



# PARENTS' HANDBOOK

## 2016-2017



TALEB GROUP SCHOOLS, DOHA

## PRINCIPAL'S MESSAGE



I am delighted to welcome you to Cambridge International School for Girls. As Principal of the School, I would like to tell you more about the philosophy that underpins education at CISG, where learning is at the heart of all that we do.

Our curriculum is based on the National Curriculum for England, and is designed to provide not only academic knowledge but also to develop the skills that will help our students to achieve success in the future. Learning is at the very heart of education and we aim for our students to become lifelong learners, developing independence and a love of learning that will enhance their personal lives and careers for the future.

Education in the 21st century is not just about memorising facts. In its fullest sense, education is active, not passive. It develops the ability to analyse, evaluate, explain, summarise, synthesise and be able to create. It comes from a range of experiences both within the classroom and outside. Our students not only have excellent opportunities to study academic subjects but also to participate in enrichment activities which enhance their all-round education. They are encouraged to be self-confident, inquisitive and creative, to share ideas, to ask and answer questions and to develop the personal qualities of humility, compassion and respect.

Learning is a journey, one that is full of surprises, challenges and enjoyment. It is a journey that I hope every student will find exciting, fulfilling and memorable at CISG.

Jane Ballard  
Principal



## USEFUL INFORMATION

<b>Principal:</b>	Jane Ballard
<b>Assistant Principal:</b>	Tasneem Sayed
<b>Academic Coordinator:</b>	Dr Vandana Nair
<b>Kindergarten Coordinator:</b>	Seema Jaffer

### How to contact CISG:

**School switchboard:** +974 44659106

**Fax:** +974 44659093

**Email:** [cisg@qatar.net.qa](mailto:cisg@qatar.net.qa)

**Website:** [www.cisggatar.com](http://www.cisggatar.com)

**Transport:** +974 55826031

**Parent Relations Officer:** +974 66448994 [pro@cisggatar.com](mailto:pro@cisggatar.com)

### School timings:

**School starts at:** 7.15am

**School ends at:** Kindergarten: 12 noon Main School: 1.10pm

### Accounts:

**Open Sunday to Thursday:** 7.00am – 3.00pm (2.00pm Thursday)

**Open Saturday:** 8.00am - 2.00pm

### Uniforms:

**During school working hours**

## Contents

### **SECTION 1: INTRODUCTION**

1.1	Purpose of the Handbook	6
1.2	Vision and Mission Statement	7

### **SECTION 2: JOINING THE SCHOOL**

2.1	Admission Policy	8
2.2	Registration	8
2.3	Entrance Examination	9
2.4	Fee information	9
2.5	School Uniform	10
2.6	Textbooks	10
2.7	School Transportation	10

### **SECTION 3: SCHOOL HOURS**

3.1	School Day	11
3.2	Ramadan Hours	11
3.3	Calendar	11
3.4	Working Hours	11

### **SECTION 4: GENERAL INFORMATION**

4.1	Entering School	12
4.2	Communication between Parents and the School	12

### **SECTION 5: HELPING YOUR CHILD TO BE A GOOD STUDENT**

5.1	Attendance and Punctuality	13
5.2	Personal Belongings	13
5.3	Code of Conduct	14
5.4	School Rules	14
5.5	Remedial Policy and Promotion Policy	14

### **SECTION 6: CURRICULUM**

6.1	Curriculum	15
6.2	Subjects studied	15
6.3	Extra-Curricular Activities	15
6.4	Educational Visits	15
6.5	Community Links	16
6.6	Homework and Homework Policy	16

### **SECTION 7: HOW WE ASSESS AND COMMUNICATE YOUR CHILDS' PROGRESS**

7.1	Marking and Continuous Assessment	17
7.2	School Examinations	17
7.3	External Examinations	17
7.4	Written Reports	17
7.5	Parents' Consultation Evenings	17

## SECTION 8: CARE OF STUDENTS

8.1	The Role of the Class Teacher / Form Tutor	18
8.2	Health and Welfare	18
8.3	Students' Records	19
8.4	The Role of the School Counsellor	19
8.5	Healthy Eating	19

## SECTION 9: THE ORGANISATION AND STAFFING OF THE SCHOOL

9.1	Ownership of the School	20
9.2	Role of the Principal	20
9.3	School Structure	20
9.4	Senior Leadership	20
9.5	Student Leadership Roles	20

## SECTION 10: HOW PARENTS CAN HELP THE SCHOOL

10.1	Parental Involvement; Parent Committee	21
10.2	How to Give Feedback to the School	21

## APPENDICES

Appendix 1	Fee Structure	22-24
Appendix 2	School Uniform	25
Appendix 3	School Calendar 2016-2017	26
Appendix 4	Code of Conduct	27
Appendix 5	School Rules	28-29
Appendix 6	Remedial Policy	30-32
Appendix 7	Assessment Policy	33
Appendix 8	Promotion Policy	34-38
Appendix 9	Policy on students who come late to school	39



# SECTION 1

## INTRODUCTION

### 1.1 PURPOSE OF THE PARENTS' HANDBOOK

The purpose of this handbook is to help you become familiar with the school. This includes:

- Essential dates and hours
- Who to contact for assistance
- How the school operates
- Your supporting role as a parent

Your queries, suggestions and feedback are important and very welcome.

Please feel free to contact us at [feedback@cisgqatar.com](mailto:feedback@cisgqatar.com) or by requesting an appointment through [pro@cisgqatar.com](mailto:pro@cisgqatar.com).



