



PRIMARY SCHOOL HANDBOOK 2018 - 2019

BACKGROUND

Park House English School is an independent co-educational, private day school situated in Doha, the capital of the State of Qatar. Founded in 1994 by Mrs Heather Brennan and with a current enrolment of over 1000 pupils spanning 60+ nationalities, the school provides an education in English which broadly follows the National Curriculum for England.

The school is divided into Foundation Stage (Early Years 1 and 2), Key Stage 1 (Years 1 and 2), Key Stage 2 (Years 3, 4, 5 and 6) and Secondary (Years 7 - 13).

STAFF

All the teaching staff are qualified, experienced, kind, caring and good team workers. They all hold university qualifications, the majority being from the U.K.

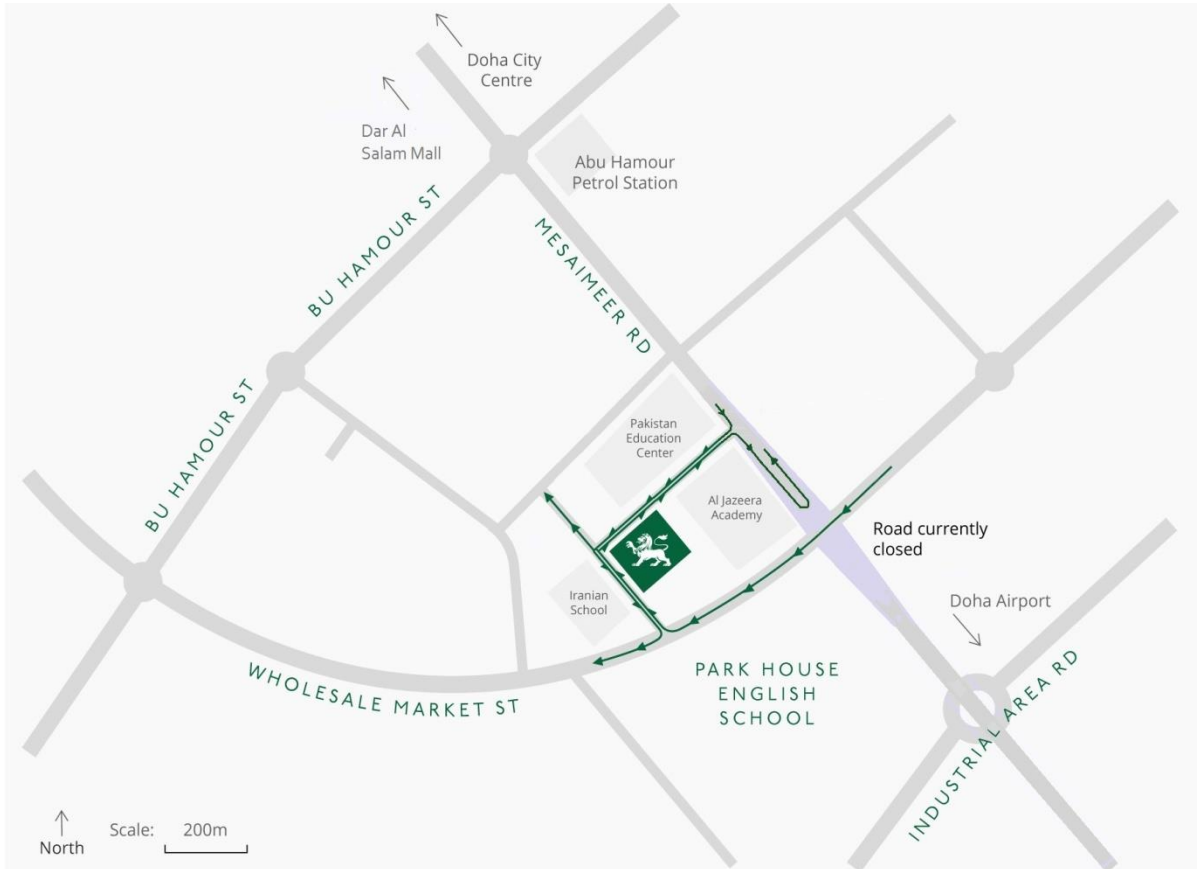
We are proud to be able to offer a sound English education to our children. We take great pleasure in welcoming you and your children to Park House English School, and feel sure that they will quickly settle down to work in the stimulating and carefully structured environment, which we endeavour to provide. The education of children in the widest sense is a partnership between child, parent and teacher, each needing the help of the other. We teachers can only do the very best for your children when we have your full cooperation. Should you have any further queries or problems, please do not hesitate to make them known.





