



Learners Today.. Leaders Tomorrow

Junior School Handbook

General Information

School Hours: 7:00 a.m. – 3:00 p.m.

School Phone: 4457 8777

WELCOME FROM THE HEAD OF JUNIORS

Dear Parents,

On behalf of all of the staff in Juniors, it is our privilege to welcome you to The Gulf English School.

This handbook will hopefully help you to understand more about the school and how we strive to provide a caring, motivating and supportive environment. At the centre of everything we do, is the school's vision and mission which guides us to provide the very best education for all of our pupils.

Children are taught by skilled teaching staff, in an atmosphere conducive to effective teaching and learning. Our aim is to provide a structured yet happy environment which allows a child to progress and achieve the best they possibly can. We believe that learning should be enjoyable, challenging and fun as this motivates pupils to be engaged in their school work. By encouraging all children towards independent learning and making them knowledgeable about their own abilities and development, we equip them with the necessary skills to develop good life-long learning habits.

At GES, we expect our pupils to work hard to adopt the GES Way, both in class and around the school. We encourage our pupils to display the core values in their communication, relationships, behaviour and attitudes. These values will enable children to become adults who can effectively contribute to their own community as well as becoming responsible global citizens.

We strongly believe, that when we work in partnership to provide the right environment, students are capable of extraordinary achievements. We look forward to celebrating such achievements at GES throughout the school year.

Yours faithfully,

Gary Shaw

Heads of Juniors

GES VISION

We aim to develop a responsible, respectful and 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 difference 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

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

Our school ethos is underpinned by 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 GES encompasses global citizenship, conflict resolution, social justice, values & perception, sustainable development, human rights, interdependence and diversity.
- GES believes in selecting 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.

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.

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.

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. 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 your 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.

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.

World Book Day

In March each year, the school takes part in the 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 Week

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.

Book Fairs

We host a book fair each year which encourages students to buy new reading materials that are suitable for their reading ability.

Spring Carnival

The Spring Carnival is the largest event of the year. Teachers, volunteer parents and students organise activities and games, it takes place on a Friday in February every year. Here, students are given the opportunity to run their own stalls and enjoy a fun-filled family day.

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. The event is usually held at a sporting facility outside school, where all children take part in the full range of track and field events. There are also novelty events and physical challenges that add excitement and interest to the day. For some children, 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 children remember for the rest of their lives.

International Week

International week is a real highlight on our school calendar as students learn about various countries 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.

WEEK WITHOUT WALLS

Each year the school has a week where the students are actively involved in activities outside of the normal curriculum. This gives all students the opportunity to experience other areas of learning both in Qatar and even outside of the country. A full programme of events is organised for the students in each year to participate in.

OVERSEAS JUNIOR TRIPS

The overseas activity trips for Year 6 students are an annual event. The students take part in a range of outdoor activities including climbing, archery, canoeing, raft building and abseiling. There is an emphasis on building self-confidence within each individual child as well as working as part of a team. The trip usually lasts for one week and takes place during our Week Without Walls programme.

The school ensures that one teacher will accompany every seven students who attend this trip. Furthermore, an Arabic teacher will also attend to ensure that Islamic traditions and customs are followed by the children.

Students are selected to be a part of this trip based on their attitude towards GES' values.

YEAR 6 GRADUATION

The Graduation ceremony for our Year 6 pupils during the penultimate weeks of the school year is a celebration of the time that the students have been in the Primary School, culminating in a retrospection of their time in Year 6. Awards are presented and each student receives a graduation certificate.

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)

At our junior school, we believe in nurturing well-rounded individuals, and our vibrant array of extracurricular activities plays a pivotal role in achieving this goal. Beyond the traditional academic curriculum, our students eagerly engage in a diverse range of activities that cater to their interests and passions. From the thrill of sports and the creative expression of arts to the intellectual stimulation of science clubs and the camaraderie fostered in team-based activities, our extracurricular offerings are designed to spark curiosity, instill discipline, and foster a sense of community. Through these enriching experiences, we aim to not only complement classroom learning but also provide our students with the skills, confidence, and friendships that will last a

lifetime. At our junior school, every child has the opportunity to discover and cultivate their unique talents, fostering a love for learning that extends far beyond the confines of textbooks.

CURRICULUM

In Juniors we teach the following subjects:

- English
- Maths
- IPC (Science, History, Geography, and International Learning)
- Arabic, Islamic and Qatar History
- Computing
- PE
- Music
- Art
- PSHE (Personal, Social and Health Education)

For the majority of each day, the children are based with their class teacher. In each class, the children are taught English, Maths, IPC (Science, Geography, History and Art), ICT (including Computing), and PSHE, with experienced specialist teachers teach the remaining areas of the curriculum (Arabic subjects, Music/Art and PE). All children also visit the library once per week. Class and specialist teachers are responsible for monitoring students' progress and ensuring that students achieve according to their ability and their personal targets.