## 1.2 VISION AND MISSION OF THE SCHOOL

The Cambridge International School for Girls, Doha aims to produce:

**Happy, creative, ethical citizens who live motivated, fulfilled lives while enriching the lives of others.**

We seek to achieve this through:

**An enlightened, disciplined and broad education that responds to global changes while retaining essential values.**

The Cambridge International School for Girls aims to foster in its students:

**Confidence and Humility**

**Ambition and Compassion**

**Curiosity and Respect**

**Vision and Tolerance**

**ACADEMIC RIGOUR \* FLAIR \* DISCIPLINE**

**These are delivered through SIX LEARNING RESULTS**

1. All students will be ICT literate and able to function in an IT- rich world
2. All students should be confident and competent in their use and understanding of ENGLISH language to enable them to take an active role in an international world.
3. All students should be confident and competent in their use and understanding of the ARABIC language and culture to enable them to take an active part in local custom and culture.
4. Islamic Studies is a key part of education for all Muslim students
5. Students will develop interests in sporting, cultural and aesthetic as activities as individuals and in teams to develop confidence, humility, respect, compassion, vision and tolerance.
6. Academic rigour, flair and discipline are fundamental to students' entitlement and future.

## **SECTION 2: JOINING THE SCHOOL**

### **2.1 ADMISSION POLICY**

Admission to the school depends upon the available space in the appropriate age group and the school's ability to meet the needs of your child.

Students will not be admitted into a year group outside of their age group unless there are exceptional circumstances.

Priority is given to students who have a sibling attending the school and girls transferring from The Cambridge School. Priority is also given to the children of staff.

### **2.2 REGISTRATION**

These are the steps you need to go through in order to secure a place for your child in the school.

- Collect an application form from the School Registrar or download it from the website.
- The Registrar will check the application form and the availability of a place according to your child's age.
- On payment of the registration and entrance assessment fee, children from Years 1 to 10 sit for the entrance tests. Applicants for Kindergarten will be assessed informally according to set criteria. Interviews are arranged according to the school's schedule.
- Results of interviews/exam tests will be given within the day during the interview and if your child reaches the required standards s/he can join the school.
- Where classes are full you can submit an application to go onto the waiting list.

#### **2.2.1 RE- REGISTRATION**

Re-registration forms along with re-registration fee to be submitted to reserve the seat for the next academic year. The re-registration date will be announced by school in the school portal in third term of the academic year. The re-registration fee is not refundable after re-registration period.

Students will lose their seat if failed to submit the re-registration forms and seat will go to a new student. This is applicable for use of School Transport also.

## **2.3 ENTRANCE EXAMINATION**

In order to determine whether your child can benefit from an education at CISG, all prospective entrants Primary and Secondary will be assessed in English, Mathematics and Arabic. There is a QR441 non-refundable fee for sitting the tests.

All students from Year 1 and above seeking admission will have to take the entrance test in English, Mathematics and Arabic.

For admission to Year 1 and 2, students need to pass only in English and Mathematics. Test in Arabic will be given to understand the level of knowledge.

From Year 3 and above; Pass mark in Arabic is set as 40% for Native Arabic Speaking students. For others the test in Arabic is given only to test their level and will not be considered for giving admission.

Native Arabic Speaking students pass in English and Mathematics and failed Arabic will be given a retest at free of cost within seven days from the date of first examination. If the student fails in the retest will be given admission only if the parent gives an undertaking.

A pass in English and Mathematics is compulsory for admission.

## **2.4 FEES**

On application to the school you will be required to pay non-refundable registration and assessment fee. Once your child has been accepted into the school, you will be required to pay in advance the term's tuition fee and a one-off refundable cautionary deposit.

If your child uses the school transport, this fee is also due in advance.

Fees may be paid to the Accounts Office during office working hours. (Refer to Section 3.4)

The status of your school fee account is available online. This can be assessed by using your School Parent ID. It will show the fees paid, fees outstanding and when these are due.

You are responsible for the payment of external examination fee at the time of examination entry and you will be invoiced accordingly.

Failure to have paid both the external examination and the Summer Term fee will result in your child not being entered for the external examinations. Refer to Appendix 1 for current fee structure.

## 2.5 SCHOOL UNIFORM

All students are required to wear the school uniform, which should be clean and well presented.

A full list of uniform is found in Appendix 2.

## 2.6 TEXTBOOKS

On entry to the school and at the end of each Summer Term, parents will receive a list of books required by students for the forthcoming year.

These are available from the school one week before school opens. The bookstore will be open during the school working hours.

## 2.7 SCHOOL TRANSPORTATION

Seats on school buses are available on a first-come first-served basis. The facility is optional.

Use of this facility is subject to the fees being paid in advance. There is a 3-day stand-down period between the fee payment and the student using the service. Parents wishing to withdraw from school transport must complete a discontinuation form a month in advance.

The service is only available to and from the designated points. Details of bus routes are available from the Transport Manager.



## **SECTION 3: SCHOOL HOURS**

### **3.1 SCHOOL DAY**

Students should arrive at school between 7.00am and 7.15am. Registration begins at **7.15am** for students.

Lessons for Kindergarten children end at 12.00pm and for other students at 1.00pm/1.10pm. Students in Years 2 - 4 are expected to stay until 2.15pm on Monday for Extra-Curricular Activities.

Students in Years 5 - 11 are expected to stay until 2.15pm on Wednesday for Extra-Curricular Activities.

Students should be picked up promptly each day by the authorised person. Parents should provide written authorisation to a person collecting their child on their behalf.

### **3.2 RAMADAN HOURS**

The School Day may be adjusted during Ramadan.

### **3.3 CALENDAR**

The school year is divided into three terms of varying lengths.

Term 1: September to mid-December

Term 2: January to early April

Term 3: April to June

These dates are determined in part by major Islamic festivals.

Please refer to Appendix 3 for the details of this year's calendar.

