



## **PARENTS' HANDBOOK 2022-2023**



**TALEB GROUP SCHOOLS, DOHA**

## PRINCIPAL'S MESSAGE



Greetings and warm welcome to you at Cambridge International School (CIS) which has a reputation of excellence and we will continue to strive to become the best. As Principal, I feel pride in leading such a prestigious institution. Shaping young, impressionable minds is one of life's biggest challenges. At CIS, we aim to empower our students to grow as individuals with strong minds having an international perspective, preparing them to compete and make a mark in the global village- the world has come to be today. I would like to tell you more about the philosophy of education that underpins education at CIS where learning is at the heart of all that we do.

At CIS, our curriculum is based on the National Curriculum for England, adapted to include the requirements of education in Qatar and to meet the needs of our students. The curriculum is designed to provide not only academic knowledge and information but also to develop the skills that will help our students to achieve success in the future. Our students aspire to become lifelong learners, developing independence and a love for learning that will enhance their personal lives and careers in the future.

CIS is a co-ed school from KG 1 to A Level. Students of all nationalities study in CIS.

Education in the 21st century is not just about classroom learning and memorizing facts. Education in its fullest sense is active, not passive. It encompasses the development of skills such as the abilities to think more deeply, to analyze, to evaluate, to explain, to summarize, to synthesize and be able to

create. It comes from a range of experiences both within the classroom and outside.

At CIS, our students not only have excellent opportunities to study the necessary range of subjects in the classroom but also to participate in enrichment activities, which enhance their all-round education. They are encouraged to have self-confidence, curiosity and ambition, to share ideas, to discuss, to ask and to answer questions, to be inquisitive and to be creative. They are encouraged to develop the personal qualities of humility, compassion and respect. Learning is a journey, one that is full of surprises, challenges and enjoyment. It is a journey that I am sure every student will find exciting, fulfilling and memorable at CIS. I hope that as you peruse through the contents of this website, you will get a sense of rich flavor of life at our school.

I encourage you to visit our beautiful school and see that we are a school committed to children. I look forward to partnering with you as we are building Better Futures.

Padmini Venkatesh

Principal

## USEFUL INFORMATION

Principal	:	Ms. Padmini Venkatesh
Assistant Principal	:	Ms. Mayar Walid
Academic Coordinator	:	Mr. Mahmoud Saeed
Kindergarten Coordinator:		Ms. Jane Muthoka
Head of Primary	:	Ms. Saaidah Sharief
How to contact CIS	:	School switchboard: +974 4465 9106 Fax: +974 44659093
Website	:	<a href="http://www.cisqatar.net">www.cisqatar.net</a>
Transport	:	+974 55826031
Parent Relations Officer	:	+974 66448994 <a href="mailto:pro@cisqatar.net">pro@cisqatar.net</a>

### School timings:

School starts at: 7.15am

School ends at: Kindergarten: 12 noon

Main School: 1.15pm

Accounts: Open Sunday to Thursday

7.00am – 4.30pm (3.00pm Thursday)

Saturday: 10.00am - 2.00pm

Uniforms: During school working hours

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# **SECTION 1 INTRODUCTION**

## **PURPOSE OF THE PARENTS' HANDBOOK**

The purpose of this handbook is to help you become familiar with the school. This includes:

- Essential dates and hours
- Who to contact for assistance
- How the school operates

Your queries, suggestions and feedback are important and always welcome.

Please feel free to contact us at [feedback@cisqatar.net](mailto:feedback@cisqatar.net) or by requesting for an appointment through [pro@cisqatar.net](mailto:pro@cisqatar.net)





## **VISION AND MISSION OF THE SCHOOL**

The Cambridge International School, Doha aims to produce:

Happy, creative, ethical citizens who live motivated, fulfilled lives while enriching the lives of others.

We seek to achieve this through: An enlightened, disciplined and broad education that responds to global changes while retaining essential values.

