to develop globally minded learners.

Each trip is designed to enhance the curriculum or support extracurricular activities, offering real-world experiences that foster independence, teamwork, and a deeper understanding of different cultures. Destinations vary each year and may include locations across Europe, Asia, Africa, and beyond.

Examples of trips offered include:

- Language and cultural immersion trips to Spanish-speaking countries.
- Sports tournaments and training camps.
- Curriculum-linked educational visits, such as history tours, science expeditions, or geography fieldwork.
- Service and leadership trips, where students engage in community projects and learn the value of social responsibility.

Trips are supervised by experienced GES staff and, where necessary, supported by reputable local guides or specialist providers. Full risk assessments are conducted in advance, and clear communication with parents is maintained throughout the planning and duration of each trip.

Participation in international trips is optional but highly encouraged, as these experiences significantly contribute to students' personal growth and global awareness.

Further information, including trip schedules, costs, and application procedures, will be communicated to parents and students well in advance of each trip.



Year 12 Graduation

The Graduation Ceremony for our Year 12 students takes place shortly after they complete their examinations, typically in late May or early June. It is a special occasion that celebrates their journey through Secondary School, offering a moment of reflection on their achievements and experiences.

During the ceremony, awards are presented, and each student is formally recognised with a graduation certificate. This event provides an opportunity for parents, guests, and teachers to come together in celebration before the students take their next steps towards university and future careers.



Careers Fair

This is a major and highly prestigious event. Our Year 12 students take on the responsibility of organising a Careers Fair, which is attended by all secondary students, and often includes participants from other schools. They lead every aspect of the event—from marketing and fundraising to securing sponsorships and inviting top companies and universities from across Qatar.

It is a valuable opportunity for students to develop leadership, communication, and organisational skills while creating a meaningful experience for their peers.



Spring Carnival

The Spring Carnival is an annual event held on a Friday in February, primarily organised by our Primary teachers, with support from volunteer parents and students. It offers a fun-filled family day where pupils have the chance to run their own stalls and take part in a variety of games and activities. Secondary students also get involved by managing stalls and enjoying the festivities, with teaching staff providing support as needed to ensure the event runs smoothly.



Curriculum

Overview

The Gulf English School follows the British Curriculum, complemented by Arabic, Islamic Studies, and Qatar History for native Arabic-speaking students. For English-speaking students, Qatar History and Islamic Studies can be delivered in English to support their learning and engagement.

In Secondary, the curriculum is split into three stages.

Key Stage 3

At GES, the Key Stage 3 curriculum is delivered to students in Years 7, 8, and 9. It covers core subjects including English, Mathematics, Science, Humanities, ICT, Physical Education, Art, and Spanish. As previously noted, Arabic, Qatar History, and Islamic Studies are also part of the curriculum. In Year 9, students begin their GCSE journey in selected subjects such as Global Perspectives, Mathematics, and Arabic. This early start allows them to gain qualifications in advance, helping to reduce the academic pressure during Years 10 and 11. All Year 9 students are expected to sit the Global Perspectives IGCSE.



Key Stage 4

In Year 10, students are required to take a set of core compulsory subjects, while also selecting from a range of optional subjects that align with their interests and future career aspirations. These can be seen in the Year 9 options handbook. Alongside GCSE options, students have the opportunity to choose BTEC Level 2 ICT as part of their Key Stage 4 studies. This two-year programme provides a balanced and flexible curriculum, leading to recognised qualifications that support both academic and vocational pathways.

The Key Stage 4 curriculum includes the compulsory core subjects of English, Mathematics, and Arabic, which all students are required to study. In addition to these, students can choose from a wide range of optional subjects that reflect their individual interests, strengths, and future goals. These options provide a diverse and balanced curriculum and include:

- Art
- Biology
- Business Studies
- Chemistry
- Economics
- Engineering
- Enterprise
- Geography
- History
- ICT (including the option of BTEC Level 2)
- Media Studies
- Physical Education
- Physics
- Spanish

This flexible approach allows students to tailor their learning experience and prepare effectively for their future academic and career pathways.

Key Stage 5

In Year 12 (Sixth Form), students make important subject choices to support their success and gain entry to their preferred universities. We offer two pathways:

AS Levels

Students choose at least three AS (Advanced Subsidiary) subjects to study over one academic year. For detailed information, please refer to the AS Handbook.

