



# *Parent Handbook*

*Welcome to the Early  
Years Foundation Stage*





## **Welcome to the Early Years Foundation Stage Newton International Academy, Barwa City**

### **Dear Parents,**

Students at Newton International Academy are encouraged to strive for excellence both in the work they do in the classroom and the behavior policies they make. The school staff are committed to providing an excellent learning environment that will enable all students to learn and grow.

We are delighted to be taking a lead role in your child/children's educational journey. We endeavor to work closely and collaboratively with you as parents to ensure that we can enable each student to achieve their potential. In doing so, we know that our learning community will grow even stronger with your involvement and support.

I am very proud to be the Head of Primary and the Early Years Foundation Stage here at Newton International Academy and know that our students are proud to attend our school. Together we can 'celebrate success'.

Yours sincerely,  
Shelley Gibson  
Head of Primary and EYFS



# Newton International Academy

*"An international community of learners striving for excellence and celebrating success"*

Dear Parents, Guardians and Family,

Welcome to Newton International Academy. If your child has not attended our school before then we welcome you and your child for the first time and this will be the beginning of a long and happy association, not only for your child but also for you and the whole family.

We have created a parent booklet which aims to provide everyone with important information that you will need to help make your child's entry to the Foundation Stage education as happy and smooth as possible.

However, no matter how good such a booklet is, there will always be some questions or concerns that are not addressed. Please do not hesitate to speak to a member of staff or management

Your child's classroom teacher should be able to assist you with any concerns as a first port of call. Alternatively, please feel free to discuss any concerns or questions with me.

We hope that your stay with us will be pleasant and memorable.

Best wishes for the future.

Mrs. Michelle Avery Oryx and Ms Doris Krajnc  
Early Years Foundation Stage Coordinator

Newton International Academy  
EYFS Oryx Building: 40016403  
EYFS Pearl Building 40016402



<b>Contents</b>	<b>Page</b>
Welcome letter from the Head of Primary	2
Welcome letter from the Key Stage Coordinator	3
Our Vision, Mission Statement and Values	5
Settling your child into school	6
The School Day	7
Registration	7
<b>Key Procedures</b>	
Dropping Off and Collection of Children	8
Security and Visitor's to the School	8
Absence and Late Procedure	8
Assembly	8
Accidents and Sickness	9
Health and Safety – Medical Information, Hygiene, Healthy Eating	9
Uniform	10
<b>Communication</b>	
Contact Information	11
Parent Meetings	11
Parents as Partners	12
How to help your child succeed in school	12
Homework	12
Extra-Curricular Activities (ECA's)	13
Activity Weeks	13
Assessment and Reports	13
School Trips	13
Birthdays	13
<b>Early Years Foundation Stage</b>	
Early Years Foundation Stage Framework	15
All About F1	16
What you can do to help	16
All About F2	17
What you can do to help	17
What to do when you don't know the answers	18
FAQ's	19
<b>Policies</b>	
Pupil Attendance	22
Sun Protection	26
School Uniform	28



## Our Vision, Mission Statement and Values

### **Our Vision:**

An international community of learners striving for excellence and celebrating success.

### **Our Mission:**

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

### **Our Values**

<b>RESPECT</b>	Self-respect, respect for students/ staff /parents and cultures. Respect for personal and community property
<b>HONESTY</b>	Honesty in all our actions
<b>TRANSPARENT COMMUNICATION</b>	Open and effective communication among students, staff, and parents
<b>EMPATHY</b>	Understanding and appreciation of the feelings of others
<b>SUPPORT</b>	Support the development of each individual to his/her full potential.
<b>DIVERSITY</b>	Appreciation of all languages, traditions, religions and cultures.
<b>SOCIAL RESPONSIBILITY</b>	Development of responsible citizens through community service.
<b>PERSONAL ACCOUNTABILITY</b>	Highest personal commitment to taking responsibility for our actions
<b>ENVIRONMENTAL AWARENESS</b>	Respect for our environment.



## Settling your child into school

We understand that the first day of school can be difficult and unsettling for both you and your child. It is never easy for a child to separate from their parents and going to school is no different. To help you and your child settle into school more easily we have set out some guidelines.

- It is important for your child to see that you trust their teacher. Your child looks to you for guidance and security and will feel a lot more comfortable to see that you are comfortable and happy for them to stay with their classroom teacher.
- As difficult as it might be for your child, please do not remain at school after you have dropped your child in their class. Young children need to understand that there is predictability in their routine. Walk your child into the classroom, spend only a few minutes settling them into an activity and then leave the building.
- By dropping them off as well as collecting them on time, your child will understand that he can trust in both his parents and school and that you will always come back. This is an important part of their settling process.
- Please know that even though your child might cry when you leave, they usually settle into the classroom quickly and do not stay upset for long. Teachers will never allow your child to be upset for a long period of time and will contact you if they have any concerns with your child's settling process.
- **Please be on time when collecting your child from school.** Young children find it particularly upsetting when they see other children being collected by their parents while they are waiting for your arrival. It is a very important part of the settling process for your child to know that he will be collected from school. This allows them to be relaxed during the school day as they know they will be collected.
- Be consistent in their attendance. Children need to develop a school going routine to help with their settling process.
- Talk to your child about his or her school day. By showing an interest in their day your child is learning that you value their learning and school day and will settle into school easier.



## **The School Day**

The school day starts at 7:00 am and ends at 12:30 for Foundation 1 and 2. The Early Years Foundation Stage is play based with carefully chosen areas of play set up around the room. This will be done in accordance with the specific curriculum areas and current interest of the children. A typical Foundation 2 day will also include separate Mathematics and Literacy lessons. During a typical day, teachers and co teachers will work with smaller groups of students to scaffold their individual learning.

Play is the key to the way children learn. Through play, children develop the confidence needed for learning basic verbal skills that help develop language and communication in English, social skills, problem solving skills and the basic foundation for later learning.

There are two breaks times for the children to eat and play during the morning.

## **Registration**

The class teacher will welcome the children from 7.00am. The registration will be taken at 7.15am and for any child that arrives to class after 7.30 am, they will be recorded as being late. It is important that your child arrives on time for the start of the school day as this is a very important time for the children to bond with each other and promotes a positive start to the school day.

A green slip is given to parents arriving after 7.30am at Reception to take to the teacher.

A blue slip is given to parents at Reception who are picking up a child before 12.15pm.



## Key Procedures

### **Dropping off and Collection of Children**

Parents and drivers are asked to be extremely vigilant and cautious when dropping off and fetching their children.

We encourage our students to practise Road Safety and would encourage you to ensure that your child wears their seat belt whether seated in the front or back of your vehicle. All children in the E.Y.F.S Building(s) have to be collected by a parent or other adult from their classrooms. If you have assigned a person to collect your child, we need written notice or a phone call. Please note that all children collected after the end of the school day must be picked up by an adult from their class room or the designated after care room. Please refer to the After Care Policy for further information. Buses are organized by an external company and all information and contact details are available from the bus coordinator in the main primary school building.

### **Security and Visitors to the School**

All visitors to the school must obtain authorisation to enter the school from the security staff. Visitor's details will be entered into the Visitor's Control Book.

### **Absence and Late Procedure**

It is vital that students attend school every day in order that they are able to keep up with work. Students who regularly miss days through sickness or other reasons often have problems catching up with work and tend to become frustrated. This can often affect their behavior and social interaction.

### **Assembly**

Assemblies are held every week. Children will receive a certificate after completing their sticker charts in class. These will be filled up with good work and behavior. There will also be a performance from a different class each week.



## Accidents and Sickness

If a student is ill or injured during the day the school nurse will assess the child and will contact parents if necessary. Parents may not come into school to remove a student on the grounds of ill health without prior notification from their doctor. If you have arranged any doctor's appointments that would take place during school hours, please inform the class teacher.

## Health and Safety

Good health will help your child's ability to learn and achieve at school and throughout his/her life. Therefore, we stress the importance of good nutrition, adequate sleep, good hygiene and regular exercise.

