



Al-Arqam Academy for Girls Kindergarten Parent/Student Handbook 2025-2026

Dear Parents and Students,

Welcome to Al Arqam Academy. We are pleased to offer you a student guide for the 2024-2025 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 daughter in Al Arqam Academy, 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

Website: <https://www.alarqamacademy.sch.qa/en>

Mobile Hotlines numbers (KG Call Center): Hotline1: 70804427 / Hotline2: 70804426

Students Affair contact number: 70804425 / 44234218

Social worker contact number: 55816742 / 44234281

KG-Nurse contact number: 44234279

e-mail of Head of KG- duaa.m@al-arqamacademy.com

e-mail of the Deputy Head of KG- heba.alkhateeb@al-arqamacademy.com

e-mail of Head of Administration KG- shaimaa.y@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@alarqamacademy.edu.qa for all other issues

School Timings

Gate opens	6:30 am
Arrival to school	7:00 - 7:20
Classes	7:20 - 12:45
Pick up time	Everyday 12:45- Mondays 12:00

Calendar 2025-2026

The calendar for the Academic Year 2025-2026:

Event	Date
Administrators and Coordinators First Day	Sunday 17/08/2025 (23 Safar 1447)
All Staff First Day	Sunday 24/08/2025 (01 Rabi ul Awwal 1447)
Students First Day and Beginning of Term One	Sunday 31/08/2025 (08 Rabi ul Awwal 1447)
Mid-Term One Break (According to MOEHE)	Sunday 26/10/2025 to Thursday 30/10/2025 (04 Jumada Awwal 1447 to 08 Jumada Awwal 1447)
Return After Mid-Term One Break	Sunday 02/11/2025 (11 Jumada Awwal 1447)
Term One Exams	Starting from Sunday 07/12/2025 (Starting from 16 Jumada Thani 1447)
End of Term One	Wednesday 17/12/2025 (26 Jumada Thani 1447)
Qatar National Day	Thursday 18/12/2025 (27 Jumada Thani 1447)
Mid-Year Break (According to MOEHE)	Starting from Sunday 21/12/2025 (Starting from 01 Rajab 1447)
Return After Mid-Year Break for Staff	Sunday 04/01/2026 (15 Rajab 1447)
Return After Mid-Year Break for Students	Monday 05/01/2026 (16 Rajab 1447)
National Sports Day	Tuesday 10/02/2026 (22 Sha'ban 1447)
Mid-Term Two Break	Monday 09/03/2026 to Thursday 12/03/2026 (20 Ramadan 1447 to 23 Ramadan 1447)
Ramadan Break	Sunday 15/03/2026 to Monday 16/03/2026 (26 Ramadan 1447 to 27 Ramadan 1447)
Eid Al-Fitr Break	Tuesday 17/03/2026 to Monday 23/03/2026 (28 Ramadan 1447 to 04 Shawwal 1447)
Return After Eid Al-Fitr Break	Tuesday 24/03/2026 (05 Shawwal 1447)
Long weekend	Wednesday 08/04/2026 to Thursday 09/04/2026 (20 Shawwal 1447 to 21 Shawwal 1447)
Arafa Day & Eid Al-Adha Break	Tuesday 26/05/2026 to Thursday 28/05/2026 (09 Dhu'l- hijj'ah 1447 to 11 Dhu'l- hijj'ah 1447)
Return After Eid Al-Adha	Sunday 31/05/2026 (14 Dhu'l-hijj'ah 1447)
Term Two Exams	Tuesday 02/06/2026 to Thursday 11/06/2026 (16 Dhu'l hijj'ah 1447 to 25 Dhu'l hijj'ah 1447)
End of Term Two and Last Day for Students	Thursday 25/06/2026 (10 Muharram 1448)
Last Day for All Staff	Tuesday 30/06/2026 (15 Muharram 1448)
Administrators and Coordinators First Day	Sunday 16/08/2026 (03 Rabi ul Awwal 1448)
All Staff First Day	Sunday 23/08/2026 (10 Rabi ul Awwal 1448)
Students First Day and Beginning of Term One	Sunday 30/08/2026 (17 Rabi ul Awwal 1448) Subject to change according to MOEHE
*International exams start in April according to Cambridge & Pearson International Organizations Schedule	
*These dates are subject to change according to the Ministry of Education and Higher Education	

Establishment of Al-Arqam Academy

- Al-Arqam Academy for Girls is an international school that offers a distinct quality of international education that offers international curricula, in addition to strong curricula in Arabic, Islamic education and Qatar history, originality, individuality, and keeping up with modernism and contemporary trends are all important considerations.
- Established in 1996 as a private school adopting the curricula of the Ministry of Education and Higher Education, as well as teaching English as a foreign language, the Al-Arqam Academy was at that time a special private school characterized by modern teaching methods and practical activities that achieve enjoyable education for students.
- In 2004, in response to the change and to stay up to date with the reforms in education, and in conjunction with the growth of education in Qatar, the school shifted to teaching international curricula, adopting the British national curriculum to teach all subjects, as well as maintaining strong curricula in Arabic, Islamic education, Qatar history and life skills. In addition, values and extracurricular activities serve students from kindergarten to grade 12, to achieve the vision and mission of the Academy, which is based on preparing a generation faithful to their origins, committed to values, dedicated to academic excellence, and connected to Humanities.
- The Academy has been accredited by the Cambridge Foundation as well as the Edexcel Foundation as a certified British Certification Testing Centre as well as an accredited IGCSE-AS Testing Centre. In addition, Al Arqam Academy in 2012 applied for the Qatar National School Accreditation (QNSA) program and was one of the few schools in 2013 to receive accreditation for a term of five years. It also received the 5-years accreditation for the Academic year 2021-2022
- Al Arqam Academy is under the umbrella of the Ministry of Education and Higher Education of State of Qatar and follows Ministry standards in Arabic, Sharia, and Arabic Humanities curricula, and has not limited itself to reduced standards specifically designed for international schools believing in the importance of teaching these subjects and their key role in building authenticity, maintaining identity, and achieving Qatar's vision 2030.

