Learners Today.. Leaders Tomorrow

# THE GULF ENGLISH SCHOOL

# STAFF HANDBOOK

**Date: September 2026**

**Author: Leadership Team**

Learners Today.. Leaders Tomorrow

## The Gulf English School

The purpose of this handbook is to communicate the ethos of The Gulf English School and to inform staff about the policies and practices in place. All staff members and stakeholders have access to this document electronically, and hard copies are available in the school offices and staff rooms.
While this handbook is up to date, the dynamic nature of education means that some information may be reviewed and updated throughout the year.

## ABOUT GES

The Gulf English School is a private international school located in Doha, Qatar. The school serves a diverse community of students aged 3 to 18, offering a comprehensive curriculum that includes the British National Curriculum, IGCSEs, and the BTEC Diploma. It is committed to fostering academic excellence, cultural awareness, and the holistic development of students.
The school community is diverse in terms of ethnicity, language, and cultural background, reflecting the international nature of Qatar. The Gulf English School operates on a well-equipped, purpose-built campus in the heart of Doha, providing a range of facilities to support both academic and extracurricular activities.

## Our Vision

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

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|---|---|
| V1 | We aim to develop a responsible, respectful, resilient school community, |
| V2 | supporting the highest level of personal achievement |
| V3 | in a changing modern intercultural world. |

## Mission Statements

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|---|---|
| M1 | We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence |
| M2 | We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community. |
| M3 | Our community promotes diversity and global citizenship where individual difference is understood and celebrated. |
| M4 | To drive the development of creative skills and critical awareness in our students. |
| M5 | Our school community provides a safe, supportive and stimulating learning environment that focusses on the well-being of all |
| M6 | We aim to integrate the use of technology on a day to day basis to enhance our teaching and learning. |

## Our Core Values: The 3 R's

A core value is a central belief clearly understood and shared by every member of the school community. Our school ethos is underpinned by these core values:

- ✓ **R**esponsible: Driven, Ambitious, Achiever
- ✓ **R**espectful: Empathy, supportive, caring, diversity
- ✓ **R**esilient: Risk takers, empowered, committed

The Gulf English School promotes good health and a healthy lifestyle and is keen to foster a love of learning and an appreciation of the intrinsic value of education and knowledge, ensuring a high level of assistance to students in their spiritual, intellectual, emotional and physical development.

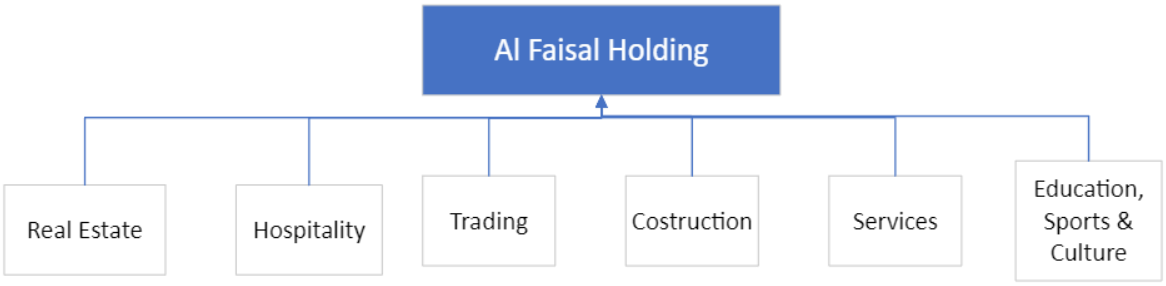
## GES Definition of Internationalism

- Internationalism at the GES encompasses global citizenship, conflict resolution, social justice, values & perception, sustainable development, human rights, interdependence, and diversity.

- GES believes in reflecting and celebrating the diverse backgrounds of its community (students, staff and local community) within a safe and secure environment. All members should be enriched and affirmed by this experience and be appropriate role models for others.

## GES Ownership

The school is part of the ARIES cluster and operates under Al Faisal holdings company.




## ARIES

ARIES - Al Rayyan Investment in Education and Sports (ARIES) focuses on Culture, Education, Leisure & Sports sectors.
The vision of ARIES is "to educate, develop, and prepare generations nationally and internationally to achieve their personal best; physically, emotionally, and intellectually whilst maintaining their culture values as global citizens".

## GES Organisational Structure

Eight members serve on the school Board of Trustees including the Leadership Team members. The Board ensures that the school policies support the mission and delegates the implementation of these policies to the Head Teachers.

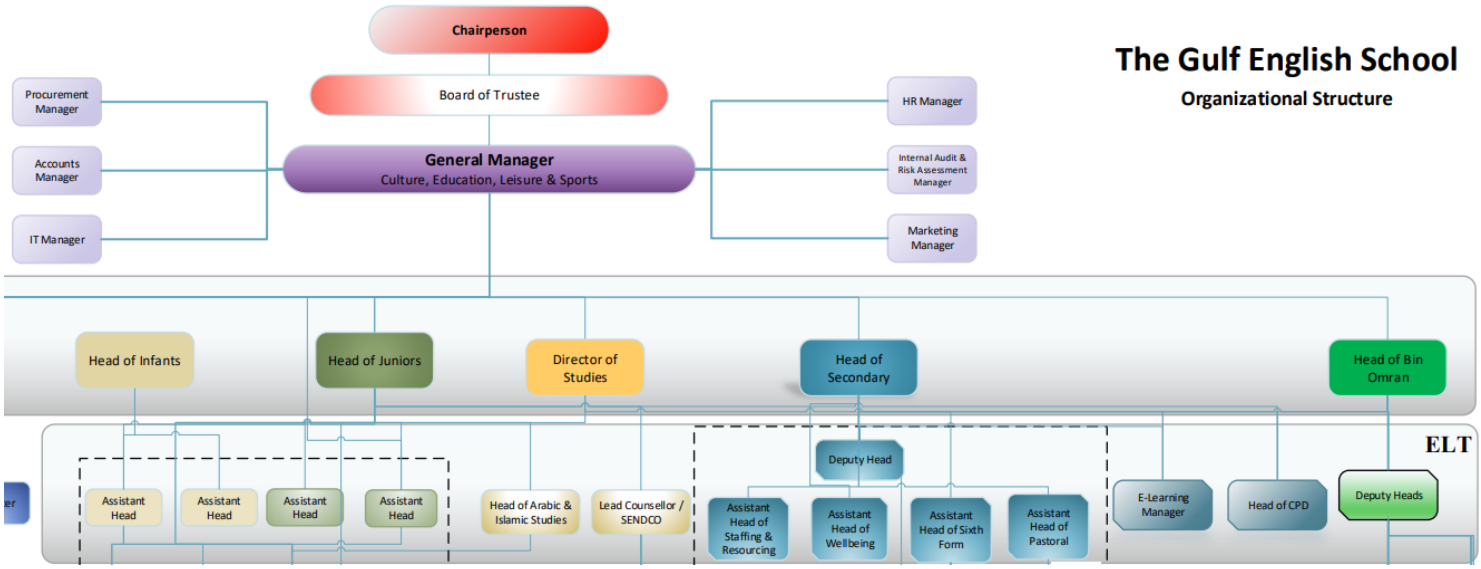
The Board is also entrusted with ensuring that GES remains faithful to its mission and vision. We are proud of our school, proud of our heritage, proud of what we have achieved and confident in our vision for the future.

- Sheikha Maha Al-Faihani (Chairperson)
- Sheikha Al-Anood Al-Thani
- Sheikha Al-Jazi Al-Thani
- Haya Al Thani
- General Manager (Cluster) Mona El Helbawi
- Leadership Team

## GES Leadership

The Leadership Team (LT) consists of the General Manager, Heads of School.
The Extended Leadership Team (ELT) consists of the Deputy heads of each school (Infants, Juniors, Secondary, and Bin Omran), Head of Arabic, Whole-School E-Learning Coordinator, and CPD Coordinator.

*GES School Leadership Team*




## GES Community

The GES community consists of Qatari families, Middle Eastern families and expatriates, we currently have more than 50 nationalities amongst our students' body.

## GES Campuses

### Main campus – Gharafa (Secondary, Infants and Junior site)

Facilities include:

- Four Science Laboratories
- Five networked ICT Suites
- Art and Textile workshop
- Three Comprehensive libraries
- Music Suite
- Three Health clinics staffed by qualified nurses
- Two multi-purpose Halls

- Sixth form study areas
- Cafeteria/Coffee shops
- Staffrooms on each site

Purpose-built classrooms and open learning areas for:

- EYFS – Early Years
- Key Stage 1
- Key Stage 2

Specialist Key stage 3-5 faculty areas for:

- English
- Mathematics
- Humanities
- MFL
- Business and Computer Science

Sporting Facilities:

- Large Multi-purpose sports hall
- 25-meter swimming pool and learner's pool
- Astroturf (floodlit) football ground,
- Mid-size multi-sport pitch
- Padel Court

Purpose-built classrooms and open learning areas for:

- EYFS – Early Years
- Key Stage 1
- Key Stage 2

Facilities include:

- Networked ICT Suite
- Art and Textile workshop
- Comprehensive library
- Health clinic staffed by qualified nurse
- Multi-purpose Hall
- Staffroom
- CPD Room

# Important Contact Information

The country now has a functioning postal system, allowing you to use your accommodation address to arrange specific postal services. However, for official documents and belongings, the school's PO box system is the most secure and recommended option.
Staff are advised to use the school address for any postal or shipping needs, not their accommodation address. For postal services, use the P.O. Box, and for shipping purposes, provide the physical location address.

If you need to contact The Gulf English School, the address is:

The Gulf English School
Saeed Bin Habees St,
Al Gharafa St, Ar Rayyan,
PO Box 2440
Doha,
State of Qatar

You may also contact the school by telephone at:

General Number – Admin office +974 4457 8777
Fax +974 4487 1256

Campus Numbers

| | |
|---|---|
| Infant Campus | +974 44886790 |
| Junior Campus | +974 44578741 |
| Secondary Campus | +974 44578720 |
| Bin Omran | +974 44293555 |

School email Address:
info@gulfenglishschool.com

School Website Address:
https://www.gulfenglishschool.sch.qa/

School social media links:

Instagram - https://www.instagram.com/gesdoha/?hl=en
https://www.instagram.com/gesbodoha/
Facebook - https://www.facebook.com/GESdoha/
Twitter (X) - https://x.com/i/flow/login?redirect_after_login=%2Fgesdoha

# GES Employment

At GES, our staff are our most valuable resource. We prioritize the professional and personal well-being of our team and strive to attract, employ, and retain top-tier professionals. Teachers who join us in Qatar become part of a supportive and collaborative professional learning community, enjoying a warm climate and the chance to explore diverse travel opportunities across the Middle East and beyond.