ENGLISH:

English as a subject is divided up into Reading, Writing, and Speaking and Listening. These are all different elements that are combined to help a learner acquire a new language. Teachers plan carefully using the National Curriculum for England (2014) standards to ensure that learners reach the expected attainment each year. In Year 6, our children are also taught study skills in preparation for their transition to the secondary school.

READING:

At The Gulf English School we provide various opportunities for students to develop their reading skills, from reading one to one, in small guided reading sessions and whole class reading from Year 3 to Year 6 following the National Curriculum expectations. To develop reading, banded guided reading books are used to support guided reading sessions. Also, students build their fluency ability by reading age-appropriate texts by developing key comprehension skills are taught Vocabulary, Inference, Prediction, Explain, Retrieval, Summaries/ Sequence (VIPERS).

WRITING:

Wherever possible, we link writing to real life experiences and encourage students to talk about their writing with meaning e.g. writing a recount about a visitor coming to school or going on a trip.

For students to be confident writers, they need to speak confidently and at the Gulf English School. The Talk for Writing approach to teach writing primarily focuses on students gaining an immersed experience in learning model texts to producing an independent write. As well as learning about more complex sentence and text structure, writing for purpose, composing writing for maximum effect, grammar, and spelling.

Find out more information about Talk for Writing: What is Talk for Writing? - Talk for Writing (talk4writing.com)

SPEAKING AND LISTENING:

We firmly believe that speaking and listening forms the basis for all language acquisition. Children are encouraged to explore language in real meaningful ways. We focus on the elements of a good speaker and listener and we teach these skills in all lessons, especially during our English lessons. We believe that when learners are confident in their own spoken language skills they will venture out and try new things. Children feel confident when they have a solid vocabulary and the skills to convey their knowledge in response to various tasks.

MATHS:

Our Maths curriculum ensures that appropriate connections are made between the National Curriculum expectations on 'number', 'shape, space and measures', and 'handling data'. Our aim is for every student to be a mathematician, to use their knowledge of the four operations (+ - x ÷) skills to solve complex problems. Throughout KS2 Maths curriculum, we provide opportunities for students to discuss and present maths calculations methods. To further embed learning our learners are given opportunities to apply their skills and understanding in practical and meaningful ways, often making links with other areas of the curriculum, especially science.

Here is a Parent Guide with more information about White Rose Maths : Advice and guidance for parents | White Rose Maths (whiteroseeducation.com)

INTERNATIONAL PRIMARY CURRICULUM

(SCIENCE, HISTORY, GEOGRAPHY, AND INTERNATIONAL LEARNING)

Children learn about Science, History, Geography and develop their understanding of the wider world (International Learning) by following the International Primary Curriculum. We follow a clear route plan that ensures the IPC units taught in each year group cover the appropriate National Curriculum standards for these subjects. The IPC structure for learning allows all students to explore their prior knowledge of a particular subject before starting a learning process that allows them to gain a deeper understanding of the area they are learning about before reaching an 'exit' point where children will be encouraged to share their learning with a wider audience, which often includes parents.

COMPUTING

At The Gulf English School, Computing is used to support learning throughout the curriculum. Students have access to class iPads as well as computers in the library, and a dedicated ICT suite of computers. Computing skills teaching includes Internet research and digital citizenship, word processing, and creating presentations. We use a range of interactive educational websites to

enhance learning across the curriculum which can be accessed from any computer with Internet access at school and at home. As well as this, dedicated computing lessons are taught in order to teach the essential new computing skills such as multimedia, databases, control and logic programming. These take place in the classrooms as well as in the ICT suite.

CREATIVE ARTS

Emphasis is placed on nurturing students' imaginative expression and fostering a love for the arts. The curriculum incorporates a diverse range of disciplines, including visual arts, music, drama, and dance, allowing students to explore and develop their creative potential. Through hands-on projects, students engage in activities that promote artistic skills, critical thinking, and problem-solving. The curriculum integrates cultural elements, exposing students to various artistic traditions and encouraging appreciation for diversity. Overall, the creative arts curriculum in our school aims to cultivate well-rounded individuals who appreciate and contribute to the rich tapestry of the arts.

PE

PE is taught by our experienced, specialist PE teacher. Each lesson is planned using the National Curriculum 2014 and is delivered in a fun and exciting way. Students are encouraged to develop a love of sport and are often enabled to nurture a natural talent they did not know they had. Many of the skills gained in these areas can be enhanced through our wide range of sporting extra-curricular activities.

LEARNING SUPPORT

In line with our vision statement, we support our students in any area of need, helping them to reach their personal best. Students are supported both in the classroom and are also withdrawn, either on a one-to-one basis or as small groups. The focus for learning support is essential basic skills related to English and Maths, and improving a student's ability to learn independently. All supported students are tracked for progress and have Individual Education Plans that allow parents and teachers to work closely in monitoring the progress each child makes.

