



Al-Arqam Academy for Girls

KG Parent/Student Handbook 2017–2018

Dear Parents and Students.

Welcome to Al Arqam Academy. We are pleased to offer you a student guide for the 2017-2018 school year.

The student guide gives you information you need to facilitate communication between school and home. This helps to achieve the success of the educational process and raises both moral and academic levels of the students.

By registering your child in this school, the parent or guardian indicates both support and acceptance of the disciplinary structures and procedures of Al Arqam Academy for Girls.

Academy Administration

Important contact information

**Al- Arqam Academy, Maamoura, Al Haloul street, Building No. 13
P.O. Box 23148 Doha Qatar**

Telephone: 974: 4450 6404, 44506406

Messages: 33032659

Fax: 974 44505558

e-mail of Head of KG- k.abduljawad@al-arqamacademy.com

e-mail of Head of Administration KG- sara.samir@al-arqamacademy.com

e-mail of the Principal – ola.hamdi@al-arqamacademy.com

e-mail of the CEO – CEO@al-arqamacademy.com

e-mail of the school – info@al-arqamacademy.com (for registration issues) and

info@alarqamacademy.edu.qa for all other issues

School Timings

Gate opens	6:30 am
Arrival to school	7:00 - 7:15
Quran	7:15 – 7:30
Classes	7:15 - 12:30 According to schedule for each class
Students' breaks	9:15 – 9:45 11:30 – 12:10
Pick up time	Sunday – Tuesday – Wednesday & Thursday 12:30 pm Monday 12:00 Pm

Establishment of Al-Arqam Academy:

The school was established in 1996 as a private Girls Arabic School, but was distinctive as it included modern teaching methods and a variety of creative development programs. In 2004, keeping pace with education reforms in Qatar, the school changed to an international English curriculum combined with a progressive Arabic and Islamic Studies syllabus. The school is a fully accredited Cambridge International Examinations (CIE) center for both primary and secondary stage. It is also an accredited center for international examinations at IGCSE and AS levels. In 2014, Al Arqam Academy was awarded a five year accreditation certificate from the Qatar National School Accreditation Board.

Al Arqam Academy promotes an innovative and balanced education program that strongly promotes students' retaining the tenets of their cultural and religious identity. We aim to create a supportive and caring environment where each girl is known and educated as an individual.

Vision

To prepare a generation of students who are; faithful to their origins, committed to values, dedicated to academic excellence and connected to humanity.

Mission

Al Arqam Academy focuses on providing a quality education based on Islamic principles and values, critical thinking, responsible citizenship and leadership to prepare students to face modern challenges and contribute to local and global society. The Academy ensures a healthy and safe school environment that supports the development of students in all areas.

Our Values

In achieving its vision and mission, Al Arqam Academy adheres to moral values that all Academy Staff develop and apply and strive hard to instil in students to enable them to strive to be good Muslims in the future. Al Arqam Academy is an international Islamic school based on quality education and Islamic values inspired/derived from Quran and Sunnah.

The core values are: Sincerity, Mercy, Sisterly Love, Honesty, Respect, Cooperation and Responsibility.

Learning outcomes of Al Arqam Academy

1. Al Arqam Academy students will be devoted and thoughtful Muslims who adhere to the teachings of the Holy Quran and the traditions of Prophet Muhammad (PBUH), which will clearly affect their thinking, manners, behaviour and life style. They will be independent thinkers who are proud of their Islamic and Arabic identity.
2. Al Arqam Academy students will demonstrate 21st century skills such as critical thinking, self-motivation and reflection, problem solving and adaptability using technology responsibly to allow them to succeed in achieving their academic and personal goals.

3. Al Arqam Academy students will have a well-balanced lifestyle understanding the importance of physical, and mental health.
4. Al Arqam Academy students will be able to communicate clearly and confidently with others in both English and Arabic.
5. Al Arqam Academy students will be responsible for themselves, their family, their country and their Ummah, while being aware of world events.

CURRICULUM OVERVIEW

Al Arqam Academy is an international school following Islamic beliefs and ethos. Pupils are aged 3 to 17 years from Pre-school to Year 12.

The school follows the Arabic and Humanities programs of Qatar, a specially designed Sharia program that is approved by the SEC for Al Arqam Academy and the National Curriculum of England and The Cambridge International Program.

Key stages

The National Curriculum for England divides pupils into Key Stages of learning, which correspond to the following years:

Foundation Stage Key Stage 1 Key Stage 2 Key Stage 3 Key Stage 4

The school focuses on providing high quality learning opportunities that incorporate an understanding of individual learning styles. We are fortunate in having a very wide range of cultures and nationalities in our student and teaching bodies, with representatives from different countries. We encourage cultural sharing and mutual respect for the traditions and beliefs of others.

KG Teaching Curriculum

ENGLISH CURRICULUM

Al- Arqam Academy follows the Modified British Curriculum. Our kindergarten curriculum is based on seven areas of learning. Our goals and assessments follow the foundation stage profile for the seven areas of learning

- **Communication Language and Literacy:** Listening and attention, understanding, speaking, reading, writing
- **Physical Development:** Moving and handling, health and self-care
- **Personal, Social and Emotional Development:** Self-confidence and self-awareness, managing feeling and behaviour, making relationships
- **Mathematical Development:** Numbers, shapes, space and measuring
- **Knowledge and Understanding of the World:** People and communities, the world, Technology

- **Creative Development:** Exploring and using media and materials, being imaginative

ARABIC CURRICULUM

منهج اللغة العربية

أولاً : منهاج اللغة العربية

1- منهاج اللغة العربية لمرحلة الروضة :

- (معايير المجلس الأعلى لدولة قطر)

2- منهاج اللغة العربية لمرحلة التمهيدي :

- نعتد منهاج هيا نقرأ – جدة / السعودية
- (معايير المجلس الأعلى لدولة قطر)
- القاعدة النورانية - م. محمد فاروق الراعي / جدة : إلى الدرس العاشر خاص بمرحلة التمهيدي .