• Al Arqam Academy was chosen amongst a few other schools to join the Educational Vouchers System adopted by the Ministry. Through this program, the school was able to serve more Qatari students.

Our Vision:

To prepare a generation that is faithful to its origins, Rashed, proud of its identity, committed to values, dedicated to academic excellence, and connected to humanity.

Our Mission:

Al Arqam Academy focuses on providing distinguished, high-quality education, based on Islamic principles and values, as well as responsible citizenship to build students' Islamic and national identity. We embed critical thinking skills and creativity in a healthy, safe environment, equipping students with essential tools to deal with modern challenges wisely and hence contribute positively to local and global society.

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 **Honesty, Responsibility, Respect, Justice, Dignity and Excellence**

القيمة	الآية	السورة: الآية
الصدق	﴿يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ وَكُونُوا مَعَ الصَّادِقِينَ﴾	التوبة: 119
الأمانة	﴿إِنَّ اللَّهَ يَأْمُرُكُمْ أَنْ تُؤَدُّوا الْأَمَانَاتِ إِلَىٰ أَهْلِهَا﴾	النساء: 58
تحمل المسؤولية	﴿وَقِفُّهُمْ عَلَيْهِمْ مَسْئُولُونَ﴾	الصفافات: 24
الاحترام	﴿يَا أَيُّهَا الَّذِينَ آمَنُوا لَا يَسْخَرْ قَوْمٌ مِّن قَوْمٍ﴾	الحجرات: 11
العدالة	﴿إِنَّ اللَّهَ يَأْمُرُ بِالْعَدْلِ وَالْإِحْسَانِ﴾	النحل: 90
العزة	﴿وَاللَّهُ الْعِزَّةُ لِرَسُولِهِ وَلِلْمُؤْمِنِينَ﴾	المنافقون: 8
الإتقان	﴿صُنْعَ اللَّهِ الَّذِي أَتَقَنَ كُلَّ شَيْءٍ﴾	النمل: 88

Learning Outcomes

1. An Al Arqam student is a devoted and sincere Muslim who adheres to the teaching of the Holy Quran and the practices of the Prophet Muhammad (PBUH). Their learning is demonstrated through their manners, behaviour and lifestyle. They will be independent thinkers who are proud of their Islamic and Arabic identity.
2. An Al Arqam student acquires the fundamental skills for structured thinking, qualifying her to deal with the demands of the contemporary world, and enabling her to achieve personal goals and academic excellence.
3. An Al-Arqam student leads a broad and balanced lifestyle, encompassing her faith, social, physical and mental wellbeing.
4. An Al-Arqam student can communicate clearly, confidently, and effectively, in both Arabic and English, using the four language skills: reading, writing, listening, and speaking.
5. An Al Arqam student is conscientious and demonstrates commitment to making real and positive contributions to her school, national and global environments, while being aware of her responsibilities as a citizen of local and global communities.

Academy Curriculum:

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 Academy follows the Arabic, Islamic studies, and Qatar History Ministry of Education and Higher Education standards. KG and Primary follow Pearson iPrimary Curriculum and The Cambridge International Program at the secondary level.

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
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The Academy 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.

Kindergarten Teaching Curriculum

ENGLISH Department

In the 2020-2021 academic year Al Arqam Kindergarten adopted the Pearson iPrimary Early Years Curriculum (iPEY). Based on the same high standards as the British National Curriculum, but more culturally inclusive, this curriculum offers greater stability and progression for all students. Like the British National Curriculum, it is based on the seven areas of learning but has been organized into three core areas:

- English
- Math
- World Around Us:
 - Wellbeing and social development
 - Keeping healthy
 - Physical activity
 - Creative art
 - Early science
 - Social studies

We continue implementing Primary curriculum in the early years for the academic year 2024-2025.

ARABIC Department

منهاج اللغة العربية:

نعتد منهاج وزارة التربية و التعليم و التعليم العالي في دولة قطر – كتب مهاراتي مستوى الروضة و مستوى التمهيدي

منهاج القرآن و التربية الإسلامية:

القرآن الكريم –الحديث الشريف –العقيدة – الفقه – السيرة النبوية – الآداب و الأخلاق الإسلامية.

أولا القرآن الكريم :

يتم تدريب الطالبات لمستويات مسابقة القرآن الكريم بالوزارة و تدريب الطالبات على قواعد تهجئة ، قراءة و تجويد القرآن حسب مستوياتهن

مستويات الحفظ:

مستوى الروضة/ من سورة الناس إلى سورة الزلزلة

مستوى التمهيدي / من سورة الناس إلى سورة الفجر (مسابقة القرآن طبقا لمستوى الوزارة)

ثانيا التربية الإسلامية:

- نعتد معايير وزارة التربية و التعليم و التعليم العالي في دولة قطر – مادة التربية الإسلامية

- منهاج إثرائي خاص بروضة الأرقم

العلوم الاجتماعية

1- (التاريخ – الجغرافيا – المواطنة):

نتبع معايير وزارة التربية و التعليم و التعليم العالي في دولة قطر – مرحلة الطفولة المبكرة

2- الوحدات الدراسية المعتمدة في كل فصل دراسي بالدمج و التكامل مع وحدات العالم من حولي (القسم الإنجليزي)

Distance Learning in Al Arqam Academy Kindergarten

Keeping pace with 21st century skills and the country goals for 2030, Al Arqam Academy included e-learning that meets the needs of students and any requirements of the Ministry of Education and Higher Education. Part of that may be via indicated programs, viewing of recorded lessons via Teams or any other application found to be beneficial for students, allocating assignments via Active Learn program (KG2 students only) plus the submission of homework and video evidence of the child's ability to complete the required work at home.

In addition, the school portal, K12NET, is the main means of communication of all official information such as student report cards, absences and updates in policies and procedures. Parents should check their accounts regularly for important updates. Our Academy IT department is always available to support your use of any programs and applications used by the Academy.

In case of emergency, the Academy is ready to offer an effective online learning process to the students in recognition with Qatar National Vision 2030 and fulfilling the Ministry of Education and higher Education.

