



Al-Arqam Academy for Girls Primary School

Student Handbook 2025 - 2026

Dear Parents and Students.

Welcome to Al Arqam Academy. We are pleased to offer you a student guide for the 2025-2026 school year.

The Student Guide provides essential information to support effective communication between the school and home. This collaboration is key to ensuring the success of the educational process and promoting both the academic and moral development of students.

By enrolling their child at Al Arqam Academy for Girls, parents or guardians acknowledge and accept the school's disciplinary policies and procedures, demonstrating their support for the school's values and educational framework.

Academy Administration

Important contact information

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

Tel : 974: 44234234, 44234201

Mobile (for emergency messages only): 50523674

Fax : 974 44505558

e-mail of primary- primary@al-arqamacademy.com

e-mail of Head of Primary- barjees.k@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

School Website: <http://www.alarqamacademy.edu.qa/>

School Timings

Primary School Day Timing: 7:00 a.m. to 1:30 p.m.

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رؤيتنا: إعداد جيل أصيل زاهد، متحيز بهويته، ملتزم بأصله، متفاني علمياً، متواصل إنسانياً.



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

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-hijjah 1447 to 11 Dhu'l-hijjah 1447)
Return After Eid Al-Adha	Sunday 31/05/2026 (14 Dhu'l-hijjah 1447)
Term Two Exams	Tuesday 02/06/2026 to Thursday 11/06/2026 (16 Dhu'l-hijjah 1447 to 25 Dhu'l-hijjah 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

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) Centre for the secondary stage. It is also an accredited center for international examinations at IGCSE and AS levels. Further, we have recently obtained Edexcel accreditation and Exam Centre status at the primary stage.

In 2014, Al Arqam Academy was awarded a five-year accreditation certificate from the Qatar National School Accreditation board. In 2018, Al Arqam Academy was again awarded the accreditation certificate from the Qatar National School Accreditation board. In 2021 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 that is faithful to its origins, Rashed, proud of its identity, committed to values, dedicated to academic excellence, and connected to humanity.

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

Learning Outcomes of Al Arqam Academy

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.

Lesson Timing: -

<u>Year 1&2 Lesson Timing</u>		
	From	To
Morning Line-up	7:00 a.m.	7:15 a.m.
Lesson 1	7:15 a.m.	8:00 a.m.
Lesson 2	8:00 a.m.	8:45 a.m.
Break	8:45 a.m.	9:15 a.m.
Lesson 3	9:15 a.m.	10:00 a.m.
Lesson 4	10:00 a.m.	10:45 a.m.
Lesson 5	10:45 a.m.	11:30 a.m.
Break	11:30 a.m.	11:45 a.m.
Phonics	11:45 a.m.	12:00 p.m.
Lesson 6	12:00 p.m.	12:45 p.m.
Lesson 7	12:45 p.m.	1:30 p.m.

<u>Year 3 Lesson Timing</u>		
	From	To
Morning Line-up	7:00 a.m.	7:15 a.m.
Lesson 1	7:15 a.m.	8:00 a.m.
Lesson 2	8:00 a.m.	8:45 a.m.
Break	8:45 a.m.	9:15 a.m.
Lesson 3	9:15 a.m.	10:00 a.m.
Lesson 4	10:00 a.m.	10:45 a.m.
Lesson 5	10:45 a.m.	11:30 a.m.
Break	11:30 a.m.	11:40 a.m.
Salah	11:40 a.m.	12:00 p.m.
Lesson 6	12:00 p.m.	12:45 p.m.
Lesson 7	12:45 p.m.	1:30 p.m.

<u>KS1 Monday Lesson Timings</u>		
	From	To

Lesson 1	7:00 a.m.	7:45 a.m.
Lesson 2	7:45 a.m.	8:30 a.m.
Break	8:30 a.m.	8:55 a.m.
Lesson 3	8:55 a.m.	9:40 a.m.
Lesson 4	9:40 a.m.	10:25 a.m.
Lesson 5	10:25 a.m.	11:10 a.m.
Lesson 6	11:10 p.m.	12:00 p.m.
KS2 Lesson Timings		
	From	To
Morning Line-up	7:00 a.m.	7:15 a.m.
Lesson 1	7:15 a.m.	8:05 a.m.
Lesson 2	8:05 a.m.	8:55 a.m.
Lesson 3	8:55 a.m.	9:45 a.m.
Break	9:45 a.m.	10:05 a.m.
Lesson 4	10:05 a.m.	10:55 a.m.
Lesson 5	10:55 a.m.	11:40 a.m.
Salah	11:40 a.m.	12:00 a.m.
Break	12:00 a.m.	12:10 p.m.
Lesson 6	12:10 p.m.	12:50 p.m.
Lesson 7	12:50 p.m.	1:30 p.m.

KS2 Monday Lesson Timings		
	From	• To
Lesson 1	7:00 a.m.	7:45 a.m.
Lesson 2	7:45 a.m.	8:30 a.m.
Lesson 3	8:30 a.m.	9:15 a.m.
Break	9:15 a.m.	9:40 a.m.
Lesson 4	9:40 a.m.	10:25 a.m.
Lesson 5	10:25 a.m.	11:10 a.m.
Lesson 6	11:10 p.m.	12:00 p.m.

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 Academy follows the curriculum of the Arabic language, Islamic studies, and Humanities adopted by the Ministry of Education and Higher Education. The number of lessons are taught in accordance with the ministry. We believe these subjects help to build the personality of the students. In addition, the school follows the Edexcel International Primary Curriculum (iPrimary) and the Cambridge International Program in secondary school.

Key Stages

Al Arqam has adopted the international system of dividing 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.

Rules and policies

Admission and Registration:

In order to be accepted in the academy the following process is used:

- Pass the Admission test (placement test) successfully and achieve the academic level required.
- Provide a report or certificate to prove the success of the previous school year.
- Sign the 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 accepted according to precedence in registration electronically.

Policy of shifting students from one class to another

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

Tuition Payments:

- 1 Entrance and Registration fees are a one-time-only payment for new students and are non-refundable.
- 2 For existing students, continuity fees must be paid as part of the first term tuition fee to secure the student enrolment for next year. It is not refundable fees in case of the student's withdrawal. Continuity fees are accepted from the student only after she has paid the tuition fees for the entire academic year.
- 3 If a student is admitted in the first half of the term, full term fee will be charged.

- 4 If a student is admitted in the second half of the term, half of term fee will be charged.
- 5 If a student is withdrawn before the end of the first month of the term, a fee is paid for the number of school days attended by the student in addition to the continuity fees.
- 6 If a student is withdrawn after a month from the beginning of the term, full term fee will be charged.
- 7 All payments must be made in QR via cash, cheques or credit card.
- 8 Percentage of discount for the 3rd sister (10%) for the Second term tuition fees.
- 9 Deadline for tuition fee payment is two weeks after the beginning of the term.
- 10 For bus fees, the fees are to be paid at the beginning of each term or to be totally paid at the beginning of the academic year with a discount.
- 11 IGSCE and AS students are not allowed to sit for their exams before paying both exam and total school fees.
- 12 The fees approved by Ministry of Education, which are listed in the tuition fees list, are mandatory for all students. Regarding the school policy, Parents must pay the school fees within the 1st two weeks of the beginning of each term.
- 13 All students are required to purchase and use the school's academic books annually.
- 14 In case of not paying any of the fees listed, student will not be allowed to attend school until the full payment of the fees is made. It may affect the continuity of student's registration for the next academic year. In case of any delay, parents should write a letter to the school's principal, and the academy will reply with acceptance or rejection. In case of acceptance, parents are requested to pay the fees according to the assigned date.
- 15 The parent must sign the pledge which is related to school fees and abiding to the Academic rules & policies. Not signing the pledge could affect the continuity of their daughter in the school for the next academic year.
- 16 Continuity fee is not accepted for the following year until payment of Term 2 fees for the current year.

Seat Reservation fees

1. The seat reservation fee is a mandatory fee that the parent must pay at the time specified by the Academy and the Ministry of Education and Higher Education. This fee will be deducted from Term 1 fees.
2. In case the seat reservation fee is not paid at the end of the deadline, this is considered a formal confirmation of the parent's unwillingness to keep their daughter in the school for the following year, and the academy is entitled to cancel the student's place and register a new student.
3. The seat reservation fees are non-refundable, and the parent cannot retrieve them if the student withdraws.

