



Learners Today.. Leaders Tomorrow

Infant School Handbook

General Information

Student Hours:

Preschool	7:15 a.m. – 12:45 p.m.
Reception, Year 1 & Year 2	7:15 a.m. – 1:30 p.m.

School Phone: 4488 6790

Welcome to our School

We are proud of our school and continue to make it a bright, lively and secure learning environment for all of the students in our care. Our first priority is to ensure that the students settle into school and become ready to learn so that they are able to experience success as they progress through the years and through other departments of the school.

Ideally, we aim to create a partnership with the parents and carers of every child in our school based on honest communication, mutual respect and support, and an unwavering focus on the welfare of the child. Please help us to achieve this by getting to know the staff that work with your child.

The staff are dedicated, experienced, and knowledgeable professionals who work very hard to provide your students with an education that is both enjoyable and rigorous. We expect very high standards of work and behaviour from our students, but we never forget that learning should be fun! Creating this balance is what makes The Gulf English School such an exciting place to work and learn.

At GES, we see that the students who are most successful are the ones whose parents follow these three golden rules:

- Make sure their students have enough sleep so that they are bright and alert at school.
- Bring their students to school on time so that they don't miss the first part of the day.
- Speak to their students about what they have been doing at school and encourage them to practise their English.

Welcome from the Head of School

Dear Students and Parents,

I am thrilled to warmly welcome our returning staff, students, and parents as we embark on a new school year. We are equally excited to greet our new teachers, students, and parents, anticipating the start of a fulfilling and enriching learning journey.

Our school follows the National Curriculum of England and Wales, providing a dynamic and creative approach to education that empowers students to take charge of their learning. We strive to cultivate a sense of responsibility and global awareness, encouraging independent learning and fostering a deep understanding of personal development.

The pillars of being responsible, respectful, and resilient form the core values at GES. We challenge our students to embody these principles both within the classroom and throughout the school environment. We believe that embracing these values in communication, relationships, behaviour, and attitudes will shape our students into responsible global citizens who can contribute meaningfully to their communities.

Diversity is a celebrated aspect of our school, manifested through various in-class and extracurricular activities. We aim to captivate our learners, imparting lifelong skills that enable them to comprehend the world around them and their role within it.

GES has many opportunities for parents and students to get involved, fostering a hardworking yet enjoyable school environment. This handbook serves as a guide to acquaint students and parents with our school. Please peruse the information attentively, and if you have any queries, don't hesitate to reach out to any of the teachers or myself – we are here to assist you.

I expect that all students put forth their best effort, attend school punctually each day, adhere to the appropriate uniform, and conduct themselves commendably. Let us ensure that our school remains a place of diligence and enjoyment simultaneously.

Please read the information carefully and if you have any questions, please feel free to talk with any of the teachers or with me and we will be happy to help you.

I expect all students to try hard, be at school on time every day, wear the correct uniform and behave in a good manner.

Have a great year!

Mrs Pamela Abbas

The Gulf English School

GES Vision

‘We aim to develop a responsible, respectful, resilient school community, supporting the highest level 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 focusses 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

The core values, the 3 R's, are a central belief, clearly recognised and shared by every member of the school community.

Our school ethos is underpinned by these core values:

- **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.

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.

This is shown by:

- Partnership links with other organisations.
- A service-learning programme that shows respect for and commitment to our host

country and the wider global community.

- International awareness throughout the curriculum, allowing students to share and value each other's international experiences and mother tongue languages.
- International extension opportunities which include visits & exhibitions, learning opportunities & competitions, personal development & challenge, higher education offers from a range of international universities.
- Community events which reflect and celebrate a variety of cultures i.e. The Carnival, International Week, a celebration of National days of school nationalities, WWW, etc.

Global Citizenship Definition:

As global citizens at the Gulf English School, we celebrate differences with open mindedness and respect. Whilst understanding our place in the wider world and taking responsibility for a more sustainable future and shared environment, we also cultivate a profound appreciation for our own roots and heritage, instilling a sense of pride in where we are from. Our Core Values: Responsible, Respectful and Resilient guide us beyond academics and enable us to develop skills to thrive in a modern, intercultural world.

Internationalism/International Week

Internationalism at the GES encompasses global citizenship, conflict resolution, social justice, values and perceptions, 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 of the GES community should be enriched and affirmed by this experience and be appropriate role models for others.

International Week is a real highlight on our school calendar as students learn about various countries from all over the world. They share food and dress up in the traditional clothes of the country they are studying. We celebrate at the end with a parade and photo session which is well supported by our parents.