ثانياً : العلوم الشرعية لمرحلتى الروضة و التمهيدي :

معايير المجلس الأعلى للتعليم – مادة التربية الإسلامية .

القرآن الكريم :

مستوى الروضة / من سورة الناس إلى سورة الزلزلة.
مستوى التمهيدي / من سورة الناس إلى سورة الفجر (مسابقة القرآن على مستوى الوزارة)

ثالثاً : العلوم الاجتماعية لمرحلتى الروضة و التمهيدي :

1- (التاريخ – الجغرافيا – المواطنة) :

نتبع معايير المجلس الأعلى للتعليم لدولة قطر – مرحلة الطفولة المبكرة

2- الوحد الدراسية المعتمدة في كل فصل دراسي .

Rules and policies

➤ **Admission and Registration:**

- Apply on line through the link to our registration portal
- Have a valid Qatar ID/ Residence permit
- Student must be completely trained to use the toilet independently
- Pass the Admission test (placement test) successfully and achieve the academic level required.
- Sign an agreement of the regulations and the laws of the Academy
- Pay registration fee and submit all required forms and documents

Note: Priority is given to those who have sisters in the Academy. All other students are registered on a first come first served basis.

➤ **Withdrawal policy:**

In order to withdraw the student from the Academy. The following procedures must be followed:

- Make a request to withdraw and submit it to Student Affairs in advance.
- Settlement of financial matters from the Accounting Department with a receipt.
- In the case where students wish to re-enter the academy, the decision will be based on an assessment by the administration and the student will be treated as a new student.

➤ **Punctuality and Attendance**

Regular attendance and prompt arrival to school are both important parts of helping your child settle in and excel in school. Students are absent, arrive late or leave early often have trouble making friends, adjusting to school and achieving what they are capable of.

Students may be absent from school for illness and emergency reasons only. Parents or Guardians must explain absenteeism in writing in emergency cases on the day of the students return; otherwise they need a pre-approval from the Head of the school for the planned absences. Parents must enquire from their teachers what work has been missed while being absent, and are then responsible for catching up that work.

- School attendance is compulsory.
- Students will attend school from the first until the last school day of each term.
- In case of illness, an official doctor's certificate will be required for approval of the absence.
- On the first day of the child's return after a period of absence from school, a signed letter stating the reason for having being absent is required from the parent or guardian.
- Students who are absent with administrative approval are given additional time to complete missed work and prepare for any exams or assessments.
- Students who are absent without administrative approval are expected to submit all work upon returning to school.
- More than 6 days of un-authorized absence in a term will lead to a meeting with the parents to sign a pledge of ensuring that student will not be absent from the school.
- Students who are absent for more than 18 days un-authorized in the school year will not be promoted to the next year group.
- Students who are absent for more than 18 days of the school year with administrative approval will have to sit for a diagnostic exam to demonstrate their ability to progress the next year

group. Students who do not pass this exam will not be offered a place in the next year group and will repeat the previous year

- It is expected that as much as possible all appointments such as doctor, dental or other will be booked after school hours or during school holidays.
- The Main Primary School gate (gate number 3) opens at 6:15 a.m. and KG students may be dropped off there for duty. KG morning duty starts at 6:30 a.m. Students may not be left unattended for any reason. The school does not accept responsibility for students until the morning duty session begins.
- The official school day starts at 7:00 a.m. and all students must be in school before that time or they are considered late. Students arriving after 7:30 will receive a warning letter.
- **After sending 4 warning letters**, the parents are called in and they will have to sign a pledge ensuring that the student will reach the school on time. For every four additional late arrivals a day of unauthorized absence will be recorded.
- **Students who arrive after 10:30 am** will be considered as absent as more than half of the day has been missed
- School ends at 12:30 pm for KG students. Please allow children time to gather their belongings and arrive in the duty areas before collecting them. Parents are not allowed to go directly to the classrooms and should wait in the designated areas before 12:30
- Early leave for an emergency or doctor's appointment must be arranged with the school's administration via mail, message or phone call before 11:30.
Early leave permissions from 12:00 to 12:30 will not be granted.
- Parents of students who leave early from school more than four times per month will be required to sign a pledge that they are aware of the impact of this on their child's learning and are responsible for making up any missed work.
- Students who leave before 10:00 am will be considered absent for the day as she will miss more than half of the day.
- Students must be picked up from school before 1:30 p.m. After school supervision is provided until 2 p.m. There is no supervision for students who remain in school after 2:00 p.m. and the school does not accept responsibility for students left at school later than that time. In cases of emergency send a message to the school emergency message number (33032659) so that supervision can be arranged for her.
- Parents and authorized adults must come to the reception area or duty area to pick up the students.
- Students will not be released to siblings who are not considered an adult.
- Students who are released from classes or the duty area are the responsibility of the adults who have picked them up. The safety and security of children in the playground and going to their cars is the responsibility of the adults who are supervising them.

❖ School ID card

- To ensure our students safety, parents or the person who is in charge of collecting the student must present their copy of the school ID. Parents who do not present the school ID will be asked for their Qatar ID.
- In case the school ID is lost or damaged, it is the parent's responsibility to report to the administration to provide a replacement.

