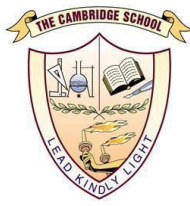


THE CAMBRIDGE SCHOOL – DOHA



**PARENTS' GUIDE
2011 / 2012**



Essential Information

Principal

Mr David Throp

Vice Principal & Academic Coordinator:

Dr Vandana Bose Nair

Head of Primary

Mr Mark McLuckie

Head of KG

Ms. Delia Bell

How to contact the school:

School switchboard:

974 44696590 / +974 44690520

Fax:

+974 44699278

Email: reception@tcsqatar.com

Website: www.tcsqatar.com

Contact for transport:

+974 55874902

Parent Relations Officer:

+974 55872084 Email: pro@tcsqatar.com

Term dates and school hours:

2011-12:

Term 1: 11 September– 15 December 2011

Term 2: 2 January 2012 –26 March 2012

Term 3: 1 April 2012 – 26th June 2012

School begins: 7.15am

School ends: Kindergarten: 12 noon

Main School: 1.00pm

Accounts:

Open Sunday to Thursday:

7.00am – 3.00pm

Open Saturday:

8.00am - 2.00pm

Uniforms:

2.00pm – 5.00pm (school days)

Open Monday and Thursday

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SECTION 1: INTRODUCTION

1.1 PURPOSE OF THE 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

Is there anything else you want to know? OR

Is there anything you have to communicate to the management?.

Please contact the Feedback Helpline

feedback@tcsqatar.com

1.2 MISSION OF THE SCHOOL

We are pleased that you are working in partnership with us in order to provide the best possible education for your child.

The Cambridge School, 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 School aims to foster in its students:

Confidence and Humility

Ambition and Compassion

Curiosity and Respect

Vision and Tolerance

ACADEMIC RIGOUR * FLAIR * DISCIPLINE

SECTION 2: JOINING THE SCHOOL

2.1 ADMISSIONS' 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 students transferring from The Cambridge International School for Girls. Priority is also given to the children of staff but this is not guaranteed.

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.
- If the student comes for admission prior to the date of start of new academic year the following fees are to be paid before taking admission test
 - Entrance assessment fee, Registration Fee, Fee fixed for Re-registration and caution deposit,

If student does not qualify in the entrance examination the following fees paid by the parent will be refunded in Cash

- Registration Fee, Fee fixed for Re-registration and caution deposit,
- If the students come after school starting date Entrance assessment fee to be paid before taking entrance examination.
- Applicants for Kindergarten will be assessed informally according to set criteria.
- Results of interviews/examinations will be given within a few days and if your child reaches the required standards. Parents have to pay full fees and sign a fee declaration when their child qualify for admission, failing which admission will not be guaranteed.
- Where classes are full you can submit an application to go onto the waiting list.

2.2.1 RE- REGISTRATION

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 2011-12. The re-registration fee is not refundable.

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 TCS, all prospective entrants to the Main School will be assessed in English and Mathematics. There is a QR400 non-refundable fee for sitting the tests.

If the student fails in the entrance examination Caution Deposit and Tuition fee paid will be refunded.

2.4 FEES

Once your child has been accepted into the school, you will be required to pay in advance the terms' tuition fee.

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.

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

You are responsible for the payment of external examination fees 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.

School reserves the exclusive right to exclude students from the class if the Tuition fee is not paid by due date as per calendar. Last day to pay fee is 15 days before every term starts. Default of payment of Tuition fee will lead to exclusion from the class.

SCHOOL FEES- DUE DATE

	KG1 to Grade 10	Grade 11 to 13
1st Term	27th August 2011	27th August 2011
2nd Term	16th December 2011	16th December 2011
3rd Term	16th March 2012	15th February 2012

Note: IGCSE –AS & A level examination fee will be accepted only when the tuition fee for year 2011-12 is paid in full.

Refer to Appendix 1 for current fee structure.