BTEC

This is a one-year vocational course, that students can take alongside their AS levels. BTEC qualifications are assessed continuously throughout the year, with no final exam at the end. More details can be found in the AS handbook.

Additionally, we provide support for IELTS and SATs qualifications to assist students with their university applications.



School Counsellors

The Secondary School is fortunate to have three counsellors as part of its team. Their primary role is to support the pastoral programme by providing students with a safe and confidential space to talk. They also meet regularly with students who may need support with areas such as self-esteem, anger management, or personal challenges.

In addition to pastoral care, the counsellors play a key role in guiding students in their academic and career pathways. From Year 9 onwards, they provide advice on subject choices and career options, ensuring students are well informed about the requirements and expectations for their future studies and goals. For Year 12 students, the counsellors support university and college applications, making sure that deadlines and requirements are clearly communicated in advance.

Assessment and Reporting

PARENT CONFERENCES

Parent conferences are scheduled following the release of each termly report. These meetings provide an opportunity for teachers to share student progress in every subject, highlighting both strengths and areas for development. For students of concern, communication with parents may take place at any point throughout the school year. Where appropriate, extended conferences involving Learning Support, EAL, or counsellors can also be arranged at a time convenient for parents.

STAR ASSESSMENTS & INTERNAL ASSESSMENTS

The STAR assessments in English and Mathematics are administered to students in Year 2 to Year 9, each term. The results of those tests are used to measure student growth, strengths and weaknesses.

The results are used to:

- Identify the skills and concepts individual students have learned.
- Diagnose instructional needs.
- Monitor academic growth.
- Place new students into appropriate programmes.

REPORTING

Students receive their reports at the end of each term. Students who are working on a modified programme or receiving learning support will receive separate reports in addition to their termly progress report.

ACADEMIC PROBATION PROCEDURES

At the end of each term, the administration will review the academic performance of all secondary school students. Students who are not meeting their targets will be placed on academic probation. The objective of the academic probation is to ensure that the school works collaboratively with parents, teachers and students to provide the needed assistance for the student to improve his or her academic performance in order to achieve the minimum levels required for the year group.

When students are placed on Academic Probation, a parent conference will be held to discuss conditions of the probation.

The following will be discussed with the parents:

- The probation contract will highlight the required minimum levels expected
- As a condition of the Academic Probation, parents may be required to provide additional tutoring for their child as well as educational or psychological testing.
- The full complete results of any testing conducted as a stipulation of the Academic Probation must be shared with the school.
- Parents who refuse to meet the requirements of the Academic Probation within a reasonable amount of time will be in violation of the Academic Probation and this may affect the child's continued enrollment at GES.

The student progress will be reviewed on a regular basis to determine if there has been sufficient academic progress in order to be removed from the Academic Probation.

Students who are able to meet the minimum required National Curriculum levels for the year group will be removed from the Academic Probation.

The re-enrollment of those students who continue not to meet the minimum required levels and who made minimal growth despite the additional support may result in a decision to either extend the Academic Probation for a limited period, retain the student or not to offer the student a class placement at GES. This decision will be made on case by case basis and the final decision rests solely with the Leadership Team.

These decisions will be based on the students' reports, assessment, classroom observation, parent input and teachers' feedback.

Behaviour Probation Procedures

At GES we expect exceptionally good behaviour. If a student violates the codes of behaviour he/she will be put on behaviour probation for a term/full academic year. During this time, behaviour modification programmes will be put in place and regular meetings will be held with the student and his/her parents to monitor progress and keep everyone involved in the process informed. If a student does not improve after every possible means has been exhausted, he/she may be asked to leave the school.

Behaviour Management

Behaviour can have a positive and/or negative impact on a person's well-being and we strive to ensure that unacceptable or inappropriate behaviour is dealt with consistently and fairly. Positive behaviour is praised, rewarded and celebrated both in school and with parents and the school community.

All members of staff are passionate about teaching our children the importance of positive behaviour and the consequences of their behaviour;

not only in terms of their learning but also in terms of becoming caring and supportive citizens.

Our behaviour policy is underpinned by the School's core values:



Responsible



Respectful



Resilient

ClassCharts

The school has a Behaviour Policy that all staff consistently follow to ensure high standards are maintained across the Secondary School. We use a system called ClassCharts to record both positive and negative behaviours, which allows us to recognise and celebrate student successes while also addressing areas that require improvement.

