



Park House  
English School

iSP

International  
Schools  
Partnership

# Key Stage 3 Handbook



**P**ERSEVERANCE  
**R**ESPONSIBILITY  
**i**NDEPENDENCE  
**D**EDICATION  
**E**NGAGEMENT

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## Introduction

Welcome to Key Stage 3 at Park House English School. This handbook aims to provide parents and students with an overview of our Key Stage 3 curriculum, as well as other essential information about the daily running of the school.

The Key Stage 3 curriculum at Park House is broad and balanced, providing all students with enriched learning opportunities. This is reflected in the excellent results our students have gone on to achieve at IGCSE, AS and A2 in recent years.

All students study all subjects at Key Stage 3 (including Arabic or French or Spanish as a Modern Foreign Language) and choose options for Key Stage 4 in January of Year 9. Students are regularly assessed, and their progress is monitored throughout the year to ensure that they are working at their expected level. You will also find information on our policies for reporting, homework, absence, behaviour management and uniform, as well as useful information regarding school trips and extra-curricular activities. There will also be information on tests, examinations, GL Assessments and CAT4 tests.

We wish you the best as you begin your secondary school life with us.



## School Timings

7:30 am - 8:10 am	Lesson 1
8:10 am - 8:50 am	Lesson 2
8:50 am - 9:30 am	Lesson 3
9:30 am - 10:10 am	Lesson 4
10:10 am - 10:40 am	First Break
10:40 am - 11:10 am	Form Time
11:10 am - 11:50 am	Lesson 5
11:50 am - 12:30 pm	Lesson 6
12:30 pm - 12:50 pm	Second Break
12:50 pm - 1:30 pm	Lesson 7
1:30 pm - 2:10 pm	Lesson 8
2:20 pm - 3:00 pm	ECA Time



## Key Stage 3 Subjects

English
Maths
Science - Biology, Chemistry, Physics
Modern Foreign Languages: Arabic (compulsory for Arabic passport holders), French or Spanish
Geography
History
ICT
PE
Islamic Studies (Muslim students only)
Art
Music
Qatar History
PHSE
Enterprise
Global Citizenship



## Uniform and Equipment

In Key Stage 3, we pride ourselves on our appearance at all times. Students are required to wear the correct uniform at all times and must be dressed in the Park House English School uniform listed below;

### Girls

1. Girls Short Sleeve Blouse
2. Senior Girls Skirt (*must be knee-length*)
3. Senior Girls Trouser
4. Cardigan
5. Polar Fleece (Optional)

*(Girls can wear trousers or skirts)*

### Boys

1. Boys Short Sleeve Shirt
2. Senior Boys Trousers
3. Jumper
4. Polar Fleece (Optional)

*(Boys wear trousers from Year 7 upwards)*



### Other Uniform Requirements

- Hair past shoulder length must be tied back
- Boys are not permitted to wear jewellery, except for a wristwatch.
- Girls are allowed to wear one pair of small stud earrings and a wristwatch, but **no other jewellery**.
- No hoodies or non-Park House jumpers allowed.
- Boys' shirts must be tucked in
- Shoes must be worn at all times. Shoes must be all black with no visible colours or white on the logo, sides, sole, or anywhere..

### Equipment Requirements

- Pen, pencil, ruler, eraser, maths equipment
- Mobile phones are not to be used in school. They should be switched off and stored safely in their bags until the end of the school day.
- Relevant text and exercise books plus school planner.



## Textbooks

Key Stage 3 students collect their textbooks from the secondary library at the beginning of the school year. Each student is issued a personal barcode, attached to their planner, which tracks the books they have in their possession.

However, please bear in mind that **not all subjects will issue your child with a textbook**. This will vary from year to year as the curriculum evolves. Some subjects will use a variety of different textbooks that they keep in their classrooms and give out to the students when needed. Other subjects prefer to use a variety of online resources that are more up-to-date than any one single textbook. Often these resources will be uploaded by the teacher onto MS Teams along with any relevant supporting materials.

Rest assured, your child will receive all the materials they need to support their learning.

## Homework

Homework is set regularly as a way of testing the students' understanding of what has been covered in class. It is also a way of raising the level of achievement for each individual by reinforcing the learning that has taken place during each lesson.

However, we are mindful of the following key homework principles:

### **What it should be:**

- Manageable
- Relevant
- A consolidation of learning
- A chance to practise key skills from lessons

### **What it should not be:**

- Excessive
- For the sake of it
- To keep kids 'busy'

Homework should be recorded by students in their planners. Teachers will back this up by recording all homework on their respective MS Teams pages, including details of due dates, deadlines and any relevant supporting materials.



## Student Planners

**All secondary pupils are expected to be responsible for their own learning.** Every child in our Secondary School receives a Student Planner on the first day of term. Pupils are expected to record all homework, test dates and relevant notices in their planners every day.

In the planner, you will also find useful information for parents about school rules and uniform. Your child must always keep their planner with them, and it must be kept in good condition and free of graffiti. Please ensure that you check your child's planner weekly and sign it. This will highlight the benefits of keeping themselves organised.

## Behaviour Management

At Park House, we take behaviour management seriously and have high expectations of all students, both in the classroom and around the school.

Our behaviour management initiative incorporates our school's key values, namely: Perseverance, Responsibility, Independence, Dedication & Engagement (PRiDE).