2.5 RE-REGISTRATION

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 2011-12. The re-registration fee is not refundable.

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.

2.6 SCHOOL UNIFORM

Cost of two sets of basic uniform will be collected along with 1st term Tuition fee. These basic sets will be started issuing from two weeks before the school re-open for new academic year. The exact date will be announced to parents every year by SMS and through school portal. All other and extra uniform can be collected against payment of charges on the distribution dates as mentioned in the school planner. 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.

2.7 TEXTBOOKS

Cost of text books will be collected along with the 1st Term tuition fee. Books will be started issuing from two weeks before the school re-open for new academic year. The exact date will be announced to parents every year by SMS and through school portal. Extra books if any required can be collected from the school stores against payment.

2.8 SCHOOL TRANSPORTATION

Seats on school buses are available on a first-come first-served basis. Fee for both one way and two ways are the same. Minimum fee will be a term fee irrespective of the number of days used the transport.

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. Transport service will not be available to those who did not pay fee. Parents wishing to withdraw from school transport must complete a discontinuation form and to be submitted to Transport Manager at least one month before the end of every term. Students must come with their ID card daily.

Those who are nuisance to other students in the bus will be discontinued from the Transport service and no fees will be refunded.

The service is only available to and from the designated points. Services to new location are not guaranteed if the parent shifts their location. Details of bus routes are available from the Transport Manager.

BUS RULES

1. Stand in queue to get into the bus. No pushing please
2. Sit down in the seat allotted to you
3. Walking around in the moving bus is forbidden
4. Segregation rules in the bus must be maintained.
5. Shouting or talking loudly in the bus is dangerous as it may distract the driver.
6. Fighting with other students can result in suspension
7. Littering in or out of the bus should not occur
8. Aisles and /or walking space should be free of school bags.
9. Eating in the bus is forbidden
10. Any damage to the bus caused by you will be charged
11. Allow the infants and juniors to be seated first.
12. Please cooperate with the conductors to create a safe environment
13. If students require travelling to different place or needing to get down at a different stop then you need to bring in written request from your parent for approval.
14. In case of permanent change of location contact the Transport Manager
15. Students will not be allowed to use the school transport after school activities if they are not regular bus users.
16. If any student repeatedly break the bus rules then he/she may be debarred from using the school transport and no fee refund will be made.

2.9 DISCONTINUATION & TRANSFER CERTIFICATES

Request for Transfer Certificates must be submitted one month before start of new term. All dues as of the end of the term must be cleared to get the Transfer Certificate. Any penalty to be recovered

from the student will be deducted from the Caution Deposit and if the Caution Deposit is not enough to cover the damages, parent has to pay the difference to get the Transfer Certificate.

If anybody request for Transfer Certificate after the cutoff date as mentioned above have to pay all fees that due for the subsequent term to get Transfer certificate. In this case if anybody have paid all their dues for the subsequent term before applying for TC will forfeit all such payments. This rule will be applied to Transportation also.

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.

Students in Years 2-4 are expected to stay until 2.15pm on Monday for Extra-Curricular Activities.

Students in Years 5-13 are expected to stay until 2.15pm on Tuesday for Extra-Curricular Activities.

Students should be picked up promptly following lessons and Extra-Curricular Activities.

3.2 RAMADAN HOURS

The School Day hours during Ramadan will be announced in advance by school.

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 – 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 fixing appointment through the Parent Relations Officer over phone.

Administrative staff are available between 7.00am and 3.00pm Sundays to Thursdays and 8.00am to 2.00pm on Saturdays and all non-school days except Qatar public holidays.

SECTION 4: GENERAL INFORMATION

4.1 ENTERING SCHOOL

Parents are allowed to School premises only after 1.30pm. Entry to school during School time is allowed only with prior appointment. Appointment will be fixed through Parents Relation Officer (PRO). All visitors must enter the portacabin and hand their ID to the security guard and receive a visitors' pass ll visitors must sign the entry book

4.2 COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

If you wish to contact a teacher, the best way to do this us by using your child's Student Planner These 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 over phone during school hours.