### **3.4 WORKING HOURS**

Academic staff may be contacted by leaving a message with the PRO (Parent Relations Officer) between 7.00am and 3.00pm.

Administrative staff are available between 7.00am and 3.00pm Sundays to Wednesday, Thursday 2.00 pm and Saturdays 8.00am to 2.00pm.

Parent Relations Officer: +974 66448994

[pro@cisggatar.com](mailto:pro@cisggatar.com)

## SECTION 4: GENERAL INFORMATION

### 4.1 ENTERING SCHOOL

All visitors must enter the Portacabin and hand their ID to the security guard and receive a visitor's pass. All visitors must sign the entry book. No males are permitted in School before 1.30pm Sunday, Tuesday and Thursday and 2.30pm on Monday and Wednesday.

### 4.2 COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

If you wish to **contact a teacher**, the best way to do this is by using your child's Student Planner. This should be checked by you regularly and it is always good to remind your child to show the planner to his/her teacher.

In order to make an **appointment to see a teacher**, please contact the PRO during school hours. +974 66448994 [pro@cisggatar.com](mailto:pro@cisggatar.com)

It is very important for parents to **see the weekly Gazette**, which is full of information about the school and the students. This is available on the Parent Portal every Thursday afternoon.

The **school's website**, [www.cisggatar.com](http://www.cisggatar.com) provides details about the curriculum and school life.

The school has a **Digital Campus**. All parents have access to the **Parent Portal**, where full information is given about the syllabus, homework, progress reports etc.

A **calendar** of major school events and important dates is sent to all families at the beginning of the academic year and is also available online on the Parent Portal.

If you would like to give **feedback** about the school to the Taleb Group, you are invited to send an email to [feedback@cisggatar.com](mailto:feedback@cisggatar.com)

## **SECTION 5: HELPING YOUR CHILD TO BE A GOOD STUDENT**

Please see the Code of Conduct and School Rules in Appendices 4 and 5.

### **5.1 ATTENDANCE AND PUNCTUALITY (See also Appendices 8 and 9)**

Regular attendance and punctuality are important for every student. Students must learn that regular and punctual attendance at school is essential if they are going to experience success in their studies. See **Appendix 8** for details of the attendance requirement for promotion.

Students should attend school every day and arrive at school and lessons on time. Students may not leave the school during lesson time without the written permission of the Principal.

Please do not take holidays in term time as 80% attendance is required to write the end of year examination.

If your child is absent from school, please send a message to the PRO: [pro@cisggatar.com](mailto:pro@cisggatar.com)

If you know in advance that your child is going to be absent, please provide written notification to the Principal.

If your child is absent from school, you may be contacted by the PRO as a follow-up check.

For the school policy on students who come late, please refer to **Appendix 9**.

#### **Attendance requirement for IGCSE - Key stage 4 (Years 10 and 11)**

Students are required to complete 80% of annual attendance as per CIE Board's recommended time required for IGCSE course completion or the School may, at the Principal's discretion, not enter the student for the CIE examinations.

### **5.2 PERSONAL BELONGINGS**

Students should bring the correct books and equipment each day. In addition to books, students are expected to bring to school basic equipment such as pens, pencils, rulers.

Students must not bring electronic equipment into school. This includes cameras, mobile telephones, iPads, tablets, iPods, SMART watches and similar devices. Students must hand them in on arrival at school and collect them after school.

Any student found with a camera, a mobile telephone or other device in school will have it confiscated for a minimum period of one academic year. Parents will be asked to collect the device from School at the end of the academic year and sign a declaration that this will not recur.

All personal items should be clearly labelled with the student' name. This will enable the school to return the item to its owner.

Secondary students may rent lockers for a QR 50 deposit and QR 57 per term.

### **5.3 CODE OF CONDUCT Appendix 4**

It is the right of every individual and group at the school to have a peaceful and dignified existence, without being hindered by the behaviour and attitude of others. Please see Appendix 4.

### **5.4 SCHOOL RULES - Appendix 5**

Our school rules protect the safety and welfare of the students. We expect you to be familiar with them and assist us in implementing them fully. Please refer to Appendix 5.

### **5.5 REMEDIAL POLICY - Appendix 6**

The remedial policy aims to encourage students to reflect on their behaviour and be aware of the impact of behaviour on the student's learning and academic success. See appendix 6 for details of the Promotion Policy

#### **5.5.1 PROMOTION POLICY - Appendix 8**

Please refer to appendix 8 for details of the Promotion Policy

## **SECTION 6: CURRICULUM**

### **6.1 CURRICULUM**

The curriculum is modelled on the National Curriculum for England with the addition of Arabic, Islamic Studies and Qatar History. Kindergarten (KG) follows the Early Years Foundation Stage and Primary and Secondary follow the National Curriculum for England as adapted.

Toward the end of Year 9, students will make choices about subjects for the International General Certification of Secondary Education (IGSCE) offered through the Cambridge International Examinations Board (CIE). After IGCSE, students will continue to study Advanced Supplementary (AS) and Advanced Level (A level) subjects, mainly through CIE at our sister school The Cambridge School. These qualifications will enable them to gain entry into most worldwide universities.

Separate information and consultation evenings will help students and parents to become familiar with the content of these courses and choose the subjects best suited to their abilities and career aspirations. The school provides additional lessons in English, Mathematics and Arabic for students requiring extra assistance.

### **6.2 SUBJECTS STUDIED**

The subjects your child will study each term are given on the school portal. You can support your child's learning by encouraging him/her to undertake research, wider reading or visits in association with the current topics.

### **6.3 EXTRA-CURRICULAR ACTIVITIES (ECA)**

Learning beyond the classroom helps to build areas of special interest and fosters wider learning opportunities. ECA at CISG is compulsory, for Primary on Monday, Secondary on Wednesday. In addition, students may be invited to attend the Maths/English Enrichment Programmes on specified days (Monday/Wednesday) and Year 10 support lesson. A programme is available on a termly basis.