➤ Hair check policy

A regular periodic hair check is done for students by the school's health team, therefore in case of discovering a student with lice; the school follows the following procedures:

1. The name of the student is recorded and the school contacts the mother.
2. The student will remain in the clinic until her guardian comes to pick her up.
The Mother is to be provided clear guidance and information on the names of medications and methods of treatment and precautions to prevent further infections
3. The absence of a student is compulsory for two days **or** until she is fully treated from the infection.
In case of checking the student's hair, after returning back to school, and discovering that the hair is still infected with lice or eggs, the parent is obliged to keep the student absent from school till she is fully cured.
(The absence in this condition is considered as a sick leave, with the chance of renewal if the student is not cured)
4. Lice in students is easily spread from one person to another especially at home so parents are instructed to check all family members and any maids or nannies dealing with the child.
5. As this infection requires consistent checking and disinfecting any parent who refuses to follow the policy of the school will risk losing her daughter's place for the next academic year.

➤ Communication with parents

- The Academy welcomes all communication with parents, please contact the Reception to determine a date and time to meet with the administrative staff and/ or teachers during the school hours.
- The school portal will be an important way for parents and staff to communicate. Each parent will be given a user ID and password that is based on their preferred email. Teachers will use the portal to send notes, homework, and any communication to parents about their child on a regular basis. Termly report cards and updates will also be available there.
- Parents will also use the school portal to communicate with teachers.

- Regular meetings with parents are held each term. These meetings allow the parents to discuss student progress with teachers and gain recommendations from teachers on how improvements can be made.
- Periodical and end of term progress reports will be discussed in the Mothers' Meetings with teachers to ensure effective feedback communication between home and school.
- Mothers are welcome to participate in school activities and work alongside students and teachers to achieve our goals.
- We welcome constructive proposals and ideas from parents.

➤ **Celebration and Parties**

It is our philosophy in Al Arqam Academy that all children can achieve high goals. Part of this success comes from the support and celebration of student achievement in all aspects of the child's life. Parents are welcome to contribute to these celebrations in an appropriate manner.

Parents who would like to celebrate a success or achievement in school must submit a written request form to the Head of School or Principal. The request must include the suggested date and time of the party, the reason for the party and what items if any the parent will send to school. Only approved items will be allowed in school. If any unapproved items (**candies with artificial colors, chips, fast food meals and soda**) are sent to school they will be returned home with the child at the end of the day. Any items, gift bags or others must be complying with the school vision and mission.

Please note that birthday celebrations and parties are not permitted in school.

Please note that any food items with nuts are not allowed as some students have serious allergies to them.

Items such as food and drinks should have a clear expiry date.

You can contact the school doctor or nurse to inform her with any details.

Gifts for teachers should not be offered on a regular basis and gifts for birthdays are forbidden. Sentimental gifts such as a flower or card may be given to teachers as a token of appreciation and regards.

➤ **Extra Curricular Activities**

Extracurricular activities for the KG are embedded within the learning program and parents are informed about activities throughout the year via email and other means of school communication channels.

➤ **Parents Participation**

The KG social worker is the first person to contact if you have any questions about how to participate in your daughter's school experience. She can offer suggestions and guidance as well as arrange for any appointments you may need.

Mummy in my Kindy- Mothers can sign up to come to school on Thursday afternoon to do an activity with their daughters' class.

Special event- Mothers can volunteer to participate in special events such as the National day, Charity Events, Reading Week and other activities as they occur. Mothers will be informed via their daughter's Engage Portal about these opportunities.

Mother Attendance Days- Twice a year we invite mothers to come to school and attend with their daughter to see first-hand how the child is learning and interacting in the school environment. These are two pre-set days, however, attendance on other days can be arranged by appointment.

How parents can help their children

- By taking an interest in what they are doing in school, for example asking them about their learning and about what happened in school that day.
- By supporting them in doing their homework, for example by providing a place and time for them to do it, and resources such as books as well as access to a computer with internet connection.
- By attending all Parent-Teacher meetings at school.
- By making sure they eat a good diet (in particular that they eat a healthy breakfast before coming to school) and get a good night's sleep.
- By encouraging 100% attendance.
- By attending school and class events and activities.

Signs of stress in young children

Most children will adjust to school within the first month of attendance. They will start to enjoy coming to school and make friends in their classes. They will look forward to special events and activities and be happy to go to school.

For some young children going to school can be a stressful experience until they become adjusted. Our teachers and dedicated staff will help your child to adjust to school as easily and quickly as possible. Every child is different and some children may require additional support. Please be especially aware of the following issues and inform our KG counselor if your daughter demonstrates any of the following signs of stress:

- Refusal or reluctance to come to school in the morning even after about one month of school.
- Complaints of physical problems such as a throwing up, stomach ache or headache especially before school
- Regression is using the toilet where a child who was toilet trained is now having many frequent accidents
- Refusing to eat or to sleep beyond their normal behaviour
- Increased frequency of nightmares
- Refusal to play or engage in activities that she used to love to do
- Extreme behaviour changes such as suddenly being very quiet and shy when she was outgoing and active before. Suddenly being very aggressive and hyper where she was calm before. Also, any increase in aggression from before attending school.
- Any type of physical actions such as biting her nails, or pulling out her hair

In rare cases a child may not be ready to go to school for some reason and it may be decided through discussion with parents to delay starting school for some time or until the next school year. As always, the physical and mental health of the child is the primary concern when making these difficult decisions.

ASSESSMENT & MONITORING

At Al Arqam Academy, we ensure effective assessment by assessing student progress in what they are learning, a new skill, concept or fact. Teachers also let children know what they are expected to learn by the end of each lesson, how well they are doing in the lesson and what they need to do next to make more progress.

ASSESSMENT

A wide variety of assessment procedures are used. This includes class work, homework, projects, tests and examinations. Parents are kept informed of their child's progress via comments in the diary, reports and parent teacher conferences.

Diagnostic Assessments: Beginning of every Term

KG2 in Eng. Maths, Arabic, Personal Social Development and Physical Development

KG 1: Personal Social Development and Physical Development only

Ongoing Assessments include teacher observations as well as an agreed upon criteria of the entire year group (rubrics).