About us

GES is a privately own international school, as such, it is governed by an independent governing body with a representative from the holding company, the Managing Director and the school leadership. The function of the governing body is one of oversight and strategic planning.

The school is run by the Leadership Team. They are supported by an Extended Leadership Team that represent the different areas of the school. Each school, in turn, has a Head Teacher and is supported by some of the following; Deputy Head, Key Stage Leaders, Learning Co-ordinators and Subject Leaders. The Head in each of the schools look after the day to day running of the school and are available to discuss or address any concern you might have. Parents are encouraged to always speak to the class teachers in the first instance. If an issue is not resolved or more clarity is required, the Key Stage Leaders are available. In all instances, the Head Teachers are updated on meetings or issues raised and assist when any decisions are to be made or direction is required. However, you are also welcome to request a meeting with them at any point if you feel an issue needs their attention.

To assist parents in as many ways as possible, GES also has a Parent Liaison Officer who is based in the Administration Office. The role is to assist parents with any queries they might have and works very closely with all departments throughout the school.

Leadership Team members:

Executive Director

Head of Secondary

Head of School - Juniors

Head of School – Infants

Head of School - Bin Omran

Director of Studies – Whole School

GES has a clearly defined leadership structure. More details of this can be found on the GES website.

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 enrolment 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 a completed reference form filled by the previous school prior to entrance testing.

Admissions testing will be conducted on all students applying to the school. The admissions test includes a reading and math assessment and a writing sample. 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 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-enrolment 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: 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.

Age Requirements

The minimum age for admission to the GES Preschool 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.

Enrolment may be denied if the student's age significantly exceeds the normal average 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.

Parents are asked to re-register their students in March of each year. This is to ensure that their places at the GES are reserved for the following academic year. This enables us to determine the available places and offers places to students on our waiting lists.

Re-registration fees are deducted from the first term's fees. Re-registration fees are also refundable by or before the end of May. Re-registration is electronic; hence it is highly important that the e-mail address registered on our database is the correct. If students are not re-registered by the re-registration deadline, the school may charge them new registration fees.

Enrolling new siblings

GES gives priority to siblings enrolling to Nursery only. Parents should submit new applications using our online application to enrol students at GES. Entrance assessments are usually held in February each year.

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 child. If a 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.

Bus Transportation

GES provides a bus service in Doha. Upon admission you will be requested to fill in the bus form if you wish to apply for the bus service. Buses run from the second day of school. It is parents responsibility to bring their children to school on the first day of School. It is also important that you talk to your child about our bus safety rules, to ensure that their ride to and from school is safe.

School Calendar

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. The Leadership Team creates the School calendar over a year in advance including term dates as well as special events at school.

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.

Activities and Events

Assemblies

Key Stage assemblies take place every week. The themes are based on our Core Values, Transdisciplinary Skills and Qatar's National Vision for 2030 that are led by the School Leadership Team and teaching staff. During assemblies we celebrate Star of the Week for English and Arabic, class attendance, PE and Music.

Awareness Events

There are a variety of awareness events organised by the students across the school in co-ordination with the student council. The activities involve all students in the school and help raise awareness for school-based, local or international causes.

Book Week & World Book Day

The school runs an annual Book Week, celebrating books and authors. During this week we offer a number of activities which include a dressing up day, where students select a character from a book and come to school dressed as that character.

Each year, the school takes part in World Book Day. This is an opportunity for all the students to participate in a celebration of reading. Events are organised for all students to participate and share in this world-wide celebration of reading.

Book Fairs

Annually, we host a book fair aimed at inspiring students to acquire new reading materials. These gatherings offer students immediate access to an array of books, covering a wide spectrum of genres and subjects.

Sports Day

Sports Day is a whole-school event in which students have the opportunity to showcase their athletic talent and development through sports participation and competition in different key stages. There are also novelty events and physical challenges that add excitement and interest to the day. For some students, participation contributes significantly to their competitive endeavours and allows them to reach and set new goals. For others, the camaraderie and atmosphere provide a sense of enjoyment that many students remember for the rest of their lives.

Participation in Sports Day is a compulsory part of the Physical Education Curriculum. Additionally, experience of competition, teamwork, and overcoming a personal challenge are all essential developmental processes for young people; students benefit from such experiences when they participate in Sports Day. Alongside this, students have the opportunity to measure their performance against their previous achievements and that of

their peers; this helps them to appreciate their current skill and fitness levels, which in turn helps them to work more meaningfully during Physical Education lessons.