KG-Rules and policies

Fees Policy 2025-2026

Al-Arqam Academy Fees Policy 2025/2026

In accordance with the Ministry of Education and higher Education policies, we would like to inform you that the academic year structure will be as follows:

Class	Entrance Test	Registration	Tuition	Books	Notebook Photocopies	First Term Due Date: 31st of August 2025	Second Term Due Date: 12th of January 2026
	QR	QR	Per year/QR	Per year/QR	Per year/QR	QR	QR
KG1	-	1800	27954	107	213	13977	13977
KG2	-	1800	29825	107	213	14813	14812
Year 1 To 6	213	1800	28410	587	213	14205	14205
Year 7 To 9	213	1800	31752	427	213	15876	15876
Year 10 To 11	213	1800	41780	427	213	20890	20890
Year 12	213	1800	50134	427	213	25067	25067

Other fees

Check points	Per subject 107 QR
IGCSE Exams fees	480 QR
AS Exams	693 QR
Re-Registration for new academic year deducted from the first term fees for new	2000 QR

Bus fees

Bus fees One way	3100 QR
Per year Two ways	8335 QR

Uniform fees

Class	Blouse	Pinafore	Skirt
KG	100	-	113
Year 1 -6	100	135	-
Year 7 -12	130	-	137

Fees policy

- 1-Entrance test and registration fees and re-registration fees are onetime payment and non-refundable.
- 2- The re-registration fees for the next year must be paid to ensure the student's place in the school noting that this is part of the school fees and non-refundable
- 3- In case you wish to refund the re-registration fees before 30/6/2026, an official letter must be submitted to the administration.
- 4- Tuition fees are collected in advance at the beginning of each term, and the fees for each term are regarded as the school's rightful claim after one month from their due date.
- 6- In case of student's withdrawing before end of 1st month of 1st semester, fees are paid for the number of school days attended in addition to the re-registration fees.
- 7- In case of student's withdrawing after first month of 1st semester, full term fees will be paid. Note: This also applies to the bus fees.
- 8- All payments must be paid in QR via cash, cheques, or bank card.
- 9- Percentage of discount for the 3rd sister is (10%) for the total tuition fees.
- 10- Deadline for tuition fees payment is two weeks after the beginning of the term. In Case of delay in paying on time, an appointment will be between parents and administration to hand in cheques of the due amount.
- 11- Full bus fees should be paid at the beginning of the year(non-refundable).
- 12- The above books fees are only for borrowing purposes. Books must be returned in their original condition at the end of the year except the Arabic, Arabic Humanities & Social studies. The policy on books will be enforced as per the student handbook.
- 13- Kindly note that there is a difference in balance between the tuition fees and the value of coupon starting from KG2 to grade 12 as follows: KG2: 1625.
Year 1 to 6: 410 QR, Year 7,8&9 = 3752 QR, year 10&11=13,780, year 12=22134. Difference should be paid in the first term.
- 14- As per the circular of the Ministry of Education and Higher Education: The student who will repeat the year if she successfully passes. The student is not entitled to an education voucher, and the parents must pay the full tuition fees in cash.
- 15- Check point fees for grade 9 are mandatory to be paid.

I have read the above regulations and agree with them. I am responsible for payment of the fees as laid out above...

Al Arqam Academy Registration and Admission Policy (Kindergarten Stage) 2025-2026

The Academy administration follows a clear and announced policy for all parties concerned in admission and registration, which is as follows:

Re-registration:

1. In March of each year the registration process begins by asking all current students to re-register for the new school year by sending SMS.
2. Re-registration is accepted only by submitting the re-registration form and paying the re-registration fees, which are 2000 riyals and are considered part of the first term fees.
3. The number of vacant places for the new school year is determined according to the re-registration results based on the payment.

Waiting List:

1. Siblings of existing students and staff daughters are given priority to the waiting list for available places.
2. An SMS is sent to current families and staff with the link that includes the registration form for the sibling only.
3. Siblings and staff daughters are given one week to complete the registration form.
4. Applicants on the sibling or staff daughter link who are in fact not siblings will be removed from the list.
5. An announcement is made via the school social media such as the website to inform the students from outside the academy about the start of the registration process via the published link.
6. This link is activated on the website for applications from outside the academy for all year groups.
7. The link will be active for one week.
8. The student affairs department will contact the candidates to inform them that they are invited to set for the entrance test based on the order of registration on the link.
9. Based upon the number of places available for each year's group the appropriate number of students are given an appointment for the entrance test.

Before entrance test:

1. The Academy holds the entrance test as a condition for the admission of students, based on the number of vacant places in each stage.
2. The appropriate age for admission is determined in accordance with Circular No. (4) of 2025 regarding determining the age of admission issued by the Ministry, which is as follows:
For KG 1, the student's age range is between 3 years and to 4 years 11 months 29 days
For KG 2, the student's age range is between 4 years and 5 years 11 months 29 days
3. It is forbidden to conduct an entrance test permanently for children wearing diapers or diaper replacements, and the guardian must ensure that the child is trained to use the toilet independently.
4. Students who are given an appointment for the entrance test must provide us via e-mail, with a copy of valid ID card for father and student, a copy of birth certificate, passport and valid HC for student.
5. The entrance test policy and medical forms will be sent to the candidates via email and/or SMS, with a list of the required documents and school fees.
6. Students who have provided the required documents will be given an appointment for the entrance test via SMS.

Entrance test:

1. The allotted time for the test is 30 minutes as a maximum.
2. The Entrance test for KG1 students is based on early years skills such as communication and speaking skills, personal, social, physical and cognitive development and the entrance test for KG2 students is based on early years skills such as communication and speaking skills, personal, social, physical, and cognitive development in addition to the names and sounds of Arabic and English letters and numbers from 1 to 10.
3. The test will be canceled, and the student's name will be removed from the list in case of delay or failure to attend the test without prior permission.
4. The guardian will be notified of the result of the entrance test after a week, after it is approved by the head of school and the academy principal.