Reports

Report cards are prepared and published on the school portal at the end of each term. The report cards are designed to reflect the progress of your child in the EYFS areas and not a number grade or percentage. Levels are also used to indicate where your child is in terms of the standards of the British National Curriculum.

Parents meetings are held after the publication of report cards on the school portal to allow for brief discussion of what the report means and how you can help your child. If you require a longer meeting please arrange for a separate time to meet with the teachers.

Appearance

Norms

Our school uniform, which distinguishes us from other schools, should always be worn with pride. No other items of clothing may be worn with our uniform. Only the school uniform as prescribed is acceptable. Discretion as to whether a learner is neatly attired or not, rests entirely with the Principal and Head of Department.

➤ KG School uniform

- The full school uniform is to be worn to school daily by all students
- Shoes must be plain black with a flat heel. Socks must be plain white.
- Sweaters and jumpers must be in accordance with the school uniform in both color and design.

- The full school uniform is compulsory at all official school functions unless otherwise announced by the Head of School.
- KG students expected to arrive to school in a decent tidy appearance
- Hair must be neat and tied back.
- Nails must be clean and short.
- No nail polish is allowed.
- No jewellery is allowed.
- Students to adhere by the school uniform that have the monogram of the school logo.

Physical Education Uniform (PE)

- The PE uniform consists of black PE pants, a white T-shirt white sport shoes and white socks.

❖ PROPERTY AND GROUNDS

Norms

The appearance of the school grounds and buildings must be a matter of pride to each of the students in the school.

Guidelines

- Each person's property must be treated with respect.
- All students are to respect the property and possessions of others.
- Textbooks and stationery must be properly looked after.
- School property must not be damaged or defaced.
- Should a learner break anything accidentally, it must be reported to the front office immediately. The school reserves the right to recover the cost of replacement/repair of the item/property from parents/guardians.
- Lost property must be handed in to the store keeper
- All students are to assist in keeping the grounds tidy. Littering is strictly forbidden.
- Loud shouting and making noise during assemblies, line-up, lessons and gatherings is not allowed.

❖ SCHOOL FIELD TRIPS

The school organizes school trips, for the different classes, on a regular basis. The following rules need to be applied:

- A student must bring both the trip fee and written approval before the trip day.
- Payment for the trip may not be made on the same day

- Students must wear the school uniform on field trips.
- Students must come to school on time, as a normal school day.
- Students must stick to the schedule of the field trip.
- Students should uphold the image of the school while on the field trip.
- Students are not allowed to carry mobiles phones or cameras on trips.
- Students may not be picked up by the parents from venue of the trip.

There might be special trips for student who are excelling in certain areas as a reward, & for the students who participate in specific extracurricular activities.

❖ LUNCH AND SNACKS

Students should be encouraged to bring a healthy snack to school. Chocolate, sweets, gum, fizzy drinks and drinks in glass containers are not permitted. Snacks may be eaten outdoors or indoors; which depends on the time of the year.

Students should be encouraged to eat a healthy breakfast before coming to school. Healthy foods including fruits should always be sent with the child for the recess time at school.

Behavior Guidelines

- Al –Arqam Academy believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.
- Children need to learn to consider the views and feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting an example for our students. The principles that underpin how we achieve positive and considerate behaviour exist within our point system for promoting personal, social and emotional development.
- The KG department believes in promoting positive behaviour. We aim to encourage self-discipline, consideration for each other, our surroundings and property. By praising students and acknowledging their positive action and attitudes we hope to ensure that children see that we value and respect them. All staff is expected to model behaviour that they would expect from the children, and be consistent in their approach to the management of behaviour.
- Positive behaviour is encouraged by praising and reinforcing good behaviour, and by encouraging sharing and negotiation. This is often achieved and reinforced through themed assemblies, stories etc. They are encouraged to think about the effects of their behaviour on others.
- Behaviour records through the school portal are considered as part of student follow up.
- All teachers who are involved with students have to contribute to the behaviour record. (Arabic teacher, English teacher, and assistants)
- Heads of Departments follow the Daybook entries to ensure there is a balance of entries for each student
- Parents should check the portal to see any Daybook entries for their child
- Awarding students to be in special events or in the class
- Rewarding of students is done throughout the year.

❖ Positive Reinforcement and Rewards

Students will be actively praised for positive actions: excellent work, acts of kindness and consideration, demonstration of community spirit, good effort, excellent attendance, and other areas worthy of private/public mention. These efforts will be recorded in the school portal Daybook for easy access of parents to the information.

There are two main areas the school considers when rewarding students;

Academics

Behavior

Positive guidance for inappropriate behaviour

Incidents are to be recorded and filed in the Engage Daybook. Teachers will deal with the behaviour following positive guidance strategies:

❖ Ways to practice positive guidance:

Use body language that matches words and feelings. Giving a hug is sometimes a good idea; it soothes nerves, reinforces positive feelings and provides energy to finish a task.

Express your feelings with a focus on the behaviour, not the child.

Ask the child to explain her-self in regards to what had happened using open ended questions to give opportunity for discussion. For example: (What happened, .. when,.. how,. What do you think we have to do now?)

Focus on what's next rather than where she was/what she did/why she did something.

Be an active listener; listen to the student's heart (feelings) and respond to that, rather than responding to what she is saying/doing.

Be polite; use "please" and "thank you" As a role model.

Use a dramatic pause to get student's attention. State her name firmly, pause dramatically and repeat if necessary, using direct eye contact. Then give instruction politely.

Use silent gestures to communicate secretly with a student who is exhibiting unwanted behaviour. Agree on a private signal as a reminder if a child forgets what to do/what not to do.

Address the child in privet as a respect to her feelings.

Remind child of the rules. If in the classroom, refer to the rule chart on the wall or ask her to find/state the rule that is being broken.