We are always excited to welcome dedicated and dynamic individuals into the GES family. If you are passionate about education and making a meaningful impact on students' lives, we would love to hear from you.

Applicant Requirements for Employment at GES

Mandatory for All Applicants

- A minimum of a bachelor's degree or its equivalent.
- Alignment with the philosophy, mission, and goals of GES.
- A strong, exemplary personnel record.
- Evidence of a commitment to continuous professional growth.
- Police Clearance Certificate: To ensure a safe environment for our students and staff, all employees must provide an original police clearance certificate from their country of origin, which will remain on file during their tenure at GES.
- Health Certificate: A medical examination report dated within six (6) months prior to the start of employment.

For Teaching Positions

- A good degree from a reputable university obtained through full-time study.
- A recognised teaching qualification, preferably from the UK (e.g., PGCE or equivalent) along with Qualified Teacher Status (QTS).
- Ideally, experience teaching the UK National Curriculum.
- For secondary teaching positions, subject-specific expertise and a proven track record of guiding students through IGCSE, GCSE, and AS/A-Level examinations.
- References that reflect high standards of professionalism, a strong commitment to teaching, engagement in wider school activities (including ECAs), and an excellent work ethic.
- Proficiency in the use of technology to enhance learning in today's educational context.
- Ideally, at least two years of relevant teaching experience within the last five years.
- We may also consider applications from strong newly-qualified teachers (ECTs) whom we can support through the duration of their ECT induction programme.
- Arabic teaching staff must hold qualifications that meet Qatar's Ministry of Education requirements.

What We Look for in All Staff

- A positive, highly professional attitude.
- Enthusiasm and a genuine passion for education.
- Long term commitment and stability.

Working at GES – Benefits

At GES, we place the utmost importance on the professional and personal well-being of our staff. To support this, we offer a comprehensive and competitive benefits package for our international team, which includes:

- Tax-Free Salary: Competitive and rewarding.
- End-of-Service Gratuity: 21 days' salary for each contractual year.
- Accommodation: Fully furnished housing, including utilities.
- Annual Flights: Free return air tickets each year.
- Medical Coverage: Comprehensive health insurance.

- Professional Development: Opportunities for continuous growth and learning.
- Relocation Support: Including a shipping allowance of 1,200 QAR and full assistance with paperwork and administration.

## Safer Recruitment and Induction

The Gulf English School is committed to safeguarding and promoting the welfare of all children and expects all staff, volunteers and relevant contractors to share this responsibility.

GES follows safer recruitment procedures to ensure that individuals working with students are appropriately qualified, vetted and suitable for their roles. This includes identity and qualification verification, professional references, employment history checks, relevant criminal-record and safeguarding checks, and applicable MoEHE requirements. Recruitment checks are securely recorded and monitored in accordance with the school's procedures.

All new staff, volunteers and relevant contractors receive appropriate induction covering safeguarding and child protection, professional conduct, online safety, health and safety, emergency procedures and campus-specific expectations. Staff are expected to familiarise themselves with relevant school policies and acknowledge their safeguarding responsibilities.

Requirements for Successful Applicants:

- Criminal Background Checks: Applicants must provide CRB/DBS or police clearance certificates from *every* country in which they have worked.
- International Child Protection Certificate (ICPC): Required for UK nationals and residents.
- Professional References: Two references are required, confirming:
    - A police check was completed prior to hiring.
    - The applicant's suitability to work with children.
    - No concerns or reports related to child safety during the applicant's employment.
    - Commitment to and implementation of the school's child protection policy.

All information provided during the recruitment process will be treated confidentially. Additionally, all applicants are required to familiarize themselves with and adhere to the school's safeguarding policy, reflecting our strong commitment to child protection.

## Joining GES

Required Documents:
Once you are offered a position and sign the offer letter with GES, the following documents will be required:

1. Passport Copy - A photocopy of the information page from the valid passport(s) of the employee and any authorized dependents.

2. Current Teacher Certification - A valid teaching certification from an accredited state or national accreditation agency.

3. Professional Documentation - Documents related to your education, work experience, recent references, and any other verifications requested by the school.

4. Marriage Certificate - An attested copy of the marriage certificate is required for teaching couples. Please follow the attestation steps outlined in the official transcript attestation process.

5. Health Certificate - A medical certificate for the employee and each authorized dependent, detailing the results of a medical examination conducted within six (6) months prior to the start of the contract.

6. Police Clearance or Police Certificate - An original Police Clearance Certificate from your country of origin must be provided to ensure a safe environment for students and staff. Additionally, an International Child Protection Certificate (ICPC) is required. UK nationals or residents can apply at ICPC Application.
7. Passport-Sized Photos - Fifteen (15) passport-sized photos of the employee with a blue background.

8. Original Driving License (if applicable)

9. Official Transcript - Official transcripts of post-secondary education, indicating credits earned and degrees awarded by accredited institutions.

## Attestation of Official Transcripts and Degrees

The following steps must be completed to attest your degree and teaching qualifications:

- Notarize copies of the degree and teaching qualification through a firm of solicitors.
- Submit notarized copies to the Foreign and Commonwealth Office (FCO) for stamping. More information: FCO Attestation.
- Obtain a stamp from the Qatari Embassy after the FCO stamp.

Note: The cost of attestation is approximately 100 GBP per document, which is not covered by GES.

Recommended Services:

Qatar Embassy
http://london.embassy.qa/en/consularservices/document-legalisation---attestation

FCO office
https://www.gov.uk/get-document-legalised

Apostille services
https://wlegalisation.co.uk/ - Recommended
https://www.hagueapostille.co.uk/qatar-attestation
https://www.vitalcertificates.co.uk/legalisation-of-existing-documents/qatar-legalisation-of-uk-documents.html

You will only need this for your degree certificate, and it is NOT a requirement for your PGCE or GTC certificate. In regard to your PGCE and GTC certificates, we will only ask you to bring the originals with you when you come to Qatar, along with the attested Degree documents.

You can use the links below to help you acquire the correct checks.

ACRO – You will need to apply for the ICPC - https://www.acro.police.uk/icpc/
DBS – Basic check - https://www.gov.uk/request-copy-criminal-record?utm_source=Google&utm_medium=Ppc&utm_campaign=Basic&utm_content=Request%20A%20Basic

## Upon Arrival

You will need to provide originals of the above documents in addition to:

- Passport-sized photos as specified.
- Your original driving license, if available.

These documents are essential to complete your onboarding process and meet GES requirements.

## GES Remuneration Package

### Local Medical Coverage

Medical benefits are provided for all staff sponsored by the school. The school provides local medical coverage in Qatar. You will be issued a health card once your residency is issued. The school covers the cost of issuing/ renewing the medical card. If you need to see a doctor before you are issued a medical card, you could visit any of the private hospitals/clinics. All costs incurred will be covered by the school. Clinical departments in Hamad Medical Corporation (HMC).

- Critical care areas
- Emergency department
- Laboratories
- Intensive care unit
- Occupational therapy
- Pediatrics
- Physiotherapy
- Radiology
- Respiratory Therapy
- Speech therapy
- Surgical services
- Women's hospital
- Dermatology and venereology
- Otorhinolaryngology, head and neck surgery
- Psychiatric department
- Oral surgery department

### Local Medical coverage

- The local medical coverage covers all medical services necessary to maintain your health, but does not cover optional treatments such as elective cosmetic surgery.
- Hospital cover (inpatient services-treatment)
- Emergency cover
- Ambulance cover
- General treatment cover
- Dental treatment at any of the local medical clinics (associated with Hamad Medical corporation

### Hospital Cover

- The medical coverage provided by the school covers any admission to Hamad Medical corporation (any associate hospital –Al-Khor-Al-Amal-Rumaila, and the Cuban hospitals). The hospitals offer the option of private rooms or suites with additional charges, the school does NOT cover those charges.
- Treatments provided by the hospital during your stay are all covered by the health coverage
- provided by the school.
- In case of long waiting lists for operations covered by the school's medical insurance, GES will pay the employee the cost of operation (Depending on urgency).

### Dependent medical coverage

Once you have your residency, you will be able to sponsor any dependents. Employees are responsible for obtaining health cards for their dependents (school may assist you however the cost of medical cards should be paid by the employees.

Medicine:

- The costs of any medication prescribed by your doctors are not covered by the school and not part of the local medical coverage.

- There is a minimal charge of 10% for medications for chronic illnesses (repeated prescriptions).
- The charge is covered by employees.

School Trips

- The school will provide insurance for staff travelling on school trips or attending any overseas professional development

## Air Transportation

The Gulf English School provides the ticket of economy class transportation from home of record at the commencement of the contract and return to home of record at expiration of the contract for the Overseas Hired teachers.

In addition, the ticket of round-trip excursion economy class to home of record is provided for each year of the contract for teachers hired overseas.

- Overseas hires are entitled to annual flight tickets. The school provides tickets for employees only and not for any dependents.
- When you join GES, you will be provided a one-way ticket from your city of Departure to Doha on Qatar airways/any other carrier if Qatar airways does not fly from your city of departure.
- During your contract you are entitled to annual return ticket on Qatar airways (any other carrier
- if Qatar airways do not fly to your destination) to the destination specified on your contract. You
- will be issued a voucher which is used at the travel agency to book your ticket. You could book
- your ticket to your destination or use the value of the ticket to travel anywhere else.
- Value of the ticket differs in peak season hence your entitlement is the value of ticket to your destination (Qatar airways or any other carrier) at the time of booking your flight.
- If you wish to use your ticket at any other time (not during the summer vacation) you will be provided with the value of the ticket during the summer vacation. You will be entitled to the same value at the time you wish to book your ticket.
- If an employee resigns during probation period, they will be responsible for the cost of the flight ticket to leave Qatar.
- If an employee is dismissed during probation period, they are entitled for the ticket to leave Qatar.
- If an employee resigns during the initial contract of two years after completion of one academic year, they will be entitled to a one-way ticket.
- If an employee resigns during their contract ticket entitlement will be calculated on pro-rata basis.

Note: Regarding your return ticket for the summer holiday, a travel voucher will be issued to you in March. This voucher can be used to travel to your home city or any other destination of your choice, provided it is within the value of the voucher. Any costs exceeding the voucher's value will be the responsibility of the staff member.

Shipping Allowance

Overseas hires are entitled to a shipping allowance of 1200QR when they join and the same amount when departing Doha. The allowance is paid upon your arrival to Doha on provision of shipping receipt.

Housing

- GES provides housing, based on the categories of singles, couples, and families, to include appliances and furniture. The GES covers utilities and set up telephone lines however internet and phone bills are covered by the staff members and not by GES.
- Maintenance of the accommodation is also provided by GES except in case of negligence or willful misconduct by the Overseas hired teacher or guests.
- Housing is provided for overseas hire.
- School accommodation is fully furnished including utilities (gas, water and electricity).

