

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



Newton British School, Muraikh Secondary Parent Handbook 2021



Newton British School, Muraikh

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Dear Parents,

It is my pleasure to welcome you to NBS Muraikh Secondary School and thank you for investing your child's educational journey with us.

The school is proud to offer the British curriculum but, at the same time, we recognise the importance of Arabic culture and values. We begin our journey in Year Seven, building on the strengths acquired at Primary level. We seek to develop a passion for learning and that equips our young people with the skills needed to enter the exciting and dynamic world of the 21st Century. Our goal is to instill confidence and a passion for knowledge that will enable all our young people to enter the very best universities throughout the world.

We assess progress regularly and thoroughly to establish strengths and areas of development. We prepare our students for the International GCSEs that are taken in Year 11. We recognise the importance of developing other interests through Extra Curricular Activities (ECAs). As a parent myself with children at the school, I know how important it is to know, understand and recognize the challenges that your child will meet and how you can support. It is for that reason we value our relationship with the parents. This is a partnership between the school and parents to support and nurture children.

Please do read through the following pages carefully but if there is anything you need further clarification on, then do not hesitate to contact.

My staff and I look forward to working with you in the future as we strive to be 'an international community of learners striving for excellence and celebrating success'.

Yours sincerely,

Mr. Michael Wilson

Principal

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Our Vision, Mission Statement and Values

Our Vision

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

Our Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self- discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Values

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

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The School Day

School gates will open at 6:30am and children can be dropped off. Secondary students will line up and wait to be collected by their form tutor

The National Anthem will be played shortly before 7 am. All children, teachers and visitor to the school will stand in silence and face the national flag.

The school day begins for all pupils at 7:00am. All children should be in school before this time to ensure that they do not miss out on registration with the form or class teacher and lose valuable learning time. Lateness to registration will be recorded on the registers and school reports.

School ends each day at 1:30pm for Secondary students.

Registration 7.00 – 7.10 a.m.

Registration time is when student attendance is recorded by their class teacher. This is a time for teachers to greet their students. Punctuality helps your child settle into the school day quickly. Children must be present in registration. This is not optional.

End of the School Day

Secondary students must leave promptly at 1.30 pm. Younger siblings may be collected with consent. It is essential that students. Any secondary child who is not collected or leave at 1.30 pm will be required to wait in designated areas until collection. This must not be longer than 30 minutes. There must be no congregation outside of the school.

Punctuality

It is a requirement of the Ministry of Education to record punctuality. If there is an occasion when a child arrives after 7.00 am, the child's name will be recorded by security and given a late slip which will be handed to reception before going into class. Traffic in Doha can be unpredictable and therefore we request that journeys to school be planned to arrive for 6.55 am at the latest.

Regular lateness to school is a serious issue and will be recorded on a student's academic report.

Extra Curricular Activities (ECAs)

On a Monday and Tuesday, we have optional Extra Curricular Activities (ECA's) for all students to sign up for. These finish at 2:25pm. All children must be registered and be given a confirmed place to attend ECA's. There are ECAs provided by the school. Outside providers do offer occasional diverse activities at additional cost.

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Uniform

School uniform is compulsory and an important part of belonging to the community of NBS Muraikh. It is therefore imperative that pupils come to school dressed appropriately. All boys in Secondary are required to wear a school tie and black shoes.

Footwear

Training or basketball shoes are not to be worn other than on PE days. They are not part of standard school uniform.

Trainers/basketball shoes are not acceptable. Uniform can be ordered from the following website

<https://uniform.newtonschools.qa/>

Hair Styles

Hair for both girls and boys should be conventional in style. Hair dye is not permitted.

Hair accessories for girls should be in the school colours.

Hijab/scarves should be navy, white or black

Physical Education

Sportswear is also available from the school uniform shop. Sportswear should only be worn on the designated PE days as per the school timetable.

Jewelry

Jewelry

Girls

Small stud or sleeper ear rings

Watch

Make-up or Nail varnish is not allowed.

Boys

Watches only

Important Notice

Smart watches are not allowed for safeguarding purposes.

General Equipment

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Students are required to have the following equipment at school every day equipment, such as the Art sketch book for example, must be at school on the required days.

- black ballpoint pens
- HB pencils
- Pencil sharpener
- Eraser
- Ruler
- 2GB-Flash drive

- Set square set
- Protractor
- Pack of coloured pencils
- Pack of felt tip pens
- Pencil case
- Calculator

**** PLEASE NOTE THAT SPECIALIST SUBJECTS MAY HAVE FURTHER REQUIREMENTS ****

Lockers

Lockers are available in school for Secondary pupils but it is the responsibility of the student to look after them.

Key Procedures

Security and Visitors to the School

All visitors to the school must obtain authorization to enter the school from the security staff, where they will be issued with the security pass. Parent must then report to reception.

Absence and Late Procedure

It is vital that students attend school every day so they are able to keep up with work. Students who regularly miss days through sickness or other reasons often have problems catching up with work and tend to become frustrated. This can often affect their behaviour. It is essential that all students attend the registration period as important information is given out at this time. The school calendar and Attendance Policy is available on our website and at the back of this handbook.

Accidents and Sickness

If a student is ill or injured during the day, the school nurse will assess the child and contact parents if necessary. Students may not contact home directly if they are unwell; they must report to the nurse for assessment. Parents may not come into school to remove a student on the grounds of ill health without prior notification from the nurse.

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The School Nurse is located on the ground floor of the building. She assists in health education within the school and maintains health records on each child so that the best care and treatment can be given. Parents are notified of any problems.