Withdrawal policy:

The following procedure must be followed in order to withdraw the student from the Academy

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

- Provide all these documents and receipts to the Department of Student Affairs.
- Bring 'no objection letter' from the school which the student will transfer to, so that the academy can delete her from the school's electronic program 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.

Book fees and refund policy:

Textbooks:

Due to the high prices of the British curriculum books especially for the higher stages (the price of one book ranges between QR 200 and QR 350), the Academy has adopted the policy of borrowing books rather than buying them to reduce the load on the parent. The ministry considers fees for the use of books only and not for purchase or possession.

The foregoing shall include the following:

- Delivery of loan books at the end of the academic year in good condition.
- The student must ensure that the retrieved book holds the same serial number registered to her name on the electronic system of the library.
- If the book is damaged or lost, the school is entitled to withhold the end of term report until the book is returned or paid for (QR 200)
- Books of Arabic, humanity and Sharia are free of charge for Qatari students.

Books borrowed from the library:

In case of damage or loss of the borrowed books from the library, the student has to provide another book with the same title or pay the value (100 riyals)



رؤیتها: اعداد حیل اصفی زاشد، مخرج بیوهیکه، مخرج اعداد، مخرج حکمیه، مخرج اصفی اصفیه

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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	QR	QR	Per year/QR	Per year/QR	Per year/QR	Per year/QR	Per year/QR	QR	QR	QR	QR	
KG1	-		1600		27954	107		213		13977		13977		
KG2	-		1600		29625	107		213		14813		14812		
Year 1 To 6	213		1600		28410	587		213		14205		14205		
Year 7 To 9	213		1600		31752	427		213		15876		15876		
Year 10 To 11	213		1600		41780	427		213		20890		20890		
Year 12	213		1600		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

Fees policy

- 1- Entrance test and 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 in 30/6/2026 if the student withdraws or leaves the school, the re-registration fees are accepted only after payment of term 2 fees.
- 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.
- 5- 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.
- 6- 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.
- 7- All payments must be paid in QR via cash, cheques, or bank card.
- 8- Percentage of discount for the 3rd sister is (10%) for the total tuition fees.
- 9- 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.
- 10- Full bus fees should be paid at the beginning of the year (non-refundable).
- 11- 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.
- 12- 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.
- 13- 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.
- 14- Check point fees for grade 9 are mandatory to be paid.

Bus fees

Bus fees One way	3100 QR
Per year Two ways	5335 QR

Uniform fees

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

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

Email: info@al-arqamacademy.com/ Facebook: [Al-arqamacademy/](https://www.facebook.com/Al-arqamacademy/) Twitter: [@Al_ArqamAcademy](https://twitter.com/Al_ArqamAcademy) Instagram: [al.arqamacademy](https://www.instagram.com/al.arqamacademy)
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Activate Windows
Go to Settings to activate Windows.

Attendance and Punctuality

Students may be absent from school for illness and emergency reasons only, unless they have pre-approval from the Head of School to be absent. Parents/Guardians must explain absenteeism, in writing, in emergency cases on the day the student returns to school. Parents must enquire from the teacher(s) what work has been missed while the student was absent and are then responsible for ensuring their child completes any missed work.

- Attendance is mandatory at school and students must complete 90% attendance during the academic year.
- Students must come to school from the first day to the last day of each term.
- Students must bring an official sick leave in case of medical absence.
- Students must bring a signed letter from her parents explaining reason for absence on the first day of her return to school.
- On the first day of the child's return after a period of absence from school, a signed letter stating the reason for absence 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.
- In case of student absence during assessment, students are required to bring a sick leave certificate to have assessments repeated. If there is no sick leave certificate or admin approval assessments will not be repeated.
- **Student absence is addressed through the following stages:**
 - 1- **2 days of absence** - The student affairs will call the parents to ask about the reason of absence.
 - 2- **5 days of absence** - Student affairs sends a letter or electronic form through the Parents' Portal to inform the parent.
 - 3- **10 days of absence**- Student affairs sends first written warning or electronic form through the Parents' Portal to the parents.
 - 4- **13 days of absence**- Students affairs sends second written warning or electronic form through the Parents' Portal to the parents
 - 5- **16 days of absence**;
Student's affairs will send third written warning or electronic form through the Parents' Portal to parents
 - 6- **More than 16 days of absence**;

- a. The student's file is transferred to the social worker, who opens a student's file to record all warnings and pledges signed by or sent to the guardian.
- b. The social worker summons the guardian to sign the second pledge to prove that she knows how many days of absence and the possibility of the student not attending end-of-year exams and not continuing at the Academy for the following year if her absence exceeds 18 days.

7- 18 days of absence:

- a. If the student exceeds 18 absence days, without approved reason, the student file will be transferred to the Ministry of Education with an attached letter from the school counsellor, requesting not to allow the student to go through final exams and to cancel her re-registration for next academic year. This letter will be signed by the Head of School and the Academy Principal, then the Ministry of Education will take the decision.
- b. In case the parent does not sign the pledges, and the warnings sent in writing or on the portal, this will be considered as the official declaration of the parent that they agree to the above point. The Academy is therefore entitled to take the above actions.
- c. Student Affairs will inform the accounts department of the students that the Ministry has decided will not continue in the school, to block their re-registration.

Permission:

- 1 A student is allowed to leave the school for her medical appointments at the health centre, Hamad Hospital, or private clinics, and she must bring a certificate of attendance from the hospital or clinic.
- 2 In case a student must leave during the official working hours, please follow the following:
- 3 Send a WhatsApp message to 50523674 with the student's full name, class and the reason for exit, the recipient's personal number, the date of the exit, and a copy of the medical appointment.
- 4 Sending the message should be at least two hours before the departure time, to facilitate and organize with the teachers and supervisors, and to be sure that the student is ready on specified time.
- 5 In case the recipient is 15 minutes late, the student will be returned to the class, and this leads to longer time for her to be ready again.
- 6 The recipient must bring the student identification card.

- 7 If the recipient comes to pick the student during the prayer time, he/she must wait until the end of the prayer and students return to the classes.
- 8 It is strictly forbidden for students to leave during the last lesson because of the disruption and confusion in the classroom.
- 9 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.
- 10 If the academy discovers any fake or forged sick leave the student will be expelled from the school and will not be able to register for the next year.

Student lateness:

It is the responsibility of parents to ensure students arrive to school on time. Lateness to school has a negative impact on students learning and increases the chances of them missing valuable information and skills.

- School gates open at 6:15 a.m. and 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.
- All school gates close at 7:20 and students arriving after this time are considered late unless it is an emergency, and the parent or guardian has contacted the school directly on the mobile message number provided (50523674).
- Students who arrive to school late will be admitted to class 4 times per term. More than that, they will not be admitted to class until the beginning of the next lesson.
- If the student is late for the sixth time, the parents will be contacted, informing them that the student has been late 6 times to date, and find out the reason for being late
- If the student is late 10 times, the Student Affairs Department will send a late warning to the guardian through K12 and will contact the guardian to understand the reason for the continuous tardiness.
- If the student is late 12 times, the social worker will contact the guardian to understand the reason for the continuous tardiness and will try to provide suggestions and solutions to resolve this issue. The guardian will be asked to sign a written pledge not to repeat the lateness. If the lateness continues, the Academy will take the necessary measures, which could result in the student's discontinuation for the next academic year.
- School ends at 1:30 for Primary 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.
- Students should be picked up from school before 2:00 p.m. The remaining students are supervised till 2:30 p.m. There is no supervision for students after 2:30 p.m. and the school does not accept responsibility for students left at school later than that time. In case of emergency send a message to the school emergency message number (50523674) so that supervision can be arranged for the student.

- Students who are repeatedly not picked up on time will receive warnings, and their continued enrolment at the school may be impacted.
- For the safety and security of students and in accordance to the instructions of the Civil Defence, students are NOT allowed to enter or exit the school from Gate no. 3, which is designated for entry and exit of buses only.
- If the student has a medical excuse that prevents her from walking for a long distance, the parents must submit an application to the administration accompanied by a medical report from an accredited medical authority indicating the condition of the student and the duration of the treatment required, and then the car that delivers the student is given a written permission to enter and exit from Gate 3 for the period of treatment only that is determined by the approved medical authority.