❖ Guidance from outside the classroom

As soon our students adjust to the school environment, they will begin to learn about the expectations and behaviors that are appropriate through their natural interactions with teachers and students in the classroom. In some cases, guidance from outside the classroom is required. This guidance can be initiated either by the teacher or the parent and should be requested through the KG Social Worker. The Social Worker will then inform the appropriate people and arrange for a meeting to decide on the actions to be taken. These actions will be discussed and agreed upon by the class parent, teacher, Social Worker and Head of Academics. These actions may include the following;

- Discussion between coordinator, teacher, and child's parent - agreeing on targets for behaviour (may also include Head of Academics/, if deemed necessary)
- Individual behaviour Plan to be put together by the social worker.

- Children who are facing behavioural difficulties will be placed on the special behavioural intervention program as a support program.
- It may also be necessary to involve out of school professionals, throughout the school process.

Follow up on the progress of the student will continue through the guidance counselor until the student's behavior can be managed according to our regular policy of positive behavior management within the class setting.

Rights and Responsibilities of Students

- Every student has the right to a strong sense of self-esteem and belonging in our school community; therefore every student should conduct and present herself in accordance with the values of Islam and the expectations of the school.
- Every student has the right to be respected; therefore every student should show respect to her teachers and classmates.
- Every student has the right to academic and emotional support; therefore every student should not hesitate to ask for help if needed.
- Every student has the right to express her thoughts and ideas; therefore every student should use the opportunities provided to do that in positive ways.
- Every student has the right to be in an environment that is healthy, clean and well- kept; therefore every student should do her best to look after the school environment.
- Every student has the right to learn; therefore every student should do her best to support the learning of others.
- Every student has the right to show her best effort; therefore every student should do all she can to focus her effort in class and complete all assigned work on time and to the best of her ability.

Cut, sign and return

Parent Declaration:

I _____, guardian of student _____ in Year _____ at
Al Arqam Academy have read the School Rules and pledge to abide by them

Signed: _____ Date: _____

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P.O. Box 23148 Doha Qatar

Telephone: 974: 4450 6404, 44506406

Messages: 70259739

Fax: 974 44505558

e-mail of Head of KG- k.abduljawad@al-arqamacademy.com

e-mail of Head of Administration KG- sara.samir@al-arqamacademy.com

e-mail of the Principal – ola.hamdi@al-arqamacademy.com

e-mail of the CEO – CEO@al-arqamacademy.com

e-mail of the school – info@al-arqamacademy.com (for registration issues) and

info@alarqamacademy.edu.qa for all other issues

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6:30 am

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7:00 - 7:15

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Monday 12:00 Pm

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Al Arqam Academy focuses on providing a quality education based on Islamic principles and values, critical thinking, responsible citizenship and leadership to prepare students to face modern challenges and contribute to local and global society. The Academy ensures a healthy and safe school environment that supports the development of students in all areas.

Our Values

In achieving its vision and mission, Al Arqam Academy adheres to moral values that all Academy Staff develop and apply and strive hard to instil in students to enable them to strive to be good Muslims in the future. Al Arqam Academy is an international Islamic school based on quality education and Islamic values inspired/derived from Quran and Sunnah.

The core values are: **respect, sisterly love, sincerity, cooperation, honesty, and responsibility.**

Learning outcomes of Al Arqam Academy

1. Al Arqam Academy students will be devoted and thoughtful Muslims who adhere to the teachings of the Holy Quran and the traditions of Prophet Muhammad (PBUH), which will clearly affect their thinking, manners, behaviour and life style. They will be independent thinkers who are proud of their Islamic and Arabic identity.
2. Al Arqam Academy students will demonstrate 21st century skills such as critical thinking, self-motivation and reflection, problem solving and adaptability which will allow her to succeed in achieving her academic and personal goals and use technology responsibly.

3. Al Arqam Academy students will have a well-balanced lifestyle understanding the importance of physical, and mental health.

4. Al Arqam Academy students will be able to communicate clearly and confidently with others in both English and Arabic.

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5. Al Arqam Academy students will demonstrate a commitment to making real and positive contributions to their school, national and global environments while being aware of their responsibilities as global citizens.

CURRICULUM OVERVIEW

Al Arqam Academy is an international school following Islamic beliefs and ethos. Pupils are aged 3 to 17 years from Pre-school to Year 12.

The school follows the Arabic and Humanities programs of Qatar, a specially designed Sharia program that is approved by the SEC for Al Arqam Academy and the National Curriculum of England and The Cambridge International Program.

Key stages

The National Curriculum for England divides pupils into Key Stages of learning, which correspond to the following years:

Foundation Stage Key Stage 1 Key Stage 2 Key Stage 3 Key Stage 4

The school focuses on providing high quality learning opportunities that incorporate an understanding of individual learning styles. We are fortunate in having a very wide range of cultures and nationalities in our student and teaching bodies, with representatives from different countries. We encourage cultural sharing and mutual respect for the traditions and beliefs of others.