The weekly Gazette is full of information about the school and the students and is available on the school portal every Thursday afternoon.

The schools website, www.tcsqatar.com provides details about the curriculum and school life.

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 make a comment about the school, you are invited to email them at feedback@tcsqatar.com

SECTION 5: HOW TO HELP YOUR CHILD BECOME A GOOD STUDENT

Please see Code of Conduct and School Rules in Appendix 4.

Students should bring the correct books and equipment each day.

5.1 ATTENDANCE AND PUNCTUALITY

Punctuality is an important value for all students to learn. Students must learn that regular and punctual attendance at school is essential if they are going to experience success in their studies.

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.

If your child is absent from school, please leave a message with the PRO: pro@tcsqatar.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 phoned by the PRO as a follow-up check.

5.1 .1 LATE POLICY

SCHOOL POLICY ON LATE COMERS

This order is issued to control the students' habit of late coming and to make it effective, the following procedures are to be implemented with immediate effect.

Students who come:

1.A) 1st Time before 7.45 am.- Student will take a late card from the security office and go to class.

B) 1st Time after 7.45 am : Student will be detained at the Portacabin and will be allowed to go to class only in the second period with a late card from the security Office.

In both cases Student's name, class and reporting time will be recorded in the late register kept at the Porta cabin. PRO will send SMS and then call the parent to inform them on his wards late arrival.

2. A. 2nd Time before 7.45 am: .- Student will take a late card from the security office and go to class.

B. 2nd Time after 7.45 am : Student will be detained at the Portacabin and will be allowed to go to class only in the second period with a late card from the security Office.

In both cases Student's name, class and reporting time will be recorded in the late register kept at the Porta cabin. PRO will send SMS and a letter to the parent followed by a call informing on the repetitions of late arrival and that it should not be repeated.

3. A) 3rd Time before 7.45 am: Student will take a late card from the security office and go to class.

B) 3rd Time after 7.45 am: Student will be detained at the Portacabin or in reception and will be allowed to class only in the second period with a late card from the security Office.

In both cases Student's name, class and reporting time will be recorded in the late register kept at the Porta cabin. PRO will call the parent to come to school and sign a declaration within 24 hours ensuring that the child may not be late again or they will be suspended for one day.

4. 4th and subsequent Time in a month, student will not be allowed to enter school.



Note :

1. Late arrival on account of Emergency cases with supporting documents will be excluded from the above

2 Late arrival will be counted on a monthly basis.

Key stage 4

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

5.2 PERSONAL BELONGINGS

In addition to books, students are expected to bring to school basic equipment such as pens, pencils, rulers and so on.

Students must not bring electronic equipment into school. This includes cameras, mobile telephones, iPods and MP3 players.

Any students found with a camera or a mobile telephone in school will have it confiscated. Parents will be asked to collect the mobile phone from School and sign a declaration that this will not recur. All personal items should be clearly named.

Secondary students may rent lockers for a QR 50 deposit and QR 150 per term.

School will not be responsible for any students' personal belongings including money if any brought to school.

5.3 CODE OF CONDUCT

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

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 DETENTION POLICY

Reasons for Detention:

Incorrect uniform

Homework/set work not done

Lateness to class

Skipping a class

Continued disruptive or inappropriate behaviour

Venue: Class rooms;

Grades applicable: Grade 5 to Grade 12

Person In charge (Academic): Teachers as per Duty roster

Days: Sunday to Thursday

Time: 1: 15pm to 4:30pm

Note: Students on Homework Detention may leave school after finishing their homework/set work. A minimum of 30minutes must be completed. Other students in detention are expected to sit and work or read quietly.