The Primary School Health Administrator assists in this health education and maintains health records on each child so that the best care and treatment can be given. Each child is tested for vision, hearing, height and weight. Parents are notified of any problems. Injured and ill children are assessed and treated accordingly. Many of our teaching staff are trained in basic first aid. Regular fire drills will also occur so that in the event of a fire, students are aware of what to do, how to exit the buildings etc.

Please assist by making sure that we have up to date medical information on your child. Do not send your child to school if he/she has a temperature. Notify the school doctor immediately if your child contracts a contagious illness. The child cannot return to school unless he/she brings a medical certificate, which indicates freedom from infection. The following table gives the exclusion periods for some common illnesses.

Chicken pox	7 days or until lesions have healed
Measles	7 days
Mumps	14 days
Rubella (German Measles)	10 days
Head Lice	Once the child has received treatment, remember a second treatment is needed 7-10 days after the first to prevent a re-infestation.
Conjunctivitis	Until treated and no discharge from the eye or any discolouration.



**Hygiene**

All children enrolled in Early Years should be independent with their toileting. Children in diapers or pull ups will need to be toilet trained before attending. If a child is not independent they will be requested to spend time working on this at home. They will be able to return once they are independent with their toileting.

**Healthy eating**

Each day make sure your child has a healthy breakfast before school, and brings healthy food to school. Fizzy drinks are not permitted, nor are chewing gum, chips or chocolate. Healthy Eating Week is held early in the school year to educate students about the harmful effects of unhealthy food and drinks and to encourage a healthy lifestyle. Newton British Academy operates a strict NO NUTS policy.

**Uniforms**

Please ensure that your child is dressed in the correct uniforms. School uniform for the EYFS is as follows:

Girls	Boys
Foundation Stage	
McKenzie pinafore White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.	McKenzie shorts White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.

Your child should wear his/her PE kit on the day allocated for their PE lesson, which will be written in their planner by the class teacher.

School uniform must be worn when the children go on school trips.

Uniforms can be purchased from 'Uniform Mart' in Gharaffa. Please remember to ask for the NIA logo.



# Newton International Academy

"An international community of learners striving for excellence and celebrating success"

## Communication

### Telephones:

**Primary Main School Building:** 40016401

**EYFS: Pearl Building:** 40016402

**Oryx Building:** 40016403

**Address:** Newton International Academy, Barwa City, P.O.Box 8449, Qatar

Position	Name	Email
Principal	David Davies	davies@newtoninternationalschool.edu.qa
Deputy Principal	Nadia January	januaryn@newtoninternationalschool.edu.qa
Head of Primary	Shelley Gibson	<a href="mailto:GibsonSh@newtoninternationalschool.edu.qa">GibsonSh@newtoninternationalschool.edu.qa</a>
Deputy Head of Primary	Martin Mee	meem@newtoninternationalschool.edu.qa
EYFS Coordinator	Michelle Avery	<a href="mailto:averym@newtoninternationalschool.edu.qa">averym@newtoninternationalschool.edu.qa</a>

### Information / Parent Meetings

At the beginning of the year, parents are invited to attend a Welcome Afternoon when staff will present their aims for the academic year. Parents will have an opportunity to ask questions of teachers and find out about the learning for the year. The Coordinator and a member of the Senior Management will be present at these meetings to answer any questions you may have.

Parent Teacher Interviews are held each term. These are an important time to discuss your child's progress. Please ensure that you attend these meetings. If you do however wish to meet with teachers at any other time, you are more than welcome to. We do ask that an appointment be made by telephone so that the teachers are available for the consultation. Teachers cannot be disturbed during their teaching time. You may also meet with the Coordinator.



## **Parents as Partners**

Educational research has shown that children who have support from Parents at home achieve more at school. In the same way that Parents have expectations of the School, the School also has expectations of Parents. We ask Parents to support their child and the School. Please see 'Frequently Asked Questions' to learn more about our parent involvement.

## **Pastoral**

Throughout their time in EYFS, every student has the right to develop as a person both in and out of the classroom. Teachers promote positive relationships within the school community, and these are reinforced in lessons, assemblies and at breaks. The class teacher is a key factor in the overall responsibility for student guidance. They are the primary contact between the school and home. Students are encouraged to build an important relationship with their class teacher; one based on trust and confidence. The class teacher is the first point of contact for any concerns or worries.

## **How to help Your Child Succeed at School**

Discuss what has happened at school and what they have learned. Make a fuss when the child has been complimented or rewarded. Meet your child's teachers whenever you can. Do not hesitate to contact the school to discuss issues. We are here to help in any way we can. Ensure your child arrives at school on time, and has all equipment ready for lessons. Make sure your child has the time and opportunity to do his homework. Ensure that your child has enough sleep.

## **Homework**

Research has shown that children who have multiple conversations with adults in their early years build a larger vocabulary. If they are strong in their home language, it is more likely that the second language will also be strong.

Reading to your child on a regular basis not only helps to develop their vocabulary but builds a good understanding around how books work. By helping your child to develop strong oral (speaking) and listening skills and helping them develop a love of books, they are more likely to have success in reading later on. As a parents, the best way to help your child at home is by reading to them and spending time with your child. Reading is for meaning, pleasure, and for information.

You can discuss pictures, encouraging your child to describe what they can see and what they think will happen next. Children will be introduced to letters and sounds. As they develop their ability to retell a story in their own words, they will be introduced to high frequency words.



**Extra-Curricular Activities**

On a Sunday and Wednesday we have optional Extra-Curricular Activities for the **Foundation 2 students only**. These ECA's, finish at 1.30 pm. There is no bus service for the children who stay late to attend an ECA and these children should be collected by their parents. Extra-curricular activities take place on a Sunday and a Wednesday after school. A letter will be sent home in the Planner giving you all the relevant information along with a permission slip which you should complete and return the next day. Children must be registered and you as a parent must have received a confirmation slip of your child's enrolment.

**Activity Weeks**

Newton International Academy runs activity weeks throughout the year. The students find the weeks very enjoyable and learn a lot whilst having fun. The events for this year include:

Anti-bullying Week Math Week National Day	School Fair Science Week Sports Day	Book Week End of Year Celebration
---	---	--------------------------------------

**Assessments and Reports**

During term 1, 2 and 3 your child will receive a report. This report is based on Development Matters, the Early Years Foundation Stage Curriculum of England and Wales. All children in the Early Years Foundation Stage will be continuously assessed throughout the year. Teachers carry out observations of the children each day. As parents are the child's first teacher it is important that you are part of the assessment process. Please regularly discuss your child's progress with their class teacher and use the daily planner to ask any questions or inform the teacher of anything. Reception children will also have a formal assessment towards the end of each term based on what they have been taught during the term. During term 2, assessments and progress will be discussed in depth with you as you and your teacher can review your child's profile during a parent teacher interview.

**Trips**

Each class will be taken on at least three trips during the year. Trips will usually be Educational although occasionally students are taken on fun trips. Children should be wearing their school uniform for all school trips.

**Birthdays**

We enjoy helping your child to celebrate their birthday. We do not however allow any form of fast food birthday parties (such as MacDonald's). If you wish to celebrate your child's birthday at school, please inform your teacher and she will



## Newton International Academy

*"An international community of learners striving for excellence and celebrating success"*

confirm a time and day. Parents may bring in a cake or some healthy sandwiches for their child and their class to celebrate with and this shall be done within a scheduled half an hour slot. Please understand that we cannot have a full party for every child as this would interrupt too much teaching and learning time. Please note that candles are not allowed as they set off fire alarms. We also do not allow any unknown adults to come into school (characters etc) for safety reasons.



## **The Early Years Foundation Stage**

The EYFS sets the standards for learning, development and care for children from birth to 5 years of age. The principles which guide the work of our Early Years Professionals are grouped into four themes:

- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured
- **Positive Relationships** - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person
- **Enabling Environments** - the environment plays a key role in supporting and extending children's development and learning
- **Learning and Development** - children develop and learn in different ways and at different times; all areas of learning and development are equally important and inter-connected.

•

## **Areas of Learning and Development**

There are seven areas in which our Early Years Professionals support children to learn and develop. There are three prime areas and four specific areas.