Retake the Entrance test:

1. KG students who were unable to pass the entrance test successfully will be offered only one more opportunity to be retested.
2. When appealing against the acceptance decision, ask the administration and the possibility of repetition will be reconsidered.

Registration and school fees:

1. After the student passes the entrance test, the registration form and the academy's policy will be sent via SMA to the guardian.
2. The Academy follows the educational coupon system.
3. The Academy is committed to the educational fees approved by the Ministry of Education and Higher Education.
4. According to the circular issued by the Ministry regarding the re-stage of the successful student, stating that if the successful student repeats the academic stage based on the desire of the guardian or the school, she is not entitled to another educational voucher for the same grade.
5. The guardian must come to the academy to register and bring all the required documents and pay the registration fee (1600 riyals non-refundable).
6. In case the guardian does not bring the required documents and does not pay the fees within a week after announcing the result of the entrance test, the student will lose her opportunity to be registered in the academy.

The required documents for registration:

1. Registration fee of 1600 Qatari Riyals (non-refundable).
2. Copies of the valid Qatari ID card of the student, mother, and father.
3. Copies of the student's passport, mother, and father.
4. Copy of the student's health card.
5. The student's health file was issued by the health center.
6. Copy of the vaccination certificate
7. Copy of the student's birth certificate.
8. Two recent personal photos of the student.
9. Copy of the blue plaque for the home address.
10. To Whom It May Concern" paper from the father's work.

Verification that all student dues are paid at her current school.

Note: Priority for admission to the academy will be given to siblings. All other registrations will be on a first-come, first-served basis

Withdrawal policy

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.
- Ensure that the accounting department does not have any indebtedness and settle all financial transactions.
- Bring a no-objection letter from the school to which the student will be transferred so that she could be removed from the school's system and the Ministry of Education and Higher Education.

- 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.

Policy of shifting students from one class to another

1. The student's class is decided according to the Academy's vision of every student's circumstances. Shifting students from one class to another might happen in case there is any social, psychological or health problem that has been assessed by the Academy.
2. The Academy has the right to transfer any student who has not attended school from the beginning of the school year to another class as necessary according to the Academy's vision.
3. KG students who are having difficulty settling into their class will be evaluated by the KG social worker to determine what the possible solutions are. This may include transferring her class if this is required as per the social worker's recommendation.
4. No other shifting of classes is allowed.

Request for Repeating a Grade:

If a parent wishes for their daughter to repeat the academic year, it won't not be eligible for the educational vouchers (educational coupons) in the repetition request, in accordance with the memo issued by the Ministry of Education and Higher Education.

Punctuality and Attendance

The absence of the student without administrative permission goes through the following stages:

1. Two (two consecutive) days of absence: The student affair will contact the parent to inquire about the reason for the absence.
2. 6 Days Absence: The Student Affair will send a notification (written and electronic via the school portal K12) to inform the parents.
3. 10 days of absence: The Student Affair will send the first warning (written and electronic via the school portal K12 to inform the parents.

4. If the student reaches 11 days, the student affair will send the student's name to the social worker to follow up with the parent and she will explain what the consequences of the absences towards the student's academic level are.
5. 15 days of absence: The Student Affair will send a second warning (written and electronic via the school portal K12 to inform the parents.
6. 20 days of absence: Student Affair will send a third warning (written and electronic via the school portal K12. Net to inform the parent and will send the student's name to the social worker to follow up with the parent to sign a pledge not to be absent again, and the parent must be aware of the effect on the student 's academic level, and he will be responsible for the missing lessons.
7. If the student's absence exceeds 22 days: The social worker will call the parent to sign a second written pledge to ensure that not to be absent again, Otherwise the Academy will take the necessary action which would entail not to transfer the student to the following academic year regardless of her academic level. In this case, please be informed that if the student had to repeat the academic year, the educational voucher (educational coupon) will not be counted, in accordance with the memo issued by the Ministry of Education and Higher Education

Lateness Policy:

Delivering students to the academy on time is the responsibility of the parents and making the student late for school has negative effects on the student's educational and skill level.

- Kindergarten 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.
- Parents or authorized adult must ensure that the child exits the vehicle and enters the kindergarten building through the reception area safely. The focus of the school guards is to manage traffic and the safety of all people in the immediate area; therefore, they cannot help students from the car or removal of bags.
- Students may be escorted from the gate to the duty area by an authorized member of school staff (school maid) if she is available. If there is no school maid immediately available, the adult must escort the child to the reception of the school.

- The official school day starts at 7:20 A.M. and all students must be in school before that time or they are considered late, unless in the emergency cases send a message to the school emergency message number (70804426) or to contact the school directly.
- Students who are late for 6 times per term, the receptionist will prepare a report of the late and contact the parents to find out the reason of the lateness
- Students who are late for 10 times per term, the receptionist will send a report to the student's affairs, who will send a notification letter to inform the parent via K12
- 10 times late, the social worker will call the parents after receiving the report from the receptionist and they must come to school to sign a pledge ensuring that the student arrives at school on time. Otherwise, the Academy will take the necessary action which would entail not transferring the student to the following academic year regardless of her academic level and the parent must be aware of the effect on the student's academic level, and he will be responsible for the missing lessons so please note that educational vouchers (educational coupons) will not be eligible in the case of a repetition request, in accordance with the memo issued by the Ministry of Education and Higher Education
- Students who arrive after 10:00 AM will be considered as absent as more than half of the school day has been missed
- Students who leave before 10:00 AM will be considered absent for the day as she will miss more than half of the school day.
- Early leave for an emergency or doctor's appointment must be arranged with the school's administration via e-mail, message or phone call (70804426) before 11:00.
- Early leave permissions from 11:45 to 12:45 will not be granted without essential reason
- Parents of students who are requesting coming late or leave early for a temporary period regarding special circumstances must fill in a consent including the lateness/ early dismissal period and reason.
- School ends at 12:45 PM for kindergarten students. Parent or authorized adult should pick up their children at that time
- Students must be picked up from school before 1:00 PM After school supervision is provided until 1:45 PM There is no supervision for students who remain in school after 2:00 PM 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 (70804426) 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.