Procedure

1. Teachers have to write the students' names in the register kept with the PRO
2. PRO will make sure that parents are given 24 hours notice any changes to assigned Detention times are at the Principals' discretion
3. Students have to finish their homework and submit to the PRO before leaving. Teachers will collect the following day.
4. Students are not allowed to talk /relax during their detention.
5. Attendance will be marked by the Teachers.

Policy

- 1st time fault → warning
- 2nd time → 1 day detention
- 3rd time → 2 days detention
- 4th time → 1 week detention
- More may lead to suspension.
- Absent during detention with no written reason for the parent → Double detention.

SECTION 6: WHAT YOUR CHILD IS LEARNING

6.1 CURRICULUM

The curriculum is modelled on the National Curriculum for England and Wales with the addition of Arabic and Islamic Studies. Kindergarten (KG) follows the Early Years Foundation Stage and

Primary and Secondary follow the British Curriculum.

Toward the end of Year 9, students will make some 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. These qualifications will enable them to gain entry into most worldwide universities.

Separate information booklets 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 and Arabic for students requiring extra assistance. These are costed separately and are available in 10 lesson blocks.

6.2 LESSON OVERVIEW

What your child will study each term is available on the school website. You can use this information to 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 TCS is compulsory, with years 2-4 on Monday and Years 5-10 on Tuesday. A programme is available on a termly basis. Parents are expected not to make other arrangements on these days.

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 your permission.

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

6.5 COMMUNITY LINKS

The school takes part in many inter-school events:

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

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, 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 this Planner regularly. It should be used to establish a communication channel between home and school about your child's progress. In Primary, books will also be sent home for your signature weekly, showing us you have seen your Child's work

We ask parents to:

- Check planners and 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 DETENTION

If your child's homework is not complete or not submitted on the due date they will be given a homework detention. Parents will be notified at least 24 hours in advance of the detention so that alternative pick-up arrangements may be made. Please see Appendix 5 for details.

SECTION 7: HOW WE ACCESS AND COMMUNICATE YOUR CHILD'S PROGRESS

7.1 MARKING AND CONTINUOUS ASSESSMENT

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 3-12. Years 11-13 also sit mock examinations during the spring term. Please refer to the Calendar for dates.

PROMOTION POLICY

1. KG to Year 2 all students will be promoted automatically
2. From year 3 onwards:

Students with less than 75% attendance will not be allowed to appear in Final examination and they have to repeat the year. Absence with medical certificate will be treated as present to calculate the percentage.

A: Consider 75% of the following assessments:

-
- | | |
|----------------|---------------------------|
| a) Year 3 | - 60% CA, 40% examination |
| b) Year 4 to 6 | -50% CA, 50% examination |

- c) Year 7 to 8 -40% CA, 60% examination
- d) Year 9 -30% CA, 70% examination
- e) Year 10 to 12 - 20% CA, 80% examination

(Note: Remove Home work component from Continuous Assessment (CA))

B: 10% for Attendance (Leave with medical certificates & 3 days per term are condoned, if any student skip any of the periods during day, it will be considered as full day absence). This year 2011-12, attendance will be considered from 2nd October 2011.

C: 10% for Home Work

D: 5% for Behaviour (Behaviour grading will be based on student wise record available with Teacher/Counselor)

3. Cumulative mark of the above total (A+B+C+D) will be taken as Final Grade for the year in the following pattern:

Years 3 to 9 - Averages of all terms i.e. 33 1/3 % of each term

Year 10 - 25% of Term 1, 25% of Term 2 and 50% of Term 3

4. The marks as arrived in step 3 above will be the Final mark for the year

5. Promotion Policy:

A student will be promoted to higher grade from Year 3 if

a. The student score 40% minimum mark in each subject except, Art, Music, PE, French and Arabic (see point b below)

and

b. The student scored 50% marks in aggregate excluding Arts, Music, PE, French and Arabic.