The Cambridge International School aims to foster in its students:

Confidence and Humility

Ambition and Compassion

Curiosity and Respect

Vision and Tolerance

**ACADEMIC RIGOUR \* FLAIR \* DISCIPLINE**

These are delivered through SEVEN KEY LEARNING RESULTS

- All students will be ICT literate and able to function in an IT- rich world
- All students should be confident and competent in their use and understanding of ENGLISH language to enable them to take an active role in an international world.
- All students should be confident and competent in their use and understanding of the ARABIC language and culture to enable them to take an active part in local custom and culture.
- Islamic Studies is a key part of education for all Muslim students and an awareness of Islamic culture is made for all students.
- Students will develop interests in sporting, cultural and aesthetic as activities as individuals and in teams to develop confidence, humility, respect, compassion, vision and tolerance.
- Academic rigour, flair and discipline are fundamental to students' entitlement and future.
- To encourage Global Citizenship in all students.

# **SECTION 2: JOINING THE SCHOOL**

## **ADMISSION POLICY**

Admission to the school depends upon the available seat in the appropriate age group and the school's ability to meet the needs of your child.

Students will not be admitted into a year group outside of their age group unless there are exceptional circumstances.

Priority is given to students who have a sibling attending the school and girls getting transferred from The Cambridge School. Priority is also given to the children of staff.

## **REGISTRATION**

These are the steps you need to go through in order to secure a place for your child in the school.

- Collect an application form from the School Registrar or download it from the website.
- The Registrar will check the application form and the availability of the seat according to your child's age.
- On payment of the registration and entrance assessment fee, children from Years 1 to 11 sit for the entrance tests. Applicants for Kindergarten will be assessed informally according to set criteria. Interviews are arranged according to the school's schedule.
- Results of interviews/exam tests will be given within the day during the interview and if your child reaches the required standards s/he can join the school.
- Where classes are full, you can submit an application to go onto the waiting list.

## **RE- REGISTRATION**

Re-registration forms along with re-registration fee are to be submitted to reserve the seat for the next academic year. The re-registration date is announced by school in the school portal in third term of the academic year. The re-registration fee is not refundable after re-registration period.

Students will lose their seat if fail to submit the re-registration forms and seat will go to a new student. This is applicable for use of School Transport also.

## **ENTRANCE EXAMINATION**

In order to determine whether your child can benefit from an education at CIS, all prospective entrants Primary and Secondary will be assessed in English, Mathematics and Arabic. There is a QR441 non-refundable fee for sitting in the tests.

All students from Year 1 and above seeking admission will have to take the entrance test in English, Mathematics and Arabic.

For admission to Year 1 and 2, students need to pass only in English and Mathematics. Test in Arabic is given to understand the level of knowledge about the subject.

From Year 3 and above; Passing marks in Arabic is set as 40% for Native Arabic Speaking students. For others the test in Arabic is given only to test their level and will not be considered for giving admission.

Native Arabic Speaking students who pass in English and Mathematics but fail in Arabic are given a retest free of cost within seven days from the date of first examination. If the student fails in the retest he/she will be given admission only if the parent gives an undertaking.

Passing in English and Mathematics is compulsory for admission.

## **FEES**

While applying for the seat in the school, you will be required to pay non-refundable registration and assessment fee. Once your child has been accepted into the school, you will be required to pay in advance the term's tuition fee and a one-off refundable cautionary deposit.

If your child uses the school transport, this fee is also to be paid in advance.

Fees may be paid to the Accounts Office during office working hours.

The status of your school fee account is available online. This can be assessed by using your School Parent ID. It will show the fees paid, fees outstanding and when these are due.

You are responsible for the payment of external examination fee at the time of examination entry and you will be invoiced accordingly.

Failure to have paid both the external examination and the Summer Term fee will result in your child not being entered for the external examinations. Refer to Appendix 1 for current fee structure.

## **SCHOOL UNIFORM**

All students are required to wear the school uniform, which should be clean and well presented.