Parents have access to ClassCharts and can track their child's behaviour in real time, ensuring transparency and strengthening the partnership between home and school. Students can exchange their positive ClassCharts points for rewards such as trips, footballs, pizza parties, and other incentives.

Child Protection and Safeguarding at GES

At The Gulf English School we believe in putting students first in all we do and therefore the issues of safeguarding and child protection are of paramount importance to us. As an international school with accreditation through CIS, we have rigorous systems, structures and procedures in place to ensure the safety of all stakeholders.

We believe that students should be respected and their views heard and that it is our responsibility to ensure that each child forms stable, appropriate relationships with adults, built on trust and consistent support for each student's individual needs. This approach guides the behaviour of all professionals in our school.

Our policy includes the systems, structures and procedures we have in place for safeguarding. This includes both child protection and the more proactive elements of safeguarding that ensure we create a safe, caring environment for all members of the GES community according to our Vision.

The GES Child Protection and Safeguarding policy is published by the Leadership team and is available to all parents on request.

Physical Contact Policy at GES

It is our School Vision to be a caring, supportive learning environment where all pupils are valued.

At GES we have a Physical contact policy which guides staff on appropriate contact with our pupils. In the Secondary School, there should be no contact between staff and students except in the case of a danger to either students or staff. The policy includes ideas for appropriate ways to reassure and encourage learners.

We believe that we have a 'duty of care' to all pupils. This includes intervention in the rare occasion when a student becomes a danger to him/herself or others. Our Physical Contact policy covers appropriate ways to deal with a variety of situations, all the time ensuring that all GES students are safe.

The GES Physical contact Policy is published by the GES Leadership team and is available to any parent on request

Devices

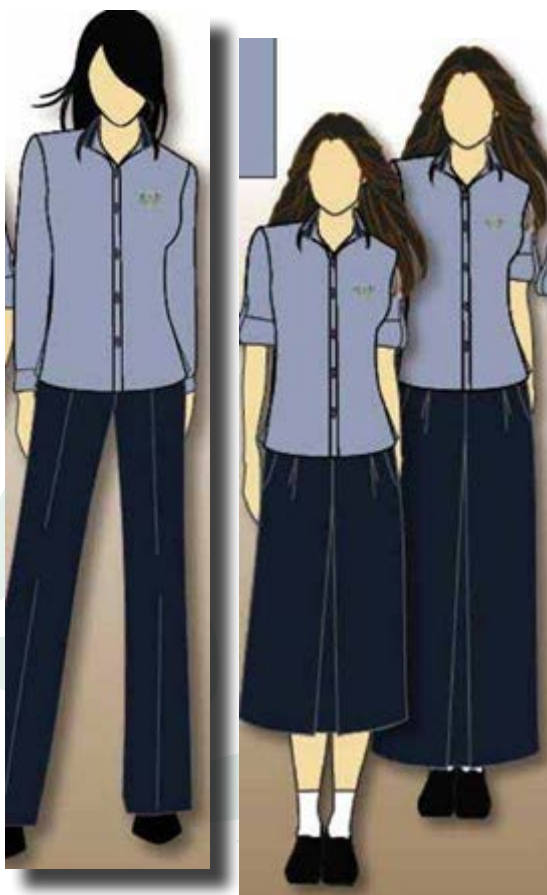
The BYOD policy includes mobile phones section.

Uniform Policy

- The school's uniform policy is designed to encourage a purposeful and effective climate for learning.
- It is expected that all Y7-12 students wear full school uniform at all times, unless directed otherwise by staff.
- All students and staff should be smartly and modestly dressed. They should take pride in their appearance, dressed appropriately within the ethos of a formal academic working environment.
- All students should be aware that they represent the school, its ethos and its image, when wearing the school uniform – both in and out of school.
- Students should arrive and leave the school wearing the uniform within the expectations outlined:

The school uniform and dress code for Y7-12 students:

- School uniform consists of a dark grey skirt or trousers with a blue shirt (white for year 12) advertising the school logo.
- Shirts, skirts and trousers may not be tight fitting.
- Girls are allowed to wear a plain black abaya - with no embroidery - over the uniform.
- Shaylas must be plain black or white.
- Small, discreet earrings of gold or silver are allowed. No dangling or coloured earrings.
- **NO LIPSTICK/EXCESSIVE MAKEUP AT ALL**
- Plain closed black shoes
- No sandals, no open toe shoes.
- During the colder months, black or white shirts may be worn underneath the uniform as well as the official school jumper.
- Coats should be taken off when entering the building and remain in lockers until the end of the day.