- The school sets- up phone lines in each of the flats.
- Staff are responsible for paying the telephone line rental (330QR monthly) and internet/TV packages.
- The school holds 5000QR of end of service benefits as a deposit for any damages in the accommodation. The amount is refunded before you leave Qatar. Accommodation has to be cleaned prior to your departure. If the accommodation is not cleaned upon your departure the school will hold 1000QR as cleaning charges.
- Overseas hires who do not wish to be accommodated in the school accommodation are offered housing allowances of 5500QR per month.
- Single hire staff are entitled to one bedroom accommodation.
- Couples are entitled to two-bedroom accommodation
- Families are entitled to three-bedroom accommodation

## Moving to Doha

After signing your offer letter with the school, it's time to begin planning your move to Doha.

To start the process, you must promptly provide the school with a copy of your passport and degree certificate so we can arrange your work visa. Once the visa is processed, your e-ticket will be issued and sent to you via email. We aim to finalise all travel arrangements by the end of July.

Important Reminder:
If your passport is nearing its expiration, you must apply for a new one immediately and send the updated passport number to the school to avoid any delays.

We will assist you with five key aspects of your relocation:

1. Visa paperwork
2. Shipping
3. Flights
4. Housing
5. Registration of Dependents

For any additional questions or concerns, feel free to contact our Human Resources department, the Head of schools.

## Visa and Residency Process

Except for citizens of other GCC states, all individuals require a visa to enter Qatar. The Gulf English School acts as your official sponsor and will arrange your entry visa(s). A copy of your visa will be emailed to you before your arrival in Qatar.

For expatriates hired from outside Qatar, the school will manage all required documentation and assist with the formalities, including work visas, fingerprinting, medical checks, driving licenses, and other necessary procedures.

Key Steps in the Process:

- July/August: You will receive your work visa.
- Upon Arrival: A medical appointment will be scheduled for your health check.
- Post Medical Check: Fingerprints will be taken following the receipt of your medical results.
- Residency Completion: Once the process is finalized, your residency permit will be stamped, and you will be issued a Qatari ID card.

Please note that the entire process may take up to 8 weeks to complete.

## Dependent Residencies – Travelling as a family

The residency permits for your spouse and children will be processed once your residency permit is issued, as you will serve as their sponsor. If your residency takes longer than four weeks to process, their visit visas will need to be renewed. For assistance with paperwork, please contact Ayman Al Nama. Dependents will initially enter Qatar on a visit visa, which can be purchased at the airport. Visit visas can be extended for an additional month at the same cost (100 QR). It is the staff member's responsibility to request an extension for visit visas in a timely manner to avoid penalties, which are 500 QR per day.

- Once your residency is issued, the dependent residency process follows a similar procedure.
- Family visa cost per dependent: 400 QR.
- Medical check and fingerprinting cost: 100 QR.
- Residency issuance cost: 1200 QR, with an annual renewal fee of 500 QR.
- Attested marriage and birth certificates are required for dependent residency applications.

## Dependents Registration – At GES

If your children are enrolling in the school, please provide all necessary documents to complete their registration. Additional information regarding required documents and fees is available upon request.

You will also need to purchase the school uniform from the designated supplier. Another staff member will assist you in locating the shop.

All fees will be deducted from your salary based on a scheduled agreement with the Business Manager.

# Commencement and Duration of The Gulf English School Contract

Upon joining our School, you were given this copy of Employee Handbook. After reading this Employee Handbook, please sign the receipt page and return a scanned copy with your signed offer letter and signed "Employee's Policies Manual".

## Employment Contract

The initial term of the GES contract is two (2) years. The contract may be renewed from year to year for a period of one (1) year or two years.

New teachers are hired subject to a probationary period commencing from the effective starting date through the first 180 school days, and that the school may, at any time during this probationary period, terminate this contract, due to poor performance.

In the event of a termination during the probationary period, the teacher will be entitled to a hearing before the Board of Trustees.

## First salary upon arrival

Depending on the academic year calendar, new teachers are paid their first salary in August on pro-rata basis.

## Salaries

All salaries are paid in Qatari Riyals (QR) - the Qatari currency. The riyal is easily converted into US dollars and other major currencies and is stable due to exchange rates set by the government. The school will assist you in opening a local bank account during orientation week. Your GES pay will be deposited directly into your account on the 28th of each month. June and July salaries are all paid at the end of June. Banks and their branches as well as ATMs are located throughout the city.

Overseas staff:

Teachers are placed on the "A" salary scale, which is 10 steps. Salaries are offered based on years of experience when joining GES. The starting step for teachers with one year experience is step A1 which is 7,000QR and the highest is A10 which is 13,200QR. Teachers are placed on 2 years contract when they first join GES with no salary increments.

After completing the initial two-year contract, teachers may receive salary increments based on their performance. Teachers who meet all required standards will be eligible for an increment along with a new contract. The increment will correspond to one step on the salary scale.

Teachers who take on additional responsibilities or roles will receive an extra monthly allowance, paid from September to June. This allowance will not be included in the calculation of final gratuity or holiday pay.

Teachers who reach the highest step on the A salary scale, will be placed on the 'Advanced Skills' scale.

Arabic and Islamic studies teachers (local hires)

Arabic and Islamic Studies teachers are placed on the B scale, based on their qualifications and years of experience.
Arabic and Islamic Studies teachers on GES sponsorship are offered housing allowance of 2500QR and annual flight tickets.

## Sick Leave

- All staff are provided with leave including sick and emergency leave, maternity leave and personal/ bereavement leave (all has to be in coordination with your line manager, Head and General Manager) official documentations should be provided.
- Staff may request personal leave, subject to the discretion of the Head and General Manager. If approved, the leave will be unpaid.

## Family Dependents

GES provides waiver/discounts of tuition to the school for the school age children of full-time overseas hired staff.

- Up to two children have free placement.
- 50% for the third child.
- Full fees for any other child.

Local Hire - 25% discount on school fees for up to 2 children.

## Gratuity

All staff are entitled to gratuity of 21 days for each calendar year. The initial contract at GES is for two years. The gratuity is calculated according to the following: 21/365 X (days of employment).

If an employee resigns during their initial contract before the completion of a full calendar year, they will NOT be entitled to any gratuity/August pay If an employee leaves GES and returns for one year contract only they will NOT be entitled to any gratuity.

## Re-signing Bonus

- Completion of 3 years with GES and signing contract for the 4th year, teachers are entitled to up to 50% of monthly salary not exceeding 5500QR.
- Completion of 6 years with GES and signing contract for the 7th year, teachers are entitled to full month salary not exceeding 10,500QR.
- Completion of 9 Years with GES and signing contract for the 10th year, teachers are entitled to full month salary not exceeding 12,000QR.
- Bonuses will be paid to teachers as per criteria defined above upon their return to GES along with the September Salaries.
- The duration of 3 years, 6 years and 9 years has to be continuous years with GES without any long leaves or gap years in between (if they sign 2 years contract).

All local hire teachers are entitled to a re-signing bonus on the following basis:

- Completion of 3 years with GES and signing contract for the 4th year, teachers are entitled to 30% of monthly salary.
- Completion of 6 years with GES and signing contract for the 7th year, teachers are entitled to 60% of monthly salary
- Completion of 9 Years with GES and signing contract for the 10th year, teachers are entitled to
- 90% of their monthly salary.
- As per the above policy.

# GES School Divisions

The Gulf English School provides education from Reception through to Year 13 and serves approximately 1,600 students. Established in 1993, the school was founded to meet the need for an educational institution offering a broad and balanced curriculum based on the National Curriculum of England and Wales. Additionally, the school provides Arabic, Islamic Studies, and Qatar History programs, as authorized by the Qatar Ministry of Education, for both Arabic-speaking students, non-native Arabic-speaking students.

The school consists of four divisions Infant school, Juniors School, Secondary School, and Bin Omran - Primary in addition to post 16 education (AS-level and BTEC).

## INFANT DIVISION

The Infant building, located on another site, accommodates children from Preschool to Year 2. The infant campus consists of 4-5 form entry for each year group, with class sizes capped at 26 pupils. Each class is led by a main class teacher, supported by a teaching assistant (who may be shared), along with specialist teachers for subjects such as Arabic, Islamic Studies, Qatar History, PE, and Music.

## JUNIORS DIVISION

The Junior building, located on the main Gharafa site, accommodates children from Year 3 to Year 6. The junior campus consists of 4-5 form entry for each year group, with class sizes capped at 26 pupils. Each class is led by a main class teacher, supported by a teaching assistant (who may be shared), along with specialist teachers for subjects such as Arabic, Islamic Studies, Qatar History, PE, and Music/Art.

## SECONDARY DIVISION

The Secondary school, located on the main Gharafa site, accommodates students from Year 7 to Year 11 and Post-16. Groups are mixed with boys and girls; however, some degree of segregation exists, particularly during break and lunch times, with separate entrances for boys and girls during drop-off and pick-up times.
The staff are organised into subject-specific faculties and may teach across various year groups based on their subject expertise. Years 10, 11, and post-16 classes are exam-focused, with students following chosen subjects and pathways. Pupils are divided into form classes within each year group, and form tutors are assigned to ensure attendance is recorded in the morning and afternoon, as well as to address any pastoral concerns. Form classes also participate in events and other school enrichment activities. Students are placed in subject-specific sets based on their academic abilities and performances. All subjects across Secondary are taught by specialised subject teachers.

## BIN OMRAN DIVISION

The Bin Omran campus accommodates children from Preschool to Year 6, covering Early Years, Key Stage 1 and Key Stage 2. It operates in the same way as the GES Infants and Juniors divisions, with qualified class teachers, teaching assistants and specialist subject teachers.
The campus is fully aligned with the wider GES curriculum, policies, procedures, expectations and school ethos, ensuring consistency in teaching and learning, assessment, safeguarding and pastoral care. Led by its Head of School, Bin Omran works closely with the wider GES Leadership Team to uphold the school's educational standards and Core Values of being Responsible, Respectful and Resilient.

# School Operations

The daily operations at the GES are structured to ensure a smooth and efficient learning environment for students and staff. The school day is carefully scheduled with timetabled lessons, breaks, and extracurricular activities designed to maximise productivity and engagement.

Teachers and staff work collaboratively to maintain a positive and supportive atmosphere, ensuring that academic, pastoral, and administrative responsibilities are met.

## School Week

Full-time staff regularly work 40 hours per week. Weekends are Friday and Saturday.

## Staff Hours

All employees must clock-in using the clock-in fingerprint machines at the reception area of each building. Clock in time is 7:00 a.m. and clock out is 3:00 p.m. during normal school days.

Thursday – Early finish 2:00 p.m.