HOME LEARNING

Students are set weekly Home Learning tasks. They will bring spellings home each week and be set a range of maths and reading assignments through our online platforms – MyMaths, Bug Club and Times Table Rock Stars.

VIRTUAL LEARNING ENVIRONMENT

This online space serves as a centralised hub housing all the resources used in the classroom, ensuring seamless access to learning materials. This not only allows parents to see in detail what their child is learning about, but also provides an opportunity to reinforce learning.

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.

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.

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 Junior 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 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

In the Junior School we develop children's character through the 'Gulf English School Way' curriculum. In order to build character, we define the behaviours and habits that we expect students to demonstrate. We want to support our students to grow into adults who are responsible, respectful and resilient. We believe that, as our children practise these behaviours over time, they become habits that positively shape how they feel about themselves and how other people perceive them. As philosopher Will Durant states, "We are what we repeatedly do. Excellence, then, is not an act, but a habit." (1926).

Teaching the behaviour curriculum

The curriculum is taught explicitly during the first week in Autumn term alongside the traditional National Curriculum subjects. Children should learn the content of the curriculum so that they can recall the information and act upon it. At the start of each term, the 'Gulf English School Way' curriculum is revisited with pupils and will continue to be reinforced throughout the year. Teachers will also demonstrate these behaviours and ensure pupils have many opportunities to practise these (particularly in the first few days of each term). For example, a lining up order would be taught in the classroom but must be reinforced in different locations and times throughout the school day e.g. at break times or when coming to and from specialist lessons.

The Gulf English School Way is based on the following 4 principles:-



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

If a student persistently breaks the rules, they will be put on behaviour probation for a period of time. During this time 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.

PASTORAL

STUDENT COUNCIL

At the beginning of the year the pupils in each class have the opportunity to vote for two (one boy and one girl) of their peers to represent the class. These elected students take on the role as a representative. They can be seen wearing special badges which makes them easily recognisable. The student council works closely together to come up with different ideas on how to enhance the school and school life.

PREFECTS

Prefects play an important part in the life of the primary school. As they approach the end of Year 5, prospective prefects complete an application process, which includes a letter of application and an interview. The new prefects then take up their positions at the start of their time in Year 6.

Prefects work closely with teachers to help encourage good behaviour, welcome new students and visitors to the school and act as excellent role models for the other students, with their behaviour, dress and attendance. In addition to these duties the Head Boy and Head Girl help with important school events and assemblies.

ASSEMBLIES

Whole school assemblies are held each week to acknowledge and reward academic, social, and personal accomplishments, promoting a positive and supportive learning environment. These assemblies help reinforce the school core values, instill a sense of pride in the school community, and encourage collaboration among students and staff. Overall, these assemblies play a crucial role in building a cohesive school culture and enhancing the overall educational experience for our students.

Throughout the year, all classes have an opportunity to lead an assembly which is based on the work that is being done in class at the time, or has a theme for a particular issue. We encourage parents to actively participate in these assemblies, as they play a crucial role in reinforcing the values we cherish and creating a supportive environment for our students to thrive. Together, as a community, we celebrate success, nurture growth, and build lasting connections that contribute to the holistic development of each child.

COUNSELLOR

Our school counsellor is uniquely trained to assist with child development, self-management, social skills and trauma intervention. Through our emotional support we promote success for the diverse range of students here at the Gulf English School. We strive to implement a comprehensive school counselling programme that provides both preventative and crisis intervention in both individual and group settings.

Our interventions teach self-awareness, positive attitudes, social skills and resilience. These are skills that contribute to academic and social/emotional development, which serve as the foundation for the future success of our students.

Our counsellor works collaboratively with parents and teachers to develop and implement strategies to support our student's in removing barriers to learning and developing skills and behaviours critical for their successful as our future leaders.

UNIFORM

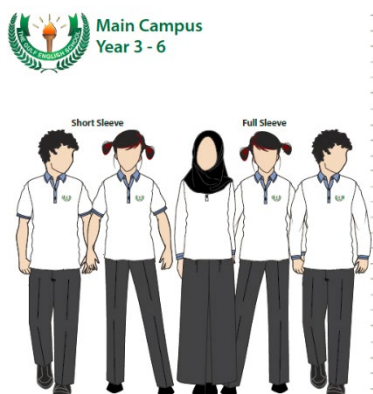
The school has agreed a uniform which we regard as a practical, distinguishing feature that helps the students to feel a part of the school and gives a formal appearance. It is the expectation of the school that all students wear the uniform.

☐ 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



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

7:30 a.m. - 1:50 p.m.

Tuesdays (Early Finish)

On Tuesdays, school finishes at 12:50 p.m. for students. All staff are required to attend Continuous Professional Development. These sessions start at 1:15 p.m. We request that parents collect students on time so that teachers can be on time for their CPD.

Arrival and Dismissal

At 7:30 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.

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 is allowed to leave the school.

Medical checks are completed for students on a yearly basis. This includes a vision test, height, weight, and 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 to ensure 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 administrated 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.

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:	