### **6.4 EDUCATIONAL VISITS**

Educational visits form an integral and important part of the educational process and are planned into the curriculum; a visit is often the basis of a series of lessons.

Every step is taken to ensure good organisation and safety on these trips. Parents will be informed well in advance of any special arrangements or resources required.

Parents will sign and date a permission slip. No child may attend without parent permission.

Visits will normally be self-financing with a nominal charge for transport costs.

## 6.5 COMMUNITY LINKS

The school takes part in selected inter-school events for example:

- Participation in the Model United Nations
- Curriculum-based competitions with other schools within the Taleb Group Schools

## 6.6 HOMEWORK

Homework refers to any work which students complete outside lesson time. Homework consolidates skills and understanding covered in class. It may include exercises and additional reading and research related to current class work. It encourages students as they get older to develop the confidence and self-discipline needed for independent study.

Students record their homework each day in their Planner. Parents are asked to sign the Planner regularly. It should be used to establish a communication channel between home and school. In Primary, books will also be sent home for signature weekly, showing us that you have seen your child's work.

We ask parents to:

- Check planners and also see the portal to keep track of your child's homework;
- Ensure homework is completed on time and ready in bags for the next day;
- Assist children with homework wherever possible and discuss their ideas;
- Encourage and praise your child when they have completed their homework.

## 6.7 HOMEWORK POLICY – APPENDIX 6

Please see the Homework Policy for information about the School's policy if your child's homework is not complete or is not submitted on the due date.

## **SECTION 7: HOW WE ASSESS AND COMMUNICATE YOUR CHILD'S PROGRESS**

### **7.1 MARKING AND CONTINUOUS ASSESSMENT - Appendix 7**

The school uses both ongoing assessments and examinations at the end of units of work and the end of the term. Continuous assessment is carried out through grading class work, short tests, assignments and projects. In Primary, books will be sent home weekly for your signature.

### **7.2 SCHOOL EXAMINATIONS**

There are termly examinations for Years 3 to 11. Years 11 students also sit 'mock' Cambridge examinations during the spring term. Please refer to the Calendar for dates.

### **7.3 EXTERNAL EXAMINATIONS**

Year 11 students undertake external IGCSE examinations in their chosen option subjects; CISG is an approved CIE Examination Centre. Entry is dependent upon set criteria such as regular attendance at school, consistent application to work and proven success in termly examinations. The final decision about entry rests with the Principal.

### **7.4 WRITTEN REPORTS**

Reports are uploaded onto the Portal at the end of each term.

### **7.5 PARENTS' CONSULTATION EVENINGS**

Parent-Teacher consultation sessions take place soon after the reports are uploaded onto the Portal. Parents are notified through the Gazette of these dates and times.

## **SECTION 8: CARE OF STUDENTS**

The Assistant Principal has overall oversight of the students' Pastoral Care. The Counsellor provides individual support and assistance for students with learning or personal issues.

### **8.1 THE ROLE OF THE CLASS TEACHER/FORM TUTOR**

In the Kindergarten and Primary sections, each student has a class teacher. In the Primary section, the class teacher is responsible for teaching most subjects. Children will be taught Arabic, Qatar History and Islamic Studies by the Specialist teacher. In the Secondary section, each student has a form tutor. Tutor time is an important part of the school routine.

The Class Teacher / Form Tutor is responsible for the day-to-day oversight of your child. This is the person you should contact first through the PRO and the student planner if there is a general matter you wish to discuss regarding your child. If the issue is purely academic, then the subject specialist who teaches your child may be the more appropriate person.

Class Teachers and Form Tutors help students to understand more about:

- the work they do in school
- experiences they have had in school
- their relationships with others
- the choices they have to make - those that affect their future and those of values and standards

### **8.2 HEALTH AND WELFARE**

All parents must advise the school if your child has any medical issues. A full-time Nurse is in charge of first aid. If a student is unwell, they will be sent to the Nurse. In the case of severe illness or accident, the Principal will be informed.

No student is sent home ill without the Principal's approval.

If your child requires outside medical attention, we will advise you of this. Should you then decide to take your child home, we will ask you to sign a disclaimer to the effect that you are taking responsibility for the situation.

In the case of an emergency, the Principal will call for an ambulance. Every effort will be made to contact you. Meanwhile, a member of staff will accompany your child to the hospital.

\*The Nurse is the only member of staff who may administer any form of medication. The only treatment available from her is paracetamol, Strepsils, Buscopan, and (all within sedation).

Please do not send your child to school if he or she is ill, has head lice or is exhibiting any flu symptoms.

If your child suffers from conditions such as epilepsy, asthma or diabetes, he or she will be placed on the medical register and supervised treatment given as necessary.

### **8.3 STUDENT'S RECORD**

You are able to access all relevant data pertaining to your child through the Education Home Management System for which you have your specific ID.

In case of emergency we must have all your contact details. Please assist us by ensuring that you provide us with any change of communication details so that we can update our records.

### **8.4 THE ROLE OF THE SCHOOL COUNSELLOR**

The School Counsellor assists students who appear to be having learning, emotional or behavioural issues.

### **8.5 HEALTHY EATING**

Students are encouraged to eat sensibly and drink plenty of water during the school day. Water fountains are to be found around the school. Students may also purchase water from the canteen. The canteen is open at break times to provide cold snacks and drinks.

Fizzy drinks, cans and glass bottles are not allowed in school. Birthday cakes, chips and party food are also not permitted. Birthday cakes can only be allowed in KG and Year 1.