KG Teaching Curriculum ENGLISH CURRICULUM

Al- Arqam Academy follows the Modified British Curriculum. Our kindergarten curriculum is based on seven areas of learning. Our goals and assessments follow the foundation stage profile for the seven areas of learning

- **Communication Language and Literacy:** Listening and attention, understanding, speaking, reading
- **Physical Development:** Moving and handling, health and self-care
- **Personal, Social and Emotional Development:** Self-confidence and self-awareness, managing feeling and behaviour, making relationships
- **Mathematical Development:** Numbers, shapes, space and measuring
- **Knowledge and Understanding of the World:** People and communities, the world; places, objects, materials, living things
- **Creative Development:** Exploring and using media and materials, being imaginative
- **ICT:** Select and use technology for particular purposes

اللغة منهج ARABIC CURRICULUM العربية

العربية اللغة منهج : أولا

- : الروضة لمرحلة العربية اللغة منهج 1

(قطر لدولة الأعلى المجلس معايير)

- : التمهيد لمرحلة العربية اللغة منهج 2

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– السعودية / جدة نقرأ هيا منهج نعلم

(قطر لدولة الأعلى المجلس معايير)

- . التمهيدي بمرحلة خاص العاشر الدرس إلى : جدة / الراعي فاروق محمد .م النورانية القاعدة •
- : التمهيدي و الروضة لمرحلتى الشرعية العلوم : ثانيا
- . الإسلامية التربوية مادة للتعليم الأعلى المجلس معايير
- : الكريم القرآن :
- الزلزلة سورة إلى الناس سورة من / الروضة مستوى
- (الوزارة مستوى على القرآن مسابقة (الفجر سورة إلى الناس سورة من / التمهيدي مستوى
- : التمهيدي و الروضة لمرحلتى الاجتماعية العلوم : ثالثا
- - - (: المواطنة الجغرافيا التاريخ (1
- المبكرة الطفولة مرحلة قطر لدولة للتعليم الأعلى المجلس معايير تتبع
- . دراسي فصل كل في المعتمدة الدراسية الوجد 2

Rules and policies

➤ Admission and Registration:

- Apply on line through the link to our registration port
- Pass the Admission test (placement test) successfully and achieve the academic level required.
- Sign an agreement of the regulations and the laws of the Academy
- Pay registration fee and submit all required forms and documents Note: Priority is given to those who have sisters in the Academy. All other students are registered on a first come first served basis.

➤ **Withdrawal policy:** In order to withdraw the student from the Academy. The following procedures must be followed:

- Make a request to withdraw and submit it to Student Affairs in advance.
- Settlement of financial matters from the Accounting Department with a receipt.

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- In the case where students wish to re-enter the academy, the decision will be based on an assessment by the administration and the student will be treated as a new student.

➤ Punctuality and Attendance

Students may be absent from school for illness and emergency reasons only. Parents or Guardians must explain absenteeism in writing in emergency cases on the day of the students return; otherwise they need a pre-approval from the Head of the school for the planned absences. Parents must enquire from their teachers what work has been missed while being absent, and are then responsible for catching up that work.

- School attendance is compulsory.
- Students will attend school from the first until the last school day of each term.
- In case of illness, an official doctor's certificate will be required for approval of the absence.
- On the first day of the child's return after a period of absence from school, a signed letter stating the reason for having being absent is required from the parent or guardian.
- Students who are absent with administrative approval are given additional time to complete missed work and prepare for any exams or assessments.
- Students who are absent without administrative approval are expected to submit all work upon returning to school.
- More than 6 days of un-authorized absence in a term will lead to a meeting with the parents to sign a pledge of ensuring that student will not be absent from the school.
- Students who are absent for more than 18 days un-authorized in the school year will not be automatically promoted to the next year group.

- Students who are absent for more than 18 days of the school year with administrative approval will have to sit for a diagnostic exam to demonstrate their ability to progress the next year group. Students who do not pass this exam will not be offered a place in the next year group and will repeat the previous year
- It is expected that as much as possible all appointments such as doctor, dental or other will be booked after school hours or during school holidays.
- The Main Primary School gate (gate number 3) opens at 6:15 a.m. and kg students may be dropped off there for duty. KG morning duty starts at 6:30 a.m. Students may not be left unattended for any reason. The school does not accept responsibility for students until the morning duty session begins.
- The official school day starts at 7:00 a.m. and all students must be in school before that time or they are considered late. Students arriving after 7:30 will receive a warning letter.
- **After sending 4 warning letters**, the parents are called in and they will have to sign a pledge ensuring that the student will reach the school on time.
- **All school gates close at 8:00 a.m. and student arriving after this time will not be admitted to school unless the parent or guardian contacts the school directly on the mobile message number provided (70259739)**

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- School ends at 01:00 pm for KG students. Please allow children time to gather their belongings and arrive in the duty areas before collecting them. Parents are not allowed to go directly to the classrooms and should wait in the designated areas.
- Early leave for an emergency or doctor's appointment must be arranged with the school's administration via mail, message or phone call before 11:30.
- Early leave permissions from 12:00 to 1:00 will not be granted.
- Students must be picked up from school before 1:30 p.m. After school supervision is provided until 2 p.m. There is no supervision for students who remain in school after 2:00 p.m. and the school does not accept responsibility for students left at school later than that time. In cases of emergency send a message to the school emergency message number (70259739) so that supervision can be arranged for her.

➤ **Hair check policy**

A regular periodic hair check is done for students by the school's health team, therefore in case of discovering a student with lice; the school follows the following procedures:

1. The name of the student is recorded and the school contacts the mother.
2. The student will remain in the clinic until her guardian comes to pick her up.

The Mother is to be provided clear guidance and information on the names of medications and methods of treatment and precautions to prevent further infections

3. The absence of a student is compulsory for two days/ until she is fully treated from the infection. In case of checking the student's hair, after returning back to school, and discovering that the hair is still infected with lice or eggs, the parent is obliged to keep the student absent from school till she is fully cured. (The absence in this condition is considered as a sick leave, with the chance of renewal if the student is not cured)

4. Lice in students is easily spread from one person to another especially at home so parents are instructed to check all family members and any maids or nannies dealing with the child.

5. As this infection requires consistent checking and disinfecting any parent who refuses to follow the policy of the school will risk losing her daughter's place for the next academic year.

➤ **Communication with parents**

- The Academy welcomes all communication with parents, please contact the Reception to determine a date and time to meet with the administrative staff and/ or teachers during the school hours.
- The school portal will be an important way for parents and staff to communicate. Each parent will be given a user id and password that is based on their preferred email. Teachers will use the portal to send notes to parents about their child on a regular basis. Termly report cards and updates will also be available there.