### **These are as follows:**

Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

### **Development Specific Areas**

- Expressive Art and Design
- Literacy
- Mathematics
- Understanding the World.

For more information about the Early Years Foundation Stage please download full guidance at

[www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)



## **All about Foundation 1**

Foundation 1 helps provide an excellent early years learning environment for young children. Foundation education plays a valuable role in helping children develop and learn new physical, mental, and emotional skills. It helps children to be prepared to listen, follow instructions, to get along in a group and to manage conflict in a positive manner. As an international school, we use EAL (English as an additional language) techniques to encourage English conversation and vocabulary. We focus on the three prime areas in order to prepare children for Foundation 2.

Children at this age learn through play. Children take part in a wide range of different activities including structured and free choice play, physical activities, sharing stories, circle time, numeracy, and literacy games and activities from Letters and Sounds as well as learning skills such as information technology and cooking.

As children join in a wide variety of activities these have both a practical and positive effect in helping children prepare for the structured learning environment of school. It also prepares them to take direction from adults outside the circle of family and friends.

Mixing with other children regularly helps children to develop essential social skills, especially when playing and sharing with others, and making friends.

In Foundation 1, children are encouraged to make independent decisions, from where they want to play and what with, to what they want to eat at snack time. Meal times in preschool are sociable but also educational and we combine discussions on healthy eating with fun cooking activities. Children become used to eating as a group and to trying new foods with different tastes and textures.

Parents will receive a letter in their child's communication book with topics, notes and reminders. Please check your child's planner every day and return this to school every day.

### **What can you do to help your child's mathematical development?**

- Play simple board games and count out loud with your child
- Sing number rhymes and songs together
- Practise counting at any time – climbing the stairs, shopping etc
- Point out colours shapes and patterns in your child's environment.

### **What can you do to help your child's literacy development?**

- Ongoing-encouragement for mark making and writing their name with a capital



and lower case letters

- Read your child a story every day
- Encourage your child to recognise street signs, shop signs etc.

It is always a big step for children to start Foundation 1 but our experienced and friendly staff can ease your children through this transition and provide them with the skills and learning to give them a good foundation for their continued learning and for life.

## **All about Foundation 2**

Foundation 2 is that final stage in the early years that helps provide an excellent early learning of basic skills they would need for starting school in Year 1. Foundation 2 education stills plays a valuable role in helping children develop their physical, mental, and emotional skills. It also provides children with opportunities for them to begin developing the very important basic Mathematical and Literacy skills that are crucial for Year 1.

In Foundation 2, children are taught how to recognize letters and sounds of the alphabet and later the letter names. We use Letters and Sounds, the UK Curriculum for learning phonics. This is supported by Jolly Phonics, a programme that introduces sounds in a fun and hands on way. The reason for learning letter sounds is so that children can gain a better understanding of sounds and linking them to letters to support with early reading and writing skills. Becoming fluent in letter recognition helps the children to become more familiar and at ease with the alphabet. Children may also begin to learn some basic sight words. Even though there is slightly more work that we do at this stage, Foundation 2 children are still encouraged to learn through their play. Teachers throughout the school day provide numerous play opportunities for children to develop further understanding of what they have just learnt.

Parents will receive a regular letter in their child's planner with topics, notes and reminders. Please check your child's planner every day and return this to school every day.

## **What can you do to help your child's mathematical development?**

- Weekly math's homework activity
- Numbers to learn, counting aloud, numbers around us.
- Practise counting at any time-climbing the stairs, shopping etc
- Play simple board games
- Sing number rhymes and songs together



## **What can you do to help your child's literacy development?**

- Words to learn such as High Frequency Words
- Reading Book
- Sounds to learn
- Ongoing-encourage mark making, writing name and other words

We encourage parents to read to their children each night. Children will bring art work and different things they have been doing in class home to share with their parents.

During Term 2 and 3 Foundation 2 children will start bringing home reading books on a regular basis and teachers will change their readers when necessary. We ask parents to encourage reading and to take care of the books and return them to school every day.

Parents are to check their daily planner regularly as this is also used as a means of communication between teachers and parents.

## **What to do When You Don't Know the Answers**

There is a pretty good chance that sometime during the Foundation Stage, your child will come to you with a problem that even you cannot solve.

- Stay Positive – empathise with your child and respond optimistically so the child knows that there is a solution.
- Listen to your child – ask them to explain exactly what he / she is struggling with.
- Get the whole picture – speak to your child's teacher to clarify what the issue is and discuss possible solutions together. Use the communication book to gain answers if you are unable to attend the school to speak to the teacher.
- Reassure – reassure your child that you have spoken to his/her teacher and explain the solution clearly.



## Frequently Asked Questions

### ▪ **How do I settle my child into school life?**

Please see page 7. 'Settling your child into school'

We recognise and understand the anxieties for both parents and children when starting school. Some children will settle in on their first visit and others will take a little longer to get used to their new environment.

In order to make starting school a positive step, we recommend that you talk about school with your child, use your own positive experiences to help the child look forward to beginning school.

In order to enable your child's teacher and co-teacher to start to form a relationship with your child, we recommend that once you have brought your child to school, give them a big hug and kiss goodbye, tell them you will be back soon to pick them up and then depart.

We know it is a very hard thing to do; leaving your child (perhaps obviously upset) but our capable and caring staff will be there to make sure your child is comforted and looked after. When a parent reappears to check on their child throughout the day, if the child sees you, they will often become upset once again and think that when he/she cries, their parents come back, resulting in a longer period of settling in.

### ▪ **What does my child need to bring to school?**

In your child's bag, you should bring:

A healthy lunchbox

A bottle of water

A spare change of clothes

A pack of wet wipes

A sun hat,

The communication book, known as the planner which we will provide

For Foundation 2 only: a plastic wallet

### ▪ **Why is there so much paperwork to complete?**

It is of the utmost importance that we obtain as many details about a child as possible to ensure his/her welfare at school. On your child's first day, an information pack will be sent home to you. Please ensure this is completed and returned to us within your child's first week. This pack will contain information regarding personal contacts, emergency contact details, family information, medical details and forms which require your signature to confirm your authorisation regarding various aspects of the care we provide.



## ▪ **How do the teachers communicate with the parents?**

Your child will receive a planner which is the main way teachers and parents can communicate. Once a week you will receive a weekly letter from your teacher with reminders, updates and news on what your child is learning. Teachers and Parents can also use this book if they have any queries or concerns about their child.

## ▪ **How can parents get involved with their children's school life?**

Here at Newton, we encourage parent involvement as much as possible. Parents are invited to join their class during an allocated 'parent time' slot. Your teacher will send you a letter with more information on these activities. We also encourage parents to participate in school trips as often as possible. There will be parent teacher interviews in term 1 and 2 and the children will receive reports in term 1, 2 and 3.

## ▪ **How often will my child go outside?**

It is important for children to be able to get some fresh air every day, however in Qatar, the temperature can become very hot between the months of May and November. Once the weather becomes too hot, physical activities will be set up inside to keep the children active and healthy throughout the hot months at school. We also insist that in order to play outside, children bring a sun hat to school.

## ▪ **How do you assess each child's learning?**

Our staff members are trained to plan for children's individual learning needs. Staff will observe their key children and identify strengths, development needs and interests and build on these through the child's learning journey. Your child will have a profile we call 'Learning Journeys' that will travel with him/her through their EYFS experience and this will go home with your child at the end of the EYFS. This profile will be the evidence of the learning achieved by your child. Each child's teacher is responsible for completing an Individual learning journey. This is an assessment of your child's progress and allows staff to record achievements against the seven areas of learning outlined under the Early Years Foundation Stage Development Matters. This also helps staff to understand how your child needs to be supported and enables them to share information with you about your child's progress at school.

## ▪ **What happens if my child has an accident at school?**

Any incidents that happen at school will be logged in an incident report. One copy will be kept by the nurse, one to the teacher and one to the parents. Our school nurse will be available at all times to tend to any child who might be sick or hurt. She is also available for any questions regarding medication at school.