A full list of uniform is found in Appendix 2.

## **TEXTBOOKS**

On admission to the school and at the end of each Summer Term, parents will receive a list of books required by students for the forthcoming year.

These can be collected from the school one week before school opens. The bookstore will be open during the school working hours.



## **SCHOOL TRANSPORTATION**

Seats on school buses are available on a first-come first-served basis. The facility is optional.

Use of this facility is subject to the fees being paid in advance. There is a 3-day stand-down period between the fee payment and the student using the service. Parents wishing to withdraw from school transport must complete a discontinuation form a month in advance.

The service is only available to and from the designated points. Details of bus routes are available with the Transport Manager.



## **SECTION 3: SCHOOL HOURS**

Students should arrive at school between 7.00am and 7.15am. Registration begins at 7.15am for students. Students should be on time for this.

Lessons for Kindergarten children end at 12.00pm and for other students at 1.05pm.

Students should be picked up promptly each day by the authorised person. Parents should provide written authorisation to a person collecting their child on their behalf.

### **RAMADAN HOURS**

The School Day may be adjusted during Ramadan.

### **CALENDAR**

The school year is divided into three terms, with dates determined in part by major Islamic festivals. Please refer to Appendix 3 for the details of this year's calendar.

### **WORKING HOURS**

Academic staff may be contacted by leaving a message with the PRO (Parent Relations Officer) between 7.00am and 3.00pm.

Administrative staff are available between 7.00am and 4.30pm Sunday to Wednesday, 7.00am to 3.00pm on Thursday

Parent Relations Officer: +974 66448994 [pro@cisqatar.net](mailto:pro@cisqatar.net)

# **SECTION 4: GENERAL INFORMATION**

## **ENTERING SCHOOL**

All visitors must enter the Porta cabin and hand over their ID to the security guard and receive a visitor's pass. All visitors must sign the entry book. No males are permitted in School before 1.30pm Sunday, Tuesday and Thursday and 2.30pm on Monday and Wednesday.

## **COMMUNICATION BETWEEN PARENTS AND THE SCHOOL**

If you wish to contact a teacher, the best way to do this is by using your child's Student Planner. This should be checked by you regularly and it is always good to remind your child to show the planner to his/her teacher.

In order to make an appointment to see a teacher, please contact the PRO during school hours. +974 66448994 [pro@cisqatar.net](mailto:pro@cisqatar.net)

It is very important for parents to see the weekly Gazette, which is full of information about the school and the students. This is available on the Parent Portal every Thursday afternoon.

The school's website, [www.cisqatar.net](http://www.cisqatar.net) provides details about the curriculum and school life.

The school has a Digital Campus. All parents have access to the Parent Portal, where full information is given about the syllabus, homework, progress reports etc.

A calendar of major school events and important dates is included in the Student Planner and is also available online on the Parent Portal.

The school has a Facebook page showing photos of events in the daily life of the school.

If you would like to give feedback about the school to the Taleb Group, you are invited to send an email to [feedback@cisqatar.net](mailto:feedback@cisqatar.net)



# **SECTION 5: HELPING YOUR CHILD TO BE A GOOD STUDENT**

Please see the Code of Conduct and School Rules in Appendices 4 and 5.

## **ATTENDANCE AND PUNCTUALITY (See also Appendices 8 and 9)**

Regular attendance and punctuality are important for every student. Students must learn that regular and punctual attendance at school is essential if they want to achieve success in their studies. See Appendix 8 for details of the attendance requirement for promotion.

Students should attend school every day and arrive at school and lessons on time. Students may not leave the school during lesson time without the written permission of the Principal.

Please do not take holidays during the term as minimum 80% attendance is required to write the end of year examination.

If your child is absent from school, please send a message to the PRO: [pro@cisqatar.net](mailto:pro@cisqatar.net)

If you know in advance that your child is going to be absent, please provide written notification to the Principal.