## Student Timings

Infant School: 7:15 a.m. until 1:30 p.m.

Pre-School: 7:15 a.m. until 12:30 p.m.

Junior School: 7:30 a.m. until 2:00 p.m.

Secondary School: 7:30 a.m. until 2:00 p.m.

Bin Omran school: 7:30 a.m. until 1:45 p.m.

Tuesday students leave early at 12:30 p.m. and rest of the day is for CPD (all school)

## School Calendar

Staff schedules at the Gulf English School align closely with the student calendar, with several key exceptions:

- Start of the Academic Year: Staff begin work two weeks before students return, using this time to prepare classrooms, attend in-service training, and induct new staff. New staff members arrive an additional week earlier to complete paperwork and housing arrangements.
- End of the Academic Year: Staff remain in school for an extra week after students finish to organize classrooms and finalize preparations for the next academic year.
- Leadership Team and Administrative Staff: Their summer break begins a week after teaching staff leave.
- Work Hours: All working days, whether students are in school or not, require staff to adhere to regular working hours. This may vary depending on the decision of the General Manager and the school Leadership team.
- Yearly Planner: All dates are detailed in the Yearly Planner, available in the Staff Room, Coordinators' offices, and Deputy and Head Teacher's offices. Staff are encouraged to consult the planner or seek clarification if needed.

Additionally, staff work beyond school hours at least twice weekly:

- One day is dedicated to meetings until 3:00 p.m.
- The other day involves leading an after-school activity, also concluding at 3:00 p.m.

Teachers are also involved in duties such as playground supervision (before and after school), exam invigilation (including Fridays), and supervising late arrivals. A few events outside regular hours, such as the School Fair, parents' evenings, and external exam invigilation, also require staff attendance.

The early start to the working day provides staff with the benefit of enjoying Qatar's late afternoons and evenings, offering time to explore and unwind.

## Attendance and Punctuality

Attendance and punctuality are essential for your success and for the smooth functioning of our school. As a team, it is crucial that everyone is present and punctual, ensuring all responsibilities are fulfilled effectively.

If you anticipate being late or absent, please inform your line manager as early as possible, but no later than 6:30 a.m. on the day of your absence. Medical appointments should be scheduled after school hours. If this is not possible, you must discuss the matter with the Heads of School to seek approval for time off.

Emergency leave may be granted by the General Manager and Leadership Team upon submission of an application stating the dates and reasons for the request. Any absences taken during term time will be considered unpaid.

In case of illness, you are required to provide a valid sick note for the day(s) you are absent to qualify for sick pay. Failure to do so may result in the absence being considered unpaid leave.

Staff absences are covered internally, and you may be assigned to cover classes during a colleague's absence. This is a school requirement and forms a fundamental part of your contractual commitment to the school.

## Personal Safety

At The Gulf English School, safety is achieved through teamwork. Every employee, supervisor, and manager are responsible for practicing safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please adhere to the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become ill at work, regardless of the severity, inform your line manager immediately.
- Only use, adjust, or repair machines and equipment if you are trained and qualified to do so.
- Seek assistance when lifting heavy objects.
- Thoroughly understand your job responsibilities and follow instructions. If you are unsure about safe procedures, do not guess—ask your supervisor.
- Be familiar with the locations, contents, and use of first aid and firefighting equipment.
- Wear personal protective equipment as required for your specific job.
- Remember that violating safety precautions constitutes an unsafe act and may result in disciplinary action, up to and including dismissal.

## Child Protection and Safeguarding at GES

At The Gulf English School, safeguarding and child protection are fundamental priorities. We are committed to providing a safe, supportive and inclusive environment where students feel valued, listened to and protected. All staff, volunteers and relevant contractors share responsibility for safeguarding and must follow the GES Safeguarding and Child Protection Policy and related school procedures, available on the school website and intranet.

Designated Safeguarding Leads (DSLs):

- Infants: Pamela Abbas (Head of Infants)
- Juniors: Gary Shaw (Head of Juniors)
- Secondary: Daniel Langfield (Head of Secondary)
- Bin Omran: Mohammed Sidat (Head of School)
- Deputy DSL (Cross-Campus): Afshah Deen (Level 3 trained)

Heads of School may provide safeguarding cover across campuses when required.
All safeguarding concerns must be reported promptly to the campus DSL, Deputy DSL or another available GES DSL through the approved reporting system. Staff must listen carefully, record concerns factually, maintain confidentiality without promising secrecy, and must not investigate or ask leading questions. Where a child is in immediate danger, urgent assistance must be sought.

Concerns involving staff must follow the school's safeguarding and whistleblowing procedures. Allegations involving a DSL or Head of School must be escalated to the General Manager.
All staff must complete safeguarding induction and refresher training and formally acknowledge that they have read and understood the Safeguarding and Child Protection Policy. Staff are also expected to familiarise themselves with related policies, including Behaviour, Anti-Bullying, ICT and Online Safety, Health and Safety, and Emergency Procedures, to ensure consistent safeguarding practices across GES.

Staff Code of Conduct and Professional Boundaries

At The Gulf English School, all staff are expected to maintain high standards of professional conduct and uphold the GES Core Values of being Responsible, Respectful and Resilient. Staff must maintain appropriate professional boundaries with students, parents and colleagues, avoiding favouritism, inappropriate personal communication, social media connections with students or behaviour that could compromise safeguarding.
All interactions must be respectful and consistent with GES policies. Corporal punishment, intimidation, humiliation, discrimination and inappropriate physical contact are strictly prohibited. Any necessary physical intervention must follow the school's approved guidance and be appropriately recorded and reported.
Staff must use approved communication channels and respect the privacy and confidentiality of students, families and colleagues. Access to personal devices, student information, photographs and digital platforms, including AI tools, must comply with GES safeguarding, ICT and data protection procedures. Unauthorised access to or sharing of personal or confidential information is prohibited.
All staff are expected to demonstrate professionalism through punctuality, appropriate dress, active supervision and respectful conduct throughout the school day and during school activities. Any concerns regarding professional conduct or safeguarding must be reported promptly through the appropriate school procedures.

### Relations with Students and Parents

The success of our school relies on fostering a community built on dignity and respect. Prompt and professional responses to parents' inquiries are vital in maintaining trust and collaboration within our school community.

The impressions students and parents form about The Gulf English School are often influenced by the actions of individual staff members, and these impressions can have a lasting impact.
If you require support in addressing a parent's concern, reach out to your Head of Department, Year Group Leader, or another trusted colleague who can assist you or the parent effectively.

It is essential for all staff members to prioritize courteous and respectful interactions in all relationships. A record of all parent meetings, phone calls, and emails should be documented and filed in the student's records located in the Deputy Head's or Pastoral Offices. A copy must also be sent to the School Registrar for inclusion in the student's official file.
The school provides a parent/teacher conference form, which is available on the policies server under "forms."

## Physical Contact Policy at GES

At The Gulf English School, our Vision is to create a caring and supportive learning environment where every student is valued. Recognising the diverse nature of children, including their age, maturity, and background, we strive to support all students in a variety of ways.

We understand that many children are at different stages of learning about the appropriateness of physical contact. To guide staff in these situations, GES has a Physical Contact Policy that provides clear guidance on age-appropriate contact with students. The policy outlines suitable ways to reassure and encourage learners while maintaining professionalism and care.

We uphold a strong 'duty of care' for all our students, which includes intervening in the rare instances when a student may pose a danger to themselves or others. The Physical Contact Policy provides detailed strategies for handling various situations, always prioritising the safety and well-being of every GES student.
The GES Physical Contact Policy is overseen by the Leadership Team and is available to any parent upon request.

The policy must be read alongside the following policies:

- Whole school Behaviour Policy
- Physical Handling Guidance
- Intimate Care and Toileting Policy

## Operational Safeguarding and Student Supervision

At The Gulf English School, all staff are responsible for ensuring appropriate student supervision during lessons, transitions, breaks, prayer, ECAs and dismissal. Staff must fulfil assigned duties, ensure safe handovers and promptly report any supervision concerns.
Students must only be released to authorised parents, carers or approved transport arrangements following appropriate checks. Any uncertainty, incidents or near misses must be reported in accordance with GES safeguarding procedures.
All trips, ECAs and off-site activities must follow GES risk assessment, consent, supervision and emergency procedures. Staff must also comply with campus-specific health and safety, first-aid and emergency arrangements, ensuring incidents and concerns are appropriately recorded and reported.

# GES Academic Programme

## Early Years (EYFS)

Pre School and Reception form our Foundation Stage, adhering to the Early Years Foundation Stage (EYFS) framework from England and Wales. Our Early Years teachers emphasise learning through play, providing children with opportunities to explore and develop skills essential for understanding their world.

Children are continuously assessed through observation against the Early Years Learning Profile. These formative years are critical, laying the groundwork for future education. Our dedicated team is experienced in meeting the unique needs of young children and their families.

Activities in these year groups are designed to cover all EYFS learning areas, incorporating both whole-class and self-initiated tasks. In Reception, children start learning letter sounds, high-frequency words, and participate in guided reading sessions.

## Key Stage 1 (Year 1 and 2)

Key Stage 1 transitions students from Early Years to a more structured environment, fostering independence and organizational skills while maintaining an engaging and practical approach tailored to individual needs.

The integrated, topic-based curriculum includes hands-on activities, with English and Math's taught discretely to meet specific objectives. Phonics is central to reading and writing development, complemented by "Talk for Writing" techniques that enhance literacy and communication skills. Students are supported through weekly homework, spelling tests, and reading books, alongside Guided Reading sessions twice weekly to enhance comprehension and fluency.

Assessments include formative evaluations through teacher observations and termly summative assessments aligned with National Curriculum objectives. By Year 2, students complete SATs-based assessments with a 50% pass rate in core subjects required for progression to Key Stage 2. STAR Assessments further evaluate Literacy and Mathematics skills interactively.

The Arabic curriculum focuses on developing foundational skills in reading, writing, speaking, and listening, enhancing communication proficiency and fostering cultural appreciation. Instruction is tailored to support the progress of both native and non-native speakers. Additionally, Islamic Studies and Qatar History are integral parts of the curriculum, promoting cultural identity and values, as mandated by the Ministry of Education.

## Key Stage 2 (Year 3 to 6)

Key Stage 2 builds upon the foundational skills acquired in earlier years, further developing students' independence, critical thinking, and mastery of key concepts. It is divided into Lower Key Stage 2 (Years 3 and 4) and Upper Key Stage 2 (Years 5 and 6), ensuring a progressive and structured approach to learning.

The curriculum remains broad and balanced, with core subjects taught alongside specialist-led sessions in Art, Music, and Physical Education (PE), enriching students' creative and physical development. Specialist teachers deliver Art, Music, and PE classes, providing expert instruction that enhances these subjects beyond the standard curriculum.