(ID) Cards policy

- The Academy system for the exit of students at dismissal time is via electronic cards scanned by the parent on an electronic device installed at the respective exit areas, to ensure that the student has been handed over to her parents or those authorized to receive her.
- Parents will be given a copy of the student's card for free when paying for the books in the accounting office. Parents will sign the card receipt form and policy.
- An additional card may be purchased for the amount determined by the Academy (QR 15). Parents must report the lost cards immediately and will be replaced after paying the specified fees.
- Use of the card: -
 - If the card is lost or not brought to school Parent/guardian will have to submit their ID card which will be registered, and they must sign to take the student. If not the parents, the receptionist will call the mother to make sure that the person is allowed to take the student.
- It is strictly prohibited for primary students to go to or leave through the secondary school building.
- In the case of having sisters in secondary school, students must enter through Gate No. 4 in order to ensure their safety when transitioning to the primary school building and to prevent them from being late for the first lesson."
- Secondary school students are allowed to leave through Primary Gate No. 4 if their parents have obtained a PASS CARD for the student. The authorized person to pick up the student must scan the card on the available devices located on the right side of the entrance after entering through the gate at 1:45 PM. The student will then be called to the barrier to leave from there. Therefore, students who have obtained a PASS CARD must ensure they bring the card.
- For the safety of the students, please remind the caretaker to closely monitor and follow up with the students after they have been picked up and when exiting to the car.
- Additionally, please refrain from picking up students who have siblings in secondary school until the secondary students' day has ended, and leave immediately after receiving the student, as the school's responsibility ends once the student has been handed over to the supervisor.
- Caretakers are strictly prohibited from bringing any phones into the school building. If a phone is found with a caretaker or student, the phone policy will be applied.

- We kindly ask that you educate your daughters about the importance of adhering to these rules to ensure their safety.
- We emphasize that students are not permitted to enter or exit through Gates 2 or 3, as it is designated for school buses only.

Dismissal time

The Academy's system for safe dismissal of students is as follows:

- **Bus students:** Bus students will leave with the supervisors for the bus stops and sit in the specified places for them.
- **Primary school:**

All Year 1 students, in addition to classes 2A,2B and 2C;

- Students will be collected from outside Year 1 circle, Exit 1.
- Parents/guardian will scan the student's ID card on the device adjacent to the door and wait for the student in the designated area until the child comes out.

All Year 3 students and classes 2D and 2E

- Students will be collected from outside Year 3 circle, Exit 3.
- Parents/guardian will scan the student's ID card on the device adjacent to the door and wait for the student in the designated area until the child comes out.

Year 4 students;

- Students will be collected from outside the cafeteria of the primary school, Exit 2.
- Parents/guardian will scan the student's ID card on the device adjacent to the door and wait for the student in the designated area until the child comes out.

Year 5 & 6 students;

- Parents/guardian will scan the student's ID card on the device adjacent to the designated door and wait patiently for the student in the appointed area until the child comes to out.

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 student will remain in the clinic until her parent/guardian comes to pick her up.
2. The parent/guardian will be provided clear guidance/information on the names of medications and methods of treatment and precautions to prevent further infections.
3. The parents will be directed to take their daughter to the health centre.

4. It is the parent's responsibility to make sure her daughter has effective treatment. The school nurse assumes no responsibility for treating individual cases
5. The absence of a student is compulsory for two days until she is fully treated from the infection.
6. After returning to school, the student's hair is checked. If the hair is still infected with lice or eggs, the parent/guardian must keep the student at home until she is fully cured.
7. This infection requires consistent checking and disinfecting. Therefore, any parent who refuses to follow this policy will risk losing her daughter's place for the next academic year.

(Absence in this condition will be considered as authorized sick leave, with the chance of extension if the student is not cured).

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.

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 fever-free for 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.
7. If the student is sick during the exam time, and in order to maintain the health and safety of students and teachers as well as to preserve students' academic performance, the student will not be allowed to take the exam with her classmates or in a separate room under any circumstances. An official medical certificate must be provided, and the exam will be rescheduled for her once her health improves and after the period specified in the medical certificate has passed.

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.
- Formal means of communication with teachers/staff is via, email or K12 Portal. A list of staff emails is available to all parents.
- 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.
- Parents can contact the school departments via 'Amer' application, through the direct dialogue window (chat) on the Academy website where all queries are answered directly.
- Additionally, communication can be done through the Council of Elected Mother Representatives for each class through Whatsapp and meetings with the administration.
- 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.

Celebrations and Parties

It is the philosophy of 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 and students 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 are sent to school, they will be returned home with the child at the end of the day. (No Birthday celebrations allowed)
- For the health and safety of students, it is not allowed to send any kind of food or sweets with students to share with the class. It is only allowed on very special occasions with school administration approval.
- When wishing to distribute gifts to students on various occasions, it is important to refrain from including any type of food, sweets, or cosmetic products. Gifts should be limited to stationery, accessories, books, stories, or coloring books, these gifts should not contradict the vision, mission, and values of the Academy.
- All kinds of foam or snow sprays and party poppers are NOT allowed in school events and celebrations.
- The school appreciates students' love and care towards the school and teachers, which can be shown through cards, flowers, chocolate and good words only.
- As a part of administrative policy, the school doesn't accept any gifts to the teachers or administration from students on all occasions and the school doesn't allow celebrations for birthdays for students or teachers and if any student brings gifts, it will not be accepted by school and will be returned back to the parent at the end of the day.

Extra-Curricular Activities

We aim to create a balanced curriculum which has breadth as well as depth. Through ECA, we seek to develop a child's full potential by fostering individual's talents and interests.

In Primary, the extra-curricular activities run twice a year and a schedule can be found on K12 and Teams. Extra-curricular activities start in Year 1 and are held on Mondays starting at 12:15 to 1:00pm. Students will be assigned to possible activities. The activities will run for approximately 8 weeks to allow students a variety of opportunities to try new things and develop their skills.

A questionnaire will be sent to evaluate the extra-curricular activities at the end of each cycle.

Prayer:

Al Dhuher prayer is held with the students from Yr 3 to 6 daily in the school except on Mondays due to dismissal at 12:15 pm. Therefore, students from Yr 3 and up are required to bring their own Hejab with them daily.

Homework and Notebook Policy

Teams and K12 will be used for all academic communication.

Notebooks, Files and Weekly Homework Allocation

English notebooks will include a minimum of four written assignments per week. This may include spelling or grammar activities.

English homework will be given daily. The ongoing objectives will include both reading and spelling practice (verbal or written). A minimum of two written homework tasks will be assigned each week in addition to one grammar practice activity and one comprehension.

Mathematics notebooks will include a minimum of 2 pieces of written class work per week. Additionally, maths workbook/textbook pages may be assigned for homework.

Mathematics homework will be assigned a minimum of 3 times per week and will consist of at least two workbook/textbook/worksheet assignments and may include one assigned activity from the interactive program Active Learn .

In addition to the above, an ongoing objective may be assigned daily, (ex: count on/back from 1-50, practice number bonds to 10, revise times tables up to 12x12, etc.). This will usually be a verbal task and used to reinforce basic skills or strategies.

Science notebooks will include a minimum of one written entry each week. Additionally, there may be worksheets or other relevant tasks assigned to students. Science sheets may be glued into the science notebook (lower primary) or may be put in a file. The class teacher will clarify which method is to be used.

Science homework will be assigned a minimum of once per week. It may consist of a variety of activities including written work in the notebook, discussion, worksheet or an interactive activity from Active Learn .

Arabic - there will be three notebooks for the Arabic language subject: one for copying and homework, one for dictation, and one for composition. There will be a minimum of three homework assignments per week in the Arabic language subject.

There will be one notebook for the Islamic studies and Quran subject, with two homework assignments per week for Islamic studies. For Qatar history, there will be no notebooks, instead a special file to place worksheets. The teacher will collect the homework, mark it, and return it to the student to place in the subject file.

Notebooks will go home alternately on Thursday (English and Maths one week; Humanities and Science another week, etc.) to be shown to parents. For Arabic subjects books and notebooks are available with the student for parents to review regularly. The Arabic dictation notebook for KS1 will be sent home on Thursday for review and signing.

All students are expected to discuss what they've learnt during the week in Arabic and English with their families in order to practice their spoken languages.

How can parents 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.
- By providing access to a computer with internet connection to access educational websites and programs used by the school.
- By supporting student efforts to complete assigned scientific and other research projects/activities.
- 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 assemblies and activities.
- By communicating immediately with the respective teacher in case of any concern regarding student's academic, social or emotional level.

ASSESSMENT & MONITORING

At Al Arqam Academy, we ensure effective assessment by tracking student progress in what they are learning. This may be 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, participating with the teacher homework, projects, ongoing assessments and end-of- term exams. This now includes the introduction of iPrimary Progress Testing that supports our new Edexcel International Primary Curriculum. Parents are kept informed of their child's progress via comments in exercise books, termly reports, parent-teacher conferences and K12.