## **SECTION 9: THE ORGANISATION AND STAFFING OF THE SCHOOL**

### **9.1 OWNERSHIP OF THE SCHOOL**

CISG is owned by the Taleb Group of companies, which also owns The Cambridge School (TCS) and The Doha Modern Indian School (DMIS).

### **9.2 THE PRINCIPAL**

Taleb Management is represented at the school on a day-to-day basis by the Principal, Ms. Jane Ballard, who can be contacted on [principal@cisgqatar.com](mailto:principal@cisgqatar.com).

### **9.3 THE SCHOOL STRUCTURE**

The school is organised into three sections: Kindergarten, Primary and Secondary. Boys and girls are taught together up to Year 4. From Year 5, classes are for girls only. The school also has Heads of House for the four Houses: Eagles, Hawks, Falcons and Kestrels.

### **9.4 SENIOR LEADERSHIP**

The Senior Leadership Team (Principal, Assistant Principal, Academic Coordinator, Head of Primary, Head of Kindergarten) determine and oversee school policies and their implementation and manage the day-to-day running of the school.

### **9.5. STUDENT LEADERSHIP ROLES**

A small number of prefects, including a Head Girl and Deputy Head Girl, are chosen each year from the students in Years 10 and 11. Their role is to model good personal and academic qualities, assist the staff with specific duties and represent the student body and the school at specific functions.

House Captains and Sports Captains lead competitive student activities in their House – Falcon, Hawk, Eagle or Kestrel.

Students will also be nominated for School Council to represent student views and concerns regarding school procedures. School Council may also organise student activities. This body has an important role to play to ensure that students are included in decisions that affect them.

The Assistant Principal has oversight of the Student Leadership group.

## **SECTION 10: HOW PARENTS CAN HELP THE SCHOOL**

### **10.1 PARENTAL INVOLVEMENT**

The school warmly welcomes suggestions and help from parents.

Parents may be asked to come into school to contribute to the topics studied in the classroom or to speak to older students about career choices. Parents may also like to assist IGCSE students by offering them the opportunity to undertake work experience.

#### **Parent Committee:**

The Parent Committee meets regularly with the Principal.

### **10.2 HOW TO GIVE FEEDBACK TO THE SCHOOL**

We very much value your opinion and you may wish to use the suggestion box in the school entrance. We also invite your opinions via questionnaires and forums. Parents can also communicate via the feedback email address set up for this purpose.

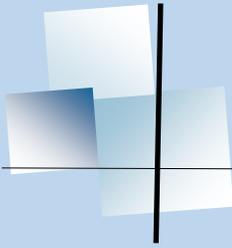
Please inform us when any member of staff 'goes the extra mile' for you.

If you have any concerns, please let us know straight away. We will respond within 24 hours and work together with you to resolve the matter speedily.

If you feel the matter has not been dealt with satisfactorily, please make a formal written complaint to the Principal or to Management through the feedback email.

#### **COMPLAINT CELL**

The School has introduced a complaint cell with the RCC Office in the School and students can register their complaints about other students/staff with this office. This procedure is implemented to provide extra care to students to express their personal issues faced in the School.



# APPENDICES

## APPENDIX 1

### SCHOOL FEES FOR THE ACADEMIC YEAR 2016-2017

#### SCHEDULE OF SCHOOL FEES FOR THE ACADEMIC YEAR 2016–2017

Particulars	KG1	KG2	Y 1-4	Y 5-6	Y 7-9	Y 10-11
Assessment Fee (non-refundable) - one time	441	441	441	441	441	441
Registration (non-refundable) - one time	441	441	441	441	441	441
Caution Deposit (refundable - interest free)- one time	551	551	551	551	551	551

Re-registration Fee (non-refundable) - for existing students payable before 31-5-2016)	QR 2205/-	(will be adjusted against 1 <sup>st</sup> term tuition fee)
Advance Tuition Fee (non-refundable) - (payable at the time of new admission )	QR 2205/-	(will be adjusted against 1 <sup>st</sup> term tuition fee)

## SCHOOL FEE

Year	1st Term (Inclusive of Books, ID fee 50% and Photo package cost)	2nd Term (Inclusive of ID fee Balance 50%)	3rd Term	Yearly School Fee
KG1	6,128	5,713	5,113	16,954
KG2	7,507	6,993	6,393	20,893
Y1	8,988	8,286	7,685	24,959
Y2	9,254	8,286	7,685	25,225
Y3	9,462	8,286	7,685	25,433
Y4	9,363	8,286	7,685	25,334
Y5	12,088	10,641	10,041	32,770
Y6	11,938	10,641	10,041	32,620
Y7	14,744	13,221	12,619	40,584
Y8	14,590	13,221	12,619	40,430
Y9	14,690	13,221	12,619	40,530
Y10	16,230	14,607	14,005	44,842
Y11	14,807	28,612		43,419

Transport Fee	QR 1351	QR 1351	QR 1350	QR 4052
Locker Rent	QR 57	QR 56	QR 56	QR 169

School Fee - Cut off dates	KG1 to Y10	Y11
Payable on or before - 1st Term	4th Sept 2016	4th Sept 2016
Payable on or before - 2nd Term	2nd Jan 2017	2nd Jan 2017 (Balance fee for the year)
Payable on or before - 3rd Term	18th April 2017	

**Notes:**

- A 2 % discount is offered on yearly tuition fee, if payment is made in full in advance before the beginning of the academic year.
- A sibling discount on tuition fee is available for the third and subsequent children studying in the school. 3rd child 15%, 4th child 25% and 5th child and above 35%.
- School Fee is non-refundable and non-transferable.
- Parents are expected to ensure prompt payment of each instalment of fees. Failure to pay promptly will invalidate all discounts. If tuition/transport fee are not paid within due date, the school has the right to exclude the child from school, not permit him/her to avail the school transport.
- One month's notice, prior to the commencement of the new term, is required for withdrawal of the child from the school / discontinuation of school transport. Irrespective of the month in which the child is admitted/withdrawn or stops using school transport, fees for the full term needs to be paid.
- Tuition fee will not be refunded after commencement of the Term.
- School fee are subject to annual review and may be increased subject to approval from the Supreme Education Council.
- Parents are to sign a Fee Declaration Form at the beginning of each school year.
- The Caution Deposit is refundable within 30 working days from the date of submission of TC request along with the original receipt.
- Book cost does not include cost of Arabic book.
- For new students in Y11 will follow Y10 costs.
- Payment mode: Cash and Cheque only.