Class teachers are responsible for assessing and reporting on student progress, focusing on their ability to independently meet National Curriculum objectives in core areas such as English, Math's, and Science. Assessments are based on students demonstrating independence and proficiency in these subjects through regular formative evaluations and summative assessments. Teachers use the results of their

assessments to track the progress of individual students as well as cohort performance, identifying strengths and areas for further development.

In Upper Key Stage 2 (Years 5 and 6), Year 6 pupils undertake SATs assessments in line with the optional SATs options in the UK. These assessments gather valuable data to share with secondary schools, helping to place pupils in subjects based on their ability and engagement in learning. This ensures a smooth and informed transition to secondary education.

Key Stage 2 also offers a vibrant Enrichment Programme (ECA) that provides opportunities for students to explore new interests, develop skills, and enhance their overall growth and development beyond the classroom. This rich enrichment program supports the holistic development of each child, fostering well-rounded and confident individuals.

In Year 6, there is a particular emphasis on preparing students for the transition to secondary school. This focus includes targeted support and skill-building activities designed to equip students with the necessary tools and confidence to succeed in their new educational environment.

Overall, Key Stage 2 ensures that students are well-prepared academically, socially, and emotionally for the challenges of secondary education, maintaining a balanced and supportive learning environment that caters to their diverse needs.

Key Stage 3 (Year 7 to 9)

Key Stage 3 at The Gulf English School follows the National Curriculum of England and Wales, adapted to include Arabic, Islamic Studies, and Qatari History. Core subjects include English, Mathematics, Science, Geography, and History, alongside Art, Music, and Physical Education, fostering a balanced and well-rounded education. The curriculum is carefully planned in line with UK National Curriculum objectives and incorporates transdisciplinary skills to support a holistic approach to student development. With targeted support and a balanced curriculum, students are equipped to succeed both academically and personally as they progress through their educational journey.

The majority of Year 7 students transition from GES Primary, while new students undergo entrance tests and interviews to ensure proper placement.
Students move between specialized, well-equipped classrooms for different subjects, promoting independence and organisational skills. Teachers are typically assigned their own classrooms, though some may share spaces as needed to optimize resources. This approach ensures a practical and effective learning environment.

Students are frequently assessed in each subject throughout the term as they complete various topics. At the end of each term, comprehensive assessments are conducted to evaluate their overall progress. Results from these assessments are shared with parents to keep them informed about their child's development. Additionally, students undertake standardised STAR Assessments, which monitor their progress in Numeracy and Literacy skills, ensuring a well-rounded evaluation of their abilities.

Students requiring additional support and interventions are offered after-school support clubs, where teachers may give tailored support and help to students to achieve their target grades. Classes and breaks are segregated; however, teachers instruct both boys' and girls' groups.

Key Stage 3 lays a strong foundation for Key Stage 4 by emphasising academic achievement, personal development, and targeted support. It also helps students prepare for selecting their preferred subjects or pathways for IGCSE optional subjects in Key Stage 4, ensuring they make informed choices for their future studies.

Key Stage 4 (Year 10 and 11)

At Key Stage 4, classes are coeducational due to subject options and group settings. However, seating arrangements are structured with female students on one side of the classroom and male students on the

other. Alternate seating between boys and girls is not permitted, ensuring a comfortable and focused learning environment for all students.

Key Stage 4 builds on the foundations laid in Year 9, where students select their optional subjects to begin their IGCSE studies. Most students who demonstrate strong progress in Year 9, particularly in English, are permitted to pursue the IGCSE route. However, students with lower literacy attainment are encouraged to follow alternative pathways that combine IGCSE subjects with BTEC courses to better suit their needs and abilities.

### Core Curriculum

At Key Stage 4, all students take compulsory IGCSE subjects in English and Mathematics, along with Physical Education for health and fitness. Most students also study IGCSE Arabic, Islamic Studies, and Qatari History, though the latter two are non-examined. Non-Arabic speakers have the option to study Spanish at the IGCSE level alongside Qatari History.

### Optional Subjects

In addition to core subjects, students choose five optional subjects from a diverse range, including:

- Accountancy
- Art
- Business Studies
- Economics
- Film Studies
- French
- Geography
- History
- ICT
- Media Studies
- Separate Sciences (at least one must be taken)
- Textiles
- Physical Education (as an examined subject)

These options provide flexibility for students to tailor their studies to their interests and future aspirations.

### Support for English Language Learners

Students requiring additional support with English skills are offered English as a Second Language and coursework-based courses. These are designed to develop the language and practical skills necessary for success in their IGCSE examinations.

### Assessment and Progression

The majority of IGCSE examinations are taken at the end of Year 11. Students' performance in these exams determines their eligibility for further study in Year 12 or Year 13, guiding their progression to A Levels, BTEC programs, or other pathways.

Key Stage 4 not only prepares students academically for their IGCSE examinations but also supports their personal growth and equips them with the skills needed for higher education or vocational training.

Key Stage 5 (Year 12 and 13)

The Sixth Form at GES serves as a critical bridge between high school and university, helping students specialise academically and prepare for their future pathways. Students are encouraged to demonstrate responsibility, resilience, and respect as they transition into more independent learning.

<u>Qualification Routes</u>

1. A-Level Route:

- A two-year program leading to full A-Level qualifications.
- Offers small class sizes and a proven track record of grade improvement from Year 12 to Year 13.
- This route is ideal for students planning to attend universities that require full A-Levels.

2. AS Route:
   - A one-year program, often chosen by Qatari students.
   - Students can progress to the second year and complete full A-Levels if they meet the requirements.
   - This route aligns with the Ministry of Education's expectations for Qatari students, which prioritise strong performance in their top 7 IGCSE subjects and top 3 AS grades.

## Ministry Requirements

- The Ministry evaluates student's top 7 IGCSE grades and top 3 AS grades for further education and employment opportunities.
- Other ministry routes to achieve the Thanawiya with passing grades: A* - D | 9 – 3 are as follows:

  - Route 1 7 IGCSEs & 3 AS Levels
  - Route 2 7 IGCSEs, 1 AS Levels & 1 A-Level
  - Route 3 5 IGCSEs & 4 AS Levels
  - Route 4 5 IGCSEs, 2 AS Levels & 1 A-Level

## Key Points to Consider

- Entry Requirements: Students need at least a grade C/4 in IGCSE English as a Second Language for most subjects, alongside other specific requirements depending on the subject.
- Flexibility: Students may adjust their subject choices within the first month of starting courses. While taking more than three subjects is possible for high achievers, it increases workload significantly.
- Next Steps: Students should carefully align their subject choices with career aspirations and university entry requirements.

By adhering to these pathways and maintaining excellent attendance, timely submissions, and focused effort, students can meet both Ministry expectations and their personal academic goals.

Curriculum Planning – Rubicon Atlas

At the Gulf English School (GES), curriculum planning and resource sharing are integral to our collaborative teaching approach. All long-term and medium-term planning is completed using the Rubicon Atlas Curriculum Mapping Software, an online platform that allows teachers to work together to create and update plans across all phases, from the Early Years Foundation Stage to Key Stage 5.
New staff are provided with access to the Rubicon website prior to their arrival, enabling them to review all schemes and plans.

In addition to Rubicon, resources and lesson plans are shared and organized collaboratively among colleagues and senior students using Microsoft OneNote, ensuring seamless communication and accessibility.

Curriculum and lesson planning are carried out collaboratively within the respective year groups at the Primary Phase and within departments at the Secondary Phase. This team-based approach ensures consistency, alignment with learning objectives, and a supportive environment for both staff and students.

# Student Support Services

## Learning Support

The Learning Support team at The Gulf English School support students where needed throughout their education at the school, from reception through to the upper end of Secondary School. The team is growing as we meet the demands of an increasing school size and as we develop and improve the level and quality of support we can provide for the students at the school.

Learning Support for an individual student starts with early identification of learning needs. A student is referred to by a class teacher, or on the basis of in-school assessments to the Learning Support teams in each school (Infants, Juniors and Secondary school). The student is then observed and can be recommended for support. Parents will be invited to meet with the Learning Support teachers to discuss and agree the nature of support and, if in agreement, we will start supporting that student during the school day.

The exact nature of learning support differs for each student and for different age ranges. In the younger years, support will focus on the development of fine motor skills and securing basic literacy and numeracy skills. The team works extremely effectively in the Early Years with the aim of trying to allow that individual student to access the curriculum and work alongside their peers. Specialist assistants support the students when they are in their classes and engage in the day to day work.

In Key Stage 2 and 3 the nature of learning support becomes more focused on the key areas of English and Math's support, with the aim of ensuring a pupil can function at age related levels. This will mean a student is seen for up to 4 hours per week, for Math's, English and Guided Reading support. There will be occasions where a student will have a specific learning need and this is reflected in the IEP that is written for each supported student.

Our essential philosophy that underpins our approach to learning support at the school is that we work closely with parents, teachers and the students to support them with the work that they are asked to undertake at the school. Where we do not have the specific specialist expertise to support an individual, we will refer to an outside agency for more specific advice and guidance and practical support. As we develop our Support Programme we aim to continuously improve the support we provide in order for all students to achieve their best.

## Speech and Language Support

At The Gulf English School, speech, language and communication development forms part of our wider Learning Support provision. The school works closely with teachers, parents and the Learning Support Team to identify students who may experience communication difficulties affecting their learning, confidence or social development.
Where additional specialist support is required, GES can guide parents towards appropriate external speech and language therapy centres and assist with referrals where necessary. The school works collaboratively with parents and external specialists, where appropriate, to implement recommended strategies and support students' individual learning and communication needs.

## Career Guidance and Counselling Services

We have a dedicated team of counsellors and career guidance professionals currently supporting the Gulf English School (GES) community.

Our counsellors are also available to assist staff during their settling-in period in Qatar and throughout the year. If you feel the need, we highly encourage you to schedule an appointment with the school counsellors. They are happy to provide up to three 30-minute sessions to support staff. For additional assistance, they can refer staff to external agencies as needed.
The Career Guidance and Counselling Programme is designed to empower students to make informed and confident educational and career choices. The programme provides valuable information on:

- Secondary school courses
- Career options
- Academic and occupational training requirements for workplace success
- Post-secondary opportunities aligned with students' fields of interest

Our team is committed to fostering growth and development for both students and staff at GES.