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- Another channel of communication between the school and parents is via the students' homework diary (see below). This will be used to exchange written letters or ask the teacher any questions you may have. The student must bring her homework diary to school every day and use it effectively.
- Regular meetings with parents are held each term. These meetings allow the parents to discuss student progress with teachers and gain recommendations from teachers on how improvements can be made.
- Periodical and end of term progress reports will be discussed in the Mothers' Meetings with teachers to ensure effective feedback communication between home and school.
- Mothers are welcome to participate in school activities and work alongside students and teachers to achieve our goals.
- We welcome constructive proposals and ideas from parents. ➤ **Celebration and Parties** It is our philosophy in Al Arqam Academy that all children can achieve high goals. Part of this success comes from the support and celebration of student achievement in all aspects of the child's life. Parents are welcome to contribute to these celebrations in an appropriate manner. Parents who would like to celebrate a success or achievement in school must submit a written request form to the Head of School or Principal. The request must include the suggested date and time of the party, the reason for the party and what items if any the parent will send to school. Only approved items will be allowed in school. If any unapproved items (**candies with artificial colors, chips, fast food meals and soda**) are sent to school they will be returned home with the child at the end of the day. Please note that any food items with nuts are not allowed as some students have serious allergies to them.

. **Items such as food and drinks should have a clear expiry date.**

. **You can contact the school doctor or nurse to inform her with any details.**

Gifts for teachers should not be offered on a regular basis and gifts for birthdays are forbidden. Sentimental gifts such as a flower or card may be given to teachers as a token of appreciation and regards.

➤ **Extra Curricular Activities**

Extracurricular activities for the KG are embedded within the learning program and parents are informed about activities throughout the year via email and other means of school communication channels.

➤ **Homework Diary**

All homework diaries should contain the class timetable, termly objectives. The weekly newsletter includes objectives for the following week. Newsletters will be e-mailed to parents on Thursday for the next week.

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Parents are required to sign the homework diary each Thursday. Once it is returned to school on Sunday, the teacher will counter sign the parent signature. If parents have not signed, a reminder will be sent. The KG homework will be sent home via mail once a week for English and the same for Arabic. As well the Home work is mentioned in details in the Arabic and English newsletter.

How parents can help their children

- By taking an interest in what they are doing in school, for example asking them about their learning and about what happened in school that day.
- By supporting them in doing their homework, for example by providing a place and time for them to do it, and resources such as books as well as access to a computer with internet connection.
- By attending all Parent-Teacher meetings at school.
- By making sure they eat a good diet (in particular that they eat a healthy breakfast before coming to school) and get a good night's sleep.
- By encouraging 100% attendance.
- By attending school and class events and activities.

ASSESSMENT & MONITORING

At Al Arqam Academy, we ensure effective assessment by assessing student progress in what they are learning, a new skill, concept or fact. Teachers also let children know what they are expected to learn by the end of each lesson, how well they are doing in the lesson and what they need to do next to make more progress.

ASSESSMENT

A wide variety of assessment procedures are used. This includes class work, homework, projects, tests and examinations. Parents are kept informed of their child's progress via comments in the diary, reports and parent teacher conferences.

Diagnostic Assessments: Beginning of every year in Eng. Maths, Arabic.

Ongoing Assessments include teacher observations as well as an agreed upon criteria of the entire year group (rubrics).

Reports

Report cards are prepared and published on the school portal at the end of each term. The report cards are designed to reflect the progress of your child in the EYFS areas and not a number grade or percentage. Levels are also used to indicate where your child is in terms of the standards of the British National Curriculum.

Parents meetings are held after the publication of report cards on the school portal to allow for brief discussion of what the report means and how you can help your child. If you require a longer meeting please arrange for a separate time to meet with the teachers.

Appearance

Norms

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Our school uniform, which distinguishes us from other schools, should always be worn with pride. No other items of clothing may be worn with our uniform. Only the school uniform as prescribed is acceptable. Discretion as to whether a learner is neatly attired or not, rests entirely with the Principal and Head of Department.

➤ KG School uniform

- The full school uniform is to be worn to school daily by all students
- Shoes must be plain black with a flat heel. Socks must be plain white.
- Sweaters and jumpers must be in accordance with the school uniform in both color and design.
- The full school uniform is compulsory at all official school functions unless otherwise announced by the Head of School.
- KG students expected to arrive to school in a decent tidy appearance
- Hair must be neat and tied back.
- Nails must be clean and short.
- No nail polish is allowed.

- No jewellery is allowed.
- Students to adhere by the school uniform that have the monogram of the school logo.

Physical Education Uniform (PE)

- The PE uniform consists of black PE pants, a white T-shirt white sport shoes and white socks.

❖ School ID card

- Students are required to wear their school ID while in school and while attending any school functions or trips.
- To ensure our students safety, parents or the person who is in charge of collecting the student must present their copy of the school ID. Parents who do not present the school ID will be asked for their Qatar ID.
- In case the school ID is lost or damaged, it is the parent's responsibility to report to the administration to provide a replacement.

❖ PROPERTY AND GROUNDS

Norms

The appearance of the school grounds and buildings must be a matter of pride to each of the students in the school.

Guidelines

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- Each person's property must be treated with respect.
- All students are to respect the property and possessions of others.
- Textbooks and stationery must be properly looked after.
- School property must not be damaged or defaced.
- Should a learner break anything accidentally, it must be reported to the front office immediately. The school reserves the right to recover the cost of replacement/repair of the item/property from parents/guardians.
- Lost property must be handed in to the store keeper
- All students are to assist in keeping the grounds tidy. Littering is strictly forbidden.
- Loud shouting and making noise during assemblies, line-up, lessons and gatherings is not allowed.