If your child is absent from school, you may be contacted by the PRO as a follow-up check. For the school policy on students who come late, please refer to Appendix 9.

Attendance requirement for IGCSE - Years 10 and 11, AS level and A level

Students are required to complete 80% of annual attendance as per CIE Board's recommended time required for IGCSE, AS and A level course completion or the School, at the Principal's discretion, may not allow the student for the CIE examinations.

## **PERSONAL BELONGINGS**

Students should bring the correct books and stationery each day. In addition to books, students are

expected to bring to school basic stationery such as pens, pencils, rulers.

Students must not bring electronic items into school. This includes cameras, mobile telephones, iPads, tablets, iPods, SMART watches and similar devices. Students must hand them over on arrival at school and collect them after school.

Any student found with a camera, a mobile telephone or other device in school will have it confiscated for a minimum period of one academic year. Parents will be asked to collect the device from School at the end of the academic year and sign a declaration that this will not recur.

All personal items should be clearly labelled with the student's name. This will enable the school to return the item to its owner.

Secondary students may rent lockers for a QR 50 deposit and QR 57 per term.

### **CODE OF CONDUCT Appendix 4**

It is the right of every individual and group at the school to have a peaceful and dignified existence, without being hindered by the behaviour and attitude of others. Please see Appendix 4.

### **SCHOOL RULES - Appendix 5**

Our school rules protect the safety and welfare of the students. We expect you to be familiar with them and assist us in implementing them fully. Please refer to Appendix 5.

### **REMEDIAL POLICY - Appendix 6**

The remedial policy aims to encourage students to reflect on their behaviour and be aware of the impact of behaviour on the student's learning and academic success. See appendix 6 for details of the Promotion Policy

### **PROMOTION POLICY - Appendix 8**

Please refer to appendix 8 for details of the Promotion Policy

# **SECTION 6: CURRICULUM**

## **CURRICULUM**

The curriculum is modelled on the National Curriculum for England with the addition of Arabic, Islamic Studies and Qatar History. Kindergarten (KG) follows the Early Years Foundation Stage. Primary and Secondary follow the Cambridge International Curriculum.

Towards the end of Year 9, students have to make subject choices for Year 10 as per subjects for the International General Certification of Secondary Education (IGCSE) offered through the Cambridge International Examinations Board (CIE). After IGCSE, students may continue to study Advanced Supplementary (AS) and Advanced Level (A level) subjects, mainly through CIE. These qualifications will enable them to gain entry into most worldwide universities.

Separate information and consultation evenings help students and parents to become familiar with the content of IGCSE courses and choose the subjects best suited to their abilities and career aspirations. The school provides additional lessons in English, Mathematics and Arabic for students requiring extra assistance.

## **SUBJECTS STUDIED**

The subjects your child will study each term are given on the school portal. You can support your child's learning by encouraging him/her to undertake research, wider reading or visits in association with the current topics.

## **EXTRA-CURRICULAR ACTIVITIES (ECA)**

Learning beyond the classroom helps to build areas of special interest and fosters wider learning opportunities. Activities are blended within the academic time table. The programme includes the activities related to personality development, mental ability and sports. The activities blended with

Academics give an extra strand to enhance the child's education and this also increases the student's participation. Activities take place on a daily basis. Students from Year 1 to 10 are involved in activities on all 5 days.

## **CO-CURRICULAR PROGRAMME - EDUCATIONAL VISITS**

Educational visits, a part of co-curricular programme forms an integral and important part of the educational process within the whole curriculum.

Every step is taken to ensure good organisation and safety on these trips. Parents are informed well in advance about any special arrangements or resources required.

Parents are supposed to sign and send the consent form. No child can go on trips without parent's permission.

Visits are normally self-financed with a nominal charge for transport costs.