It also includes the following services:

- Advising students and parents on secondary school programs / academic curriculum, preparing them for college application and admission
- Planning and preparation for college / university admissions tests; like the SATS, ACT, IELTS, TOEFL, etc.
- Informing students about post-secondary financing / sponsorship that can be used to support education and training
- Organising and facilitating successful field trips to bring students to various Universities and other post-secondary institutions in Qatar
- Obtaining of prospectuses and materials regarding University and College information
- Hosting guest speaker sessions where professionals from post-secondary institutions could speak to students on academic information as well as personal concern
- Arranging, together with the IB coordinator and CAS teacher; job shadowing, work placements and community-based learning programmes to allow students to directly experience workplace situations
- Developing career portfolios, which include test and grade results, personal essay, examples of student work resume etc.
- Providing personal counselling to students on various issues including, attendance, motivation, classroom attitude, peer relationships, workplace relationships, family problems, etc.

## IT Systems and Resources

Parent Portal – SchoolBase
The School Base Portal is an online platform used by staff, students, and parents at GES to streamline communication and access essential information.
Staff use SchoolBase to complete registers, track attendance, send notifications for lateness or absences, and record student attainment data, which can be analyzed for progress monitoring. Half-term school reports are written using School Base and sent electronically to parents.
Students can access their calendars, timetables, medical records, and other important details via their portals. Parents can view attendance records, timetables, and staff contacts, and the portal serves as a direct communication link between school and home. Additionally, parents can use SchoolBase to book appointments with teachers during parent consultation days, ensuring efficient communication and collaboration.

Online Learning Platforms

At GES, we utilize a range of online learning platforms to support teaching, learning, and student assessment. These tools enhance personalized learning, track progress, and ensure effective communication with parents.

- STAR Assessment Tool: Used every term for students in Years 1–9, this online assessment measures progress in English reading comprehension and mathematics. The test is leveled according to the student's academic year and provides a Standardized Score (SS) and age-range comparison to monitor progress. Detailed diagnostic results are generated, and reports are shared with parents to keep them informed.

- Bug Club: In Primary, this platform is used to assign weekly reading and comprehension tasks. Bug Club determines students' book band levels, helping teachers ensure that students are reading books appropriate to their ability. The goal is for each student to advance by at least two book band levels.

- MyMaths: This platform supports mathematics learning by allowing teachers to assign homework tasks tailored to each student's ability and academic level. Students complete these tasks at home, reinforcing classroom learning.

These platforms, alongside end-of-year school assessments, ensure consistent monitoring of progress and provide valuable insights to support individual student growth.

Microsoft Teams and One Note

Microsoft Teams and SharePoint serve as collaborative platforms for teachers to share planning resources, work together to create lessons, and assign tasks and assignments to students. The chat function is used to facilitate both group and individual communication, enhancing teacher-student and peer interactions.

Microsoft OneNote is employed to establish an engaging e-learning environment where students and parents can access teacher-provided resources, tasks, assignments, and revision materials. This supports continuous learning beyond the classroom and encourages parental involvement in students' education.
Teachers are responsible for linking high-quality, curriculum-aligned content to Microsoft Teams and OneNote. These tools are integral to the school's learning strategy, ensuring students have access to the right resources at the right time. Weekly homework, additional challenges, and ongoing assignments are shared through these platforms to support and enhance in-class learning.

New staff receive training to familiarize themselves with Microsoft Teams, SharePoint, and OneNote, while ongoing professional development opportunities are provided for existing staff to refine their expertise. This commitment ensures that the use of these tools aligns with the school's vision of creating a caring, supportive, and inclusive learning environment.

Key features of Microsoft Teams and OneNote include:

- Content creation and sharing
- Collaborative lesson planning
- Discussion forums and chat for communication
- Assignments and quizzes
- Monitoring of online activity
- Support for setting tasks and homework

Together, Microsoft Teams, SharePoint, and OneNote deliver a seamless and dynamic virtual learning environment that supports teaching and learning activities across the school.

## Responsible Use of IT

All staff must use Microsoft Teams in a manner that aligns with the school's ethos and values. Usage is monitored to ensure appropriate and constructive application by both staff and students. Staff must adhere to the cultural expectations of ICT use in Qatar and the school and must not upload any content that is illegal, inappropriate, or likely to cause harm or distress to others. Failure to comply with these guidelines may result in disciplinary action.

By using Microsoft Teams, you agree to the following:

- Use the platform solely for teaching, learning, and research purposes, with incidental personal use (e.g., via social forums) permitted.

- Avoid using the platform for personal commercial activities, such as marketing.
- Refrain from uploading, storing, viewing, or transmitting material that is defamatory, inflammatory, discriminatory, obscene, or offensive.
- Ensure that your actions do not misrepresent the school or bring it into disrepute.
- Moderate any discussion forums you create to maintain a positive and respectful environment.
- Act professionally, being polite and courteous in all interactions.
- Do not use the platform to libel, slander, or harass others.
- Report any inappropriate content to the Site Administrator or a member of staff.
- Avoid redistributing any material downloaded from the platform in any form.

These guidelines are in place to maintain a safe, professional, and constructive digital environment for all users.

## Staff Responsibilities and Data Protection

Staff members using Microsoft Teams agree to:

- Protect their own login credentials by keeping their username and password confidential. Do not share passwords with others or use another user's credentials.
- Ensure the physical security of their Microsoft Teams account. For example, avoid leaving a device unattended while logged into the platform and prevent others from accessing your account.
- Refrain from attempting to access unauthorized areas within Microsoft Teams.
- Avoid uploading materials containing viruses or programs that could disrupt the platform.
- Upload private, confidential, or sensitive materials only with proper authorization.
- Keep their personal data up-to-date and ensure its security.
- Regularly update content to align with the lessons and objectives of their subject area.
- Collaborate with lead teachers to develop and incorporate new learning materials.
- Create engaging and innovative content to enrich students' learning experiences.

These measures ensure that Microsoft Teams is used responsibly and effectively to support teaching and learning.

## IT Resources

At GES, technology is a cornerstone of our strategic plan, recognizing its critical role in modern teaching and learning. To support staff in fulfilling their teaching responsibilities and managing school operations, the school provides essential IT resources, including laptops assigned to all teachers. SchoolBase and Microsoft Teams serves as the school's primary information management and collaboration platform, enabling seamless communication, lesson delivery, and access to essential academic and administrative resources.

Staff are responsible for the care and use of any IT resources provided to them. Devices must be signed in and out through the IT department, and all resources must be treated with respect and properly maintained. Any damages caused to the equipment will be assessed, and the staff member may be held liable for repair or replacement costs, depending on the extent of the damage. This ensures accountability while fostering a productive and technology-rich environment for teaching and learning.

## Unacceptable use of IT resources

Unacceptable use of the school's technical resources includes activities that do not align with the school's professional standards. These resources must not be used for personal gain, advancing individual views, or activities that interfere with productivity.

Employees are encouraged to express personal opinions online through personal internet accounts, without using school equipment or networks. Playing computer games, accessing chat forums, or visiting social networking sites during work hours is prohibited. Sending, saving, or viewing offensive material, such as sexual content, inappropriate jokes, or any material that could reasonably offend others, is strictly forbidden.

Violations will result in disciplinary actions, up to and including termination.

## Access to Information

The school asks you to keep in mind that when you are using the school's computers you are creating school documents using a school asset. The Gulf English School respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of the school-provided technical resources or supplies.

## Confidential information

All employees should safeguard the school's confidential information, as well as that of students and others from disclosure.

## Communication

At the beginning of the academic year, all new staff members will be provided with a school email account, created by the IT department. This account will be the primary means for sharing important updates and information. You will also receive logins for Microsoft Teams and SharePoint, which will facilitate your daily communication and work.

The school email account is intended solely for internal communications and for correspondence with students and parents concerning school-related matters. It is crucial to check your school email daily and frequently throughout the day to remain informed about significant communications and updates.

Staff members typically use various communication platforms for internal purposes, primarily school emails, along with the chat features on Microsoft Teams and SharePoint for collaborative planning. Parents are contacted through the email functions on the school platform, and in some cases, you may be expected to respond using the school email system. All emails sent from the school should be well-written and maintain a professional tone, regardless of the recipient. Staff are expected to be mindful of the language and tone used in their emails.

School emails should not be utilised for registering personal accounts on social media platforms or for any personal subscriptions to other software applications. Additionally, staff need to be cautious about attachments in emails, ensuring they only open those that appear official. The school has a communication policy that all staff are expected to read upon joining GES.

## Software Policy

To install software on school computers, you must first obtain approval from both the Heads of School and the IT manager. Once approved, the IT administrator will take care of the installation. Employees are not allowed to install any software on school technical resources without prior written consent from the Heads of School and approval from the IT manager.

## IT Content

Each employee is responsible for the content of all text, audio, or images they upload or send using the school's technical resources.

Employees may only access files or programs, whether digital or not, for which they have received permission.

All downloaded resources must be checked with the teacher for cultural appropriateness. If you are unsure, please consult with senior leaders before using any materials. It is advisable to review all videos and resources prior to sharing them with students to avoid any potentially disturbing issues. Do not share political or sensitive material related to current global issues, including images, videos, or social media posts, that could provoke conflict among students.

Violations of any guidelines in this policy may lead to disciplinary action, up to and including termination. Additionally, the school may notify appropriate legal authorities of any illegal violations.

## Other resources

### Stationery Supplies

The school maintains an internal store for stationery supplies. At the start of each academic year, you can collect the necessary stationery to set up your classroom.

During the academic year, additional stationery requests must be submitted using the procurement form. Once approved by the General Manager, the items will be purchased and delivered to you. If the requested items are already in stock, they will be delivered to your classroom within 24 hours.
At the end of the academic year, any unused stationery must be returned to the store for future use.

### Care of Equipment

All staff are expected to handle the school's property and equipment with care. No items may be removed from the premises without proper authorization from management.

If you lose, damage, or break any school property, you must report it immediately to your line manager and the General Manager.

# Staff Appraisals

At The Gulf English School, staff appraisals are a structured process aimed at fostering professional growth, enhancing teaching quality, and aligning individual goals with the school's mission. Appraisals provide an opportunity for teachers and staff to reflect on their performance, receive constructive feedback, and set clear objectives for development. The process is collaborative, focusing on recognizing achievements, identifying areas for improvement, and supporting career progression through tailored professional development opportunities. By maintaining high standards and encouraging continuous learning, staff appraisals contribute to a positive and dynamic educational environment.

## Staff Appraisal Process at The Gulf English School

Your performance is integral to the success of our school. At least once a year, the Head will review your progress and work with you to set new performance plans aimed at supporting your professional growth and ensuring alignment with school expectations.

Our performance review programme fosters open communication and mutual understanding between staff and the Head Teacher regarding job performance, potential, and career development. New employees will typically be reviewed at the end of their introductory period to ensure they are on track. As part of the appraisal process, staff are expected to work on three professional development (PD) objectives throughout the year:

Performance Management on BlueSky

- Account Access: Each staff member is provided with a BlueSky account to manage and store their performance reviews.
- Senior Leader Reviews: Senior leaders review staff progress termly and conduct a final review in Term 3 to summarize objectives and determine whether the appraisal is successful or unsuccessful.