Student ID Card Policy:

The students are dismissed through the reception area.

The Academy uses ID cards during students' dismissal at the end of the school day to ensure their safety when they leave KG building, using a card that the guardian scans (via the ID scanner machines) and shows it at the places where the students leave, which ensures that the student has been handed over to her parent or those who are authorized to receive her.

The Academy provides a free card to the parents or their representative (an official letter will be written to specify the person who will be appointed by the parents to receive the card) and the school will hand the student over to the card holder, as it is the responsibility of the parents to determine who will have the card to receive the student.

Steps for students to leave using the identification card:

Distribution of cards

At the beginning of the year, the student card will be given to only one of the parents. If the parent wants to give the card to any other individual, they must submit this request in writing to the school.

Parents will be given a free copy of the student card. The parents will sign the card receipt form and the policy.

An additional card can be purchased for the amount set by the school, parents must report lost cards immediately and they will be replaced after paying the specified fees.

- The cards will be at the reception desk and the parents will sign to receive them.

Card use

In the kindergarten building, all students leave through the reception area.

For fathers: The father will scan the card (via the ID scanner machine which is beside KG main gate in the play area), and then give it to the employee who is in duty in the reception area then in turn she assures that the school worker brings the student from the class and delivers the card to the father in the reception area.

For mothers /nannies: will scan the card (via the ID scanner machine which is inside the reception area), and then give it to the class teacher to pick up the student from her class

In case the card is lost or not brought:

If the card is forgotten, the student will be picked up as follows:

- Mothers/nannies: the person responsible for receiving the student will go to the reception desk and present her personal card, which will be registered
- Father: He fills in the information form which is in the reception which includes his personal information, so it is being checked and then a school helper picks the student from the class
- . If a person other than the mother or father comes, the receptionist will call the mother to make sure that this person is allowed to receive the student.

For men, in case the student leaves early, the school guards will take the father's ID card and hand it over to the reception. In case another person comes to receive the student, the receptionist will contact the mother first to make sure that he is the person who will accompany the student.

Medication Policy

To achieve a safe and healthy environment through cooperation between home and school, kindly adhere to the following guidelines:

- Medications will be given during school hours, and no medication will be given to a student without parental consent or approval.

- If your daughter needs to bring medication to school, the following procedures should be followed:
 1. All medications must be handed over to the school nurse.
 2. For the safety of the students, please make sure that the medicines are not allowed to be kept in the student's school bag.
 3. Parents must inform the school nurse about the timing and type of medication to be given to the student within the school. Therefore, please note that a "Medication Consent Form" is available at the nurse's office or the school's reception and must be signed by the parent, including all necessary information.
 4. The medication must be in its original, sealed container.
 5. To ensure the safety of the students, it is important that the medication includes a signed consent form by the parent, clearly stating the student's name, the medication name, the dosage, and the time it should be given, along with the doctor's prescription.
 6. Antibiotics are preferably given to the student at home, and the dosage schedule should be arranged to coincide with the student's presence at home to ensure the medication's safety and the student's health.

Medication consent form Class: Date:	Student name: Date of birth:
<p>I, the parent (father/mother) of the student _____ hereby deliver this medication to the school nurse and commit to adhering to all necessary and applicable instructions for administering the medication, which are:</p> <ol style="list-style-type: none"> 1. The medication is prescribed by a physician (if the medication requires a prescription such as antibiotics, allergy medication/injections, Ventolin, etc.). 2. The medication is in its original container, labelled with the student's name, class, medication name, dosage, and administration time. 3. Any known allergies to medications for the student should be mentioned. 4. Handing over the medication to the nurse or reception and not keeping it in the student's bag. 5. The medication is stored in an appropriate place in terms of temperature and cleanliness of the container." 	

Reason for administering the medication:	Name of the medication:
Medication does:	Time of medication administration:
Parent Signature:	
Parent phone number:	
Staff signature:	

In Case of Student Illness:

Preventing and controlling infectious diseases is an important part of ensuring the health of students and preventing the spread of infections among them. Therefore, the Academy is keen to limit the spread of infections among students. Please observe the following guidelines:

1. If your daughter has a fever or flu, please take her to the doctor and keep her at home.
2. The student must be free 24 hours before returning to school.
3. The student must be free from vomiting and diarrhea for 24 hours before returning to school.
4. Students with conjunctivitis or who have eye discharge, itching, or redness should stay home until the contagious stage (24-48 hours) has passed.
5. Students with upper respiratory infections or streptococcal pharyngitis should stay home until the contagious stage (24-48 hours) has passed.
6. If a student is diagnosed with or suspected of having the following infectious diseases: chickenpox, hand, foot, and mouth disease, measles, or other viral diseases, please notify the school nurse. The student must stay home and consult a doctor. The parent must send the doctor's note when the student returns to school. * During exam periods, if the student receives a doctor's note indicating the need to stay home, she is not allowed to attend the exam, and the school will reschedule the exam for a later date.

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 nurse contacts the mother.
2. The student will remain in the clinic until her guardian comes to pick her up and the mother is 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 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, In the case of increasing repetition, the Academy is entitled to take formal procedures in this regard by not registering the student in the Academy)

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 student at home.
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 (K12NET) is one of the important ways for parents and staff to communicate. Each parent will be given a user ID and password that is based on their preferred email.
- Admin and Academic staff will send through the Academy's portal, all the student's reports (academic/admin/health/behaviour)

- Communication through Teams, between parents and teachers is used to send the weekly guidelines which includes the objectives/what has been taught/weekly assignments and parents can provide feedback on how their child is working from home
- Regular meetings with parents are held each term. These meetings allow the parents to discuss the student's progress with teachers and gain recommendations from teachers on how improvements can be made. We would like to inform you that these meetings will be held via Zoom during online distance learning and blended learning period.
- 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 students can achieve high goals. Part of this success comes from the support and celebration of student achievement in all aspects of the student's life. Parents are welcome to contribute to these celebrations in an appropriate manner.