Students also benefit from the reward systems used at Sports Day, which offers them the opportunity to earn points for themselves, their class or their form. Annual prizes can often be determined by the points earned at Sports Day and all students, regardless of ability, can benefit greatly from participation in the event.

International Week

International week is a real highlight on our school calendar as students learn about various countries worldwide. International Week allows students to implement knowledge learnt at home and school into real-life experiences, reinforcing the skills and content of the curriculum. This, in turn, helps students understand our world and their role in it. It allows students to work collaboratively and to learn about their community.

Many events are organised as part of the week with activities such as sharing food and dressing up in the traditional clothes of the country they are studying. As a celebration of the learning, the week ends with an event such as a parade and photo session, which our parents will support.

Educational Visits

Educational field trips are encouraged for students in all year groups. GES will inform parents of any field trips and the costs involved. All students who attend trips must wear their school uniform. Anyone not wearing their uniform will not be allowed to attend.

Extra-Curricular Activities (ECAs)

GES provides extra-curricular after school activities (ECAs) and are scheduled each half term. Some activities are limited to certain year groups and/or a number of students. A student must pre-register for the activity. The school will send letters home and a timetable for the activities offered each term. Once assigned to an activity, the expectation is that the student remains in it until its completion. Students may not attend an activity that they have not been assigned to or change once the sessions have started.

Fee-based Activities

Every year, the school runs several fee-based afterschool activities that are administered by community members/institutions using the school facilities or external facilities. This information will be provided to parents by the school.

The school does not provide a bus service for students enrolled in the after-school activities. Parents are expected to collect their students promptly. Three late pick-ups will result in the student's suspension from after-school activity programmes for the rest of the term.

Definition of Teaching and Learning at GES

GES believes that high-quality teaching and learning should enable students of all ages to develop socially, emotionally, and academically. This is done through an environment where learners are empowered, nurtured, respected, and prepared for the world beyond the classroom.

Mission Statement	What this looks like in our school
An adaptive curriculum that is progressive, differentiated, well-resourced and engaging.	Teachers plan lessons effectively using different methods
	Teachers assign students responsibility and guide their learning
	Teachers use their student's knowledge to scaffold and challenge
	Teachers use technology to support teaching and learning.
	Teachers model appropriately
	Teachers plan carefully to build on students' prior knowledge
	Students can access a curriculum that enhances their learning experiences
	Students are presented with opportunities to link learning to real-life experiences

Mission Statement	What this looks like in our school
A safe environment built on mutual respect where students are confident to apply their skills and take risks.	High expectations of behaviour modelled by teachers and students
	Teachers know their students in a holistic sense and can tailor learning outcomes
	Teachers plan for an inclusive environment
	Teachers model our core values
	Students have access to a range of Extra Curricular Activities (ECA) activities
	Students take an active role in service learning and value the importance of being a global citizen
	All staff and students adhere to the behavior policy

Mission Statement	What this looks like in our school
Students are actively involved, motivated, have a positive attitude and take responsibility for their learning.	Teachers provide opportunities for students to reflect on their learning and take accountability for their work
	Students can work both individually and in cooperation with peers and teachers
	Students can determine their goals and make plans for those goals
	Students understand their learning journey
	Students demonstrate transdisciplinary skills
	Students model our core values
	Students' achievements are acknowledged and celebrated

Mission Statement	What this looks like in our school
Assessment informs teaching and learning to drive student progress and attainment	Teachers use data to inform curriculum planning.
	Teachers assess the learning of students systematically.
	Teachers are aware of progress and attainment and take an active part in pupil progress meetings reflecting on impact, and interventions, planning next steps and sharing with TAs to target support where needed.
	Teachers provide effective feedback using a range of AfL strategies.
	Students are aware of their targets and levels
	Students can self and peer assess

Curriculum

We strive for our students to experience a relevant interdisciplinary curriculum which is based on our context. Students will have the opportunity to explore themes that are exciting, that stimulate their curiosity, capture their imagination and provide appropriate challenge. The aim of our curriculum is to meet the needs of all learners, ensuring that they reach their full potential and enabling them to develop as global citizens.

At GES our curriculum is based on the National Curriculum of England (2014) for EYFS through to KS3. Furthermore, in Primary we also follow the International Primary Curriculum (IPC) to teach the foundation subjects. Across all Key Stages at GES, students follow an Arabic, Islamic and Qatar History Curriculum set by the Qatar Ministry of Education.

EYFS

The Early Years Foundation Stage applies to students from birth to the end of their Reception year. At The Gulf English School, students are admitted to Preschool in September following their third birthday.