- The school uniform consists of dark grey trousers with a light blue shirt (white for Year 12) advertising the school logo.
- Plain black or navy blue shoes or trainers.
- During the colder months, white T-shirts may be worn underneath the uniform. No other colours are allowed. T-shirts with advertising logos or football tops should not be worn under the school shirt. The T-shirt should be tucked into the trousers while the school shirt can remain not tucked-in.
- During winter, only the official school jumper may be worn over the school shirt.
- Coats should be taken off when entering the building and remain in the lockers until the end of the day.
- No earrings or other visible piercing or jewellery should be worn.
- Students should be clean shaven and of presentable appearance at all times.



The School has agreed a uniform which we regard as a practical, distinguishing feature that helps the pupils to feel part of the school and gives a formal appearance. It is the expectation of the School that all pupils wear the uniform.

Breaks

Students in Secondary are segregated during breaks. All the girls are to leave from the girls entrance and make use of the football pitch and canteen facilities in that area. The break is then supervised by female members of staff and the area is enclosed by a high wall so that they cannot be overlooked. The boys area is more public but only secondary boys can use the football pitch and canteen between the secondary building and the multipurpose sports hall. The boys break time is supervised by our male members of staff.

All students are expected to treat their areas with respect and clear away litter after they have finished eating. We also insist that students respect each other and do not use the time to be overtly boisterous with each other. The pitch is sometimes used for inter form competitions and students should respect this and support their peers. Additionally, the library is an area which students can access during break and there is a strict rota for when students can use this facility. Again segregation is enforced during this time and students are supervised by the librarian. No food is allowed in the library.

During the hot summer months we use a classroom in the boys end, for the boys, and one in the girls end, for the girls. Food can be eaten in the classroom provided all litter is disposed of responsibly and the classroom is not altered in any way.

Extra-Curricular Activities (ECA's)

GES offers a wide range of extracurricular activities during breaks and after school. Secondary students are given the opportunity to select from a variety of options, with programmes led by our staff. Some activities may be limited to specific year groups or have restricted numbers, and staff will communicate the activities available at the start of each term. Sports Programme

The Secondary School sports programme provides students with opportunities to take part in a wide range of after-school sporting activities, as well as to represent the school in the School Olympic Programme (SOP). Activities include, but are not limited to:

- Athletics
- Basketball
- Football
- Horse Riding
- Swimming
- Table Tennis
- Taekwondo

General Information

School Day

Our school day is from Sunday through to Thursday.

The school day starts at 7:30 am and pupils will be marked late if they arrive after this time. A bell will ring at 7:25 am informing students to get to their form classes. Our school day ends at 1:50 pm. If a student takes part in an Extra Curricular Activity (ECA), the finishing time will be 3.00pm. In both instances we ask that parents fetch the pupils on time, please.

Arrival and Dismissal

When pupils arrive in the morning they will go straight to their form room for registration. Registration is from 7:30 - 7:45 am pupils are then dismissed and will go to the first lesson of the day which is given to them as part of their timetable. At the end of the day pupils will be dismissed from their last lesson and they are free to leave school.

Tuesdays

On a Tuesday school finishes at 12.50pm for the students. All staff members are required to attend training sessions. These sessions start at 1pm. We request that parents please pick students up on time so that teachers can be on time for their training.

Absence and Attendance

At The Gulf English School we expect pupils to have a minimum of 90% attendance. This equates to 16 full days absence. Medical absences are included in these 16 days and there will be no authorised absences.

Early Student Checkout

Parents are requested to refrain from taking their children out before the school day is finished. If medical appointments are to be made, please try to do these after school hours. Early checkout will be counted towards absences.

If you require your child to leave school during the school day, you must email secondary@gulfenglishschool.com

General Information

Homework

Every student is given a set of homework tasks to complete each week in each subject as required by the subject teacher. Pupils are expected to hand the completed work in by the deadline set by the subject teacher.

Generally the homework will cover areas of learning which have been taught the previous week to ensure that students are grasping and remembering what they have been learning about.

Homework will also be put on the students' Microsoft Teams so that it can be accessed if a student is absent.



Closure of School

If the school is closed for any reason, every effort will be made to contact families as soon as possible.

Visitors

Visitors to GES will be expected to sign in at the main gate and collect an ID card which will be returned on exit.

Canteen

The Gulf English School has an on-site canteen open throughout the school day to allow students and staff to purchase food and drink.