## ▪ **How do you manage children's behaviour?**

Please see our behavior management policy. It is imperative that children have set boundaries of behaviour for their own safety and the safety of their peers. Negative behaviour often occurs when the child's basic needs are not being met. Our aim together, as teachers and parents, is to promote good behaviour and ensure that all children are provided with love and care, security, adequate rest and sleep, the freedom to explore, a positive self-image, suitable adults as role models, consistency in their treatment, boundaries to behaviour, opportunities for self-expression and opportunities for learning.

There will never be any form of physical punishment in our school. Our children will never be subject to humiliation or labeled as 'bad or naughty' and staff will endeavour to get down onto the children's level when talking to a child about behaviour. Individuality is encouraged and the children are taught by example.

## ▪ **What happens if I am late collecting my child?**

The Foundation Stage day finishes at 12:30. All children must be picked up no later than these times. The only exception to this rule is for the children who are travelling on our school bus service and the children who have older siblings within the school who finish at a later time. These children should be picked up no later than 1:30 from a designated after care room in the building. We would also like to remind parents that siblings may not pick up children from the Early Years, only parents, caregivers or nannies may do so. This is to ensure your child's safety.

## ▪ **Who should I speak to if I have a concern?**

Please feel free to speak to your class teacher if you have any concerns or questions. If you are still not satisfied, you can discuss it the Early Years Coordinator. If you are still not satisfied then you can talk to our Head of Primary, Mrs Shelley Gibson.



# School Policies

## Relevant to students and Parents

- **Pupil Attendance**
  - **Sun Protection**
  - **School Uniform**

### **Pupil Attendance Policy**

#### **Introduction**

We at Newton International Academy believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a child to succeed in the school environment it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance.

A target attendance rate of 90% is what the school will aim to attain this year. Newton International School works for approximately 180 days per academic year. We expect all children to not miss any more than 18 days over the school academic year, 6 days per term. Please note that if your child is absent for more than 18 days in the school year, they will not be offered a place in the following academic year at the school. At Newton we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school, parents and the school's Pastoral committee.



## **Purpose of the Policy**

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

## **Rights & Responsibilities**

- Improving attendance at Newton International School is the responsibility of everyone in the school community – pupils, parents and all staff.

## **Students**

- All students are expected to attend school and all their lessons regularly and punctually.
- Students who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the Class teacher, and if the need should arise, from the Key Stage Leaders/ Deputy Head of Pastoral/Principal. At the end of each term students who have 100% attendance will be presented with certificates. Full attendance on a yearly basis will also be acknowledged in the form of an award at the annual Prize Giving.
- Children under the age of 5 MUST be accompanied by an adult to the Foundation building to be received by a teacher and collected by an adult at the end of the day.

## **Parents**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible in writing. A student's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for congratulation or concern will be written to by the Key Stage Leader/ Deputy Head of Pastoral/Principal at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

## **School**

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). Newton International will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all



absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

## **Registration**

Registration will be called at 7.00am. Registers will close at 7.15am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils who arrive after the registers have closed should report to the receptionist with the person who brought them to school, giving time of arrival and reason for being late. When the child enters the class with a late slip, the class teacher will amend the register entry to read 'late' when recording attendance on class register.

## **Late coming**

- Late coming shall be noted in the late book and monitored by the class teacher.
- If a pupil is late 3 times it will equate to 1 days absence. These 'late' days are included in the 18 days of absence.
- If the 'late coming' becomes a regular occurrence the parents/guardians will be invited to meeting with the Head of Primary and Principal.

## **Procedures for following up absences**

- Parents will be informed in writing when the child has been absent for 6 days.
- Parents will be informed in writing and personally (in the form of a meeting) when a child has been absent for 12 days.
- A final telephone call will be made to parents when the child has reached 16 days of absence.
- When they have been absent for 18 days, the child will receive notification in writing that they will not be offered a place in the school in the following year.
- If a child is absent for more than 20 days, a warning of suspension will be issued.
- If a child is absent for more than 30 days, the child will immediately be suspended from school. The child will not be able to return to school without the approval of the Department of Private Education.

## **Holidays**

Holidays, other than school related will be registered as absence and count towards 18 days unapproved absence.

## **Absenteeism**

Pupils should always bring a note from parents/guardians explaining an absence.



This should be given to the class teacher at registration on the first day of return to school.

## **Illnesses**

A parent may sign their child off school for the first 2 days of absence. This should be in the form of a note being given to the child's class teacher on the child's return. If the child is absent for 3 days or more, a medical note should be provided. On the 3<sup>rd</sup> day of absence, the school will telephone the parents to enquire as to the child's wellbeing. If your child is genuinely ill, the case will be considered on an individual basis.

## **Religious absenteeism**

If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

## **Traffic in Doha**

If you are held up in traffic, please write a note in your child's homework diary or home/school book explaining this to be the case. Bad traffic or road works are not legitimate excuses for continued tardiness. However on a one off situation, this will be taken into consideration.

## **Appointments in the day**

Children may only leave during the school day if collected by a parent or nanny/driver and has given 24 hours notice prior to the appointment to the class teacher.

## **Collecting children**

All parents/guardians are to report to the reception first and sign their child out of his/her class before going to the classroom to collect their child before 12.15pm. After this time, parents should proceed to their child's class between 12.30 & 12.40.



## Sun Protection Policy

### Rationale

Excessive exposure to ultraviolet radiation (UVR) from the sun causes sunburn, skin damage and increases the risk of skin cancer.

Children are exposed to the sun during the peak UV times in the day, every day at school. Protecting skin during the first 18 years of life can lower the risk of developing skin cancer by up to 78 percent. Just one blistering sunburn can double the risk of developing melanoma later in life.

### Why Wear Hats?

Throughout Qatar sun protection is required from April to November inclusive, especially between the hours of 11am and 4pm. Therefore, this policy applies during Terms 1 and 3.

**Note:** There are also benefits from sun exposure, including Vitamin D absorption, which is important for the development of healthy bones, muscles and teeth. During the winter months, students should be encouraged to actively enjoy the sun.

This policy is adopted from Sunday, 17<sup>th</sup> May 2009 so that children attending Newton International Academy are protected from harmful UV radiation from the sun.

Everyday our skin is exposed to Ultraviolet (UV) radiation from the sun. Overexposure to ultraviolet radiation can cause sunburn, skin damage and an increased risk of developing skin cancer. School Sun Hats have a SPF rating of 50+ which means they block 98% of the UV radiation. These hats provide an excellent source of protection from UV for the face, ears, nose and back of the neck. However sunscreen and sunglasses should still be worn with a hat as UV can be reflected back from surfaces, such as sand, water and concrete.

The good news is that covering skin with protective clothing, such as hats, wearing sunscreen and avoiding the sun at peak UV times of the day, can prevent sun damage to skin and reduce the risk of developing skin cancer.

Teaching children to play safe in the sun from an early age is part of their education for life. Schools are an appropriate environment for sun safe behaviors to be taught and encouraged.

**Wearing a hat and applying sunscreen when we go outside should be part of our**



## **daily routine, like brushing our teeth, or wearing a seat belt when we get into a car.**

As part of general sun protection strategies, during Terms 1 and 3, between 11am and 4pm, our school will:

- Require children to wear **broad-brimmed hats** (min 7.5cms), **legionnaire hats** (with neck protection) or **bucket hats** (min 6 cm. brim, deep crown) when they are outside (e.g. playtime, P.E., sport, excursions and activities).
- Implement a "No Hat, Play in the Shade" policy.
- Require children without hats to sit in the shade.
- Work with parents to promote students' use of SPF 30+ broad-spectrum sunscreen.
- Encourage children to wear clothing that protects the skin from the sun (e.g. sleeves and collars) at all times.
- Encourage staff to role model SunSmart behaviour, particularly the use of appropriate hats, within the school grounds and during outdoor school activities.
- Regularly reinforce the SunSmart Policy, for example, through newsletters, parent meetings, student and teacher activities.
- Inform parents of the Sun Protection Policy at enrolment, especially the use of appropriate hats, clothing, SPF 30+ sunscreen, and encourage parents to practise SunSmart behaviour themselves.