Early childhood learning and development is the foundation on which students build the rest of their lives. At The Gulf English School, we greatly value learning through play in laying secure foundations. We provide students with stimulating, active play experiences in which they can explore and develop their learning to help them make sense of the world around them. They have opportunities in their play to think creatively and critically alongside other students and on their own. They can practise skills build upon and revisit prior learning and experience at their development level and pace. Play allows our students to pursue their interests and inspire those around them, learning to adapt, negotiate, communicate, discuss, investigate and ask questions. Ensuring that learners at the end of Reception are ready to transition to Year 1.

Early Years Foundation Stage Framework

There are seven areas of learning and development that shape the framework. All areas of learning and development are important and interconnected.

There are three prime areas:

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

And four specific areas:

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

Key Stage 1 (KS)

In Year 1 & 2, we follow a thematic approach to learning by incorporating the National

Curriculum for England (2014) with the IPC (International Primary Curriculum) units of work. This allows for tailored learning to meet the needs of our international community. The curriculum is designed around one core purpose: improving student's learning. These units are based around themes to help students make sense of the world they live in, nurture their personal qualities and develop in them a sense of international-mindedness.

At GES the curriculum is carefully planned to ensure that we:

- Provide a safe and simulating environment in which students can develop emotionally, creatively, physically and academically.
- Provide a broad and balanced curriculum which:
- Acknowledges and builds upon what the students have already experienced and learned.
- Meets individual student's needs.
- Enables learning in a familiar, purposeful and supportive environment.
- Teaches independence to measure progress in accordance, to monitor and track progress.

At GES, the curriculum is carefully planned to ensure that it is relevant to the backgrounds and experiences of our international student body. With the National Curriculum of England at its core, our inquiry-based approach to delivering the curriculum is designed to allow students to fulfil their potential and face the future with confidence. We follow the WhiteRose Maths planning scheme, and this is taught as a discreet subject. Physical Education, Music and Arabic are all taught by specialist teachers. Talk for Writing is used as a consistent writing approach across KS1.

Half-termly plans are monitored with the Infant Leadership Team to ensure skills, knowledge and understanding are carefully built upon across Key Stages 1. Plans are based upon previous assessment data, student need and subject expectation. At GES we are committed to raising standards of basic skills. By basic skills, we mean the ability to read, write and speak in English and to use Mathematics at a proficient level to facilitate learning across the curriculum.

English

At The Gulf English School, we place a high value on the quality of English that is used and learnt in school. We provide a curriculum that meets the needs of all our students; whether they speak English as their primary language or are learning it as an additional language. Our English teaching programme of study aims to ensure that all the essentials of English language learning are secure for all our students. This includes reading, writing, speaking and listening, phonics, spelling, grammar, punctuation and handwriting. Speaking and listening is integrated into every aspect of school life and is an essential part of ensuring that our students develop a strong command of English while at school. Our students are always encouraged to speak in English, and they also have many other opportunities to perform to a wider audience, which also encourages their listening skills.

A very important part of English teaching at GES is reading. Each child has an individual

reading book which is at their level of reading ability. The students read these books in school with a teacher or teaching assistant during their regular reading sessions and we expect them to read at home every day in order to practise their reading skills and their comprehension skills.

Mathematics

At GES we follow the UK National Curriculum for Mathematics. This covers the essential mathematical skills areas of: number skills, problem solving, shape, measures, time and handling data. Our aim is to raise mathematical standards for all our students and to personalise learning so that all our students can achieve their full potential. It is important that all students develop knowledge of number facts, develop basic skills for shape and measures and be able to solve problems.

Arabic

Preschool students have two half an hour lessons of Arabic per week. Reception students have four half an hour lessons of Arabic and half an hour of Islamic Studies per week. Lessons are taught by our highly skilled Arabic staff and increase in quantity as students' progress through the school. All students take Arabic as a subject from Ministry curriculum.

Key Stage 1 students have four one-hour lessons of Arabic, two one-hour lessons of Islamic Studies and one hour lesson of Qatar History per week. Lessons are taught by our highly skilled Arabic staff and increase in quantity as students' progress through the school. Students who have Arabic as a second language receive Arabic and Qatar History lessons and additional hours are geared to extend learners' skills and knowledge in specific areas of the curriculum. These lessons are delivered by a designated English teacher.

Library

EYFS students attend a weekly Library lesson that introduces them to many different genres and helps to get them interested in reading. All students are able to borrow one book each week to take home and share with an adult.

Key Stage 1 students attend a weekly Library lesson which introduces them to many different literature genres and helps them to gain confidence in their reading. All students are able to borrow one book each week to take home and share with an adult.