Personal Objective:

- Staff set this objective based on feedback from observations or an area of personal interest they wish to develop in their practice.

Team Objective:

- This objective is determined collaboratively within a department, year group, or team. It focuses on addressing an area identified by senior leaders for improvement within the team or subject area.

Whole-School Objective:

- Senior leaders set this objective as part of a school-wide improvement plan. It is usually informed by data, feedback from observations, or strategic school improvement goals.

*Working Towards Objectives*

Staff are expected to:

- Research strategies, attend relevant CPD sessions, and implement successful practices to meet their objectives.
- Measure the impact of their efforts on their professional development and student outcomes.
- Record all performance-related activities, objectives, and evidence on the BlueSky platform.

*BlueSky Platform and Review Meetings*

- Staff must upload their objectives, targets, and action plans to BlueSky and update progress each term.
- Termly review meetings with line managers will assess progress and provide feedback on objectives.

- Throughout the year, staff are expected to document evidence and feedback demonstrating their progress toward achieving objectives.

*Final Review*

The final BlueSky review will take place in Term 3. During this formal discussion with your line manager, you will:

- Present evidence and data to demonstrate the impact of your objectives on your professional development.
- Finalize your BlueSky submission.
- Your line manager will submit a separate review form via BlueSky to confirm the outcome of your appraisal.

*Outcomes of the Review*

- Successful Review: Confirms objectives have been met, supporting continued professional growth.
- Unsuccessful Review: May result in placement on an action plan to address areas of improvement. Failure to demonstrate progress could lead to the school not extending or offering a contract for the next academic year.

Standards and Expectations Addressed During the Appraisal

During the appraisal discussion, the following standards and expectations are reviewed to ensure alignment with the school's values and performance benchmarks:

Professional Effectiveness

- Demonstrates effectiveness in the classroom
- Displays strong knowledge of subject matter
- Plans and delivers well-structured lessons
- Promotes high levels of student discipline and a positive school spirit

Relationships and Communication

- Builds positive relationships with students, parents, peers, and senior management
- Communicates effectively with colleagues and stakeholders
- Shows genuine interest in the well-being and development of children

Professional Conduct and Attitude

- Sets high yet realistic expectations for students
- Maintains a positive and optimistic attitude toward school matters
- Demonstrates tolerance, resilience, and adaptability to frustration
- Works collaboratively and contributes to extracurricular activities

Responsibility and Organisation

- Meets deadlines consistently
- Maintains excellent school attendance and punctuality
- Exhibits strong organisational skills in work-related matters
- Keeps the classroom well-organised and tidy

Personal and Professional Development

- Displays a belief in continuous learning and professional growth
- Stays informed on educational issues and research
- Accepts and adapts to educational changes as the norm
- Shows willingness to attend relevant in-service training, including out-of-school hours

Innovation and Contribution

- Demonstrates the potential to be an innovator in school
- Shows interest in whole-school and team-based issues
- Actively contributes to school development beyond the standard role

Inspiration and Leadership

- Inspires and motivates students to achieve their best
- Encourages a culture of positivity, discipline, and engagement in the classroom

## Lesson Observations at GES

At The Gulf English School (GES), lesson observations are a key component of the appraisal process. These observations provide valuable insights into the effectiveness of teaching and learning in the classroom and play a significant role in evaluating professional growth.

Observation Process

- Frequency: Termly lesson observations are conducted, accompanied by theme- or focus-based learning walks to gather evidence of classroom effectiveness.
- Pre- and Post-Discussion: Observations include pre- and post-discussions with senior leaders to provide clarity and constructive feedback.
- Feedback: Observers provide general comments, identify key strengths, and highlight areas for development.

Documentation and Self-Reflection

- BlueSky Platform: All observations and feedback are recorded electronically on BlueSky.
- Self-Reflection: Staff members are required to complete a self-reflection form, evaluating the effectiveness of their lesson. This encourages critical analysis and fosters professional growth.
- Shared Comments: A discussion follows the observation, during which shared, and agreed-upon comments are finalized before being submitted on BlueSky.

Integration with Appraisal Objectives

- Observations can serve as evidence for appraisal objectives, providing tangible proof of progress in teaching and learning.
- Staff are responsible for updating BlueSky with action points, strategies, and activities implemented to demonstrate personal and professional development.

By addressing these standards and expectations, the appraisal and structured observation processes collectively support a comprehensive evaluation of performance, ensure accountability, foster continuous improvement, and promote growth and excellence in teaching and learning, enabling staff to meet GES's high standards for teaching excellence.

## Continuous Professional Development - CPD

GES offers financial support for professional development opportunities to its professional teachers, subject to the following terms and conditions:

Funding Limit:

- GES will contribute up to 1800 QR ($500) per teacher per academic year toward professional development activities.

Eligibility Requirements:

- The teacher must obtain prior approval from the school's Leadership Team.
- The programme, course, or conference must be directly relevant to the teacher's current or future teaching responsibilities at GES or their management role. Additionally, the need for attendance must be identified by the teacher or school.
- The teacher must sign an in-service agreement, committing to return to GES for the following academic year.

Fund Utilisation:

- If the allocated professional development funds are not used during a given academic year, they may be carried over to the next academic year, provided the teacher signs an agreement to return to GES for that year.

- Unused funds cannot be carried over for more than one academic year.

Teachers and staff members who attend paid professional development (PD) courses, whether hosted externally or by the school, are required to sign an in-service agreement with The Gulf English School (GES) based on the following criteria:

Courses Covered by the PD Allowance (Up to 1800 QR):
- The teacher/staff member must sign an in-service agreement to return for the following academic year or refund the 1800 QR to GES.

Courses Costing 0–1000 QR (Beyond the PD Allowance):
- The teacher/staff member must sign an in-service agreement to remain with GES for one additional academic year.

Courses Costing 1001–3000 QR (Beyond the PD Allowance):
- The teacher/staff member must sign an in-service agreement to remain with GES for two additional academic years.

Courses Costing 3001–5000 QR (Beyond the PD Allowance):
- The teacher/staff member must sign an in-service agreement to remain with GES for three additional academic years.

Reimbursement Policy:
- If a teacher/staff member leaves GES before fulfilling their in-service agreement, they will reimburse the school on a pro-rata basis for the cost of the professional development.
- No reimbursement is required if the teacher/staff member is dismissed for any reason.

This ensures that professional development investments align with the school's long-term goals and retain staff committed to the growth of GES

# Leaving GES

Resignations
If you decide to leave your position at GES, please provide your Head and General Manager with at least six months' notice. Your consideration in this matter is appreciated and may be viewed favorably should you wish to reapply for employment with the school in the future.

Reference Letters
GES does not issue formal letters of reference for former employees. However, we can confirm employment dates, salary history, and job titles upon request. Your head or line manager can provide a reference letter if needed, or you may list their names and contact details as referees in your applications.

School Properties
All school property, including IT equipment, must be returned upon termination of employment. Additionally, all resources and curriculum planning materials must be saved in the school's shared folders. The school retains rights over these resources, as they were created during your time of employment. Failure to return school property may result in the school taking action to recover replacement costs and/or pursue legal recourse.

Clearance Form
The clearance form is available at the reception in the main office building. You are required to submit a signed clearance form from all school departments to confirm the return of any school property and that the appropriate handover has been completed.

Checking In and Checking Out
Upon arrival, staff will receive an inventory list for their accommodation agreement, which will be acknowledged by both parties. When you depart, the inventory will be re-checked, and deductions may be made for any losses or damages to the school's property. All flats should be left clean, with fridges emptied and any unwanted items removed.

As The Gulf English School is responsible for all sponsored employees' actions and liabilities, the school reserves the right to hold a deposit of QAR 1,500 to indemnify against any damages to the accommodation or any outstanding debts.

# Other Useful Information

## Holidays and Qatari Celebrations

Qatar offers a vibrant cultural experience, blending traditional celebrations with public holidays. The two main Islamic festivals are Eid Al-Fitr, marking the end of Ramadan, and Eid Al-Adha, the Festival of Sacrifice. Both holidays follow the lunar calendar, so their exact dates vary each year. They are celebrated with family gatherings, feasts, and charitable giving. During the holy month of Ramadan, the working day is shorter for schools, government offices, and the private sector to accommodate fasting and religious practices.

Other notable celebrations include National Day on December 18th, which showcases Qatar's heritage through parades, cultural performances, and fireworks, and Sports Day in February, promoting health and fitness. These holidays provide an excellent opportunity for expatriates to immerse themselves in Qatari traditions and experience its rich cultural tapestry.

## Religion and Worship in Qatar

Qatar is a Muslim-majority country, and Islam plays a central role in daily life and culture. The country follows Islamic principles, and the call to prayer is heard five times a day from mosques across the nation. While Islam is the official religion, Qatar embraces a spirit of religious tolerance. Expatriates of other faiths are free to worship in designated places, such as churches within the Religious Complex in Doha.

It is important to respect local customs, including modest dress in public spaces and adherence to laws regarding behavior during the holy month of Ramadan. Engaging respectfully with Qatar's religious practices is a meaningful way to understand and appreciate its cultural values.

## Car Rentals

The school can provide information about car rentals if you decide to drive in Qatar. We will also assist you in obtaining a Qatari driving license upon your arrival. For staff coming from the UK, you can use your UK license to acquire a temporary Qatari license. Once your residency permit (RP) is processed, you can then convert the temporary license into a permanent one.

You must have the following documents to submit to the traffic department:

- An eye test certificate.
- Company registration certificate for GES.
- Sponsor's letter from GES.
- 2 photographs (blue background, glasses if you wear them

Most foreign licenses are accepted for car rentals, and while driving may seem a bit daunting at first, you'll find it relatively easy to navigate. Fuel prices are quite low compared to those in the U.S. and Europe.

Most rental companies offer drop-off and pick-up services, and you can have a vehicle delivered to your home. Average rental prices may vary based on the size of the vehicle. For rate comparisons, you can check the following links:

- https://www.strongrentacar.com/en/
- https://www.europcar.com/en-qa/places/car-rental-qatar/doha,
- https://oasiscarsrental.com/

On average, a month's rental could cost you between £300 and £400.

Before you set out, please make sure to familiarize yourself with Qatari driving regulations, as some violations can incur significant fines. Additionally, you'll need a credit card for the deposit when renting a car.

## Buying a Car

In Doha, you'll find a wide variety of new and used cars available, including all popular makes and models. Many expatriates opt to purchase a car from a departing teacher, which can be arranged prior to your arrival and have the car ready for you at school. Alternatively, you may choose to rent a car upon arrival and take your time shopping for one after obtaining your Residence Permit, a process that typically takes about six weeks.