Parents who would like to celebrate success or achievement at the Academy must submit a written request form to the KG reception for approval from the KG Head of Admin, and Head of School. The request must include the suggested date and time of the party, the reason for the party and what items, if any, the parents will send to school.

Fulfilling our school's vision & mission by providing a healthy and safe environment for the students and preparing a morally committed generation. Please note that it is preferred to commit to providing a sample of any gifts you may bring with the student to her friends to obtain prior approval and ensure that the gifts meet the school's requirements, and there must be a clear expiry date on food and beverages.

Gifts policy:

Do not send any kind of food and replace it with fresh canned juices / fruits / vegetables (please inform the nurse in advance if you bring any of these items to ensure that there are no allergic cases in the student's class)

- Gifts must not contain unhealthy ingredients such as (gum / candy of all kinds/ chocolate / artificial juices / chips bags).
- In case of bringing books or stories, kindly be committed to sending one or two samples only to be checked and approved that it is following our school's vision and mission.
- Balloons / Toys which contain small pieces / harmful toys such as slime are not allowed to be distributed to the students
- It is preferable to bring stationery items and make sure that it is completely free of Disney characters and princesses / Sea mermaids /unicorns / pig pictures and what does not conform to our values or our religion.
- Gifts which contains the term "Happy birthday " or any pictures which are related to birthdays, are not allowed

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

- Parents should put the gifts at the reception

All gifts will be checked by the head of departments to ensure that they are suitable for distribution and inappropriate gifts will be returned home with the student.

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 way of appreciation for their efforts.

Extra-Curricular Activities

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

Parents Participation

The social worker is the first person to contact regarding the participation in kindergarten's activities and events.

Communication with the mother will be via K12NET /landlines phones/WhatsApp/Teams, to announce about these activities and events and any information needed.

Mother Interactive Days: Twice a year, mothers are invited to come to school and attend with their daughters to see how they are learning and interacting in the class's environment. Attendance on these days is arranged by advanced appointment.

Mother participation during distance and online learning

All the previous mothers' participations are stopped and replaced by their participations via Teams / Zoom during the Online distance learning and blended learning period.

Per the Ministry of Education and Higher Education and Ministry of Health directives

How can you help your daughter?

- By taking an interest in what she is doing at school, for example asking her about what she has learnt and what happened at school with her, or what she has learnt via online lessons during the remote learning process.
- By supporting her in doing her homework, for example by providing the suitable place and time for her to do it, and resources such as books as well as access to a computer and consistently complete and upload assigned tasks on Teams (pictures and videos).
Also complete the assigned tasks on Active Learn (KG2 only).
- By attending all mothers-Teacher meetings
- By making sure she eats a healthy breakfast before coming to school and gets a good night's sleep.
- By encouraging 100% attendance whether the student is following blended learning or online system (attend distance learning sessions)

- By attending school and class events and activities or through distance online attendance.

Appearance

Norms

Wearing the school's uniform is mandatory to be proud of and any other uniform is not accepted.

Academy's uniform and PE. Will be provided at school for parents to buy

Kindergarten School uniform

- The full school uniform is to be worn to school daily by all students unless it is announced otherwise via SMS sent to the parents about an occurring event/activity.
- 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 (black-white-navy blue) and don't contain any designs or shapes rather than the school's logo.
- The full school uniform is compulsory at all official school functions unless otherwise announced by the Head of School.
- Kindergarten 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 accessories or Golden jewellery except small earrings are allowed.
- Students adhere to the school uniform that has the monogram of the school logo.
- Students should wear their PE. uniform (once a week) during the PE lesson according to the weekly schedule.



School PE Uniform



- Please be noted that It is necessary to bring extra clothes for the students to be kept in school, where they are used when necessary. In the absence of the required clothing, and if the teacher is compelled to use alternative clothes provided by the school, the parent must ensure that these clothes are thoroughly cleaned and returned to the school. Alternatively, a similar replacement should be provided to be kept as a spare for another student to use if needed
- It is very important to label all the students' personal belongings (such as the jacket, school lunch box, and his water bottle) because there is sometimes some similarity between the students' items.

Property Guidelines:

The overall appearance of KG building, outdoor and indoor areas must be a source of pride for each student in the school.

Principles:

- Others' Personal belongings should be treated with care and respect.
- Each student must respect the belongings and privacy of others.
- Books and stationary supplies should be taken care of.
- School property should not be tampered with or damaged.

- If a student accidentally breaks anything, the teacher / floor monitor should inform the reception office immediately. The school has the right to recover repair or replacement costs from the student's parents.
- Lost items should be handed over to the storekeeper.
- All students must contribute to the cleanliness of the school's areas. Throwing waste on the ground is strictly not allowed.

Signs of stress in young children

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

For some young students 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 student is different, and some students may require additional support. Please be especially aware of the following issues and inform our kindergarten 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 student 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

Homework

Teachers will send homework on weekly basis through Parents' guidelines via TEAMS.

Types of homework:

- Worksheets: to be printed at home, done by the student then uploaded on Teams (Hand In on Teams).
- Interactive online games
- Word wall games
- Educational videos to enhance understanding of taught concepts.
- Online games
- Online stories
- Allocated books on Active Learn platform, English only
- Live worksheets
- Live worksheets for Arabic Humanities.
- Arabic tracing notebooks
- Story book alongside with the reading record; will be sent with the student from school, the student must read the story, complete the required activity then parent has to sign and send both the story and reading record with the student according to the given timeline.

Students were supposed to complete the assigned work/H.W. and hand them in.

Teachers' follow-up and return the assignments with appropriate remarks and feedback regarding the student performance.

Al-Arqam Kindergarten Assessments Policy

Assessment is the process of systematically gathering evidence about what students know and can do.

Assessments are for determining the student's progress and are a very important part of the curriculum. They assist the stakeholders in finding out if the material taught has been grasped by the student in every sense.

Assessment strategies in Al Arqam Academy are a combination of

observational assessments, both formal and informal, and standardized assessments.