## APPENDIX 2

### SCHOOL UNIFORM

All students are required to wear school uniform, which should be clean and well presented

#### Boys

- Regulation shorts or trousers
- Regulation short or long sleeved open necked shirt
- Plain black shoes and white socks
- Regulation school colour sweater
- Jewellery – watch only

#### Girls

- Regulation skirt (long or knee length) or trousers
- Regulation short or long sleeved open neck shirt
- Plain black shoes and white socks
- Regulation school colour sweater
- Hair adornments should be black or white
- Jewellery – one pair of studs and a wrist watch
- No cosmetics of any kind, no nail varnish, no make up
- Hair must not be coloured or highlighted
- Scarves must be white, cream or black

#### PE KIT

- Regulation school House shirts and P.E trousers
- Swimming costume, towel and swimming cap

## APPENDIX 3

### SCHOOL CALENDAR 2016 -2017

#### CALENDAR 2016-2017

##### **Term 1**

##### **(August – December 2016)**

Students Return	Sun, 4 September 2016
Eid Holidays (Tentative)	Sun, 11 September 2016 to Thurs, 15 September 2016
Term 1 Exams Start	Sun, 4 December 2016
Exams & Term Finish for Students	Sun, 11 December 2016
Qatar National Day	Sun, 18 December 2016

##### **Term 2**

##### **(January – April 2017)**

Students Return	Mon, 2 January 2017
Mid-Year Holiday	Sun, 29 January 2017 to Thurs, 2 Feb 2017
Students Return	Sun, 5 February 2017
National Sports Day	Tues, 14 February 2017
Term 2 Exam Starts	Sun, 2 April 2017
Exams & Term Finish for Students	Sun, 9 April 2017

##### **Term 3**

##### **(April – July 2017)**

Students Return	Tues, 18 April 2017
Term 3 Exams Start	Thurs, 1 June 2017 to Thurs, 8 June 2017
Last day for Students	Thurs, 22 June 2017
Eid Break	Mon, 26 June 2017 to Wed, 28 June 2017

## APPENDIX 4 CODE OF CONDUCT

Every member of the school community should be

- Considerate
- Courteous
- Cooperative
- Friendly
- Hardworking
- Honest
- Responsible
- Trusting
- Well-presented

In practice, this means

- Being punctual
- Speaking courteously
- Wearing the correct uniform
- Being prepared for lessons and submitting all homework
- Moving around school in an orderly manner
- Negotiate
- Ensuring the school is litter free
- Respect - Bullying will not be tolerated in the school in any form

## APPENDIX 5

### SCHOOL RULES

- Students are expected to behave in a respectful manner towards others, including teachers, at all times.
- Students must be in school no later than 7.15am – there is a lateness detention.
- Students must be punctual in arriving at lessons – there is a lateness detention.
- Students who arrive late must obtain a late-entry slip in order to be allowed into class and a lateness detention may apply.
- Students must complete all homework by the due date or face a homework detention.
- Students must wear the correct uniform or risk a homework detention.
- Students who leave a lesson for any reason must be in possession of a pass from the teacher.
- Students must be well behaved on the bus and must accept the authority of the driver and the conductor.
- Students must have an appropriate school bag, equipment, books required for the day, student planner, PE kit as required.
- Cameras, mobile phones, walkmans, MP3s, iPods and personal stereos are not to be used in school. If found they will be confiscated.
- Valuable items must not be brought into school. The school will not be responsible for these items.
- No obscene literature or bad language will be tolerated within the school premises.
- Students must not damage the plants and trees inside the school grounds.
- Chewing gum is not permitted within school.
- Students from Year 5 upwards must bring their PE kit to school in a bag and change out of the school uniform for the PE lesson.
- Hairstyles must be appropriate: gel and spiked hair are not acceptable. Coloured or highlighted hair is not acceptable.
- Personal cleanliness and hygiene is expected.

- Glass containers may not be brought into school.
- Smoking will result in expulsion from school.
- Students must line up in a quiet and orderly manner before being allowed to enter a room.
- Students will not be allowed to leave school during class hours. In the case of an emergency, written permission must be sought from the Principal.
- Parents must inform the Parent Relations Officer (PRO) if their child is going to be absent from school.
- Applications for extended absence from school must be submitted in advance to the Head of Section who will refer it to the Principal for consideration.
- Students must go to the Nurse if they feel unwell. Students cannot go home without the permission of the Nurse and Principal.
- Cheating is unacceptable and any student using unfair means to undertake a test / examination will be removed and a zero grade awarded.
- Library books must be returned on time. Students will be asked to pay the replacement cost if the library book is lost or not returned.
- Any damage to school property will be charged against the Cautionary Deposit.
- Inappropriate behaviour such as bullying or verbal/ physical aggression will be dealt with as a serious infringement of CISG's Code of Conduct.