Please note that there is a 500QR fine payable for lost or damaged library books.

ICT and Computing

GES recognises the importance of technology in the modern world to assist the progression of our students in this environment; the ICT classroom is equipped with computers to ensure that students can work collectively and individually on tasks. In addition to the ICT classroom,

we also have Microsoft Surface Go, which support learning across the school.

All KS1 classes are timetabled to use the ICT room each week. The students will develop an understanding of the many ways in which we can use technology and learn key skills which are built on as they progress through the school. We also have a selection of the latest software packages to provide stimulating activities for our students whilst they practise newly learnt skills.

PE

Students engage in a weekly Physical Education lesson led by our specialised P.E. teacher. These classes primarily aim to enhance essential motor skills through interactive games and physical activities while also imparting the significance of maintaining a well-balanced and healthy lifestyle.

Music

Students engage in weekly Music lessons led by our specialised Music teacher. Students will cover the areas of performance, listening, and composition. Positive interaction with music can develop a student's learning ability, increase their self-esteem and bring together intellect and feelings to enable personal expression and emotional development.

Science

Our Science programme uses the IPC units to deliver exciting and engaging Science lessons that are fully aligned with the UK National Curriculum Programme of Study. The fundamental skills, knowledge and concepts of the subject are divided into four main areas of learning, these being: scientific investigations, life and living processes, materials and their properties, and physical processes. Through careful planning and assessment, we ensure that the scientific skills and knowledge of our Key Stage 1 students will be developed and consolidated.

The students are at the centre of a stimulating environment where practical activities are meaningful and challenging. We use investigations to give students a greater understanding of the concepts of science and to develop their investigative skills. Teachers focus on introducing students to and extending their use of scientific vocabulary to enable them to become effective communicators of scientific concepts, knowledge and processes.

International Primary Curriculum (IPC)

At GES we deliver the UK National Curriculum programmes of study for Science, History, Geography and Art by teaching units from The International Primary Curriculum. This allows us to teach in a thematic way that makes strong links between these curriculum subjects. The IPC is used in schools all over the world.

Learning with the International Primary Curriculum means that students focus on a

combination of academic, personal and international learning that is exciting and challenging. The aim of the IPC is to help every child enjoy the learning of a wide range of subjects and to develop an enquiring mind, the personal attributes that will help throughout teenage and adult years, and to develop a sense of his or her own nationality and culture, at the same time developing a profound respect for the nationalities and cultures of others. Through the IPC approach to learning, students develop the knowledge, skills and understanding necessary to confidently face the world of tomorrow.

Homework

EYFS - Reception

Weekly homework will be sent in a Home Learning folder. Along with the homework folder, students will get reading books, in both traditional book form and as e-books through Bug Club, to read at home. Students are expected to spend a minimum of 15 minutes reading the books each day, as this will directly help to improve their reading and in time their writing. Links to develop Mathematical skills previously taught are included in the weekly update. If you have any additional questions regarding homework, please feel free to discuss them with your child's class teacher.

Key Stage 1

Students will receive weekly spellings set by their phonic teacher and are required to practise them daily. English homework will be set on ClassDojo when students are required to learn a new text map. IPC homework will be set on ClassDojo each half term and is project based. This work can be submitted on ClassDojo.

Along with homework, students will receive reading books, in both traditional book form and as ebooks through Bug Club. Students are expected to spend a minimum of 15 minutes reading the books each day, as this will directly help to improve their reading and in time their writing. Links to develop Mathematical skills previously taught are included in the weekly update. If you have any additional questions regarding homework, please feel free to discuss them with your child's class teacher.

Assessment and Reporting

Parent Conferences

Parent conferences are held after each termly report. During these conferences, teachers report student progress in each subject highlighting areas of strength as well as areas in need of improvement. In the case of students of concern, prior communication needs to have taken place in the weeks ahead of the parents' conference. Lengthier conferences involving Learning Support and counsellor involvement may be scheduled on alternate days before or after the conference day.

KS1 STAR Assessments

These are online summative assessments that are approved by the Primary Leadership Team. The content and skills within these assessments are based on the learning that has taken place in the classroom and should reflect the National Curriculum objectives on Reading, Writing and Maths.

EYFS Reporting

Students receive their reports at the end of each term electronically.

KS1 Reporting

Students receive their report at the end of each half term electronically. As part of the reporting process students are asked to reflect and comment on their learning which forms part of their half term report.

Learning Support Reporting

Students who are attending Learning Support will receive an electronic additional report at the end of each term highlighting their progress based on their Individual Education Plan (IEP).