Purpose of Assessment Policy

- Children progress is assessed and monitored in all areas of learning; English, Math, WAU which includes (wellbeing and social development, keeping healthy, physical activities, creative arts, early science, social studies) according to iPrimary objectives in addition to Arabic, Islamic Studies, Social Studies (Arabic Humanities).
- Use the collected data about students' learning and progress to annotate plans according to students' needs, to guide teachers in how to group students, to write comments, and to set targets for each student. Provide feedback to stakeholders on students' progress.
- Provide teachers with opportunities to observe students in a variety of settings to get a complete picture of what each student can do independently or with support.
- Record students' achievements.
- Provide differentiated instructions to meet the needs of the different categories of students.
- Provide feedback to stakeholders on students' progress.
- Prepare rubrics and assessment records according to the objectives of the medium-term plan for each semester.

Assessment Types

- **Placement\ Entrance Assessment:** Placement assessments, sometimes called placement exams, are tests that act as indicators of a child's readiness to join the kindergarten. Placement tests are given to students entering Al-Arqam Kindergarten to measure their overall knowledge and skills in various areas of learning.
- **Screening and Diagnostic Assessments:** A diagnostic assessment is an expanded screening test that provides more items and additional ways to determine a student's knowledge of a skill and to monitor the student's progress with that skill throughout the school year. These assessments give a general idea of what a student knows. These tests are good for telling teachers one of two alternatives: "The student knows it" or "The student does

not know it." Cut scores that identify these alternatives usually are conservative, or high, which will result in more of the "doesn't know it" students than may be the case. The underlying premise of the conservative decision is that we do not want to set the expectations for a student higher than her skill level can handle in the classroom. Diagnostic tests are held early in term 1 to investigate the students' levels in PSD (Personal and Social development) and PD (Physical development) for both KG1 and KG2 in addition to phonics recognition in English and Arabic for KG2 only

- **Formative Assessments \ Ongoing Assessments:** Progress monitoring assessments are used to keep tabs on the growth or maintenance of a student's skills. The primary purpose of ongoing assessments is to allow the teachers to make immediate, corrective instructional decisions. Formative assessment results allow us to try alternative teaching methods during the school year, before the end of term or end of year assessments. The teachers keep ongoing observation sheets and a performance portfolio for each student as a resource of formative assessment, these data are shown to the parents in the parents' meetings and whenever it is needed.

Summative, or Outcome, Assessments: A summative assessment gives a judgment about whether the tested material has been learned. The scores on these tests generally provide an accurate understanding of a student's general skill level. They cover the broad domain of a particular concept to give an overall perception of learning. Most often, they are not designed for diagnosing a student's specific skill weaknesses, but they can paint a picture of general strong and weak spots when a class, or a school score are examined. For summative assessment we use standardized assessments for Arabic, English and Math. We are following IPrimary standardized assessments in English and Math. These assessments are usually held at the middle and the end of each term.

- **CEM Assessment (Aspects – Baseline):** Cambridge's high quality baseline assessment data provides schools with the insight to help their students achieve the best outcomes. It is a part of Cambridge University Press and Assessment. It provides schools with a range of formative assessments for children. Baseline assessments track progress for students aged 3-17

• Assessments Timeline (for each term)

No.	Assessment	Assessment Type	Assessment Timeline
1	Entrance Test	Placement Assessment	(March- May) according to the ministry timeline. (to register the new students for the new academic year)
2	Diagnostic Test	Screening and Diagnostic Assessment	weeks of the academic 4First year (During My Kindergarten Theme)
3	Formative Assessment	Formative – progress or monitoring assessment	On going
4	Mid- Term Assessment	Summative Assessment	After 8 weeks- mid of the term
5	End of Term Assessment	Summative Assessment	End of term1- end of the academic year

• Assessment tools and Strategies in Use:

No.	Assessment Strategy	Assessment Tools
1	Performance Based Assessment	-Presentation (show and tell) -Performance (Performing a task- role play)
2	Observation	-checklist -rating scale

		-rubric -Anecdotal Record (describing students learning)
3	Pen and Paper- Multiple Choice	- Choose\ Circle the right answer -Match -True or False

• **Assessment Marking and Documentation**

- To document the ongoing assessment, we use a rating scale observation sheet for the following subjects: Math – English- Quran- and Arabic, it includes levels for each objective 1, 2, 3 and 4.

Also, we use a checklist for the following subjects (WAU and Social Studies)

- Teachers write descriptive comments about students' progress on the observation sheets.
- Observational ongoing assessments are done weekly for all areas of learning.
- To mark the summative assessments, we refer to the rubric system developed for each objective. It includes levels for each objective 1, 2, 3 and 4.

1 (Emerging\Below Level)

2 (Working towards the Level)

3 (At the Level)

4 (Exceeding the Level)

- An average of the student's performance from the ongoing assessments, mid-term and end of term assessments is considered the students' level at the end of the term.

Reporting Period:

- The reports are sent to the parents 4 times per year (first report is for the diagnostic assessment, the second report is by the end of term 1, the third report is after the mid of term 2 assessment, and the fourth report is by the end of term 2).
- The report cards are prepared based on the average obtained from the ongoing assessment sheets and mid\ end of term assessment.
- The teachers submit the students' levels, comments on their achievements and targets for their coordinators by the end of each term.
- The coordinators review the comments and levels.
- The deputy head and the head of KG review
- The teachers upload the students' data; levels, reviewed comments and targets to Al-Arqam Portal.
- The reports are sent to the parents electronically via Al-Arqam Portal K12.Net.
- A parent conference is held after the diagnostic assessment, the mid-term 1 assessment, the end of term 1 assessment, and after the mid-term 2 assessment, to discuss the students' progress with their parents/ guardians.
- Teachers submit their class result analysis at the end of each term.
- Coordinators accumulate all the classes' result analysis and report on all classes' progress.
- An average of the students' attainment is taken and classified according to the following scale:

Below the Level 1 -1,99	Working towards the level 2-2,99	At the Level 3-3,99	Exceeding 4
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- Coordinators submit a result analysis report at the end of the year comparing the results of the three terms in addition to a comparison of term three results of the current year and the two years before.