Assessment procedures for Years 1-6 are based on the following:

- **Diagnostic Assessments:** Beginning of every year in English, Maths and Arabic subjects to assess the students' levels and develop plans accordingly within the first 3 weeks.
- **Ongoing Assessments:**
 - Teacher observations,
 - Projects, assessments, quizzes, skill check-ups in all subjects (standardized or teacher created)
 - Spelling, Grammar, Vocabulary test
 - Mental Maths, Arithmetic and Reasoning skills assessments
 - Writing assessment

➤ **Progress Tests**

- iPrimary Progression Tests for English and Maths at mid-term and end-of-term
- iPrimary Progression Tests for Science at the end of each unit and at the end of each year to assess consolidation of all topics

➤ **International End of Year Testing/External Assessments**

- iPrimary Achievement Test in English, Maths, Science, Computing (Year 6 only)
- Cambridge Primary Insight or other international benchmark test for designated year groups.

End of Term Reports will be generated as per the following criteria:

English subjects:

Ongoing Evaluation	Mid Term Assessment	HW	Participation	End of Term Assessment	Final
20%	30%	10%	10%	30%	100%

Arabic : In accordance with the Ministry

Ongoing Evaluation	Mid Term Assessment	HW	Participation	End of Term Assessment	Final
20%	20%	10%	10%	40%	100 %

Islamic studies and Arabic Humanities

Ongoing Evaluation	Mid Term Assessment	HW	Participation	End of Term Assessment	Final
15 %	15 %	10%	10%	50 %	100 %

Arabic Department

Arabic section includes these areas which are:

Islamic Studies (with Quraan)– Arabic – Social Studies (Qatar History) - Taffakor

First: Islamic Studies:

- 1- **The Curriculum:** The Ministry of Education and Higher Education curriculum is selected which is based on the Islamic education standards as it is in line with the vision and mission of academy, as well as (Tafakar Maa Anous) curriculum which supports the building of the faith and spirituality of the students, and works to build the personality of the student committed to the age. Teachers will present the curriculum in modern strategic ways supported by classroom and extra-curricular activities. Also, the curriculum is supported through varied modern teaching strategies. To achieve our Mission and Vision, Islamic studies is enriched with information about “Our Prophet Seera” and Islamic History for years 4 to 6.

2- We also teach the Holy Quran through Quran lessons designated for each grade, where students practice spelling, reading, recitation, reflection, and understanding of Quranic verses.

3- Distribution of Lessons:

- For years 4 : 4 lessons for the Ministry curriculum, 3 lessons for the Quran, and 2 lessons for the "Think with Anous" curriculum.
- For years 5 and 6 : 4 lessons for the Ministry curriculum, 3 lessons for the Quran, and 1 lessons for the "Think with Anous" curriculum.
- For years 1 to 3 : 3 lessons for the Ministry's Islamic studies curriculum, 3 lessons for Quran, and 2 lessons for the "Think with Anous" curriculum.

Tafakar Maa Anoos program:

It is an integrated educational curriculum based on the idea of the development of creative personal moral and which is characterized by the uniqueness of the development of the four areas: Spiritual, Psychological, Mental and Social areas. This instils in the student the doctrine, morality, Love of Allah and the attachment of the names of Allah through this curriculum.

The Evaluation of Islamic studies: Evaluating the student according to the classroom interaction, homework, ongoing assessments, midterm exams and end-of-year exams.

4- **The Subject requirements:** File to put worksheets and a notebook for writing notes and definitions.

5- **The Reports:** Reports for each student will be published at the end of each term.

The activities of the Islamic Studies:

- 1- The academy is characterized by the activity of memorizing Surah from the Holy Quran and the subscription in the annual Holy Quran contest and the number of participants exceeds the number of the other schools' participants in the competition and the majority of the applicants for the competition succeed. In case the annual Holy Quran contest is not hold, the Academy will hold internal one. Big number of students participated in it
- 2- The small preacher activity that achieves the academy vision and mission and builds Daawah skills since childhood which helps in building the character of the students. The Dawaah program is ongoing at the Academy for Year 6 and various religion lectures are presented by the teachers, students or by hosting preachers from the Department of Religious Guidance and Counseling as part of the "Role Model" activity to instil good role models.
- 3- Supervision of some religion events such as Hajj activity, The Islamic New Year activity and Eid Al-Adha activity.
- 4- Quran competition for students, teachers and parents.
In addition to the campaigns that are adopted by the academy according to the current events.
- 5- Instilling values by selecting a different value each week to work on and activate during the morning assembly, with a collective review of Hadiths and recitation Adhkar. Additionally, a values program, "My Identity," is implemented across all stages to achieve the vision and mission, and to enhance Islamic and national identity.
- 6- Field trip visits to the Quraan Plants Park and the participation in the raised events.

- 7- Also among the classroom activities carried out by the teacher of Islamic studies that is focuses with the students on the skill of Tajweed and teach the students the correct reciting with the correct rules of Tajweed. The effect of this was evident on the recitation of most of the students.
- 8- **Senaet Athar “Impact Creation Program”**
In the academic year 2025–2026, the " **Senaet Athar** " program, prepared by the Ministry of Awqaf and Islamic Affairs, will be implemented for years 5 and 6 students. This program aims to achieve a number of objectives, including instilling correct Islamic beliefs (Aqeedah), promoting Islamic values and positive behavior, addressing various behavioral issues that may arise among the students, and contributing to the religious and educational awareness of parents.

Second: Arabic language:

- 1- **The Curriculum**: The national standards are adopted in the Arabic language by the Ministry of Education and Higher Education which cares about the language’s four skills that we seek to deepen and strengthen in our Arabic languages. This curriculum is fully applied in. The teachers present the curriculum in modern strategic ways supported by the classroom and extra-curricular activities.
- 2- **The Distribution of Lessons:**
 - 6 lessons per week for years 1 to 6 .
- 3- **The Extracurricular Activity:** Many activities are provided during the academic year as a supportive activity for the subject and shares in achieving the academy vision and mission such as reading, activities in classical Arabic, composition and spelling activity. There are other activities, such as; Writing -to enrich writing skills for talented students. Debates -used as a strategy in teaching. This is in addition to participating in competitions held by the state “Writers of the Future” and” Reading Challenge”.
- 4- **The Evaluation:** Evaluating the student according to the classroom interaction, home works, and continuous applications and end-of-year exams.
- 5- **The Subject requirements:** 2 notebooks for dictation and composition, a notebook for homework and copying, and 2 files for the subject. Additionally, a notebook for the library.
- 6- **The Reports:** Reports are published at the end of each term.

Activities included in the Arabic Department

- 1- The most special program in the department are “Altahjeaa” and speaking in classical Arabic.
- 2- The morning line-up: it serves objectives achieved in the stage.
- 3- Several activities are offered according to religious and national events, during which presentations and paragraphs will be submitted according to the objectives of the program.
- 4- Year 6 students participate in several Scientific Research Competitions provided by the Ministry of Education and Higher Education.

Third: Social Studies (Qatar History):

- 1- **The Curriculum:** The national standards are adopted in the Qatar history according to the Ministry of Education and Higher Education and which seeks to build the Identity. Also, certain percentage is fixed for the language schools but Al- Arqam Academy applied it all and enrich some lessons with enriching information that enriches the curriculum.
- 2- **The distribution of lessons:** one lesson from year 1 to year 6. Several classroom activities are presented, such as projects and extra-curricular activities like National Day events.
- 3- **The Evaluation:** Evaluating the student according to the classroom interaction, home works, reading, continuous applications and End of the year exams.
- 4- **The Subject requirements:** file for the worksheets.
- 5- **The Reports:** Reports for each student will be published at the end of each term .

School Values Programme

Extra-Curricular Activities

We aim to create a balanced curriculum which has breadth as well as depth. Through ECA, we seek to develop a child's full potential by fostering individual's talents and interests.

In Primary, the extra-curricular activities run twice a year and a schedule can be found within the k12 portal. Extra-curricular activities start in Year 1 and are held on Mondays starting at 12:15 to 1:00pm. Students will be assigned to possible activities. The activities will run for approximately 8 weeks to allow students a variety of opportunities to try new things and develop their skills.

A questionnaire will be sent to evaluate the extra- curricular activities at the end of each cycle.