Students are able to purchase food and drink directly from the canteen during both break times.

Please help us by ensuring that your child is sent to school with money or a bank card for purchasing their food and drink from the school canteen. We do not allow students to purchase items by paying on their phone.

Lost and Found

There is a Lost Property box in the secondary reception where students can retrieve their possessions.

Mobile Phones

Mobile phones are not permitted inschool. In the event of these items being found on the person, they will be confiscated and handed back at the end of the day.

However, for a second offence, the phone will be confiscated and only returned to the student at the end of the week or to the parent.



Birthdays & Celebrations

While we understand at GES that birthdays are a special day in a child's life, we encourage parents to celebrate the birthday of their child out of school hours.

This policy applies to all students and is to ensure fairness.

Rationale:

- Celebrations promote unnecessary competition between the parents or children
- Celebrations are time consuming, the time which can further be used productively for learning, which is what the school is meant for.
- In the name of celebration, parents often send unhealthy food items like cakes, chocolates, muffins or any junk food, which is also not aligned with our school food policy.



Birthdays are not celebrated at the Gulf English School. Please make sure that junk food, cakes etc. are not brought into school either by yourself or your child.

General Information

Classroom Parties

Classroom parties are not permitted at the Secondary section of the school. Rewards may be arranged through ClassCharts with the Learning Coordinator's approval.

Field Trips

Educational field trips are encouraged for students in all grades. GES will inform parents of any field trips and costs associated, if any.



School Yearbook

The Yearbook is published each year and is available for all students to purchase. The Yearbook contains photos of students and various activities school-wide that have taken place during the course of the year.

Order/information is sent home to all students. The Yearbook is delivered by the end of the year. The youngest sibling in each family receives a free copy of the yearbook which is handed out along with the end of year report.



Communication Resources

Parent Communication

Al-Sedra, our school newsletter, is published online and on the parents' portal weekly on Sundays and provides information pertaining to special events, notices of calendar changes and general information important to our families. If parents would like to discuss their child's progress they can make an appointment with the teacher directly by email.

Students' Portal

Teachers at GES are required to post information about their classes on the Students Portal. This includes, but is not limited to announcements, homework, newsletter and timetables.

Parents' Portal

Parents are required to access the portal on a regular basis as the school and teachers will be posting information about homework, trips, parent conferences and other important information.

Student Council

At GES the Student Council plays an important role in school life by giving students a voice and ensuring they are actively involved in shaping their learning environment. It provides opportunities for students to share their ideas, raise concerns, and contribute to school improvement in a structured and constructive way.

Being part of the Student Council helps students develop key skills such as leadership, teamwork, communication, and responsibility. It also encourages them to become more confident, engaged, and proactive members of the school community.

For the wider student body, the Council strengthens the partnership between staff and students, ensuring that decisions reflect the views and needs of those most directly affected. By involving students in this way, the Council fosters a sense of ownership, pride, and belonging, which in turn has a positive impact on behaviour, wellbeing, and academic success.

Students wishing to be part of the Student Council can apply at the start of the year and they are voted for by their peers.

Arabic Translators

Parents are asked to provide their own Arabic translator for meetings.

Acceptable use of Technology (Please read policy)

Teachers at GES are required to post information about their classes on the Students Portal. This includes but is not limited to announcements, homework, newsletter and timetables.

Parents' Portal

Log in to the Pupil Portal through the link provided.

When you visit the website you will be asked for your username and password. Keep your username and password secure. A parent login gives you additional access that your child's login does not grant, such as requesting parent reports and access to change of personal information on our school system. You will have one username for all children registered at GES.

If you forget your username please contact GES at 44578777, Extension 716.

The Parent Portal allows all GES parents to access:

- Contacts, family and medical alerts information and advise the school of any changes via a link
- Timetables
- Reports
- Marks
- Attendance
- Al-Sedra
- Links to the handbook, emergency procedure manual
- School calendar and news
- Communicate with staff via notices section
- Staff communication through portal email



Communication Resources

Student Portal

Log in to the Pupil Portal by using the link provided by the school.

- After logging in, pupils will be able to access information through their timetable and classes.
- To view your lessons with the lesson information attached to them, click on any of the timetable cells. If lesson information is attached, there will be lesson information markers identifying the lesson as having lesson information attached.
- The “My Classes” widget will show every class that a pupil is assigned to. To view assigned lessons for a specific class, click on any subject in the “My Classes” widget. The current class for a pupil will be highlighted to indicate that that class is currently taking place.