❖ SCHOOL FIELD TRIPS

The school organizes school trips, for the different classes, on a regular basis. The following rules need to be applied:

- A student must bring both the trip fee and written approval before the trip day.
- Students must wear the school PE uniform on field trips.
- Students must come to school on time, as a normal school day.
- Students must stick to the schedule of the field trip.
- Students should uphold the image of the school while on the field trip.
- Students are not allowed to carry mobiles phones or cameras on trips.
- Students may not be picked up by the parents from venue of the trip.

There might be special trips for student who are excelling in certain areas as a reward, & for the students who participate in specific extracurricular activities.

❖ LUNCH AND SNACKS

Students should be encouraged to bring a healthy snack to school. Chocolate, sweets, gum, fizzy drinks and drinks in glass containers are not permitted. Snacks may be eaten outdoors or indoors; which depends on the time of the year.

Students should be encouraged to eat a healthy breakfast before coming to school. Healthy foods including fruits should always be sent with the child for the recess time at school.

Behaviour Guidelines

- Al –Arqam Academy believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.
- Children need to learn to consider the views and feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting an example for our students. The principles that underpin how we achieve positive and considerate behaviour exist within our point system for promoting personal, social and emotional development.

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- The KG department believes in promoting positive behaviour. We aim to encourage self-discipline, consideration for each other, our surroundings and property. By praising students and acknowledging their positive action and attitudes we hope to ensure that children see that we value and respect them. All staff is expected to model behaviour that they would expect from the children, and be consistent in their approach to the management of behaviour.
- Positive behaviour is encouraged by praising and reinforcing good behaviour, and by encouraging sharing and negotiation. This is often achieved and reinforced through themed assemblies, stories etc. They are encouraged to think about the effects of their behaviour on others.
- Behaviour records through the school portal are considered as part of student follow up.
- All teachers who are involved with students have to contribute to the behaviour record. (Arabic teacher, English teacher, and assistants)
- Heads of Departments follow the Daybook entries to ensure there is a balance of entries for each student
- Parents should check the portal to see any Daybook entries for their child
- Awarding students to be in special events or in the class
- Rewarding of students is done throughout the year.

❖ Positive Reinforcement and Rewards

Students will be actively praised for positive actions: excellent work, acts of kindness and consideration, demonstration of community spirit, good effort, excellent attendance, and other areas worthy of private/public mention. These efforts will be recorded in the school portal Daybook for easy access of parents to the information.

There are two main areas the school considers when rewarding students;

Academics

Behaviour

❖ Positive guidance for inappropriate behaviour

Incidents are to be recorded and filed in the Engage Daybook. Teachers will deal with the behaviour following positive guidance strategies:

❖ Ways to practice positive guidance:

Use body language that matches words and feelings. Giving a hug is sometimes a good idea; it soothes nerves, reinforces positive feelings and provides energy to finish a task.

Express your feelings with a focus on the behaviour, not the child.

Ask the child to explain her-self in regards to what had happened using open ended questions to give opportunity for discussion. For example: (What happened, .. when,.. how,.. What do you think we have to do now?)

Focus on what's next rather than where she was/what she did/why she did something.

Be an active listener; listen to the student's heart (feelings) and respond to that, rather than responding to what she is saying/doing.

Be polite; use "please" and "thank you" As a role model.

Use a dramatic pause to get student's attention. State her name firmly, pause dramatically and repeat if necessary, using direct eye contact. Then give instruction politely.

Use silent gestures to communicate secretly with a student who is exhibiting unwanted behaviour. Agree on a private signal as a reminder if a child forgets what to do/what not to do.

Address the child in privet as a respect to her feelings.

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Remind child of the rules. If in the classroom, refer to the rule chart on the wall or ask her to find/state the rule that is being broken.

❖ **Guidance from outside the classroom**

As soon our students adjust to the school environment, they will begin to learn about the expectations and behaviours that are appropriate through their natural interactions with teachers and students in the classroom. In some cases, guidance from outside the classroom is required. This guidance can be initiated either by the teacher or the parent and should be requested through the KG Social Worker. The Social Worker will then inform the appropriate people and arrange for a meeting to decide on the actions to be taken. These actions will be discussed and agreed upon by the class parent, teacher, Social Worker and Head of Academics. These actions may include the following;

- Discussion between coordinator, teacher, and child's parent - agreeing on targets for behaviour (may also include Head of Academics/, if deemed necessary)
 - Individual behaviour Plan to be put together by the social worker.
 - Children who are facing behavioural difficulties will be placed on the special behavioural intervention program as a support program.
 - It may also be necessary to involve out of school professionals, throughout the school process.
- Follow up on the progress of the student will continue through the guidance counselor until the student's behaviour can be managed according to our regular policy of positive behaviour management within the class setting.

Rights and Responsibilities of Students

- Every student has the right to a strong sense of self-esteem and belonging in our school community; therefore every student should conduct and present herself in accordance with the values of Islam and the expectations of the school.
- Every student has the right to be respected; therefore every student should show respect to her teachers and classmates.
- Every student has the right to academic and emotional support; therefore every student should not hesitate to ask for help if needed.
- Every student has the right to express her thoughts and ideas; therefore every student should use the opportunities provided to do that in positive ways.
- Every student has the right to be in an environment that is healthy, clean and well- kept; therefore every student should do her best to look after the school environment.

- Every student has the right to learn; therefore every student should do her best to support the learning of others.

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- Every student has the right to show her best effort; therefore every student should do all she can to focus her effort in class and complete all assigned work on time and to the best of her ability.

Cut, sign and return

Parent Declaration:

I _____, guardian of student _____ in Year _____ at Al Arqam Academy have read the School Rules and pledge to abide by them

Signed: _____ Date: _____