Values and National & Islamic Identity

In alignment with the academy's vision, mission, and learning outcomes, Al Arqam Primary School is committed to implementing the best value-based programs. These are presented to students in an engaging, enjoyable, and active format within a positive and effective educational environment that supports national and Islamic identity through:

1. Cross Curricular lesson activities and Islamic links
2. Morning assembly
3. Events and camps
4. Online platforms

Values are integrated into all subjects and monitored through a modern evaluation system that reflects how well students embody the approved values from Year 1 to Year 6.

Activities and Events

The Primary School offers a diverse range of activities, events, and programs that support the academy's vision, mission, and learning outcomes. These include:

· Celebrating Islamic and national occasions such as Qatar National Day, Ramadan activities, National Sports Day, and Eid celebrations.

- Organizing value-based camps that promote values for students from Grade 1 to Grade 6.
- Conducting educational and practical field trips for students.
- Offering extracurricular activities that include a range of options aimed at enhancing life skills such as knitting, needlework, and various artistic and cultural activities.
- Celebrating social and international occasions such as Teacher's Day, Environment Day, and Education Week.
- Implementing programs for gifted and high-achieving students, along with initiatives that build confidence and enhance skills for students with lower academic performance.

Class assessment:

- Through the teachers, whether using the evaluation lists or the online platform.

Extracurricular evaluation and motivation:

- A - Through the floor monitors and the related staff; by direct observation and recording it in the evaluation form

Year	English	Maths	Arabic Language
1-6	Underachieving Emerging	Underachieving Emerging	Underachieving Emerging

- B - Through student council; students during the break monitoring positive behaviours.

Individual and group honours:

Students are honoured after the evaluation process, either individually in the morning assembly or collectively for the class as a whole or phased in for the whole year group.

Academic Support and Retention Policy

1. At the end of each academic year, student results are reviewed and analysed to measure attainment by individual students, classes, and the whole school. The names of the students who performed below the minimum expected academic standard are listed as potential academic support students. Teachers, coordinators, and heads of academics are responsible for collecting and analysing this data and finalising the list.
2. Students who have not achieved the minimal expected termly progress throughout the academic year are assigned to the support program. Teachers, Heads of Academics, and Heads of School have overall responsibility for this process. The chart below states the minimum expected progress on end-of-year results.
3. At the beginning of the new academic year, teachers and instructional assistants review existing information on pupils' needs using school-based data and any information from parents and external professionals. The academically low ability students will be identified together by the class teacher and the instructional assistant by referring to the following data:
 - Teacher observation records
 - Literacy and numeracy diagnostic test results

- Previous year's student results analysis and teachers' general comments

4. Identify all pupils with special educational needs in the school. The guidance department is responsible for providing the HODs and HOACs with the final list of the identified students with SEN.

5. The identified students will be divided into three groups based on their educational needs as follows:

1. Tier 1: The class teacher will differentiate the learning programme effectively to accommodate the needs of all pupils in the class.

2. Tier 2-A: The students who continue to struggle with academic skills in Tier 1 will be enrolled in push-in support, to provide them with additional small-group instructions designed to support and reinforce learning.

2. Tier 2-B: Intensive support- few students who are well below the ARE's who receive "push-in" support but need more intensive intervention will be provided with Pull-out support.

3. Tier 3: Identified SEN students with medical reports will be pulled out during the school day and provided with support in small groups of one to three students to meet their needs. Tier 3 includes identified students with SEN and students who lack foundational skills and need intensive intervention.

6. Teachers are responsible for setting clear learning targets for each pupil based on their identified individual needs. The instructional assistants are responsible for developing a classroom support plan called "Push in Support" in cooperation with the classroom teacher for Tier 2 students. A classroom support plan will run for six weeks and will be reviewed by both the class teacher and Instructional assistant.

7. The instructional assistant, under the classroom teacher's guidance or the Arabic teacher, is responsible for developing and executing an ILP for the "pull-out" group.

8. The classroom teacher will develop an IEP for SEN students, which will be carried out by the instructional assistant, to provide Tier 3 pupils with more intensive intervention based on their needs.

9. The guidance department is responsible for communicating and informing the parents of the identified students about the Academic support programme.

10. Consent letters will be sent home to parents via K12, TEAMS, or in paper form, and must be signed and returned to the classroom or subject teacher.

11. Subject teacher (Arabic) and Instructional assistants collect the consent letters and compile the final list of the support students.

12. A tracking, recording, and reviewing progress system is established to ensure that the progress of all pupils in meeting their identified targets is monitored by class teachers, instructional assistant teachers, heads of academics, and heads of department. Students' progress will be tracked through:

- Ongoing trackers
- Ongoing assessments
- Six-weekly reports

- Mid-term and end of term assessments
- Classroom teacher and instructional assistant observation and feedback

13. Informing Parents of Student Progress in the following ways:

- a) At the end of every six week a progress report will be sent home via TEAMS/K12:

Every six weeks a progress report will be issued for students and a meeting will be conducted for the mothers. Heads of Academics will ensure these are completed according to school standards. The Guidance Department will be responsible for arranging any required meetings with parents during this process. The class teacher and the Instructional Assistant along with their head of department will assume overall responsibility for ensuring parents are regularly informed of student progress at designated times throughout the academic year.

- b) During parent/teacher conferences for end of term, teachers inform parents of student progress, discuss next steps in student achievement and provide ways to support student development at home (websites, books, etc.).

- c) Formal meetings scheduled between the teacher and parent should be conducted as follows:

- Detailed minutes of meetings need to be taken at all parent-teacher meetings except end of term and signed by all who have attended.
 - At any of these meetings, parents may be asked to seek outside services, such as academic or psychological testing/assessments, if necessary. In these cases, parents will be requested to supply the details of the type of services they have chosen for their child to the Guidance Department so a comprehensive student improvement plan can be discussed, implemented, and monitored inside and outside of school.
- d) By the middle of Term 3, parents of support students will be informed of the possibility that students need to sit for a retest if the student doesn't pass Term 3 core assessments with (50%). Any retest will take place at the beginning of the new academic year. If the student doesn't pass the retest, (even if it is only one subject) she will have to repeat the academic year in accordance with the Ministry of Education policy. The final decision will be discussed in an individual meeting with each student's parents.

Retention Policy for Support and Non-Support Students

- Students in Years 1-6 who are underachieving (below 50%) in any core subject (**English, Maths, Science and Arabic**) at the end of the year will be asked to sit for a mandatory retest before beginning the next academic year according to the MOEHE instructions.
- Students in Years 1-6 will be asked to repeat the current year if they do not pass the retest, even if it is in one subject. Parents will have an option to have the student repeat or may choose to transfer the student to another school. Parents will be made aware that the admissions policies of the other school will determine if the student will be promoted to the next year.

Year	English	Maths	Science	Arabic Language
Years 1-6	Underachieving Below 50%	Underachieving Below 50%	Underachieving Below 50%	Underachieving Below 50%

Transition

For effective transition to enhance the educational experience of the child and help reduce potential anxiety, all Learning Support student 6-week reports are handed over to Student Affairs at the end of the year to be put in the student's school file as a permanent record of student attainment. In some cases, files may be forwarded to the Ministry of Education upon their request.

Reports

Report cards are published through the K12 Portal at the end of each term. The report cards are designed to reflect the progress of your child in Primary school.

Parent meetings are held after publishing of report cards to allow for a brief discussion of what the report means and how you can help your child. If parents require a longer meeting, they can 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, Head of school and Head of Administration.

School Uniform

1. It is compulsory to wear full school uniform daily and at all official school functions unless otherwise announced by the Head of School.
2. The official school uniform is purchased from the school and should not be changed (the colour, design, length or altered in any decorative manner) other than alterations for fit.
3. School uniform consists of a navy-blue pinafore and a white shirt with navy-blue stripes on the cuff and collar.
4. Students in year groups 5 and 6 must come and go to school in Abaya and Hijab. Additionally, they must wear an abaya and Hijab on all school trips and events.
5. Shoes must be plain black with a flat heel. Socks must be plain white. Sandals and slippers are not allowed.

6. Sweaters and jumpers must be in accordance with the colours of the school uniform (navy blue or white) and not have sayings, decorations or pictures on them. Hoodies are not allowed.
7. Students who wear leggings or pants under the uniform must ensure that the leggings or pants are not visible at the hem of the uniform.



8. Hair must be neat and tied back. No make-up or nail polish is allowed. Students may wear a practical watch and simple pair of studs earrings, no other jewellery is allowed.