## **COMMUNITY LINKS**

The school takes part in selected inter-school events for example:

Participation in the Model United Nations, Qatar Debate

Curriculum-based competitions with other schools within the Taleb Group Schools

Competitions and events organised by the Ministry of Education and Higher Education for Qatar schools

## **HOMEWORK**

Homework refers to any work which students complete outside lesson time. Homework consolidates skills and understanding covered in class. It may include exercises, additional reading and research related to current class work. It encourages students to develop the confidence and self-discipline needed for independent study.

Students record their homework each day in their planner. Parents are asked to sign the planner regularly. It should be used to establish a communication channel between home and school. In Primary classes, books are sent home weekly for parents to sign and ensure that they have seen their child's work.

We ask parents to:

- Check planners and also see the portal to keep track of your child's homework;
- Ensure homework is completed and submitted on time;
- Assist children with homework wherever possible and discuss their ideas;
- Encourage and praise your child when they have completed their homework.

## **HOMEWORK POLICY – APPENDIX 6**

Please see the School's Homework Policy for information on homework that is not completed or is not submitted on the due date.

# **SECTION 7: HOW WE ASSESS AND COMMUNICATE YOUR CHILD'S PROGRESS**

## **MARKING AND CONTINUOUS ASSESSMENT - Appendix 7**

The school uses both ongoing assessments and examinations at the end of the topics and the end of the term. Continuous assessment is carried out through grading class work, short tests, assignments and projects. In Primary classes, books will be sent home weekly for your signature.

## **SCHOOL EXAMINATIONS**

There are termly examinations for Years 3 to 12. Years 11 and 12 students also sit for mock exam and CIE examinations.

## **EXTERNAL EXAMINATIONS**

Year 11 & 12 students undertake external IGCSE & AS examinations in their subjects; CIS is an approved CIE Examination Centre. Entry is dependent upon set criteria such as regular attendance at school, consistent application to work and proven success in termly examinations. The final decision about entry for the CIE examinations rests with the Principal.

## **WRITTEN REPORTS**

Reports are uploaded onto the Portal at the end of each term.

## **PARENTS' CONSULTATION EVENINGS**

Parent-Teacher consultation sessions take place soon after the reports are uploaded onto the Portal. Parents are notified the dates and timings of these evenings through the Gazette.

# **SECTION 8: CARE OF STUDENTS**

The Assistant Principal has overall oversight of the students' Pastoral Care. The Counsellor provides individual support and assistance for students with learning or personal issues.

## **THE ROLE OF THE CLASS TEACHER/FORM TUTOR**

In the Kindergarten and Primary sections, each student has a Class Teacher. In the Primary section, the Class Teacher is responsible for teaching most subjects. Children will be taught Arabic, Qatar History and Islamic Studies by specialised teachers. In the Secondary section, each student has a Form Tutor. Tutor time with the Form Tutor is an important part of the school routine.

The Class Teacher / Form Tutor is responsible for the day-to-day oversight of your child. He/she is the person you should contact first through the PRO or the student planner if there is a general matter regarding your child that you wish to discuss with them. If the issue is purely academic, then the subject specialist who teaches your child may be the more appropriate person.

Class Teachers and Form Tutors help students to understand more about:

- the work they do in school
- experiences they have had in school
- their relationships with others
- the choices they have to make - those that affect their future and those of values and standards

## **HEALTH AND WELFARE**

All parents must inform the school if your child has any medical issues. A full-time Nurse is in charge of first aid. If a student is unwell, he/she will be sent to the Nurse. In case of severe illness or accident, the Principal will be informed.

No sick student is sent home without the Principal's approval.

If your child requires outside medical attention, we will advise you on this. If you decide to take your child home, we will ask you to sign a disclaimer to the effect that you are taking responsibility for the situation.

In case of an emergency, the Principal will call for an ambulance. Every effort will be made to contact you. Meanwhile, a member of staff will accompany your child to the hospital.

The Nurse is the only member of staff who may administer any form of medication. The only treatment available from her is paracetamol, Strepsils, Buscopan, and (all within sedation).