Covid – 19

The school has procedures in place to manage the pandemic. If your child has contracted the virus or is subject to quarantine, please inform the school immediately.

Separation of male and female students

Male and female students do not share lessons or classrooms. They are also separated before school, after school and in break times.

Behaviour

We pride ourselves at this school for the high levels of behaviour in school. All students are expected to comply with our behaviour policy. We expect all students to arrive to lessons on time, talk to each other and the teachers in a respectful manner, complete all work set and not to disrupt lessons by calling out.

Detentions may be implemented at break time or after school.

Key Personnel

| | |
|-------------------|--|
| Mr Wilson | Principal |
| Mr Stuart | Deputy Head |
| Mr Browne | Key Stage 4 (Years 10 and 11) coordinator |
| Mr Boylan | Key Stage 3 (Years 7, 8 and 9) coordinator |
| Ms Marina Maayah | School registrar |
| Ms Noli Ligason | School nurse |
| Ms Buenave Morane | Social Councillor |

Secondary Curriculum

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The curriculum followed throughout the Secondary School is based upon the National curriculum of England and Wales: with each subject curriculum being drawn from the British QCA approved National Strategy (2007). Each individual curriculum school community that we have and balanced with the needs of the Ministry of Education. We constantly evaluate the school plans to assure that we offer the best possible curriculum that we can and are always seeking to improve upon this. Subjects taught in Key Stage 3, 4 and 5 are indicated below.

Parental Involvement and the PTA

We encourage all parents to become involved in their child's learning. Educational research shows that children whose parents are involved in any form at their school, are more motivated and committed to their studies. It is also important to note that older children are just as reliant on their parents support as younger children.

| KS3 | |
|-----------------------------|------------------|
| Arabic | History |
| Art and Design | History of Qatar |
| Citizenship/Islamic Studies | I.C.T |
| Design & Technology | Mathematics |
| English | PE |
| French/EAL | Science |
| Geography | |

encourage all parents to become involved in their child's learning. Educational research shows that children whose parents are involved in any form at their school, are more motivated and committed to their studies. It is also important to note that older children are just as reliant on their parents support as younger children.

We welcome any assistance you might be able to provide. As our school grows and improves, so does the breadth of opportunities we can provide for your child and you can offer the school.

We want an active PTA who support teaching and learning as well as special events at the school. If you feel you would like to support the school or if you want to be a part of the PTA group which helps focus parental participation in school life, please do not hesitate to contact the school.

Key Stage Four.

A thirty-five period week will be spent like this:

| | |
|----------------|-----------|
| English | 5 lessons |
| Mathematics | 5 lessons |
| Computing | 3 lessons |
| Block A option | 3 lessons |
| Block B option | 3 lessons |
| Block C option | 3 lessons |
| Block D option | 3 lessons |
| Block E option | 3 lessons |

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| | |
|--------------------------------------|-----------|
| Block F option | 3 lessons |
| PE (compulsory) | 1 lesson |
| Islamic Studies/Careers (compulsory) | 2 lessons |
| Tutorial (compulsory) | 1 lesson |

Option choices will be issued in Year 9.

Assessments

Throughout the academic year, both formative (ongoing assessments) and summative (end of unit and end of term assessments). These are graded according to the QCA Level and CSE grades. Records are kept by each subject teacher and recorded on the school management system. The overall result of these assessments will be reflected as a level or grade in the end of term report.

Examinations

Internal examinations take place at the end of each term. Parents are given notification of these examinations and a timetable will be sent home with the student a few weeks before the start.

Key Stage 3

Key Stage 3 is the collective name given to Years 7, 8 and 9. All students follow The National Strategies for all subjects.

Our Key Stage 3 curriculum builds on the experiences students have had at their Primary School. Our aim is to maintain the strengths of the primary approach as we introduce teaching by subject specialists. In particular, we want our students to use their skills across the curriculum and not

to confine them to the subject in which they happen to be learned. Information Technology equips students with skills which are used and reinforced across all subjects.

Thirteen subjects are offered: English, Mathematics. Science, ICT, History. History of Qatar, Geography. French. Arabic. Islamic Studies or Citizenship, P.E., Art & Design and Design & Technology. English and Mathematics are taught each day of the academic week.

Within the structure of the National Strategies, the Programme of Study sets out what students should be taught, and the attainment target sets out the expected standards of each student's performance. The aim of KS3 is to focus upon the practical development of the skills needed as to develop our students to become successful learners who enjoy learning. Make progress and

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An International community of learners striving for excellence and celebrating success achieve; confident individuals who are able to live safe, healthy and fulfilling lives and responsible citizens who make a positive contribution to society.

The pastoral care of students includes the general discipline of all students in KS3 as well as the monitoring of uniforms, attendance, lateness and making parent contact when required. This is carried out by our pastoral care team of tutors and Heads of Year. School policies are referenced in this Handbook. You are strongly advised to read through these with your child and support the school by ensuring that your child (and you where applicable) abides by all school policies

Key Stage Four

As part of standardisation of Newton Group of Schools, at Newton British Academy the IGCSE certification is completed through two examination boards namely Cambridge Assessment International Education and Pearson Edexcel Examination boards.

Complaints Procedure

It is important that all complaints are dealt with quickly and efficiently. Please refer to the school's complaints policy. All parents have the right to access the Ministry of Education via their website to lodge a complaint. However, it would be our intention to resolve any issues before this stage.

<https://privateschools.edu.gov.qa/Pages/home.aspx>