9. Smartwatches are not allowed.



Physical Education Uniform (PE)

- The official school PE uniform consists of navy blue, long, wide PE pants and a T-shirt with the school logo, either white or black sport shoes with white socks. Leggings or tight PE pants are not allowed. Students wearing inappropriate PE clothing will be issued a verbal warning and may be excluded from the PE lesson.
- PE uniforms are not permitted on days when there is no PE session for students unless this is officially permitted due to a trip or an event that requires wearing PE uniform.
- For health and safety reasons, students must not wear jewellery aside from a watch.
- For primary students, the official PE kit can be purchased from the primary school.

Swimming Lessons

IMPORTANT

Please be informed that swimming lessons are compulsory, (Not optional).

Parents who do not want their daughter to attend swimming lessons should state the reason and submit it to admin to assess the situation.

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.
- Students caught stealing will be dealt with severely.
- Students may not remain in their classrooms during break unless they are supervised by a teacher.
- Textbooks and stationery must be properly, appropriately covered and looked after.
- School property must not be damaged or defaced, in the case of damage to the property of the Academy, either by writing, or scratching or breaking it or etc, The Academy reserves the right to collect the cost of replacement / repair of materials from parents
- 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.
- Profane, rude, and inappropriate language directed towards other students or staff or spoken out loud to no one in particular is not allowed and is considered bullying with serious consequences.
- Loud shouting and making noise during assemblies, line-up, lessons and gatherings is not allowed.

Library and Computing Labs

- Under no circumstances are students allowed to bring food into any of these rooms.
- The Internet is an integral part of the curriculum for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students who do not choose to act in a responsible manner are subject to disciplinary action.
- While in the computer labs students are not allowed to alter or attempt to alter a computer setup or system configuration or download games or other non-educational files.
- Ensure all materials borrowed are returned on time.
- Textbooks or library books that are lost or damaged must be paid for or replaced by parents. Report cards will be blocked in the Engage System for students who have outstanding materials/fees with the library.
- Termly textbooks (maths) will not be issued until the previous terms book has been returned, replaced or paid for.

Areas out of bounds to students at all times:

- The hall, library, classrooms, science lab, and staff rooms unless a staff member is present.

- Computing rooms during lessons not specifically related to Computing unless accompanied by a teacher.

SCHOOL FIELD TRIPS

The school organizes school trips, for different classes, on a regular basis. Trips and camps are optional for all students. Absence is not allowed if the trip is only a short part of the day. However, absence will be allowed if the trip or camp is for most of the school day. Parents will be informed on the trip letter if absence will be excused or unexcused.

The following rules need to be applied for all trips:

- A student must bring both the trip fee and written approval before the day of the trip.
- Students must wear the school uniform on field trips. Year 5 and 6 students must wear an Abaya and Hijab.
- 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 a field trip.
- Students are not allowed to carry mobile phones or cameras on trips.
- Students may not be picked up by the parents from the venue of the trip without prior permission from the school administration.
- Parents must not bring students on a school trip if the child has been excluded from it because of behavior issues, according to the Behaviour Policy.

CAFETERIA AND SNACKS

1. The academy has a school canteen and a caterer from reputable companies affiliated with the list issued by the Ministry of Education and the Ministry of Health, and parents are provided with the available items and prices. If meals are brought from home, they must be healthy. Students are not allowed to bring chocolate, chewing gum, soft drinks, or glass juice containers to school. Snacks may be eaten outside or inside depending on the time of year.
2. Students should be encouraged to eat a healthy breakfast before coming to school. Healthy foods including fruits should be sent for the recess at school.

BEHAVIOUR AND GENERAL ATTITUDE

Values and Beliefs

The school has a positive and inclusive approach to managing behaviour. We believe in encouraging good behaviour through a range of positive behaviour management strategies that revolve around the core values of the school Honesty, Responsibility, Respect, Justice, Dignity and Excellence

Through this positive approach we aim to pre-empt inappropriate behaviour, thus enabling us to focus on good behaviour. We believe strongly in the importance of promoting and praising good behaviour.

We put great emphasis on the importance of interacting with others in respectful ways through speech, actions and relationships.

We aim to provide care and support for our children and support them to learn how to manage their behaviour appropriately.

We give children choices and make it clear as to the consequences of the choices they make.

We believe that children have rights and responsibilities in our school:

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.

Expectations

The school has a clear expectation that students must be courteous, polite, tolerant, and respectful of the views and values of others. Students are expected to comply with the ethos of the affirmative discipline policy to benefit both themselves and the wider school community.

Guidelines

- At all times (in and outside the boundaries of the school) while attending school, present on school property, attending any school sponsored function, trips or while in any vehicle being used for school-related transportation, students will behave and conduct themselves according to the values of the school and in a manner which will bring pride and credit to themselves, their parents and their school.

- Students are expected to greet teachers and visitors to the school in a polite manner and must always offer assistance where necessary.
- Students must always show respect for the privacy, culture and Nationality of every member of the school community.
- Students must always **speak distinctly and respectfully**. Abusive or foul language will not be tolerated.
- Lining up and dismissing from assemblies, as well as the movement around the school should take place in an orderly fashion.
 - **Walk in neat lines**
 - **Keep to the right when walking along the corridors or up/down the stairs.**
 - **Walk at a normal speed.**
- Students cannot leave the school during school hours, unless written permission is granted by either the Principal or the Head of School.
- Chewing gum is not allowed in the school.
- Rudeness and insolence towards parents or teachers will not be tolerated and will be dealt with severely.
- At any official function, encouragement and appreciation will be shown by the clapping of hands and not by screaming, whistling, making noises or stamping of feet. Out of politeness, no loud laughing or other inappropriate noises will be made, when the person who is performing, makes a mistake.
- Students may not bring cell phones, cameras or any other digital equipment to school.

Primary School Recognition and Reward Policy *Creating a Culture Where Good Behaviour Shines*

At Al Arqam Primary school, we believe that positive behaviour should be consistently celebrated as a reflection of character, effort, and responsibility. Our approach to recognition is rooted in sincerity, fairness, and inclusion, ensuring that all students feel valued and motivated to contribute positively to their class and school community.

Policy Objectives

- To build a positive school culture where good behaviour is expected, noticed, and reinforced.
- To celebrate students' positive behaviour, achievements, and efforts in a meaningful and non-transactional way.
- To encourage consistent and fair recognition practices across the school.
- To ensure no student is left behind in the behaviour recognition process.

Key Principles

1. Recognition Is Sincere and Ongoing

All staff are expected to genuinely recognise and reinforce good behaviour throughout

the school day. Recognition should be timely, specific, and reflective of the school's values.

2. *Consistent Recording of Positive Behaviour*

- All teachers must fairly and regularly record positive behaviour points on the K12 system.
- Points are awarded for significant acts of kindness, academic effort, responsibility, teamwork, leadership, and contributions to school life.

3. *Opportunities for All Learners*

- Social workers and the student welfare team will support students who have not yet earned positive points, providing them with structured chances to succeed and be recognised.

4. *Collaborative Decision-Making*

- Student recognition is a shared responsibility. The names of students who have consistently demonstrated positive behaviour must be agreed upon by all relevant teachers.

5. *Recognition Tiers and Certificates*

As students accumulate positive points, they are eligible for certificates at the following levels:

- 25 points – Bronze Certificate
- 50 points – Silver Certificate
- 75 points – Gold Certificate
- 100 points – Platinum Certificate
- 125+ points – Diamond Certificate

6. *Term-End Celebration*

- At the end of each term, a recognition ceremony will be held to reward top point earners and present certificates of appreciation to both students and their parents.
- Names of recognised students will be displayed proudly on the school's Achievements board.

7. *Public Sharing of Achievements*

- The celebration and success stories of students will be shared on the school's official social media platforms, along with highlights of the ceremony and sample certificates.

8. *Staff Responsibility*

- Teachers must "catch students being good" and act as positive role models.
- The success of this system relies on fair, balanced, and consistent awarding of points by all staff members.

Reinforcement Activities and Celebrations

In addition to the structured point system, the school implements the following reinforcement activities to celebrate effort, commitment, and excellence in behaviour, academics, and school participation:

- ***Star of the Week:***

Two students are selected weekly from each class for their exemplary behaviour and effort and receive certificates of recognition.