Doha's car market is vast, offering options to suit every preference and budget. Used cars are often sold by expatriates returning home, and as Qatar is a transient community, there is usually a good selection of vehicles available at varying prices depending on the make and model.
New cars in Qatar generally come fully equipped with modern features. When purchasing a new vehicle, you will need to pay a deposit, with bank financing available for the balance.

It's important to note that you cannot purchase a car without a valid Residence Permit. Once you have this, the process of buying a car and transferring ownership can be completed electronically through the Metrash app, often instantly if you have all required documentation.

Several online platforms are available to browse and buy used cars, making it convenient to explore options and find the right vehicle for your needs.
Websites:
https://qlv.qatarliving.com/en/vehicles/cars
https://mzadqatar.com/en/cars/sale?categoryId=1&subCategoryId=0&typeId=0

## Shopping in Doha

Shopping in Doha offers a vibrant experience, with everything you need conveniently located under one roof. The large malls feature a wide array of options for both men's and women's clothing, along with numerous electrical outlets and supermarkets like Monoprix and Carrefour, where you can easily pick up your weekly groceries. During the scorching summer months, these malls provide a perfect indoor escape, complete with food courts and coffee shops for enjoyable family outings. Additionally, shoppers can access entertainment options such as indoor theme parks, cinemas, and bowling alleys, ensuring there's always plenty to consider.

If you can't find exactly what you're looking for, talented tailors are available for excellent made-to-measure services. With many international main street brands and a vast selection of menswear, womenswear, sportswear, and children's clothing at varying price points, Doha's shopping scene is both diverse and rewarding. Throughout the year, shoppers can also take advantage of sales and promotions, making it easy to find great bargains on high-quality apparel for the whole family.

## Money exchange and Transferring Money

The currency used in Qatar is the Qatari Riyal (QAR), which is subdivided into 100 Dirhams. The banknotes in circulation include denominations of 1, 5, 10, 50, 100, 200, and 500 Riyals, while the commonly used coins are 25 and 50 Dirhams. Many shops and establishments have adopted cashless payment systems, which have become the preferred method of transaction.

Salaries are deposited into Qatari bank accounts, and you can withdraw funds using the Visa or Mastercard provided by your bank. If needed, credit cards are also available through local banks. It's advisable to monitor the exchange rate on websites like XE.com to compare prices both locally and nationally. Once you have set up a bank account, you can easily transfer money to your UK account or any

other overseas account via your online banking system. Be sure to have your UK bank details, including your IBAN number, handy for online banking transactions.

## Dining Out in Doha

Dining in Doha is a rich and diverse experience that reflects the city's multicultural heritage. From lavish fine dining in luxurious hotels to cozy family restaurants, there's something for every palate and occasion. Upscale restaurants often feature stunning interiors and breathtaking views, serving gourmet dishes that highlight both local and international flavors, including Arabic mezze, Asian delicacies, and classic European cuisine.

For a more casual experience, Doha offers a variety of mid-priced eateries and popular fast-food chains, making it easy to find familiar favorites. Many restaurants emphasize hospitality, providing attentive service that enhances the overall dining experience.

Outdoor dining is particularly enjoyable during the cooler months, with many venues offering alfresco seating. Food markets and street vendors also contribute to the vibrant culinary scene, presenting an opportunity to sample traditional Qatari dishes. Overall, dining in Doha is not just about the food; it's an immersive experience that combines culture, ambiance, and community.

There are numerous fast-food options available, as well as popular fast food chains like A&W, Arby's, Baskin Robbins, Burger King, Dairy Queen, Domino's Pizza, Hardee's, KFC, McDonald's, Pizza Hut, Starbucks, Subway, TGI Friday's, and TCBY. Familiar names such as Applebee's, Bennigan's, Chili's, Fuddruckers, and Ponderosa also cater to a range of tastes, making dining out in Doha an enjoyable experience for everyone.

## Domestic Help

You can hire a maid on a full-time or part-time basis to assist with cleaning, cooking, and babysitting as needed. For a part-time maid who lives at home, the typical wage is around QR50 per hour, with higher rates for cooking services.

Full-time maid salaries can vary significantly based on their duties, including whether childcare is part of the job and if accommodations and meals are provided. Generally, you can expect to pay between US$400 and $600 per month for full-time help.

## Accommodations and Utilities

In Doha, the voltage is 220, making it compatible with most UK-made appliances. School accommodations come equipped with essential utilities, including stoves, refrigerators, clothes washers, and microwaves, featuring brands similar to those found in the UK.

All teachers have air conditioning in their homes, which is essential from April to November. Ceiling and portable fans can be purchased for the transitional months.

During winter, temperatures can drop, so heating may be necessary, as houses and apartments are not insulated. Kerosene and electric heaters, including efficient clay convection models, are available for purchase.

All utility bills are covered by the school, and maintenance is handled by company personnel, with a 24-hour call-out service for any issues.

## Household Furniture and Goods

The school provides essential furniture for your home, including a kitchen table and chairs, beds, nightstands, dressers, and wardrobes in the bedrooms. The living room is furnished with couches, chairs, coffee and end tables, and lamps, while a dining room table, chairs, and a buffet complete the setup. Most accommodations also feature a third bedroom or study with a desk.

For additional decorative items, you can shop locally at stores like Home Center, IKEA, and The One, which offer a good selection of Western-style furniture and goods at prices comparable to those in the UK. Upholstery services are also available.

## Pets

There are three options for transporting your dog or cat by air. Please note that if your kennel does not meet the specified requirements, you may be denied boarding privileges:

In the Cabin: For small cats and dogs, you can allow them to travel with you in the cabin, under the seat in front of you. The kennel must not exceed the dimensions of 43 x 31 x 20 cm (length x width x height), and the combined weight of the kennel and your pet cannot exceed 4 kg.

In the Hold: Your pet can travel in a ventilated baggage compartment in the hold of the aircraft. To ensure safety, your pet must be placed in a specially designed "sky kennel." If your kennel does not meet the airline's requirements, you may be denied boarding privileges.

Via Cargo: If you prefer, your pet can travel unaccompanied through cargo services. Please consult the cargo company for detailed and accurate information.
More information can be found: https://www.dohaguides.com/how-to-bring-pets-to-qatar/

## Recreational, Sports and Leisure Activities

Qatar offers a wide range of recreational, sporting and leisure activities for individuals and families. The country has excellent fitness facilities, sports clubs, swimming pools and recreational centres catering to different interests and abilities. Aspire Zone, one of Qatar's leading sporting complexes, provides extensive facilities and hosts a variety of local and international sporting events.

Sports enthusiasts can enjoy football, tennis, golf, motorsport and other international competitions held throughout the year. Major venues, including Lusail International Circuit, Doha Golf Club and Qatar's football stadiums, contribute to the country's vibrant sporting calendar.

For those who prefer active participation, numerous clubs and community groups offer opportunities for cycling, running, swimming, sailing and other outdoor activities. Qatar's natural landscapes also provide opportunities for desert excursions, dune bashing, camel riding and exploring the country's coastline. With its modern facilities, diverse recreational opportunities and active sporting community, Qatar offers staff and their families an enjoyable lifestyle and a healthy balance between work and leisure.

## Vacation Planning

Qatar is an excellent transit hub and a midpoint for various destinations around the world, making vacation planning from Doha convenient and exciting. With direct flights to numerous global holiday spots, Qatar Airways and other airlines offer access to diverse travel opportunities. Staff are encouraged to plan vacations during the designated school holidays as published in the school calendar. Booking holidays early often ensures better rates. While the school arranges annual summer flights for staff, other holiday travel throughout the year can be planned and booked independently, allowing flexibility to use trusted websites and preferred airlines.

## What to see in Doha

Doha offers a mix of modern architecture, cultural landmarks, and outdoor attractions, making it a vibrant city to explore. Start with:

- Sheikh Faisal Museum: A unique museum showcasing Qatari heritage with rare collections of art, antiques, and traditional artifacts.
- Museum of Islamic Art: Explore the region's rich history and art.
- National Museum of Qatar: Learn about Qatari heritage and culture.
- Corniche: Scenic waterfront promenade with beautiful views of Doha's skyline.

- Souq Waqif: Traditional market with spices, handicrafts, and local cuisine.
- The Pearl-Qatar: Upscale Island with luxury shops, restaurants, and marina views.
- Katara Cultural Village: Art, theater, and live performances in a cultural hub.
- Aspire Park: Large Park for leisure, sports, and outdoor activities.
- Al Thakira Mangroves: Perfect for kayaking and birdwatching.
- Desert Safari: Experience dune bashing and explore the stunning desert landscapes.
- Mina Port: A lively harbor area with a glimpse of traditional Qatari life.
- Lusail City: A futuristic, developing city with impressive architecture and amenities.
- Gwen Island: A picturesque island for relaxation and outdoor activities.
- Al Wakra Souq: A historic market offering traditional Qatari goods and local flavors.
- Sealine Beach: A beautiful beach for relaxation, swimming, and water activities.
- Dunes: Ideal for adventurous dune bashing and desert exploration.
- Water Parks: Family-friendly water parks for fun and relaxation.
- Lusail Boulevard: A lively shopping and dining destination in Lusail.
- Farms: Enjoy farm tours and fresh produce in the outskirts of Doha.
- Public Beaches: Relax at various accessible beaches around Doha.
- Hotel Resorts: Luxurious hotel resorts offering relaxation, dining, and leisure activities.

# ACKNOWLEDGEMENT OF RECEIPT OF STAFF HANDBOOK

I acknowledge that I have received and read The Gulf English School (GES) Staff Handbook 2026–2027 and understand my responsibility to familiarise myself with and follow the school's policies, procedures and professional expectations.

I understand that the handbook must be read alongside current approved GES policies, including Safeguarding and Child Protection, Staff Code of Conduct, Behaviour, Health and Safety, ICT and Online Safety, and relevant HR policies. I acknowledge my responsibility to safeguard students, report concerns promptly and uphold the GES Core Values of being Responsible, Respectful and Resilient.

I understand that the handbook provides guidance on school expectations and procedures and does not constitute a contract of employment or replace the terms of my employment agreement. Policies and procedures may be reviewed and amended, with relevant changes communicated through official school channels, subject to applicable legislation and contractual obligations.

I understand that any questions regarding the handbook, school policies or employment arrangements should be directed to my Line Manager, School Leadership or Human Resources Department.

By signing below, I confirm that I understand my responsibilities and agree to comply with the school's approved policies and procedures, including any subsequent amendments communicated appropriately.

I understand that a signed copy of this acknowledgement will be retained in my personnel file, and a copy may be provided for my records.

| | | |
|---|---|---|
| Employee's Name (in print) | | Date: |
| Position Applied: | | |
| Signature of Employee | | Date: |
| General Manager | | Date: |