The Gulf English School has been using a virtual learning environment (VLE) for students, staff and parents to use to help them with everyday school activities. The new VLE allows teachers to plan work so that parents and students can easily keep track of what is going on within the whole school.

The VLE we are using at the Gulf English School is called Microsoft Teams. All students studying within GES will be issued with a Teams username and password. We encourage parents to take an interest in Microsoft Teams as it allows them to see how the school interacts with their child and their learning. To make it easy to log in to Teams, we have created a website with instructions and links to the log in page.



Plagiarism

All students must understand what plagiarism is and how to avoid it. Consequences can be severe, so it is crucial that you develop a good understanding of what plagiarism is.

Plagiarism is presenting an idea or thought as new and original, when it came from an existing source.

Examples are:

- Using the ideas or words of another as your own.
- Copying and pasting from any computer file without citing a source and using quotation marks.
- Reproducing another's words without crediting the source.
- Presenting an idea or thought as new and original when it came from an existing source
- Having another person (including parents, siblings or peers) complete your work.
- Paying someone to do your work.
- Using photographs or diagrams copied from the internet without citing the source.
- Using AI to create work.

The Responsibilities of the Student

You must ensure that all of your work is original. Work submitted must not have been produced by someone else or have been copied from another source. You also need to avoid submitting the same work for more than one course of study. When you need information regarding plagiarism or how to cite a source, speak with your teachers. Any reference material that is used in any work must be referenced as outlined in the Harvard system.

In the Secondary School, Harvard Referencing is the system used. An example is below; When citing an author in a text:
(Holt 1997) or Holt (1997) wrote that....

When referencing an author:

Holt, DH 1997, Management principles and practices, Prentice-Hall, Sydney.

When referencing a website in text:

(Australian Securities Exchange 2009)

ICT Acceptance Use Policy

As technology is now an integral part of our school life, this Acceptable Use Policy (AUP) has been produced to inform students how they should behave with technology.

It is expected from all students that they respect all the technology that is available to them at school. Students must make the right choice and behave in an appropriate manner when using devices such as: computers, laptops, phones, printers, scanners, cameras and all the other types of technology available to students. Appropriate use of technology also extends beyond the school and no student should use technology to abuse, humiliate and bully any individual from their own homes.

Types of Unacceptable Behaviour

Below is a list of unacceptable behaviour; however, it is the school's management which will decide if any individual has used technology inappropriately.

This is due to the fact that every scenario cannot be documented and students should ask teachers if they are unsure of how they should be using technology both in school and at home.

- Installing programs on the school computers
- Initiating and sending viruses, worms, and Trojans through the network
- Going to inappropriate websites, especially sites which have adult material and racist content
- Downloading anything from the internet, including music or video program files
- Harassing and cyber bullying anyone using technology, especially the Internet
- Making use of email accounts, social networking sites (Facebook, Twitter) and online forums to cyber bully and harass anyone
- Giving out usernames and passwords to others to access the network
- Wasting the schools resources such as printing paper and ink
- Carrying out commercial activities by using the school's technology
- Making use of the internet for non-academic purpose during school hours
- Playing online music, videos or games without the permission of a teacher
- Hacking the schools' system to carry out damage and theft of files from the network
- Breaking any laws that violate local and international law. e.g. copyright laws, software piracy.
- Students copying sections of information from the Internet and passing it off as their own, also known as plagiarism.

Cyber Bullying / Online Harassment

Bullying has always existed and has now moved to the Internet. All student must respect fellow students, teachers and the general public when using email, the Internet and any electronic communication. If any student is found carrying out cyber bullying on websites such as Facebook, Twitter, YouTube and similar online systems they face severe consequences.

Consequences of Inappropriate use

Violations may result in a loss of privileges to use GES technology resources, as well as other disciplinary or legal action.

Cautions/Disclaimer

GES staff members have the right to monitor student use of all technology equipment on the GES campus, including personal electronic devices. This might include examining student files and e-mails stored on servers, computers (including personal laptops), and phones.

Computer work on the school network may be remotely observed without a student's knowledge. The Gulf English School will take reasonable precautions to ensure the security and appropriate use of the computer networks. Ultimately, it is the responsibility of each individual to be familiar with these guidelines and to monitor their own behaviour.

GES reserves the right to make adjustments to these guidelines throughout the school year if necessary.



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