LOCATION

The school is located in the Abu Hamour area of Doha where several other schools are also located. It is near to the wholesale markets.



Contact Details

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THE PRIMARY SCHOOL

The Primary School is divided into Early Years (two EY1 and three EY2 Classes), Key Stage 1 (three Year 1 and 2 Classes) and Key Stage 2 (three Year 3, 4, 5, and 6 Classes). It provides an education in English which broadly follows the National Curriculum for England complemented by the International Primary Curriculum (I.P.C.).

In September 2005, the school relocated to a new and spacious site, with excellent purpose built classrooms. The sport facilities include an indoor sports hall, 25m swimming pool, a football pitch and a multi-purpose court. There is also a large auditorium, libraries, modern ICT suites and a lively music department.

Park House English School aims to provide an excellent all round education for each child in a kind and caring environment. A wide range of academic and extracurricular activities are offered to the children to allow them to develop fully, to build self confidence and self-esteem and to respect others. The children enjoy a variety of sports throughout the year and there are many musical and dramatic events.



We aim to enable all our pupils to make the most of their abilities. Through excellent teaching and a positive approach to learning, we encourage our pupils to aim high and also to enjoy their studies. Throughout the school a high standard of discipline and dress is expected and there is great emphasis on the pupils' social development. We aim to provide a happy, healthy educational establishment.

Brian Allen

Mr. Brian Allen
Head of Primary



Early Years

Early Years is housed in a separate block, which is bright and airy. There are two Nursery classes and four Reception classes - all staffed by qualified and experienced teachers.

Nursery seeks to provide a structured, balanced, interesting and stimulating environment in which young children may learn through their own experience, guided by sympathetic and caring adults. Formal 3 Rs work will not take place in Nursery, but all the "ground work" necessary to prepare the child for entry to the reception class will be covered. At this stage of development, it is important that children are neither bored by repetitive tasks nor pushed beyond their mental and physical abilities.



Reception (EY2)

Children are introduced to the National Curriculum subjects English, Mathematics and Science and topics of the International Primary Curriculum, which embrace all other subject areas. Here they all start to learn to read and to swim. Nevertheless, there is still time for learning through play.

Key Stages 1 & 2 - Years 1 to 6

Throughout the school there is a 4-form entry. Again all the members of staff are fully qualified and experienced. The aim is to make children feel at ease and settled in their surroundings, so that they can make progress and develop their skills thoroughly in reading, writing and arithmetic.

The school follows the National Curriculum for England and Wales in the teaching of English, Maths and Science. The International Primary Curriculum has been adopted to cover History, Geography, Art and Design Technology. The curriculum is completed by Music, IT, PHSE and PE, providing the children with a broad education.

There is a system of internal assessment and reporting so that each child's progress and development can be noted. Parents receive a written report at the end of each term. There are Parents' Evenings in the Autumn and Spring terms when there is an opportunity to speak to the teacher about your child's progress. Teachers are happy to speak to parents at other times to discuss children's progress.

GENERAL SCHEME OF WORK FOR THE PRIMARY SCHOOL

The school is mainly structured into year groups to comply with the English National Curriculum, which is taught throughout the school. Some children may work with another year group if it is thought to be of benefit to the child.

English

In the Early Years basic reading and writing is taught. Children are encouraged to take care with presentation from an early age, and to express themselves clearly. The younger children read from a wide variety of coded reading schemes. They also have weekly structured lessons in spelling, grammar, comprehension, poetry and drama. Emphasis is laid on imaginative writing which is accurate and well expressed. The children's work is displayed in their classrooms and throughout the school. Handwriting is taught formally to all classes and there are opportunities for reading to an audience. Use is made of the Cambridge Scheme for English

Mathematics

The Cambridge Maths Scheme is used throughout the Primary Department. This offers excellent basic mathematical skills as well as extension for more able students and reinforcement for those who require it.