Note : Marks as arrived in points 2 above

6. If an Arabic student score below 40% in Arabic, the student should take retest. If the student fails in retest also, he/she should continue in the same year level or will that he/she has to take extra coaching from School in Arabic during after school hours by paying an advance annual fee of QR 2000/- immediately after the final result is announced in the retest. If the parent is not willing to opt any of these choices, he can take Transfer Certificate and the Re-registration fee paid if any will be refunded.

7.5 EXTERNAL EXAMINATIONS

Year 11-13 students undertake external IGCSE and A Level examinations in their chosen option subjects; TCS 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.

7.6 WRITTEN REPORTS

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

7.7 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 Principal has overall oversight of the students' Pastoral Care. The Counselor 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 and in the Secondary section, a form tutor. In the Primary section, this teacher is responsible for teaching most subjects. Children will be taught in Arabic and Islamic Studies by the Specialist teacher.

The Class Teacher / Form Tutor is responsible for the day-to-day oversight of your child. This is the person you should contact first if there is a general matter you want 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.

In the Secondary section, tutor time is an important part of the school routine. 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 Principals' 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. All 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 antacids, paracetamol, strepsils, buscopan, antidiarrhoeals and Claritin (all within sedation).

Please do not send your child to school if s/he is ill, has headache or is exhibiting any flu symptoms.

If your child suffers from conditions such as epilepsy, asthma and diabetes s/he 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 STUDENT COUNSELLOR

The School Counselor assists students who appear to be having learning, emotional or behavioral 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 at a cost of QR1. 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.

SECTION 9: THE ORGANISATION AND STAFFING OF THE SCHOOL

9.1 OWNERSHIP OF THE SCHOOL

TCS is owned by the Taleb Group of companies. They also own Cambridge International School for Girls (CISG) and The Doha Modern Indian School (DMIS).

9.2 THE PRINCIPAL

Taleb Management is represented at the school on day-to-day basis by the Principal, Mr David Throp who can be contacted on principal@tcsqatar.com

9.3 THE SCHOOL STRUCTURE

The school is organised into three sections: Kindergarten, Primary and Secondary. The Cambridge School also has a Sixth Form for A level students.

There is a Head of Kindergarten and a Head of Primary assisted by Literacy and Numeracy Coordinators and year level Coordinators.

The subjects in Secondary are led by Curriculum Area Leaders who report to the Academic Coordinator.

The school also has Heads of House for the four Houses: Eagles, Hawks, Falcons and Kestrels.

9.4 SENIOR AND MIDDLE MANAGEMENT

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

The primary responsibility of middle managers (Coordinators and Curriculum Area Leaders) is to lead the teaching and learning in their section of the school or subject team and to support the personal development of students in their care.

9.5. STUDENTS' LEADERSHIP AND MANAGEMENT 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 PARENT 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 A-Level students by offering them work experience in Year 12 or 13.

10.2 HOW TO EXPRESS YOUR OPINIONS ABOUT 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 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 satisfied, please make a formal written complaint to the Principal Or to Management through the feedback email.

10.4 HOW TO MEET TEACHERS /PRINCIPAL

Call PRO and fix appointment to meet the teaching staff and Principal.

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 fees is available for the third and subsequent children studying in the school. 3rd child 15%, 4th child 25% and 5th child and above 35%
Tuition & Transport fees are non-refundable and non-transferable.
A late fee of Qrs.50/- will be charged per week incase the payment is not made on due date.
Payment by debit/credit cards are accepted subject to an additional charge of 1% on debit cards and 2% on credit cards. No charges on Assessment fee & registration Fee. Parents are expected to ensure prompt payment of each installment of fees. Failure to pay promptly will invalidate all discounts. If tuition/transport fees 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 fees 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.