## School Uniform Policy

Girls	Boys
<b>Foundation Stage</b>	
McKenzie pinafore White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>	McKenzie shorts White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>

*The school uniform for Newton International Academy can be purchased at Uniform Mart in Gharaffa*

### Physical Education

Plain navy shorts/ trousers School polo shirt, a plain white vest may be worn under shirt (optional) Trainers
---

### Jewellery

Girls	Boys
One pair of small stud or sleeper earrings Watch Necklaces, rings, pendants, bracelets or any other type of jewellery are not allowed. No make-up or nail varnish is to be worn.	Watch No earrings, necklaces or jewellery.

### Hair styles

Hair for both girls and boys should be conventional in style. Hair dye is not permitted. Hair accessories for girls should be in the school colours. Hijab/scarves should be navy or black.
---



# Newton International Academy

*"An international community of learners striving for excellence and celebrating success"*

Welcome letter from the Head of Primary	2
Welcome letter from the Key Stage Coordinator	3
Our Vision, Mission Statement and Values	5
Settling your child into school	6
The School Day	7



Registration	7
<b>Key Procedures</b>	
Dropping Off and Collection of Children	8
Security and Visitor's to the School	8
Absence and Late Procedure	8
Assembly	8
Accidents and Sickness	9
Health and Safety – Medical Information	9
Uniform	10
<b>Communication</b>	
Contact Information	11
Parent Meetings	11
Parents as Partners	12
How to help your child succeed in school	12
Homework	12
Extra-Curricular Activities (ECA's)	13
Activity Weeks	13
Assessment and Reports	14
School Trips	14
Birthdays	14
<b>Early Years Foundation Stage</b>	
Early Years Foundation Stage Framework	15
All About F1	16
What you can do to help	16
All About F2	17
What you can do to help	17
What to do when you don't know the answers	19
FAQ's	19
<b>Policies</b>	
Pupil Attendance	23
Sun Protection	26
School Uniform	29

## Our Vision, Mission Statement and Values

### Our Vision:



# Newton International Academy

*"An international community of learners striving for excellence and celebrating success"*

An international community of learners striving for excellence and celebrating success.

### **Our Mission:**

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

### **Our Values**

<b>RESPECT</b>	Self-respect, respect for students/ staff /parents and cultures. Respect for personal and community property
<b>HONESTY</b>	Honesty in all our actions
<b>TRANSPARENT COMMUNICATION</b>	Open and effective communication among students, staff, and parents
<b>EMPATHY</b>	Understanding and appreciation of the feelings of others
<b>SUPPORT</b>	Support the development of each individual to his/her full potential.
<b>DIVERSITY</b>	Appreciation of all languages, traditions, religions and cultures.
<b>SOCIAL RESPONSIBILITY</b>	Development of responsible citizens through community service.
<b>PERSONAL ACCOUNTABILITY</b>	Highest personal commitment to taking responsibility for our actions
<b>ENVIRONMENTAL AWARENESS</b>	Respect for our environment.

### **Settling your child into school**

We understand that the first day of school can be difficult and unsettling for both you and your child. It is never easy for a child to separate from their parents and going to school is no different. To help you and your child settle into school more easily we have set out some guidelines.



- It is important for your child to see that you trust their teacher. Your child looks to you for guidance and security and will feel a lot more comfortable to see that you are comfortable and happy for them to stay with their classroom teacher.
- As difficult as it might be for your child, *please do not remain at school* after you have dropped your child in their class. Young children need to understand that there is predictability in their routine. Walk your child into the classroom, spend only a few minutes settling them into an activity and then leave the building.
- By dropping them off as well as collecting them on time, your child will understand that he can trust in both his parents and school and that you will always come back. This is an important part of their settling process.
- Please know that even though your child might cry when you leave, they usually settle into the classroom quickly and do not stay upset for long. Teachers will never allow your child to be upset for a long period of time and will contact you if they have any concerns with your child's settling process.
- **Please be on time when collecting your child from school.** Young children find it particularly upsetting when they see other children being collected by their parents while they are waiting for your arrival. It is a very important part of the settling process for your child to know that he will be collected from school. This allows them to be relaxed during the school day as they know they will be collected.
- Be consistent in their attendance. Children need to develop a school going routine to help with their settling process.
- Talk to your child about his or her school day. By showing an interest in their day your child is learning that you value their learning and school day and will settle into school easier.

## The School Day

The school day starts at 7:00 am and ends at 12:30 for Foundation 1 and 2. The Early Years Foundation Stage is play based with carefully chosen areas of play



set up around the room. This will be done in accordance with the specific curriculum areas and current interest of the children. A typical Foundation 2 day will also include separate Mathematics and Literacy lessons. During a typical day, teachers and co teachers will work with smaller groups of students to scaffold their individual learning.

Play is the key to the way children learn. Through play, children develop the confidence needed for learning basic verbal skills that help develop language and communication in English, social skills, problem solving skills and the basic foundation for later learning.

There are two breaks times for the children to eat and play during the morning.

## **Registration**

The class teacher will welcome the children from 7.00am. The registration will be taken at 7.15am and for any child that arrives to class after 7.30 am, they will be recorded as being late. It is important that your child arrives on time for the start of the school day as this is a very important time for the children to bond with each other and promotes a positive start to the school day.

A green slip is given to parents arriving after 7.30am at Reception to take to the teacher.

A blue slip is given to parents at Reception who are picking up a child before 12.15pm.

## **Key Procedures**

### **Dropping off and Collection of Children**

Parents and drivers are asked to be extremely vigilant and cautious when dropping off and fetching their children.



We encourage our students to practise Road Safety and would encourage you to ensure that your child wears their seat belt whether seated in the front or back of your vehicle. All children in the E.Y.F.S Building(s) have to be collected by a parent or other adult from their classrooms. If you have assigned a person to collect your child, we need written notice or a phone call. Please note that all children collected after the end of the school day must be picked up by an adult from their class room or the designated after care room. Please refer to the After Care Policy for further information. Buses are organized by an external company and all information and contact details are available from the bus coordinator in the main primary school building.

## **Security and Visitors to the School**

All visitors to the school must obtain authorisation to enter the school from the security staff. Visitor's details will be entered into the Visitor's Control Book.

## **Absence and Late Procedure**

It is vital that students attend school every day in order that they are able to keep up with work. Students who regularly miss days through sickness or other reasons often have problems catching up with work and tend to become frustrated. This can often affect their behavior and social interaction.

## **Assembly**

Assemblies are held every week. Children will receive a certificate after completing their sticker charts in class. These will be filled up with good work and behavior. There will also be a performance from a different class each week.

## **Accidents and Sickness**

If a student is ill or injured during the day the school nurse will assess the child and will contact parents if necessary. Parents may not come into school to remove a student on the grounds of ill health without prior notification from



their doctor. If you have arranged any doctor's appointments that would take place during school hours, please inform the class teacher.

## Health and Safety

Good health will help your child's ability to learn and achieve at school and throughout his/her life. Therefore, we stress the importance of good nutrition, adequate sleep, good hygiene and regular exercise.

The Primary School Health Administrator assists in this health education and maintains health records on each child so that the best care and treatment can be given. Each child is tested for vision, hearing, height and weight. Parents are notified of any problems. Injured and ill children are assessed and treated accordingly. Many of our teaching staff are trained in basic first aid. Regular fire drills will also occur so that in the event of a fire, students are aware of what to do, how to exit the buildings etc.

Please assist by making sure that we have up to date medical information on your child. Do not send your child to school if he/she has a temperature. Notify the school doctor immediately if your child contracts a contagious illness. The child cannot return to school unless he/she brings a medical certificate, which indicates freedom from infection. The following table gives the exclusion periods for some common illnesses.

Chicken pox	7 days or until lesions have healed
Measles	7 days
Mumps	14 days
Rubella (German Measles)	10 days
Head Lice	Once the child has received treatment, remember a second treatment is needed 7-10 days after the first to prevent a re-infestation.
Conjunctivitis	Until treated and no discharge from the eye or any discolouration.