Property and Grounds:

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.
- Stories and textbooks which are given to a student to use are the responsibility of the child and parent and must be returned in the condition it is taken.
- There is a 100 QR charge for any story or textbook that is lost or ruined.
- 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 storekeeper.
- 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's date according to the trip form.
- 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 on 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 may not be picked up by their parents from the venue of the trip.

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

During Online distance learning and blended learning period, all field trips will be suspended due to safety precautions.

Lunch and Snack

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 vegetables & fruits should always be sent with the child for the breakfast time at school.

Kindergarten Behavior Policy

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 behavior. The principles that underpin how we achieve positive and considerate behavior exist within our point system for promoting personal, social and emotional development. 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 behavior that they would expect from the children and be consistent in their approach to the management of behavior. Students are encouraged to think about the effects of their behavior on others.

Behaviour Expectations for Kindergarten Students

- Be able to separate from main care giver within the first month of attending school.
- Be able to follow instructions with guidance from school staff.
- Be able to manage anger or frustration by using appropriate language and mediation with guidance.

- Be able to manage personal belongings and school resources safely and appropriately according to her ability and respect the property of others.
- Be able to maintain focus and complete appropriate tasks and activities with minimal support.
- Be able to develop positive relationships with staff and other students.

Expectations of staff for behaviour management

All teachers should have a clear strategy for managing student behavior that is based on positive discipline and reinforcement, guidance and support for the development of the students. At all times teachers and other staff must remain calm, composed, be firm as well as kind and fair. The following are suggestions for ways to practice positive guidance:

- Use signals and non-verbal clues to remind students of expectations without disrupting the whole class.
- Use eye contact and calm quiet voices and body language that shows the student you are always in control of yourself and the situation.
- Express yourself with a focus on the behaviour, not the child.
- Sit with the child at her eye level and away from other children if more of a discussion is required.
- Ask the child to explain her-self-regarding 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? What would have been a better choice? What can you do next time?)
- Focus on what's next rather than where she was/what she did/why she did something.
- Be an active listener; allow the student ample time to express herself, respect her feelings without judgement, and respond with a confirmation that you have understood her point of view by rephrasing what she has said.
- As a role model, use "please" and "thank you" and be polite.
- 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.

Recording of concerns/ rewards

Teachers must maintain an accurate and complete record of any repeated behaviour problem and inform the Social Worker by email/ K12 message if there is no or very little improvement in the behavior of the student.

1. Reward chart
 - a. Each class should have a behaviour chart in the class using stickers or other notation of good behaviour as a visual reminder for students.
 - b. This chart should be used to keep track of quick rewards for students on a regular basis.
2. K12 portal
 - a. All teachers who are involved with students should use K12 Portal to record concerns or rewards for individual students.
 - b. K12 entries include behaviour, health and academic rewards and concerns.
 - c. Rewards have an addition of one point for each entry.
 - d. Concerns have a deduction of one point for each entry.

behavioral rewards	behavioral concerns
Following classroom rules	Hyperactivity
Active participation and interaction with the teacher	Lack of focus and concentration
Cooperation	Use of violence with classmates
Being initiative	Use of profanity
Being responsible	Sleeping during class
Follow the school's dress code	Misuse of learning resources
Taking care of personal hygiene	Playing in class without the teacher's permission
Bringing healthy food	Not complying with the school uniform policy
	Paying insufficient attention to personal hygiene
	Bringing unhealthy food

3. Heads of Departments follow the K12NET rewards and concerns entries to ensure there is a balance of entries for each student and check the Reward chart for updates.

4. Parents should check the portal to see any rewards or concerns entries for their child.
5. Awarding students to be in special events or in the class throughout the year.

Awarding Criteria:

- 1) Outstanding academic performance- High achievers
- 2) Most improvement- (Support students / low achievers who are showing improvement)
- 3) Gifted and Talented students
- 4) Active readers- students who complete reading all assigned books using Active Learn program
- 5) Good behaviour

Guidance from outside the classroom

Most students settle into the school environment and begin to learn about the expectations and behaviors that are appropriate through their daily 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.

- In case where a child has not successfully been able to adapt to the classroom environment as demonstrated by her repeated behaviour problems the Social Worker must be informed.
- The role of the Social Worker will then be done according to her department policy which includes:
 - Conducting observations of the student
 - Gathering background information on the student

- Collecting information from the teacher regarding what she has done to help the child.
- Contacting and meeting with parents or caregivers(specialists from external treatment centres) to discuss the case.
- Design a behaviour support plan to include her own role, role of the home environment and the role of the teachers.
- Meet with all people involved in the plan to explain their roles.
- Follow up through observations and meetings to see how the case is progressing.
- Maintain accurate and complete files for each individual student including documentation of all the steps of the process.
- Inform Head of KG of all individual cases in a monthly report

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.

In some rare cases it may also be necessary to involve school professionals. This will be noted by the Social Worker who will consult with Head of KG before providing the recommendations which are made to any parent, according to the policies of the Guidance Department

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 on the class and complete all assigned work on time and to the best of her ability.

Pledge

I /-----

Guardian of /----- year /-----

/----- year /-----

/----- year /-----

/----- year /-----

promise to commit to and adhere to all the Academy laws, recent policies and any updated policies from the registration date to withdrawal date and be committed to following all the policies included in the Student Handbook, tuition and re-registration fees policy, books and note books fees policy, any updated policies sent via email or on the K12 system and all the policies that ensure discipline at the Academy such as attendance and lateness policy, uniform policy, behavior policy and other . Note that the subjects of instilling identity, which are the Arabic language, the Qur'an, history and Islamic studies, are among the compulsory subjects in the academy. They are obligated to study them in the form that the academy agrees to define, whether it is compulsory books or enrichment materials in all stages. Noting, that any update in the policies will be announced to the parents through the K12 account of each student. It is the responsibility of the parent to check their account and be aware of announced policies and to provide accurate and updated email addresses and mobile numbers and to inform the Academy of any changes immediately.

In Case of non-compliance with laws and policies, Al-Arqam Academy has the right to take all formal procedures approved by it.