- **Star Class of the Week:**
One class per year group is selected weekly based on positive behaviour, teamwork, and responsibility, and is awarded the “Star” trophy and a certificate.
- **House of the Term:**
At the end of each term, the most outstanding House is recognised based on cumulative team points and their active contributions to school life.
- **K12 Points-Based Recognition:**
All students are acknowledged at the end of each term based on the total number of points recorded for them on the K12 platform.
- **Prayer Performance Recognition:**
A class is selected weekly for excellence in prayer performance and respectful behaviour during prayer time.
- **Qur’an Competition Recognition:**
Students participating in the Qur’an competition organised by the Ministry of Endowments are formally honoured.
- **School Activities and Competitions:**
Recognition is given to students who engage actively and positively in extracurricular programs, activities, and competitions organised by different departments.
- **Academic High Achievers:**
Special recognition is given to students who achieve 95% and above in all academic subjects.
- **Scientific Research Competitions:**
Recognition is also extended to students who take part in scientific research competitions and demonstrate initiative and creativity.

This policy aims to embed a culture of positivity, sincerity, and mutual respect. We celebrate effort as much as achievement and aim to nurture students who are motivated by values and purpose. Recognition at our school is a reflection of a child’s growing character, not just a reward for isolated acts.

Al-Arqam Academy Behaviour Policy

Academic Year: 2025–2026

The core focus of Al-Arqam Academy’s behaviour policy is to develop students’ self-discipline, which is reflected through responsible and respectful conduct. All students will be fully supported by the teaching staff and administration in collaboration with the Student Welfare Department.

Rights and Responsibilities in Our School

“Indeed, Allah commands justice and excellence...” (Qur’an 16:90)

Students’ Rights

Every student at our school has the right to:

- Learn and grow to the best of her ability

- Be treated with kindness and respect
- Be listened to by the adults in school
- Know the rules and what is expected of her
- Feel safe and cared for
- Be treated fairly and equally

Students' Responsibilities

Each student is responsible to:

- Treat others as she would like to be treated – with kindness and respect
- Try her best and allow others to learn peacefully
- Listen to the instructions of teachers and school staff
- Help and encourage classmates with kind words and cooperation
- Take responsibility for her actions and choose what is right
- Care for and keep the school environment clean
- Solve problems peacefully and seek adult support when needed

Staff Rights

All female staff have the right to:

- Be treated with respect by students, parents, colleagues, and the school community
- Work in a calm and well-organised environment
- Work in a culture of support and mutual understanding
- Feel safe and supported by the school community

Staff Responsibilities

All staff are responsible to:

- Create a safe and stimulating environment where all students can learn
- Treat students fairly and respectfully at all times
- Serve as role models in their speech, behaviour, appearance, and professional practices
- Communicate with parents and provide feedback on student development
- Work as a team with mutual cooperation and encouragement

Parents' Rights

Parents have the right to:

- Be treated with kindness and respect by school staff
- Be listened to when sharing feedback or concerns
- Be informed about the school's expectations
- Be assured of their daughter's safety and well-being
- Be treated fairly in all matters

Parents' Responsibilities as Partners in Education

Parents are responsible to:

- Ensure their daughters are treated with fairness and respect
- Collaborate with the school in guiding their children toward good behaviour
- Ensure regular and punctual attendance at school
- Reinforce the school's values and rules at home
- Inform the school of any circumstances that may affect their daughter's behaviour or learning
- Encourage good behaviour, respect, and strong moral character at all times

The implementation of the policy will be fair, firm and consistent. All students will be made aware of the consequences of irresponsible and inappropriate behaviour.

Behaviour Expectations				
	RESPECT FOR SELF	RESPECT FOR OTHERS	RESPECT FOR Environment	RESPECT FOR Learning
Classroom	Be prepared to give your best effort Dress, speak, act appropriately	Keep your hands and feet to yourself (not using anything to hit) Be considerate Use good manners and appropriate language Speak in normal voice at appropriate time	Recycle Keep the school Clean Not destroying school furniture	Be prepared with homework and supplies Respect others' efforts and contributions Be a good listener Keep class resources neat and organised.
Hallways, Stairs & Washrooms	Walk on the right Use inside behaviour Keep moving Do not touch or play with anything (electricity sockets/safety equipment/fire)	Use appropriate voice Keep hands and feet to yourself (not using anything to hit) Be aware of space Respect other people's privacy	Help keep school clear of debris/litter Enjoy/appreciate others' displays and space	Remember to be quiet in the halls and stairwells Obey the rules
School Grounds	Respect equipment and space Behave in a safe manner Follow expectations	Respect personal space Use appropriate language	Place litter in garbage cans Take care with school property	Follow instructions and rules Use observations skills to promote safety Be positive with classmates
Cafeteria & play ground	Keep the school clean Make healthy food choices Use proper manners Sit while eating Always accompanied by staff. Acting safe	Speak in appropriate voice and only to the people at your table. Keep it clean. Taking turns in rides	Treat furniture appropriately. Inside behaviour Not throwing remaining food Keep area clean No littering	Use listening skills. Use your good manners. Obey the bells Line up silently after the second bell. Keeping area clean

	Waiting only in the designated area Not waiting in the outside area or playground even if accompanied	Use appropriate voice Keep hands and feet to yourself (not using anything to hit)	No picking flowers Not destroying rides	No running
Library, Computer & Science Lab	Work quietly. Explore opportunities appropriately. Respect environment. Return loaned books on time and in good condition. Work safely and follow all instructions and rules.	Wait your turn. Return things to their proper place. Follow procedures for use of equipment.	Keep area tidy. Replace the things you use.	Share materials and equipment as needed. Use appropriate research sites. Respect equipment
Assembly	Remain quiet. Keep your eyes on the speaker.	Sit/stand quietly and attentively Respond appropriately	Keep area tidy. Eat and drink elsewhere.	Stay with your class Show appreciation Stay with your class until your class is dismissed
PE Hall	Appropriate dress and footwear. Moderate voice level. Listening skills – focus on the speaker. Participate Take care and responsibility of belongings	Encourage others to do their best. Follow the rules. Share equipment. Learn/follow safety rules	Use equipment appropriately Keep it clean Eat and drink elsewhere	Listening skills Know and practice rules Pay attention
Bus	Travel safely Sit appropriately Stay on designated areas grounds until bus comes	Demonstrate courteous behaviour Follow driver rules	Care for bus Wait in designated areas	Inside behaviour rules.

Conduct Violations

Procedure	Behaviour-Minor
Teacher's Responsibility: <ul style="list-style-type: none"> The student must be given three verbal warnings. Appropriate actions must be taken and recorded on the K12 platform. 	Include issues related to classroom conduct, respect for others, use of materials, preparedness, cleanliness, and general school expectations. A. Classroom Conduct Violations

<p>Step 1: Give the student an initial verbal reminder of the expected behaviour.</p> <p>Step 2: Give a second verbal warning, reminding the student again of the expected behaviour.</p> <p>Step 3: Give a final warning with a clear explanation that if the behaviour continues, further action will be taken.</p> <p>Step 4 – Immediate Action by the Teacher:</p> <ul style="list-style-type: none"> • Change the student's seat to a quiet and isolated place within the classroom. • Conduct a brief restorative conversation with the student (1 minute for each year of the student's age). • Log the incident on the K12 system. <p>Step 5 – Consequence During Break Time:</p> <ul style="list-style-type: none"> • Deduct time from the student's break (<i>1 minute for each year of her age</i>). • Record the violation on K12. <p>If the Behaviour Persists and Disrupts the Class:</p> <ul style="list-style-type: none"> • A member of the Student Welfare Team escorts the student to a quiet space outside the classroom (for 1 minute per year of her age). • The school counselor will determine the next appropriate steps based on the severity and frequency of the behaviour. 	<ul style="list-style-type: none"> • Failure to follow classroom rules • Not completing required tasks or class activities • Repeatedly interrupting the teacher's explanation without valid reason • Playing or being distracted during lessons • Shouting or engaging in side conversations during lessons • Leaving the classroom without permission <p>B. Disrespectful Behaviour Towards Others</p> <ul style="list-style-type: none"> • Disturbing or distracting others in class • Speaking inappropriately to classmates (e.g., teasing, mocking, or sarcasm) <p>C. Misuse of School Property and Equipment</p> <ul style="list-style-type: none"> • Inappropriate use of personal or school supplies • Using computers or other electronic devices without permission <p>D. Unauthorised Activities or Items</p> <ul style="list-style-type: none"> • Engaging in activities without permission (e.g., selling products, distributing food or toys) • Bringing cosmetics or makeup to school <p>E. Responsibility and Preparedness</p> <ul style="list-style-type: none"> • Not bringing required books or materials to class (KS2 and above) <p>F. Hygiene and Cleanliness</p> <ul style="list-style-type: none"> • Not maintaining classroom cleanliness <p>G. Food-Related Violations</p> <ul style="list-style-type: none"> • Eating during lessons without permission • Chewing gum in class
<p>Procedure</p>	<p>Behaviour-Moderate Severity</p>
<p>Teachers are responsible for immediate reports to the school counselor, following up with the student, and completing the follow-up form.</p> <p>The school social worker is responsible for implementing the procedures:</p> <ul style="list-style-type: none"> • Conduct a guidance session with the student. • Having the student complete a self-assessment behaviour form. • Record the incident on the K12 	<p>These behaviours reflect a serious breach of school rules and may cause harm to others, disrupt the learning environment, or show disrespect for school property or values.</p> <p>1. Harmful or Aggressive Behaviour</p> <ul style="list-style-type: none"> • Verbal or psychological harm to others • Fighting with classmates (individual or group conflicts) • Inappropriate behaviour, rude gestures, or verbal aggression

