



ACCREDITATION

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7th August 2012

Mona El-Helbawi
Managing Director
The Gulf English School
P.O Box 2440
Doha
State of Qatar

Dear Mona,

Award of CIS Accreditation with Request for Special Report

The Board of Trustees of the Council of International Schools has now completed its study of the report submitted by the May 2012 CIS Visiting Team to your school. Board Members have also considered the Visiting Team's recommendation, and that of the CIS Accreditation Service and its Advisors, with regard to your school's status within the accreditation process. I am pleased to inform you that the Board decided to award CIS Accreditation to the Gulf English School with immediate effect, though please note the request for an early Special Report. Warmest congratulations to you, your staff, and the entire school community on this achievement.

In reaching their decision, Board Members took into account the Visiting Team's commendations, including:

- the school leadership and staff for having recently reviewed and revised the statements in order to clarify the school's Aims (Section A);
- the Board and Senior Leadership Team for appointing Curriculum Coordinators across the school (B);
- the teachers for delivering a curriculum that supports varied developmental, academic, social, physical and emotional needs in a highly engaging program (B);
- the Senior Leadership Team for identifying the school's needs and setting forth a whole-school Improvement Plan that includes well-focused and achievable goals (C);
- the teachers' interactions with students, which ensures all learners are active participants in achieving meaningful and relevant learning (D);
- the faculty and Leadership Team for implementing a program to train teachers to deal more effectively with the needs of EAL students (E); and
- the faculty for putting the well-being of students at the heart of what they do (F).

Although the Visiting Team clearly viewed the school very positively, it made many recommendations. The school will need to address these in the coming years, and particular attention should be given to the recommendations that:

- the staff review curriculum planning on a regular basis so that further meaningful connections may be made between disciplines (B);
- the Leadership Team examine the use of technology to promote integrated learning and differentiation in the classroom (B);
- the staff and Curriculum Coordinators complete the documentation of the curriculum to take into account cross-curricular links and the needs of the current student body (B);
- the Board of GES clarifies the management hierarchy, and describes the current administrative reality to all stakeholders (C);
- the Leadership Team and faculty reinforces the anti-bullying policy in order to assure that there is continued awareness of this problem (F); and
- the Senior Leadership Team create and support a Health and Safety Committee, which actively and frequently monitors conditions at the school (G).

In addition, there was sufficient cause for concern with several issues that CIS Board members decided to call for an early Special Report. Therefore, the school should submit a Special Report to CIS early next year (see below) showing how the following issues have been resolved or significant progress has been demonstrated.

Special Issues I -5: due on January 30, 2013

Issue #1: The Senior Leadership Team, curriculum coordinators and teachers articulate and document policies concerning internationalism, and how internationalism may be promoted in the curriculum. This will assist the school in further achieving its mission [Ref: Standard A2 - the school's Guiding Statements shall clearly demonstrate a commitment to internationalism/interculturalism in education, and this shall be reflected throughout the life of the institution]. Also, Standard BI – [the curriculum, in its content, design, implementation, assessment and review, shall reflect the school's mission, learning objectives, and policies and shall foster global citizenship and student achievement].

Issue #2: The Board and SLT produce a report on adequate staff provision in SEN and EAL in order to support the school's mission [Ref: Standard DI -The school shall have faculty and support staff that are sufficient in numbers and with the qualifications, competencies and character necessary to carry out the school's programs, services, and activities, to support fulfillment of the mission and objectives, and to ensure students well-being].

Issue #3: The SLT revisits the Employee Policy Manual with a view towards making it more comprehensive. Specifically, reference should be made to medical coverage, penalties for contractual disruption and specific details on Professional Development. This manual should be available to all staff [Ref: Standard/Indicator D4b -personnel policies and practices are

described in a handbook or manual that is up-to-date and given to all employees prior to signing a contract or employment agreement].

Issue #4: The Board and Senior Leadership Team provide funding to enhance the library collection to include both textual and non-text based materials, media, ICT resources and improved research capabilities [Standard/Indicator B7b -The school provides suitable texts, an age-appropriate library/media collection, and other print materials to support learning objectives].

Issue #5: The Board and the Leadership Team review the number and effectiveness of IT support, network infrastructure and resources in order to decide whether they are appropriate in terms of supporting the school’s educational program [Standard/Indicator B7c - technology and media resources are up-to-date, accessible to all, and available in sufficient supply to support learning objectives. Also, Standard/Indicator G2e - Information and Communication Technology provisions (hardware, software, networks, training and maintenance) effectively support the management and operational functions of the school].

The Special Report should include evidence of progress in each area noted above. CIS retains the right to require, if necessary, a Special Visit after receipt of a Special Report to monitor its implementation. Please note that guidance for schools on preparing a Special Report is given in Chapters Eleven and Twelve of the booklet “Accreditation Decisions and Subsequent Procedures” which will be sent to you from the CIS Accreditation Office.

Following the Special Report, the next routine stage of the accreditation process will be submission of the First Report on Progress & Planning (FRPP) by 1 May 2014. Guidance on how to write the FRPP can be found in Chapter Four of the above-mentioned booklet "Accreditation Decisions and Subsequent Procedures".

In summary, the next steps for the school are as follows:

Timeline – Gulf English School	
Present	: Begin addressing the Visiting Team’s recommendations, with particular emphasis on the Special Issues listed above.
30 January 2013	– submit Special Report on five issues noted above
1 May 2014	- submit the First Report on Progress & Planning covering all the 2012 Visiting Team recommendations

You may now publish the fact that the Gulf English School has been accredited by the Council of International Schools. An official CIS leaflet entitled “Your Child is at an Accredited School” is available for distribution in your school community if you wish. Please contact the Leiden Office accreditation@cois.org for more details on how to obtain this leaflet if it is of interest to you.

To celebrate the granting of accreditation, a plaque and certificate will be awarded to the school. Staff from the Accreditation Office will contact you with more information on this topic.

Please do not hesitate to contact your Regional Accreditation Officer Serene Lai - sererelai@cois.org or me (grahamranger@cois.org) if there is any point that is unclear or on which you need further advice.

Once again Mona, congratulations to all at the school on achieving accredited status.

With my best wishes,

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Graham Ranger', is written over a white rectangular area.

Dr. Graham Ranger
Director of Accreditation Services, Council of International Schools (CIS)

C.c. Chair of the Governing Gulf English School
Ms. Serene Lai, CIS Accreditation Service

Please note: You should have already received the Visiting Team Report to which this letter refers. If this is not the case, please contact the CIS accreditation office accreditation@cois.org for a copy of the report