Each day make sure your child has a healthy breakfast and brings healthy food to school. Fizzy drinks are not permitted, nor are chewing gum, chips or chocolate. Healthy Eating Week is held early in the school year to educate students about the harmful effects of unhealthy food and drinks and to encourage a healthy lifestyle. Newton British Academy operates a strict NO NUTS policy.



### Uniforms

Please ensure that your child is dressed in the correct uniforms. School uniform for the EYFS is as follows:

Girls	Boys
Foundation Stage	
McKenzie pinafore White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.	McKenzie shorts White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. No trainer styles.

Your child should wear his/her PE kit on the day allocated for their PE lesson, which will be written in their planner by the class teacher.

School uniform must be worn when the children go on school trips.

Uniforms can be purchased from 'Uniform Mart' in Gharaffa. Please remember to ask for the NIA logo.

### Communication

**Telephones:**

**Primary Main School Building:** 40016401

**EYFS: Pearl Building:** 40016402

**Oryx Building:** 40016403

**Address:** Newton International Academy, Barwa City, P.O.Box 8449, Qatar

Position	Name	Email
----------	------	-------



## Newton International Academy

*"An international community of learners striving for excellence and celebrating success"*

Principal	David Davies	<a href="mailto:davies@newtoninternationalschool.edu.qa">davies@newtoninternationalschool.edu.qa</a>
Deputy Principal	Nadia January	<a href="mailto:januaryn@newtoninternationalschool.edu.qa">januaryn@newtoninternationalschool.edu.qa</a>
Head of Primary	Shelley Gibson	<a href="mailto:GibsonSh@newtoninternationalschool.edu.qa">GibsonSh@newtoninternationalschool.edu.qa</a>
Deputy Head of Primary	Martin Mee	<a href="mailto:meem@newtoninternationalschool.edu.qa">meem@newtoninternationalschool.edu.qa</a>
EYFS Coordinator	Michelle Avery	<a href="mailto:averym@newtoninternationalschool.edu.qa">averym@newtoninternationalschool.edu.qa</a>

### **Information / Parent Meetings**

At the beginning of the year, parents are invited to attend a Welcome Afternoon when staff will present their aims for the academic year. Parents will have an opportunity to ask questions of teachers and find out about the learning for the year. The Coordinator and a member of the Senior Management will be present at these meetings to answer any questions you may have.

Parent Teacher Interviews are held each term. These are an important time to discuss your child's progress. Please ensure that you attend these meetings. If you do however wish to meet with teachers at any other time, you are more than welcome to. We do ask that an appointment be made by telephone so that the teachers are available for the consultation. Teachers cannot be disturbed during their teaching time. You may also meet with the Coordinator.

### **Parents as Partners**

Educational research has shown that children who have support from Parents at home achieve more at school. In the same way that Parents have expectations of the School, the School also has expectations of Parents. We ask Parents to support their child and the School. Please see 'Frequently Asked Questions' to learn more about our parent involvement.



## **Pastoral**

Throughout their time in EYFS, every student has the right to develop as a person both in and out of the classroom. Teachers promote positive relationships within the school community, and these are reinforced in lessons, assemblies and at breaks. The class teacher is a key factor in the overall responsibility for student guidance. They are the primary contact between the school and home. Students are encouraged to build an important relationship with their class teacher; one based on trust and confidence. The class teacher is the first point of contact for any concerns or worries.

## **How to help Your Child Succeed at School**

Discuss what has happened at school and what they have learned. Make a fuss when the child has been complimented or rewarded. Meet your child's teachers whenever you can. Do not hesitate to contact the school to discuss issues. We are here to help in any way we can. Ensure your child arrives at school on time, and has all equipment ready for lessons. Make sure your child has the time and opportunity to do his homework. Ensure that your child has enough sleep.

## **Homework**

Research has shown that children who have multiple conversations with adults in their early years build a larger vocabulary. If they are strong in their home language, it is more likely that the second language will also be strong.

Reading to your child on a regular basis not only helps to develop their vocabulary but builds a good understanding around how books work. By helping your child to develop strong oral (speaking) and listening skills and helping them develop a love of books, they are more likely to have success in reading later on. As a parents, the best way to help your child at home is by reading to them and spending time with your child. Reading is for meaning, pleasure, and for information.

You can discuss pictures, encouraging your child to describe what they can see and what they think will happen next. Children will be introduced to letters and sounds.

As they develop their ability to retell a story in their own words, they will be introduced to high frequency words.

## **Extra-Curricular Activities**



On a Sunday and Wednesday we have optional Extra-Curricular Activities for the **Foundation 2 students only**. These ECA's, finish at 1.30 pm. There is no bus service for the children who stay late to attend an ECA and these children should be collected by their parents. Extra-curricular activities take place on a Sunday and a Wednesday after school. A letter will be sent home in the Planner giving you all the relevant information along with a permission slip which you should complete and return the next day. Children must be registered and you as a parent must have received a confirmation slip of your child's enrolment.

**Activity Weeks**

Newton International Academy runs activity weeks throughout the year. The students find the weeks very enjoyable and learn a lot whilst having fun. The events for this year include:

Anti-bullying Week Math Week National Day	School Fair Science Week Sports Day	Book Week End of Year Celebration
---	---	--------------------------------------

**Assessments and Reports**

During term 1, 2 and 3 your child will receive a report. This report is based on Development Matters, the Early Years Foundation Stage Curriculum of England and Wales. All children in the Early Years Foundation Stage will be continuously assessed throughout the year. Teachers carry out observations of the children each day. As parents are the child's first teacher it is important that you are part of the assessment process. Please regularly discuss your child's progress with their class teacher and use the daily planner to ask any questions or inform the teacher of anything. Reception children will also have a formal assessment towards the end of each term based on what they have been taught during the term. During term 2, assessments and progress will be discussed in depth with you as you and your teacher can review your child's profile during a parent teacher interview.

**Trips**

Each class will be taken on at least three trips during the year. Trips will usually be Educational although occasionally students are taken on fun trips. Children should be wearing their school uniform for all school trips.

**Birthdays**

We enjoy helping your child to celebrate their birthday. We do not however allow any form of fast food birthday parties (such as MacDonalld's). If you



wish to celebrate your child's birthday at school, please inform your teacher and she will confirm a time and day. Parents may bring in a cake or some healthy sandwiches for their child and their class to celebrate with and this shall be done within a scheduled half an hour slot. Please understand that we cannot have a full party for every child as this would interrupt too much teaching and learning time. Please note that candles are not allowed as they set off fire alarms. We also do not allow any unknown adults to come into school (characters etc) for safety reasons.

## **The Early Years Foundation Stage Framework**

The EYFS sets the standards for learning, development and care for children from birth to 5 years of age. The principles which guide the work of our Early Years Professionals are grouped into four themes:

- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured
- **Positive Relationships** - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person
- **Enabling Environments** - the environment plays a key role in supporting and extending children's development and learning
- **Learning and Development** - children develop and learn in different ways and at different times; all areas of learning and development are equally important and inter-connected.

•

## **Areas of Learning and Development**

There are seven areas in which our Early Years Professionals support children to learn and develop. There are three prime areas and four specific areas.

**These are as follows:**



## Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

## Development Specific Areas

- Expressive Art and Design
- Literacy
- Mathematics
- Understanding the World.

For more information about the Early Years Foundation Stage please download full guidance at

[www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

## All about Foundation 1

Foundation 1 helps provide an excellent early years learning environment for young children. Foundation education plays a valuable role in helping children develop and learn new physical, mental, and emotional skills. It helps children to be prepared to listen, follow instructions, to get along in a group and to manage conflict in a positive manner. As an international school, we use EAL (English as an additional language) techniques to encourage English conversation and vocabulary. We focus on the three prime areas in order to prepare children for Foundation 2.

Children at this age learn through play. Children take part in a wide range of different activities including structured and free choice play, physical activities, sharing stories, circle time, numeracy, and literacy games and activities from Letters and Sounds as well as learning skills such as information technology and cooking.

As children join in a wide variety of activities these have both a practical and positive effect in helping children prepare for the structured learning environment of school. It also prepares them to take direction from adults outside the circle of family and friends.