## APPENDIX 6

### STUDENT FRIENDLY REMEDIAL ACTION POLICY 2016-17

**A: HOMEWORK LAPSES**  
(Failure to submit home work within the cut off time)

**A(1) - Year 2, 3 & 4- Student will lose the particular homework mark for the subject every time.**

**A (2) - Year 5 and above-**

Sequence in a Term ( subject wise)	Action	Impact on Homework mark	Remarks
<b>1<sup>st</sup> Time in a Term</b>	Written Note in the Planner	Lose full mark of the particular Home work	
<b>2<sup>nd</sup> Time in a Term</b>	Written warning	Lose full mark of the particular Home work	
<b>3<sup>rd</sup> Time in a Term</b>	Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days.	Lose full mark of the particular Home work	Parent has to come for a meeting with the teacher & PRO
<b>4<sup>th</sup> Time and above in a Term</b>	<ul style="list-style-type: none"> <li>a) Student will be suspended for next three academic days.</li> <li>b) Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days.</li> </ul>	<ul style="list-style-type: none"> <li>a) Student will lose full mark of the Home work</li> <li>b) Lose 2/3<sup>rd</sup> mark of the Home work mark of the</li> <li>c) subject for the Term.</li> </ul>	Parent has to come for a meeting with the teacher, AC & PRO. If parents fail to come for meeting student will not be allowed to Re-register for next academic year.

**B: BEHAVIOUR ISSUES (From Year 2 and above)**

Sequence in a Term ( subject wise)	Action	Impact on Homework and CA marks Year 2 to 9	Impact on Homework and CA marks Year 10 & 11	Remarks
<b>1<sup>st</sup> Time in a Term</b>	<ul style="list-style-type: none"> <li>a. Detention will be given during the period of issue.</li> <li>b. Student has to do detention work in the detention room.</li> <li>c. Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days</li> </ul>		<ul style="list-style-type: none"> <li>a. Lose 50% of the CA mark of the concerned subject during which issue has happened</li> <li>b. Lose 25% of the CA mark of all other subjects of the Term.</li> <li>c. Lose 50% Homework mark .</li> </ul>	
<b>2<sup>nd</sup> Time in a Term</b>	<ul style="list-style-type: none"> <li>a. Detention will be given during the period of issue.</li> <li>b. Student has to do detention work in the detention room.</li> <li>c. Student will be suspended for THREE days from the next day.</li> <li>d. Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days</li> <li>e. Student may not be given Re registration for g the next academic year.</li> </ul>	<ul style="list-style-type: none"> <li>a. Lose 50% of the CA mark of the concerned subject during which issue has happened</li> <li>b. Lose 25% of the CA mark of all other subjects of the Term.</li> <li>c. Lose 100% Homework mark .</li> </ul>	<ul style="list-style-type: none"> <li>a. Lose 50% of the CA mark of all subjects</li> <li>b. Lose 100% Homework mark.</li> </ul>	Parent has to come to school for a meeting with Teacher, PRO and Principal.
<b>3<sup>rd</sup> Time in a Term</b>	<ul style="list-style-type: none"> <li>a. Student will be expelled from school for the Term.</li> <li>b. Student will be black listed for Re Registration for the next academic year.</li> </ul>	Lose full mark of the CA and Home work of all subjects of the Term		Parent has to come to school to meet Principal.

**C: STUDENTS WITHOUT SCHOOL UNIFORM & ID CARD**

Student will not be allowed to attend school without proper school uniform and ID Card.

**D: REMEDIAL SYSTEM - STUDENTS NOT IN PE UNIFORM**

- Students who do not have proper flat sports shoes (non-marking shoes without studs) are not allowed to enter the sports hall or to participate in PE activities.
- Students who do not wear the proper PE uniform are not allowed to enter the sports hall or to participate in PE activities.
- Students who do not have their school ID will not be allowed inside sports hall, Gym or in PE activities.
- All students as mentioned above without PE uniform and flat shoes during PE lessons will be sent to detention room through PRO during the period and can't attend PE, Art, Music classes for next 21 days.

## APPENDIX 7

# ASSESSMENT POLICY

### EXAMINATION TOPICS

(THREE EXAMINATIONS: TERM 1, TERM 2, TERM 3)

<b>YEAR GROUP</b>	<b>EXAMINATION TOPICS</b>
Year 1 & 2	No written examinations. Grades will be based on Continuous Assessment process/ program
Year 3 to 9	Each Term Examination will be based on topics covered during the Term until the date of Examination
Year 10	In Term1,2 & 3- All topics covered during the Year up until the date of the examination.
Year 11	In Term 1 -Full topics of Year 10 and topics covered in Term 1 in Year 11.  Mock exam – Full topics of Year 10 and 11 will be covered.  These examinations are only internal assessments and end of year result will be based on the Results published by CIE.

## APPENDIX 8

# PROMOTION POLICY

### KG to YEAR 2

KG to Year 2: all students will be promoted automatically unless there are any major learning difficulties.

### YEAR 3 TO YEAR 9

#### **1: - ATTENDANCE REQUIREMENT:**

Students with less than 80% attendance (from the date of first day of attendance) will not be allowed to appear in Final Examination and they will have to repeat the year. Absence with medical certificate will be treated as present to calculate the percentage.

**2: - END OF TERM CUMULATIVE MARKS:** At the end of every Term, the cumulative marks of Homework, Continuous Assessment and end of term examination will be arrived at as per the weightage as shown below.

#### WEIGHTAGE- CUMULATIVE MARK (END OF EVERY TERM)

YEAR GROUP	% OF CONTINUOUS ASSESSMENT MARKS	% OF HOME WORK MARKS	% OF TERM EXAMINATION	TOTAL
YEAR 1 & 2	100%	-	-	100%
YEAR 3	25%	10%	65%	100%
YEAR 4 to 6	20%	10%	70%	100%
YEAR 7 & 8	15%	10%	75%	100%
YEAR 9	10%	10%	80%	100%

**GRADED SUBJECT:** No examinations for Art, PE, Music

## APPENDIX 8

# PROMOTION POLICY (CONTINUED)

**3: - PENAL MARKS:** From the end of term cumulative marks, Penal marks deductions in Homework and Continuous Assessment will be applied in the case of students who have had detentions and deductions for Home work and/or Behaviour issues. (Refer to Remedial Action Policy).