French

French is taught to Year 3- 6 to pupils who are not required to study Arabic. The emphasis is on speaking and listening, in tune with I.G.C.S.E. requirements.

Information Technology

All the children have access to a computer, and spend some time each week on educational programmes. As the children progress through the school they will increase their range of computer skills.

The International Primary Curriculum (IPC)

The IPC is a thematic method of delivering the objectives of the National Curriculum. Stimulating topics or units lasting for several weeks integrate Geography, History, Art and Design Technology. Many units also incorporate learning targets in other curriculum areas, such as Science, ICT, Music and P.E., but do not replace the existing programmes in those subjects.

With the IPC, children focus on one topic for a period of days rather than changing from subject to subject each day. They may, for example, concentrate on History for two weeks, then Art for one week, depending on the particular topic. An advantage of the IPC method is that the children are able to maintain their enthusiasm for a subject as they build on activities day by day rather than having to put things aside until next week's lesson.

Why is it an “International” Curriculum? It aims to prepare children for the modern world in which they will experience different cultures, mix with many nationalities and quite possibly seek employment in various countries during their lifetime. All the IPC units of work contain tasks specifically designed to foster an international outlook while retaining an awareness of one’s own cultural roots.

Music

Music plays an important part in the life of the school. Children enjoy music from an early age and we aim to foster that pleasure by encouraging them to take part in musical activities. We also have excellent school choirs.

Arabic and Koran

These subjects are taught by Arabic specialists. There are daily Arabic lessons for first language Arabic speakers. Our Muslim pupils have Koran lessons.

PE and Swimming

All school children have weekly PE and Swimming lessons, which are part of the school curriculum and are compulsory. A doctor’s certificate is required if for any reason your child must be excused.

PE kit, swimming costumes and towels must be clearly marked and carried in a PE bag (available from the Uniform Shop).

Afternoon Activities

Years 1 to 6 are offered a wide range of both unpaid and paid activities covering both indoor and outdoor activities in the afternoon normally between 1.45pm – 2.45pm.

Some of the activities currently being provided include:

- Netball
- Football
- Drama
- Newspaper Club
- Bounce Back
- Swimming
- Art & Craft
- Basketball
- Chess & Draughts
- Board Games
- French Songs & Games
- Drawing

GENERAL INFORMATION

School Week

Sunday to Thursday inclusive – Friday and Saturday weekend.

School Hours

Early Years 7.40am – 1.30pm

Years 1 to 6 7.40am – 1.45pm

Telephone Numbers

It is necessary for us to have up-to-date telephone numbers for each child. If your number changes, please inform us of the new one immediately. It is most important that we have contact numbers in case of accidents or illness. It is also a great help if children know their telephone numbers and their address.

Breaks

There are breaks during the morning when children can eat a snack and play outdoors. These are flexible within the Early Years, for the rest of the primary school these times are:

- Years 1 and 2
 - Playtime is 10.00am – 10.30am
 - Snack times are 10.30am – 11.00am and 12.30pm – 12.45pm
- Year 3 – 6
 - Play and snack times: 10.30am – 11.00am and 12.30pm – 12.45pm

Term Dates and Holidays

The school year is based on the UK pattern – i.e. three terms per year. The terms are approximately as follows:

Autumn Term	September to December
Spring Term	January to early April
Summer Term	Late April to June

Exact dates are published at the beginning of each school year. Local religious holidays are taken – the dates of these holidays vary and it is not always possible to inform parents until a day or so before the holiday.

Library Books

Children are allowed to take library books home. They must be treated with respect and carried to and from school in a library bag.

Morning procedures

The school day begins at 07:40am.

Main gate opens at 06:30am.

Nursery gate opens from 07:20am to 07:50am

Children brought into Early Years (EY1 & EY2) must be accompanied by a parent, recognized driver or nanny, or by a sibling of secondary age, until the teacher opens the classroom door at 07:40am. They must not be set down in the street and allowed to make their own way to the classroom.

Key Stage 1 (Years 1 & 2) children should wait in the primary playground until the bell rings at 07:40am, at which time they should proceed to the outside door of their classroom.