Our expectations of all students are simple:

- Arrive to lessons on time
- Be respectful
- Complete homework
- Carry out instructions first time
- Be prepared for learning (correct uniform and equipment)

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## Consequences

If the above expectations are not met either in lessons or around the school, we operate a system of consequences, which are recorded on Engage (our student management system). These, and other relevant comments from teachers, can now be viewed by parents by means of the Parent Portal. You should have already received your login details.

Parents will, of course, be notified by the school immediately should any serious issues arise, and appropriate sanctions will be discussed, where relevant.

## CONSEQUENCES



Warnings can be received for untucked shirt, excessive jewellery, inappropriate skirt length, chewing gum, excessive make-up, devices out, late to lesson, incorrect uniform or incorrect shoes. (This is not an exhaustive list).

If a student receives 3 warnings, they will be placed in a 15 Minute Form Tutor DT.





## Reporting

Your child will receive three progress reports during the year:

- Two data reports with attainment, engagement and perseverance values
- One written report, which will contain comments from all subject teachers, as well attainment, engagement and perseverance data, and a final comment from their Form Tutor.

In addition to the progress reports, parents have the opportunity to attend two parents' evenings per year. Additional information evenings will be held at key points, for example options evenings for Y9 and Y11 options choices.

For subject-related questions, parents may email subject teachers directly using [firstname.surname@parkhouseschool.com](mailto:firstname.surname@parkhouseschool.com). We encourage teacher-parent dialogue during the year.

## Knowledge Checks

Continuous formative assessment is crucial for evaluating our students' understanding of core facts and concepts in each subject. This assessment can include questioning in class, marking students' work in real-time, quizzes, tests, retrieval practice, and homework assignments. The purpose is to identify and address learning gaps and provide feedback to help students progress.

The goal is to assess student knowledge and how well they can apply these facts and ideas, including practical skills, problem-solving, and argument composition. Ideally, these assessments should cover multiple topics to test their connections.

While data from these assessments plays a role in reporting, it is essential to prioritise daily teaching and learning over frequent testing for reporting purposes. The focus is ensuring students do not experience cognitive overload and receive the support they need to succeed. As a result, summative and formative assessments are rebranded as "Knowledge Checks" to emphasise their role in assessing and applying knowledge.

**Due to these regular knowledge checks in every subject, there is no formal school examination week at the end of the year in Key Stage 3.**



## GL Assessments

In the summer term of every year, the KS3 students sit the GL Assessments for their relevant year group. The GL Assessments are designed to test the core subjects of English, Mathematics, and Science to ensure that students are prepared to the standards necessary for study towards IGCSE.

The examinations are set and assessed by the GL Assessment independent examining body in the UK. These assessments give students a chance to experience external examinations with the rules and regulations that go with them.

All students in Key Stage 3 sit GL Assessments in English and Maths. Year 8 and 9 students also sit a GL assessment in Science. Parents will receive the results of the assessments with the end-of-year report at the end of the summer term.

More information about the GL Assessments can be found at the following web address:  
<https://www.gl-assessment.co.uk/>



## Attendance

At Park House, we recognise that there is a clear link between academic success and attendance. As such, we discourage absences during term time if they are avoidable. We would like all our students to achieve their full academic potential in order to realise their chances of success in an increasingly competitive world of work.

If your child is absent for any reason, kindly inform the school office as early as possible **that day** to state the reason for the absence. This allows us to monitor accurately all authorised and unauthorised absences. **Please note that absences will only be recorded as authorised for medical reasons. Holidays, even if advised in advance, will still count as an unauthorised absence.**



## Punctuality

We also expect all students to arrive punctually at school every day. Students are expected to be in school and ready to learn by 7:30 am. The importance of punctuality to school and lessons cannot be underestimated and therefore students who are late to school without good reason, will receive a break time detention each day that they are late, which will be converted to a Thursday after school detention for non-attendance at break.

Lessons begin promptly at 7:30, therefore students will be missing curriculum lessons if they arrive after 7.30 am. If a student is 10 minutes late to school every day, this equates to 46 full lessons of missed learning in an academic year and missed learning obviously affects outcomes and achievement as well as general confidence and enjoyment of school.



## Extra-curricular Activities

There is a wide range of extra-curricular activities on offer at Park House. There are many after-school sports clubs including football, volleyball, basketball and many others for the students to enjoy. The school takes part in the QUESS and BSME competitions in which we have been highly successful. In addition to sporting activities, there is something for all interests, including music, drama, debating, arts and crafts, the Model United Nations and many more. Information on these will be shared with the students via MS Teams.

## Trips

At Park House, we believe that education is not just about academic life. We offer several trips and expeditions for our students so that they can grow culturally and intellectually. Students in previous years have travelled to Lebanon and Switzerland to go skiing, Sri Lanka, Borneo, China, Oman and other Gulf countries on various trips, adventure camps and expeditions. We offer a comprehensive Duke of Edinburgh programme, as well as participation in music and performing arts festivals. In Key Stage 3, we also organise several educational trips within Doha itself. Each year we review our programme of trips and there will certainly be an opportunity for your child to enjoy the benefits of educational trips, allowing them to experience different cultures and giving them a chance to strengthen friendships.





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