Mixing with other children regularly helps children to develop essential social



skills, especially when playing and sharing with others, and making friends.

In Foundation 1, children are encouraged to make independent decisions, from where they want to play and what with, to what they want to eat at snack time. Meal times in preschool are sociable but also educational and we combine discussions on healthy eating with fun cooking activities. Children become used to eating as a group and to trying new foods with different tastes and textures.

Parents will receive a letter in their child's communication book with topics, notes and reminders. Please check your child's planner every day and return this to school every day.

### **What can you do to help your child's mathematical development?**

- Play simple board games and count out loud with your child
- Sing number rhymes and songs together
- Practise counting at any time – climbing the stairs, shopping etc
- Point out colours shapes and patterns in your child's environment.

### **What can you do to help your child's literacy development?**

- Ongoing-encouragement for mark making and writing their name with a capital and lower case letters
- Read your child a story every day
- Encourage your child to recognise street signs, shop signs etc.

It is always a big step for children to start Foundation 1 but our experienced and friendly staff can ease your children through this transition and provide them with the skills and learning to give them a good foundation for their continued learning and for life.

## **All about Foundation 2**

Foundation 2 is that final stage in the early years that helps provide an excellent early learning of basic skills they would need for starting school in Year 1. Foundation 2 education stills plays a valuable role in helping children develop their physical, mental, and emotional skills. It also provides children with opportunities for them to begin developing the very important basic Mathematical and Literacy skills that are crucial for Year 1.

In Foundation 2, children are taught how to recognize letters and sounds of the alphabet and later the letter names. We use Letters and Sounds, the UK Curriculum for learning phonics. This is supported by Jolly Phonics, a programme that introduces sounds in a fun and hands on way. The reason for learning letter sounds is so that children can gain a better understanding of



sounds and linking them to letters to support with early reading and writing skills. Becoming fluent in letter recognition helps the children to become more familiar and at ease with the alphabet. Children may also begin to learn some basic sight words.

Even though there is slightly more work that we do at this stage, Foundation 2 children are still encouraged to learn through their play. Teachers throughout the school day provide numerous play opportunities for children to develop further understanding of what they have just learnt.

Parents will receive a regular letter in their child's planner with topics, notes and reminders. Please check your child's planner every day and return this to school every day.

### **What can you do to help your child's mathematical development?**

- Weekly math's homework activity
- Numbers to learn, counting aloud, numbers around us.
- Practise counting at any time-climbing the stairs, shopping etc
- Play simple board games
- Sing number rhymes and songs together

### **What can you do to help your child's literacy development?**

- Words to learn such as High Frequency Words
- Reading Book
- Sounds to learn
- Ongoing-encourage mark making, writing name and other words

We encourage parents to read to their children each night. Children will bring art work and different things they have been doing in class home to share with their parents.

During Term 2 and 3 Foundation 2 children will start bringing home reading books on a regular basis and teachers will change their readers when necessary. We ask parents to encourage reading and to take care of the books and return them to school every day.

Parents are to check their daily planner regularly as this is also used as a means of communication between teachers and parents.

### **What to do When You Don't Know the Answers**

There is a pretty good chance that sometime during the Foundation Stage, your child will come to you with a problem that even you cannot solve.

- Stay Positive – empathise with your child and respond optimistically so the child knows that there is a solution.



- Listen to your child – ask them to explain exactly what he / she is struggling with.
- Get the whole picture – speak to your child's teacher to clarify what the issue is and discuss possible solutions together. Use the communication book to gain answers if you are unable to attend the school to speak to the teacher.
- Reassure – reassure your child that you have spoken to his/her teacher and explain the solution clearly.

## Frequently Asked Questions

### ▪ **How do I settle my child into school life?**

Please see page 7. 'Settling your child into school'

We recognise and understand the anxieties for both parents and children when starting school. Some children will settle in on their first visit and others will take a little longer to get used to their new environment.

In order to make starting school a positive step, we recommend that you talk about school with your child, use your own positive experiences to help the child look forward to beginning school.

In order to enable your child's teacher and co-teacher to start to form a relationship with your child, we recommend that once you have brought your child to school, give them a big hug and kiss goodbye, tell them you will be back soon to pick them up and then depart.

We know it is a very hard thing to do; leaving your child (perhaps obviously upset) but our capable and caring staff will be there to make sure your child is comforted and looked after. When a parent reappears to check on their child throughout the day, if the child sees you, they will often become upset once again and think that when he/she cries, their parents come back, resulting in a longer period of settling in.

### ▪ **What does my child need to bring to school?**

In your child's bag, you should bring:

A healthy lunchbox

A bottle of water

A spare change of clothes

A pack of wet wipes



A sun hat,

The communication book, known as the planner which we will provide

For Foundation 2 only: a plastic wallet

## ▪ **Why is there so much paperwork to complete?**

It is of the utmost importance that we obtain as many details about a child as possible to ensure his/her welfare at school. On your child's first day, an information pack will be sent home to you. Please ensure this is completed and returned to us within your child's first week. This pack will contain information regarding personal contacts, emergency contact details, family information, medical details and forms which require your signature to confirm your authorisation regarding various aspects of the care we provide.

## ▪ **How do the teachers communicate with the parents?**

Your child will receive a planner which is the main way teachers and parents can communicate. Once a week you will receive a weekly letter from your teacher with reminders, updates and news on what your child is learning. Teachers and Parents can also use this book if they have any queries or concerns about their child.

## ▪ **How can parents get involved with their children's school life?**

Here at Newton, we encourage parent involvement as much as possible. Parents are invited to join their class during an allocated 'parent time' slot. Your teacher will send you a letter with more information on these activities. We also encourage parents to participate in school trips as often as possible. There will be parent teacher interviews in term 1 and 2 and the children will receive reports in term 1, 2 and 3.

## ▪ **How often will my child go outside?**

It is important for children to be able to get some fresh air every day, however in Qatar, the temperature can become very hot between the months of May and November. Once the weather becomes too hot, physical activities will be set up inside to keep the children active and healthy throughout the hot months at school. We also insist that in order to play outside, children bring a sun hat to school.

## ▪ **How do you assess each child's learning?**

Our staff members are trained to plan for children's individual learning needs. Staff will observe their key children and identify strengths, development needs and interests and build on these through the child's learning journey. Your child will have a profile we call 'Learning Journeys'



that will travel with him/her through their EYFS experience and this will go home with your child at the end of the EYFS. This profile will be the evidence of the learning achieved by your child.

Each child's teacher is responsible for completing an Individual learning journey. This is an assessment of your child's progress and allows staff to record achievements against the seven areas of learning outlined under the Early Years Foundation Stage Development Matters. This also helps staff to understand how your child needs to be supported and enables them to share information with you about your child's progress at school.

### ▪ **What happens if my child has an accident at school?**

Any incidents that happen at school will be logged in an incident report. One copy will be kept by the nurse, one to the teacher and one to the parents. Our school nurse will be available at all times to tend to any child who might be sick or hurt. She is also available for any questions regarding medication at school.

### ▪ **How do you manage children's behaviour?**

Please see our behavior management policy. It is imperative that children have set boundaries of behaviour for their own safety and the safety of their peers. Negative behaviour often occurs when the child's basic needs are not being met. Our aim together, as teachers and parents, is to promote good behaviour and ensure that all children are provided with love and care, security, adequate rest and sleep, the freedom to explore, a positive self-image, suitable adults as role models, consistency in their treatment, boundaries to behaviour, opportunities for self-expression and opportunities for learning.

There will never be any form of physical punishment in our school. Our children will never be subject to humiliation or labeled as 'bad or naughty' and staff will endeavour to get down onto the children's level when talking to a child about behaviour. Individuality is encouraged and the children are taught by example.

### ▪ **What happens if I am late collecting my child?**

The Foundation Stage day finishes at 12:30. All children must be picked up no later than these times. The only exception to this rule is for the children who are travelling on our school bus service and the children who have older siblings within the school who finish at a later time. These children should be picked up no later than 1:30 from a designated after care room in the building. We would also like to remind parents that siblings may not pick up children from the Early Years, only parents, caregivers or nannies may do so.