Key Stage 2 (Years 3 to 6) children should wait in the playground until the bell is rung at 07:40am, at which time they should line up in the playground.

Secondary students should wait in the playground until 07:40am at which time they should go directly to their Form room.

If you arrive late to school, after 7:50am, you must report to the front office to sign in where the child will be provided with a late slip to hand to the classroom teacher as confirmation that the child has been marked on the register by the office.

Collection of Students at the end of the day

The school day ends at 1:45pm

Nursery gate opens from 1:15pm to 2.00pm

Main gate opens at 1:30pm

Children in Early Years must be collected from the classroom by a parent, recognized driver or nanny, or by a sibling of secondary age. No child is allowed to leave the school premises unless accompanied by an adult, or by an older sibling in the Secondary Department. For parents unable to collect at 1.30pm children will be supervised within the EY department until 1:55pm, when they will be taken to the late step at the front of the primary school.

Key Stage 1 pupils should be collected from the classroom by a parent, recognized driver or nanny, or by an older sibling. However, if they are not collected promptly, they will be taken to the 'Late Duty' teacher on the steps in front of the primary entrance.

Key Stage 2 children should wait for collection either on the steps in front of the primary entrance, or inside the Nursery gate until it closes at 2pm at which time they should come to the steps in front of the primary entrance where they will wait under the supervision of the 'Late Duty' teacher.

Secondary students should leave the school immediately at 1:45pm unless they are attending an after school activity.

Collection of Primary Students during the school day

If a child has to leave school before the end of the school day, the person collecting the child should:

1. Inform the school in advance that you will be collecting your child and what time they will be collected. The school office will inform the class teacher to have the student ready and waiting in the front office at the collection time.
2. Once arriving at school provide ID to security at the main gate and receive a visitor's pass.
3. Report to the school office to collect the waiting children. The office will then issue an early leavers pass.
4. Go to security at main gate, hand in the early leaver's pass and visitor's pass, receive ID and exit with child.
5. **Early collection will not be facilitated without advance notification, after 1:15pm.**

Collection of Secondary Students during the school day

1. Students should give a letter to the Form Tutor. The Form Tutor will sign and return the letter.
2. Student shows the letter to the class teacher prior to leaving and reports to the school office.
3. Letter is given to the school office and the office will provide an early leaver's pass.
4. The adult collecting the student must sign the student out at the office.

Transport to and from School

The School does not provide any transport to or from school. It is the sole responsibility of the parents to organize transport and to ensure that they are satisfied with the health and safety procedures of any provider. The school does not accept any liability for students before they enter, or once they have left, the school premises.

Dropping Items at School during the school day

If your child has forgotten anything at home that they require at school, please bring this to the school office and it will be taken to the child's classroom. If the child is aware that you will be dropping something off, please have them collect it from the office.

All parents and visitors must report to the front office if visiting the school during the school day. Unless previously arranged parents and visitors will NOT be allowed to enter the main school buildings during school time. Your enquiries will be attended by the front office.

Drinks and Snacks

Do please ensure that your child has two drinks – carried in a non-breakable container. Glass bottles and cans are not suitable. Sensible food should be provided – no chocolate or sweets. We suggest a sandwich and a piece of fruit. All lunch boxes should be clearly marked.

We have a NO NUT policy at school so please ensure all items are nut free including cereal bars, this also includes Nutella.

School Rules

We keep our school rules to a minimum but some are necessary for the health and safety of your children. The main rule, which covers most eventualities, is **BE KIND**.

Absence

If it is known in advance that a student will be absent it is important that the school be informed by email or telephone. In the case of illness a letter from a recognised medical practitioner is required for absence of more than 3 days duration.

Students who have not notified the school of the reason for their absence should submit a letter on the day of their return explaining the absence. Failure to do so will result in an unauthorised absence being recorded.

Leave of absence may be requested and is at the discretion of the Head of Primary.

The school week runs from Sunday to Thursday, the weekend being Friday and Saturday.

Rewards

We believe that it is important to look for the strengths that each student brings to our school. We encourage everyone in our community to celebrate these strengths. Rewards may take a variety of forms including: verbal praise, “smiley” faces, written comments, certificates or trophies.