Academic Probation Procedures

At the end of each term, the Infant Leadership Team will review the academic performance of all students. Students who are not working at the expected level 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.

The following will be discussed with the parents:

- The probation contract will highlight the required expectations.
- 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 enrolment 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 expectations for the year group will be removed from the Academic Probation.

The re-enrolment 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, retain the student or not offer the student a class placement at GES. This decision will be made on a case-by-case basis, and the final decision rests solely with the Leadership Team. These decisions will be based on the student's report, assessment, STAR Assessment results, educational and psychological testing, classroom observation, parent input, and teacher feedback.

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 students the importance of positive behaviour and the consequences of their behaviour; not only in terms of their learning but also in terms becoming caring and supportive citizens.

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

- Resilient
- Respectful
- Responsible

At GES we promote positive behaviour by celebrating the good work and good behaviour of our students. We believe that focusing on the positive behaviour of our students will have a major impact on all those in the school community and will encourage those whose behaviour is not meeting expectations to make a positive change. We reward students who follow our Core Values with ClassDojo points.

We expect a high standard of behaviour from all of our students. Praise, recognition of good behaviour and positive reinforcement is used as part of our daily routines. Should a student's behaviour cause us concern, we will inform the parents immediately and discuss how we intend to support their child in the future.

Violent behaviour, or any action that causes another person physical or emotional harm, is totally unacceptable and will result in us contacting parents immediately.

If negative behaviour persists, parents will be contacted, and a meeting will be arranged with both the class teacher and a member of the school leadership. In extreme behaviour cases, students might be placed on behaviour probation for the academic year. During this time, the student's behaviour will be closely monitored and if there is no improvement, re-registration for the following year might be blocked. This is only in extreme circumstances; however, it is an indication on how serious we are about acceptable behaviour.

Behaviour Probation Procedures

At GES we expect exceptionally good behaviour. If a student violates the codes of behaviour, they 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.

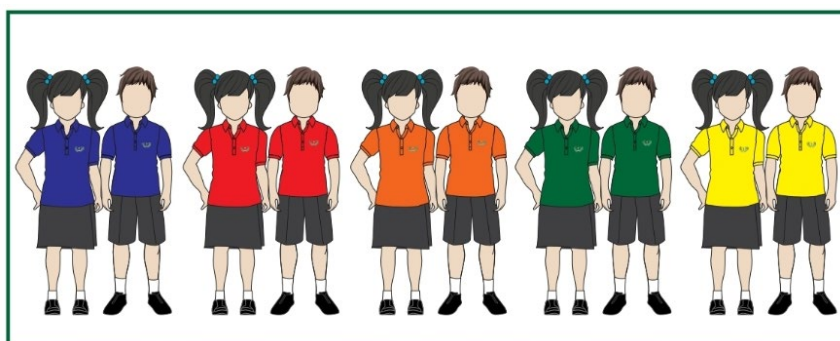
Uniform Policy

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

- The school's uniform policy is designed to encourage a purposeful and effective climate for learning.
- All students should be **smartly dressed**. They should take pride in their appearance and dress appropriately according to 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.

School uniform is available on sale at the uniform supplier: **Uniform Mart**. Tel: +97444115925, +97444691459

GES Infant School Uniform



GES PE Uniform



General Information

ID Badges

As part of our commitment to keep all community members safe, we require all students, parents, carers and staff to have a GES ID badge. Students will be issued their ID badge on enrolment and are required to wear the badge to and from school each day. This ID badge is also used to access our library resources, so it is vital that it is worn daily. Parents and allocated family members such as drivers and nannies are also required to have a GES Identification badge. This badge is issued in the main GES administration building.

Please note that only an adult with a GES ID badge will be allowed onto our school site and be permitted to take the respective child home. If for any reason you are unable to collect your child, you are requested to inform us via e-mail, indicating the name of the designated carer for the day. Your child will not be permitted to leave with any other adult unless we have prior permission from you. Lastly, please note that the GES ID badges are issued free of charge to all families.

School Timings

Early Years (EYFS)

Preschool: 7:45 a.m. - 12:45 p.m.

Reception: 7:45 a.m. - 1:30 p.m.

We run an After School Club for Preschool students, who are waiting for their siblings to finish at 1:30 p.m. This club is run by our Preschool staff and is available from 12:45 p.m. Please speak to your child's teacher for more information.

Key Stage 1 (Year 1 and 2)

7:45 a.m. - 1:30 p.m.

Tuesdays (Early Finish)

On Tuesdays, school finishes at 12:30 p.m. for students. All staff are required to attend training sessions. These sessions start at 1 p.m. We request that parents collect students on time so that teachers can be on time for their training. Please note that we do not run the Pre-School after school clubs on Tuesdays.