1. School fees are subject to yearly review and may be increased subject to the school management applying to the Ministry of Education.
2. One months' notice (before the 5th of the month) is required for processing a Transfer Certificate for students withdrawing from the school. Fees need to be paid for the whole term irrespective of the month in which students leave.
3. Transportation charges should be paid in advance of the term. Students have to obtain a bus pass to use school transportation. In case of discontinuation of the transport facility, fees will not be refunded.
4. Corporate payees (e.g. QP, Ras Gas, QAFCO, Oryx, etc) have to pay for the admission fee, registration fee, books and the caution deposit.
5. Term 3 tuition fees for Year 11,12 and 13 students have to be paid by 15th FEB 2012. Students who wish to take IGCSE and AS/ A Level examinations have to pay examination fees separately. Students who have not paid the 3rd term fees will not be registered for the IGCSE or AS / A level examinations.

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 skirts (long or knee length) or trousers
- Regulation short or long sleeved open neck shirt
- Plain black shoes and white socks
- Regulation school colour sweaters
- Hair adornments should be black, blue or white
- Jewellery – one pair of studs and a wrist watch
- No cosmetics, nail vanish or make up
- Scarves must be white, cream, black or school colour

PE KIT

- Regulation school House shirts and P.E trousers
- Swimming costume, a towel and a swimming cap is also required
- Students from Year 5 must wear the normal uniform to school every day and change into PE kit during PE lessons only.

UNIFORM DETENTION

Students who are not wearing the correct uniform and who have been warned once already will be put into a one-hour uniform detention.

Parents will be notified 24 hours in advance and will be expected to make arrangements for picking up their children afterwards.

APPENDIX

3: SCHOOL CALENDAR 2011-12

Winter Term 1 : September 2011 – December 2011	
Staff return:	Sunday 4 th September 2011
Students (KG1, Years 10, 11, 12 & 13) return:	Sunday 11 th September 2011
Students (KG2, Years 5, 6, 7, 8, & 9) return:	Monday 12 th September 2011
Students (Years 1-4) return:	Tuesday 13 th September 2011
Eid Al-Adha:	4 working days in Nov 2011
Last working day for students:	15 th December 2011
Last working for Teachers:	22 nd December 2011

Spring Term 2 : January – April 2012

Staff & Students returns:	Monday 2 nd January 2012
Mid Term break:	17 th – 25 th February 2012
Staff & Students returns:	26 th February 2012
Last working day for students:	26 th March 2012
Last working day for Teachers:	29 th March 2012

Summer Term 3: April – July 2012

Staff & Students returns:	1st April 2012
Easter Holidays	6 th – 9 th April 2012
Last day for students attending school:	26th June 2012
Last day for teachers attending school:	5 th July 2012

Examination dates 2011 – 2012

Years 4 -10

1 st Term – End of Term Examinations:	Sunday 11 th – Thursday 15 th December 2011
2 nd Term – End of Term Examination dates:	20 th – 26 th March 2012
3 rd Term – End of Term Examination dates :	20 th – 26th June 2012
IGCSE Mock Examinations begin:	Begins 1 st week of March 2012

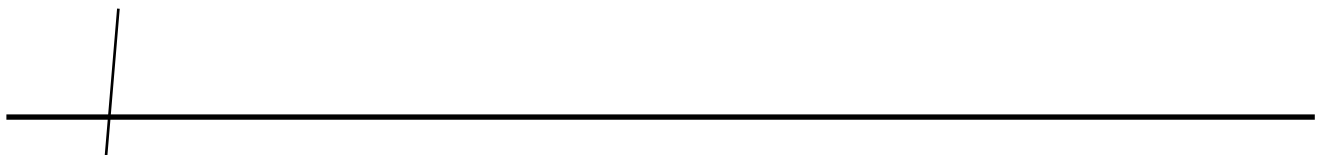
APPENDIX 4: CODE OF CONDUCT

Every member of the school community should be

- Considerate
- Courteous
- Cooperative
- Friendly
- Hardworking
- Honest
- Responsible
- 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
- Ensuring the school is litter free
- 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 after school
- 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 and will not be returned.
- 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.
- 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 TCSDzs Code of Conduct