This is to ensure your child's safety.

▪ **Who should I speak to if I have a concern?**

Please feel free to speak to your class teacher if you have any concerns or questions. If you are still not satisfied, you can discuss it the Early Years Coordinator. If you are still not satisfied then you can talk to our Head of Primary, Mrs Shelley Gibson.

# School Policies

## Relevant to students and Parents

- **Pupil Attendance**
  - **Sun Protection**
  - **School Uniform**

### **Pupil Attendance Policy**



## **Introduction**

We at Newton International Academy believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a child to succeed in the school environment it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance.

A target attendance rate of 90% is what the school will aim to attain this year. Newton International School works for approximately 180 days per academic year. We expect all children to not miss any more than 18 days over the school academic year, 6 days per term. Please note that if your child is absent for more than 18 days in the school year, they will not be offered a place in the following academic year at the school. At Newton we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school, parents and the school's Pastoral committee.

## **Purpose of the Policy**

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

## **Rights & Responsibilities**

- Improving attendance at Newton International School is the responsibility of everyone in the school community – pupils, parents and all staff.

## **Students**

- All students are expected to attend school and all their lessons regularly and punctually.
- Students who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the Class teacher, and if the need should arise, from the Key Stage Leaders/ Deputy Head of Pastoral/Principal. At the end of each term students who have 100% attendance will be presented with certificates. Full attendance on a yearly basis will also be acknowledged in the form of an award at the annual Prize Giving.



- Children under the age of 5 MUST be accompanied by an adult to the Foundation building to be received by a teacher and collected by an adult at the end of the day.

## **Parents**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible in writing. A student's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for congratulation or concern will be written to by the Key Stage Leader/ Deputy Head of Pastoral/Principal at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

## **School**

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). Newton International will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

## **Registration**

Registration will be called at 7.00am. Registers will close at 7.15am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils who arrive after the registers have closed should report to the receptionist with the person who brought them to school, giving time of arrival and reason for being late. When the child enters the class with a late slip, the class teacher will amend the register entry to read 'late' when recording attendance on class register.

## **Late coming**

- Late coming shall be noted in the late book and monitored by the class teacher.
- If a pupil is late 3 times it will equate to 1 days absence. These 'late' days are included in the 18 days of absence.



- If the 'late coming' becomes a regular occurrence the parents/guardians will be invited to meeting with the Head of Primary and Principal.

## **Procedures for following up absences**

- Parents will be informed in writing when the child has been absent for 6 days.
- Parents will be informed in writing and personally (in the form of a meeting) when a child has been absent for 12 days.
- A final telephone call will be made to parents when the child has reached 16 days of absence.
- When they have been absent for 18 days, the child will receive notification in writing that they will not be offered a place in the school in the following year.
- If a child is absent for more than 20 days, a warning of suspension will be issued.
- If a child is absent for more than 30 days, the child will immediately be suspended from school. The child will not be able to return to school without the approval of the Department of Private Education.

## **Holidays**

Holidays, other than school related will be registered as absence and count towards 18 days unapproved absence.

## **Absenteeism**

Pupils should always bring a note from parents/guardians explaining an absence. This should be given to the class teacher at registration on the first day of return to school.

## **Illnesses**

A parent may sign their child off school for the first 2 days of absence. This should be in the form of a note being given to the child's class teacher on the child's return. If the child is absent for 3 days or more, a medical note should be provided. On the 3<sup>rd</sup> day of absence, the school will telephone the parents to enquire as to the child's wellbeing. If your child is genuinely ill, the case will be considered on an individual basis.

## **Religious absenteeism**



If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

### **Traffic in Doha**

If you are held up in traffic, please write a note in your child's homework diary or home/school book explaining this to be the case. Bad traffic or road works are not legitimate excuses for continued tardiness. However on a one off situation, this will be taken into consideration.

### **Appointments in the day**

Children may only leave during the school day if collected by a parent or nanny/driver and has given 24 hours notice prior to the appointment to the class teacher.

### **Collecting children**

All parents/guardians are to report to the reception first and sign their child out of his/her class before going to the classroom to collect their child before 12.15pm. After this time, parents should proceed to their child's class between 12.30 & 12.40.

## **Sun Protection Policy**

### **Rationale**

Excessive exposure to ultraviolet radiation (UVR) from the sun causes sunburn, skin damage and increases the risk of skin cancer.

Children are exposed to the sun during the peak UV times in the day, every day at school. Protecting skin during the first 18 years of life can lower the risk of developing skin cancer by up to 78 percent. Just one blistering sunburn can double the risk of developing melanoma later in life.

### **Why Wear Hats?**

Throughout Qatar sun protection is required from April to November inclusive, especially between the hours of 11am and 4pm. Therefore, this policy applies during Terms 1 and 3.

**Note:** There are also benefits from sun exposure, including Vitamin D absorption, which is important for the development of healthy bones, muscles and teeth.



During the winter months, students should be encouraged to actively enjoy the sun.

This policy is adopted from Sunday, 17<sup>th</sup> May 2009 so that children attending Newton International Academy are protected from harmful UV radiation from the sun.

Everyday our skin is exposed to Ultraviolet (UV) radiation from the sun. Overexposure to ultraviolet radiation can cause sunburn, skin damage and an increased risk of developing skin cancer. School Sun Hats have a SPF rating of 50+ which means they block 98% of the UV radiation. These hats provide an excellent source of protection from UV for the face, ears, nose and back of the neck. However sunscreen and sunglasses should still be worn with a hat as UV can be reflected back from surfaces, such as sand, water and concrete.

The good news is that covering skin with protective clothing, such as hats, wearing sunscreen and avoiding the sun at peak UV times of the day, can prevent sun damage to skin and reduce the risk of developing skin cancer.

Teaching children to play safe in the sun from an early age is part of their education for life. Schools are an appropriate environment for sun safe behaviors to be taught and encouraged.

**Wearing a hat and applying sunscreen when we go outside should be part of our daily routine, like brushing our teeth, or wearing a seat belt when we get into a car.**

As part of general sun protection strategies, during Terms 1 and 3, between 11am and 4pm, our school will:

- Require children to wear **broad-brimmed hats** (min 7.5cms), **legionnaire hats** (with neck protection) or **bucket hats** (min 6 cm. brim, deep crown) when they are outside (e.g. playtime, P.E., sport, excursions and activities).
- Implement a "No Hat, Play in the Shade" policy.
- Require children without hats to sit in the shade.
- Work with parents to promote students' use of SPF 30+ broad-spectrum sunscreen.
- Encourage children to wear clothing that protects the skin from the sun (e.g. sleeves and collars) at all times.



- Encourage staff to role model SunSmart behaviour, particularly the use of appropriate hats, within the school grounds and during outdoor school activities.
- Regularly reinforce the SunSmart Policy, for example, through newsletters, parent meetings, student and teacher activities.
- Inform parents of the Sun Protection Policy at enrolment, especially the use of appropriate hats, clothing, SPF 30+ sunscreen, and encourage parents to practise SunSmart behaviour themselves.

## School Uniform Policy

Girls	Boys
<b>Foundation Stage</b>	
McKenzie pinafore White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>	McKenzie shorts White shirt with Newton logo White/navy socks School sweatshirt/fleece jacket (available term 2) Plain, flat black leather shoes with no motif. <b>No trainer styles.</b>

*The school uniform for Newton International Academy can be purchased at Uniform Mart in Gharaffa*

### Physical Education

Plain navy shorts/ trousers School polo shirt, a plain white vest may be worn under shirt (optional) Trainers
---



## Jewellery

Girls	Boys
One pair of small stud or sleeper earrings Watch Necklaces, rings, pendants, bracelets or any other type of jewellery are not allowed. No make-up or nail varnish is to be worn.	Watch No earrings, necklaces or jewellery.

## Hair styles

Hair for both girls and boys should be conventional in style. Hair dye is not permitted.  
Hair accessories for girls should be in the school colours.  
Hijab/scarves should be navy or black.