Arrival and Dismissal

At 7:20 a.m. students will walk to their classrooms where they will be greeted by their class teacher or support assistant. At the end of the day, students will line up with their teachers in their designated area and parents, nannies or drivers may collect the students from the teacher.

Change in Pick-up Plans

If there is a change of plan to your child's pick-up arrangement, please let your child and your child's teacher know, prior to the beginning of the school day. E-mailing the teacher during the day is the second option or calling our office is the third option.

Absences and Attendance

Students who attend GES are expected to attend school for the full academic year, unless there is a genuine, valid reason for absence. Students are expected to have an attendance record of at least 90% which means they should not miss more than 16 days of school days during an academic year. At The Gulf English School, we only authorise absence for medical reasons, death in the family, and Hajj.

- If a child is absent, parents should e-mail the school on each day of the absence stating the reason.
- If the child will be absent for a protracted length of time due to illness, parents will notify the school and ensure that they log on to the parent and student portals to complete the work set for the student. A request for absence can be made through the parent portal.
- If contact explaining the child's absence fails to be made by parents, the school will contact the student's home by e-mail on the second day of absence and by telephone on the third day of absence.

Early student checkout

Parents or carers of students who need to arrive late or leave early for medical appointments should contact the school in advance and must bring the appointment card with them, as students will not be granted leave without one. Leaving early for transport reasons is not accepted.

Support Services

A learning support programme serves students who would benefit from additional instructional support, to better enable them to cope with the demands of the academic programme.

English as an Additional Language (EAL)

The overall aim of EAL at The GES is to support each student in reaching their personal best. Students are supported in developing a high level of both academic and social English that enables them to communicate effectively in all aspects of their daily lives.

EAL at GES is an integral part of everything we teach and how we teach it. English is the language of delivery for every subject with the exception of Arabic, Islamic and Qatar History.

Learning Support

In line with our vision statement, we support our students in any area of need helping them to reach their personal best. The school has qualified Learning Support teachers across the school.

Students are supported in the classroom and are also withdrawn on a one-to-one basis or small groups. Some students will also be given support for their particular learning needs whether it be in Maths or English, helping them to focus, concentrate, organise, question, persevere and accept a raised level of challenge in the school.

Retention

Retention at a particular year group is a recommendation made by teachers and Leadership Team working with the parents and student. Retention may be recommended for a variety of reasons, including academic and developmental readiness. Retention decisions are made in conjunction with the parents. Observations, review of school records, review of daily classroom work and behaviour and additional assessments will be made if necessary. All are factors considered during the decision process.

Cancellation of School

If the school is closed for any reason, every effort will be made to contact families as soon as possible via e-mail and telephone and other school media platforms.

Visitors

Visitors to GES will be expected to sign in on an electronic register at the main gate before entering the main school building.

Lost and Found

There is a lost property box in the reception area, where lunch boxes, shoes and items of clothing are kept for students to retrieve their possessions.

Toys and Mobile Phones

Toys and mobile phones are not permitted at school. In the event of these items being found on the student, they will be confiscated and handed back at the end of the day.

Classroom Parties

Birthday parties are discouraged in the school. Parents are permitted to send individual cupcakes to school. This must be pre-arranged and authorised by a member of the Leadership Team. The cupcakes must comply with our strict NO NUTS POLICY, or the cupcakes will not be allowed into the classroom. Please note that party bags of any kind are not allowed and, if sent, will not be allowed into school. We are a healthy school and teach our students about healthy eating choices. As such, bags of sweets are not allowed.

Yearbook

The yearbook is published annually and is available for all students. The yearbook contains photos of students and various activities school-wide that have taken place during the course of the year. The youngest sibling in each family receives a free copy of the yearbook

Student Health Information

Health and Immunisation

The main purpose of the school health programme is to maintain, improve and promote the wellbeing of the school-age child. Parents have the primary responsibility for the health of their students.

The Gulf English School wants its students to be as healthy and active as possible. We encourage our students to take in a healthy diet full of fruit and vegetables as well as healthy lean proteins and wholesome grains. Water is also very important. All students are encouraged to have a water bottle with them during school hours.

Rest is a very important part of every child's health. Young students between 3 and 9 years old should be getting at least 10 - 12 hours of sleep per night, students who are 10 years or older should be getting 8 - 10 hours of sleep per night.

Exercise is another important key to good health; students should be getting at least 1 hour of exercise per day. It may be a part of organised sports or just a walk/run around the yard, it all counts as exercise. A well-rounded lifestyle makes for a well-rounded student who is ready to take on the daily challenges of school life.