From Year 3 we operate a House system. Each pupil is assigned to one of four Houses. House points can be earned by individuals for: effort, conduct, achievement and for participation in sporting events. Totals are announced each week and, at the end of the academic year, the winning House is awarded a trophy.

At the end of each term, class teachers select the Best All Round Pupil and the Most Improved Pupil in their class and those pupils are awarded certificates.

Prefects

The most responsible pupils in Year 6 are selected to be School Council, Head Boy/Girl and Deputy Head Boy/Girl are decided by their peers.

Parent Teacher Association

The school has an active Parent/Teacher Association. An enthusiastic group of parents and teachers meets regularly to arrange social and fund-raising events. Events have included: Garden Parties, Fun Days, Family Festival, and trips for children. Each class/form aims to have a parent contact (class mother/father) acting as a link between the class teacher, PTA and the parents. New members are most welcome.

For any further information please contact pta@parkhouseschool.com

Assemblies

Assemblies and other performances are held at regular intervals. Parents will be advised as to when such assemblies are scheduled to take place.

Home/School Links

Parents are encouraged to visit the school at any time should they have a concern or query about their child's progress at school. Whilst it may not be possible to see a teacher without an appointment there will usually be someone available to help. Appointments can be made with Class Teachers, Head of Primary or the Headmaster.

Teachers can be contacted directly through their school email address which is simply their name followed by the school address, for example Fred Smith would be contacted at **fred.smith@parkhouseschool.com**

When it is not possible to visit the school a letter or telephone call may prevent a problem from arising.

Staff personal emails and telephone numbers will not be released and the school actively discourages the use of social media to contact staff.

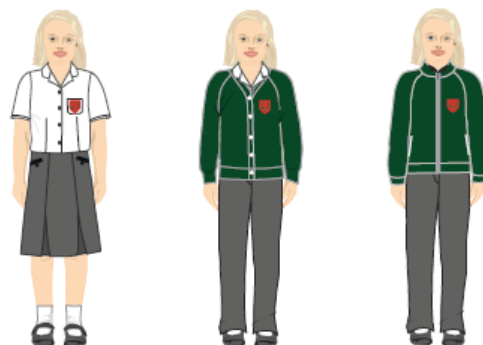
The school has a Facebook page which is accessible to all.

School Uniform

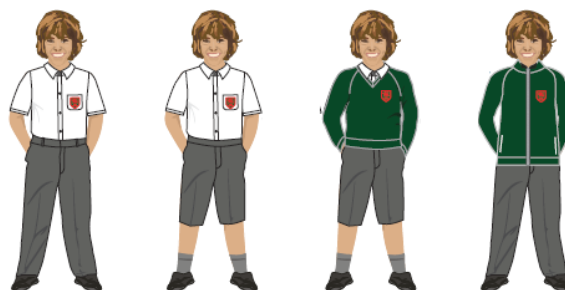
The uniform is **compulsory** for all children. All items of uniform should be clearly marked with the student's name. We encourage children to keep themselves clean and tidy. All articles can be purchased from Noblehouse Trading through their website (www.trutexqatar.com) or by email on info@noblehouseqatar.com.

Nursery to Year 6 Uniform

- Girls - White blouse with school logo
- Grey Skirt or trousers
- Bottle green cardigan or V-neck pullover
- Polar Fleece (optional)
- Grey or White socks
- Grey or white tights in winter



- Boys - White shirt with school logo
- Grey shorts or trousers
- Bottle green V-neck pullover
- Polar Fleece (optional)
- Grey socks



- PE clothes - Green / White Sports Kit
- Black Leggings (optional)
- White socks
- Training shoes with non-marking soles



Swimming - Swimming cap
One piece black swimming costume/trunks
Flip flops
Towel

Accessories - Green School bag
Library bag (Year 1 – Year 6)
PE bag
Green Cap



NB – Vests worn under shirts should be plain white.

Footwear

Girls and boys should wear plain black leather (or leather style) shoes.

N.B. No training shoes, gym shoes or flip-flops.

Please ensure that all clothing and footwear is clearly **marked with your child's name.**

Park House school bags (compulsory), P.E. bags and Library bags are available from the uniform shop.

Jewellery

Jewellery is unsuitable for children in school. Only stud earrings may be worn.