**4: FINAL CUMULATIVE MARK:** Final Cumulative Mark at the end of the Year will be calculated as below.

YEAR GROUP	CUMULATIVE GRADE AT THE END OF THE YEAR
Year 3 to 9	Average of the cumulative marks of every term during the year.

Grading as applicable for the School:

**A\* - 90-100%,      A – 80-89%, B – 70 – 79%, C – 60 – 69%, D – 50-59%, E – Less than 50% Fail**

### **5: PROMOTION POLICY YEAR 3 TO YEAR 9:**

- (1) Examination result will be grouped into four Sections, Section A, Section B, Section C and Section D.

Section A	All main subjects including Qatar History except Arabic, Islamic Studies, Art, French, Music and PE.
Section B	Arabic
Section C	Islamic Studies
Section D	French, Art , Music and PE

## APPENDIX 8

# PROMOTION POLICY (CONTINUED)

(2) PASS MARKS

**STUDENTS WHO SCORE BELOW MINIMUM MARKS AT THE END OF THE YEAR WILL BE DECLARED AS FAILED.**

Category	Section A	Section B	Section C	Section D
Arabic students with Mother tongue as Arabic and belong to Islam	Need Minimum 50% marks in every subject in Section A	Need minimum 50% marks in Arabic	Need 50% marks in Islamic Studies	No minimum requirement
Arabic students with Mother tongue as Arabic and do not belong to Islam	Need Minimum 50% marks in every subject in Section A	Need minimum 50% marks in Arabic	No minimum requirement	No minimum requirement
Non Arabic students and belong to Islam	Need Minimum 50% marks in every subject in Section A	No minimum requirement	Need 50% marks in Islamic Studies	No minimum requirement
Non Arabic students and do not belong to Islam	Need Minimum 50% marks in every subject in Section A	No minimum requirement	No minimum requirement	No minimum requirement

Maximum 1% moderation will be given to get minimum pass of cumulative score of 50% in every subject.

## APPENDIX 8

# PROMOTION POLICY (CONTINUED)

### Year 10

#### 1:- ATTENDANCE REQUIREMENT:

Students with less than 80% attendance (from the date of first day of attendance) will not be allowed to appear in Final Examination and they will have to repeat the year. Absence with medical certificate will be treated as present to calculate the percentage.

- 2:- **END OF TERM CUMULATIVE MARKS:** At the end of every Term, the cumulative marks of Homework, Continuous Assessment and end of term examination will be arrived at as per the weightage as shown below.

#### WEIGHTAGE- CUMULATIVE MARK (END OF EVERY TERM )

YEAR GROUP	% OF CONTINUOUS ASSESSMENT MARKS	% OF HOME WORK MARKS	% OF TERM EXAMINATION	TOTAL
YEAR 10	10%	10%	80%	100%

- 3:- **PENAL MARKS :** From the end of term cumulative marks, Penal marks deductions in Home work and Continuous Assessment will be applied in the case of students who have had detentions and deductions for Home work and/or Behaviour issues.( Refer to Remedial Action Policy).

- 4: **FINAL CUMULATIVE MARK:** Final Cumulative Mark at the end of the Year will be calculated as below.

YEAR GROUP	CUMULATIVE GRADE AT THE END OF THE YEAR
Year 10	25% of Term 1 +25% of Term 2 + 50% of Term3 Cumulative marks.

Grading as applicable for the School:

A\* - 90-100%,      A – 80-89%,    B – 70 – 79%,    C – 60 – 69%,    D – 50-59% ,    E – Less than 50% Fail

#### 5. PROMOTION POLICY

Students have to score minimum 50% marks in every subject to pass.

## APPENDIX 8

# PROMOTION POLICY (CONTINUED)

1. KG to Year 2: all students will be promoted automatically unless there are any major learning difficulties.

2. From Year 3 onwards:

A:- ATTENDANCE REQUIREMENT: Students with less than 80% attendance (from the date of first day of attendance) will not be allowed to appear in Final Examination and they will have to repeat the year. Absence with medical certificate will be treated as present to calculate the percentage.

B:- From the Final Cumulative marks , Penal marks deductions in Home work marks and Continuous Assessment marks will be applied in the case of students who have had detentions and deductions for Home work and/or Behaviour issues.( Refer to Remedial Action Policy).

C: Net Cumulative mark of B above will be taken as Final Grade for the year (for details refer Note on Cumulative Mark on the previous page)

## APPENDIX 9

# SCHOOL POLICY ON STUDENTS WHO COME LATE TO SCHOOL

### A: Students (other than KG) who arrive between 7.30 am and 8.20 am 1<sup>st</sup>-2<sup>nd</sup> and 3<sup>rd</sup> time:

(monthly basis)

- Will be detained at the School Admin office and will be allowed to go to class only in the second period.
- Students coming after 8.20 am will not be allowed to attend for the day. They will be sent back with their parents or with the person who escorted them when they came. If the parent is not available to pick them up, students will be sent to Counsellor's room.

Exception: Students with valid reasons (with supporting evidence).

### B: Students who arrive before start of second period on 4<sup>th</sup> time:

- The student will not be allowed to enter school for one day.

#### **NOTE:**

1. Late arrival will be counted on a monthly basis.
2. Late arrival on account of emergency reasons, with supporting documents will be excluded from these procedures.