<ul style="list-style-type: none"> • Deduct time from the student's break (15/30 minutes). • Contact the student's parent or guardian within 72 hours. • Developing a BIP plan based on the severity and frequency of the behaviour. <p>Step 1:</p> <ul style="list-style-type: none"> • Conduct a guidance session with the student. • Have the student complete the self-reflection behaviour form. • Deduct 15 minutes from the student's break (<i>under the supervision of the pastoral team</i>). • Record the incident on the K12 system. • Contact the parent or guardian within 72 hours if necessary. <p>Step 2:</p> <ul style="list-style-type: none"> • Conduct a guidance session with the student. • Have the student complete the form. • Deduct 30 minutes from the student's break (<i>under the supervision of the pastoral team</i>). • Record the incident on K12. • Make a phone call to the parent or guardian informing them that this serves as a verbal warning. • Develop a corrective plan depending on the severity and recurrence of the behaviour. <p>Step 3:</p> <ul style="list-style-type: none"> • Arrange a meeting between the parent or guardian, the social worker, and the pastoral team representative (House Captain). • Issue the first written warning to the parent or guardian. <p>If moderate-level behaviours persist, the case will escalate to Step 1 of the higher-level violations. The student will also be excluded from participating in any leadership roles</p>	<p>2. Dishonesty and Misuse of Privileges</p> <ul style="list-style-type: none"> • Cheating • Taking others' belongings without permission • Falsifying official documents <p>3. Property and School Rule Violations</p> <ul style="list-style-type: none"> • Damage to property • Vandalism of school or bus property • Failure to follow school bus rules • Bringing prohibited items to school (e.g., mobile phones, cameras, sprays, party poppers, digital devices) <p>4. Disruption of Learning</p> <ul style="list-style-type: none"> • Skipping classes or intentional tardiness • Mocking or making fun of the lesson • Misuse of online platforms that negatively affect the school environment
Procedure	Behaviour-Major
<p>Teacher Responsibilities:</p> <ul style="list-style-type: none"> • Immediate reporting of the incident to the school counselor • Following up with the student 	<p>These behaviours are considered serious and pose a threat to the safety, dignity, and well-being of individuals or the school community. They require immediate administrative</p>

<ul style="list-style-type: none"> • Completing the student behaviour follow-up form <p>Social Worker Responsibilities:</p> <ul style="list-style-type: none"> • Implement the necessary procedures • Hold a guidance session with the student • Have the student complete the Behaviour Self-Assessment Form • Contact the parent/guardian within 72 hours • Log the violation on the K12 system • Share the behaviour intervention plan with the parent and all relevant parties, clearly stating each person's role and monitoring implementation ○ (The plan is developed based on the severity and frequency of the behaviour and is updated regularly) • If the student escalates from moderate to high-level violations, the plan must be updated accordingly, and all parties must be informed <p>Step 1:</p> <p>For the students:</p> <ul style="list-style-type: none"> • Hold a guidance session • Student completes the Behaviour Self-Assessment Form • Conduct a restorative session with the affected students or staff members • One-day in-school suspension • Record the incident on K12 <p>For the parent/guardian:</p> <ul style="list-style-type: none"> • Meeting with the Student Welfare Officer and School Counselor • First written warning (second if the case was escalated from moderate-level behaviour) • Written warning sent via the K12 parent portal <p>Step 2:</p> <p>For the student:</p> <ul style="list-style-type: none"> • Conduct a clarification session • Student signs a Behaviour Pledge Form • Conduct a restorative session with the affected students or staff • Three-day in-school suspension • Log the incident on K12 	<p>intervention and may lead to serious consequences.</p> <ol style="list-style-type: none"> 1. Harm to Others and Unsafe Conduct <ul style="list-style-type: none"> • Physical assault on others • Physical violence, including pushing others • Bringing dangerous items to school • Endangering self or others • Intentionally triggering the school fire alarm • Leaving the school premises without permission 2. Disrespect and Defiance <ul style="list-style-type: none"> • Disrespecting staff or workers (verbally, physically, or through gestures) • Persistent refusal to follow rules and regulations • Open defiance or rebellion • Racism or exclusionary group behaviour 3. Inappropriate Behaviour and Violations of Islamic Values <ul style="list-style-type: none"> • Disrespecting Islamic boundaries related to gender, sexual orientation, or inappropriate physical contact 4. Online Misconduct and Digital Safety <ul style="list-style-type: none"> • Online behaviour that: • Poses a threat or causes harm to a student or teacher • Negatively affects the school's reputation • Identifies the student as belonging to the school • Misuse of the school's digital platforms or official websites (e.g., Teams, K12), if it: • Causes harm to others or disrupts the learning environment • Spreads false information • Publishes content inconsistent with the school's vision and mission
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<ul style="list-style-type: none"> • Ongoing monitoring by the counselor and the Student Welfare Team <p>For the parent/guardian:</p> <ul style="list-style-type: none"> • Meeting with the DH of Student Welfare and Counselor • Second written warning (third if escalated from moderate-level behaviour) • Warning sent through the K12 portal <p>Step 3:</p> <p>For the student:</p> <ul style="list-style-type: none"> • Clarification session with the student • Student signs the final written behaviour pledge • Restorative session with affected individuals • Two-day out-of-school suspension • Record the incident on K12 • Continuous follow-up by the counselor and Student Welfare Team <p>For the parent/guardian:</p> <ul style="list-style-type: none"> • Meeting with the Head of Primary School • Final written warning <p>Step 4:</p> <p>For the parent/guardian:</p> <ul style="list-style-type: none"> • Formal meeting with the Principal • The parent will receive an official letter requesting them to seek an alternative school • The student's file will be referred to the relevant authority at the Ministry of Education 	
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Al Arqam Academy Primary Student Digital Device Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which

open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

As an AI Arqam Academy Primary Student:

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety/security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- **I understand that everyone has equal rights to use technology as a resource and:**
- I understand that the school systems and devices are for educational use and that I will not use them for anything else unless I have permission.
- I will not try to download anything, unless I have been asked to do so by the teacher/responsible adult.
- I will not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube).
- **I will act as I expect others to act toward me:**
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- **I recognise that the school has a responsibility to maintain the security of technology it offers me and to ensure the smooth running of the school:**
- I will only use my own personal devices (USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules as if I was using school equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software.
- I will not open any hyperlinks in emails or any attachments to emails, unless I have been asked to do so.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites in school time or on school premises.
- **When using the internet for research I recognize that:**
- I should ensure that I have permission to use the original work of others in my own work and will not download copies of documents, music or videos.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- **I understand that I am responsible for my actions, both in and out of school:**
- I understand that the *school / academy* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information of peers).
- I understand that if I fail to comply with this Agreement, I will be subject to disciplinary action in line with Al Arqam Academy Primary School's Behaviour and Discipline Policy. This may include: loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

KS2 Pupil Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Agreement above.

Please complete the sections below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement. If you do not sign this agreement, access will not be granted to school systems.

- I have read and understand the above and agree to follow these guidelines when:
 - I use the *school* systems and devices (both in and out of school).
 - I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.
- I am responsible for any damage happened to the devices and have to pay the amount indicated by the school.

Name of Student:

Group / Class:

Signed:

Date:

Parent /Carer Counter signature

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KS1 Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / Tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer / tablet
- I am responsible for any damage happened to the devices and must pay the amount indicated by the school.

Signed (child):

Signed (parent):



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

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.

This pledge includes all of my daughters enrolled in the Academy.

Date

Guardian's Signature