Please note that the school does not permit fast or junk food to be brought into school. The Leadership Team will, however, grant special permission for selected calendar dates such as International Day.

Please also be aware that our school has a nut-free policy, this means all nuts and foods containing nuts must not be brought to school.

Communicable diseases and Lice, Immunisations and Medication

The Gulf English School has a full-time nurse to assist students and staff with their health needs. Our nurse evaluates students for illness (chronic/acute), educate on health and safety, and administer first aid and emergency care. If your child becomes ill or injured while at school, they will be assessed at the clinic and parents will be notified if necessary. In the event of a serious emergency, an ambulance may be called at the discretion of the nursing staff. Every attempt will be made to contact the parent/guardian prior to the ambulance arrival.

Please be advised that students will only be allowed to leave the school due to illness if they have been assessed by the nurse and it is deemed necessary. All medical appointments are to be arranged outside school hours, if this is not possible, appointment cards must be provided before your child will be allowed to leave the school.

Medical checks are completed for Year 1 and Year 2 students on a yearly basis. This includes a vision test, height, weight, an examination of the feet and spine.

Medical records for your child are kept in the school with strict confidentiality, however, teaching staff are made aware of any health issues your child may have, such as diabetes or allergies.

Medical forms are required to be completed yearly even if there are no changes in your child's health. Please be sure to fill in the form carefully ensuring all questions are answered. We also require a copy of your child's up to date vaccination record to be kept in their medical file. The more we know about your child's health, the better we can assist them with their health needs.

Medication

No medication shall be administered without parental permission.

Medication being brought into the school must be kept in the clinic and administered by the nurse. If your child needs to be given medication, clear instructions must be provided including the student's full name, classroom, dosage and time to be taken. All medication must be handed into the Nurses' office. Please do not give medication to class teachers.

Safety and Emergencies

Safeguarding

The Gulf English school acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring that any Safeguarding incidents are appropriately addressed. We will protect all children who attend The Gulf English School in accordance with the laws of Qatar and prioritise the safety and wellbeing of children.

Emergency Contacts

Each year, in the event that families would have to be notified for emergency reasons, the school establishes and maintains updated emergency contacts.

Emergency Drills

Emergency drills are practised on regular basis. Safe exit procedures are posted in each classroom and throughout the school. Teachers and students regularly practise safe exiting procedures when the alarm is sounded.

Change of address and telephone number

Please make changes on the parent portal for SchoolBase. Each family is given a username and password in order to log in. If you are unable to make these changes on the parent portal, please notify the school MIS Coordinator.

Security

There is a 24-hour security presence and coverage at the school. The premises are also monitored electronically.

Communication Resources

Parent Communication

Parent Portal

Login to the Student Portal by going to <https://schoolbase.online/Logon?DName=Gulfeng>
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.

Al Sedra

Our school newsletter is published online and on the parents' portal weekly on Thursday's and provides information pertaining to special events, notices of calendar changes and general information important to our families.

Weekly Updates

At the end of each week, you will receive an electronic copy of the Weekly Update. This will provide you with information about what your child will be learning the following week. It will also provide you with homework information and any other activities and events applicable to your child's year group.

Arabic Translators

As a school we do not provide Arabic translators and if you need this service you need to bring one to meetings.

Acceptable Use of Technology (Please read policy)

Mobile phones and tablets are not allowed at school. In the event of a student bringing these in, the phone or tablet will be confiscated and handed back at the end of the day. If this problem recurs, confiscated items will be kept until the end of the week.

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 resending 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.
- Copy 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.

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 been copied from another source.

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 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 cyberbullying anyone using technology, especially the Internet
- Making use of e-mail accounts, social networking sites (Facebook; Twitter) and online forums to cyber bully and harass anyone
- Giving out user names and password to others to access the network
- Wasting the school's 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 school's 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.

Use of Mobile Phone

Students are not allowed to bring mobile phones to school. On no account must a student take pictures, or record, either a teacher or another student. If a mobile phone is seen, it will be

confiscated until a parent collects it.

Cyber Bullying/Online Harassment

Bullying has always existed and had now moved to the Internet. All student must respect fellow students, teachers and the general public when using e-mail, Internet and any electronic communication. If any student is found carrying out cyberbullying 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 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.

ACKNOWLEDGEMENT

I have read the handbook and fully understand the policies and procedures of the Gulf English School.

Signed by Parent or Guardian:	
Name of Student:	
Admin No:	
Class:	
Date:	