Please do not send your child to school if he or she is ill, has head lice or is exhibiting any flu symptoms.

If your child suffers from conditions such as epilepsy, asthma or diabetes, he or she will be registered on the medical register and supervised treatment will be given as necessary.



## **STUDENT'S RECORD**

You are able to access all relevant data pertaining to your child through the Education Home Management System for which you have your specific ID.

In case of emergency we must have all your contact details. Please assist us by ensuring that you provide us with any change of communication details so that we can update our records.

## **THE ROLE OF THE SCHOOL COUNSELLOR**

The School Counsellor assists students who appear to be having learning, emotional or behavioural issues.

## **HEALTHY EATING**

Students are encouraged to eat sensibly and drink plenty of water during the school day. Water dispensers are found around the school. Students may also purchase water from the canteen/vending machines. The canteen is open at break times to provide cold snacks and drinks.

Please note:

Fizzy drinks, cans and glass bottles are not allowed in school.

Birthday cakes, chips and party food are also not permitted. Birthday cakes are only allowed in KG and Year 1.

# **SECTION 9: THE ORGANISATION AND STAFFING OF THE SCHOOL**

## **OWNERSHIP OF THE SCHOOL**

CIS is owned by the Taleb Group of companies, which also owns The Cambridge School (TCS), The Doha Modern Indian School (DMIS), Alpha Cambridge School (ACS) and Beta Cambridge School (BCS).

## **THE PRINCIPAL**

Principal Ms. Padmini Venkatesh represents Taleb Management. She can be contacted on [principal@cisqatar.net](mailto:principal@cisqatar.net).

## **THE SCHOOL STRUCTURE**

The school is divided into three sections: Kindergarten, Primary and Secondary. Boys and girls are taught together up to Year 13. The school also has four Houses: Eagles, Hawks, Falcons and Kestrels. The Heads are appointed to lead these houses.

## **SENIOR LEADERSHIP**

The Senior Leadership Team (Principal, Assistant Principal, Academic Coordinator, Head of Primary, Head of Kindergarten) oversee the implementation of school policies and manage the day-to-day running of the school.

## **STUDENT LEADERSHIP ROLES**

A small number of prefects, including a Head Girl and Deputy Head Girl, are chosen each year from the students in Years 10 and 12. Their role is to model good personal and academic qualities, assist the staff with specific duties and represent the student body and the school at specific functions.

House Captains and Sports Captains lead competitive student activities in their House – Falcon, Hawk, Eagle or Kestrel.

Students are also nominated for the School Council to represent student views and concerns regarding school procedures. The School Council also organises student activities. This body has an important role to play and to ensure that students are included in decisions that affect them.

The Assistant Principal has oversight of the Student Leadership group.

# **SECTION 10: HOW PARENTS CAN HELP THE SCHOOL**

## **PARENTAL INVOLVEMENT**

The school warmly welcomes suggestions and help from parents.

Parents may be asked to come to school to contribute to the topics taught in the classroom or to speak to older students about career choices. Parents may also like to assist IGCSE & AS students by offering them the opportunity to undertake work experience.

### **Parent Committee:**

The Parent Committee meets the Principal regularly.

## **HOW TO GIVE FEEDBACK TO THE SCHOOL?**

We value your opinion and you may wish to use the suggestion box in the school entrance. We also invite your opinions via questionnaires and forums. Parents can also communicate via the feedback email address set up for this purpose.

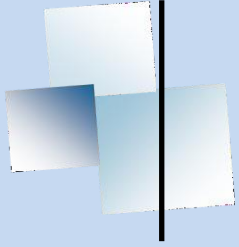
Please inform us when any member of staff 'goes the extra mile' for you.

If you have any concerns, please let us know straight away. We will respond within 24 hours and work together with you to resolve the matter speedily.

If you feel the matter has not been dealt with satisfactorily, please make a formal written complaint to the Principal or to Management through the feedback email.

## **COMPLAINT CELL**

The School has introduced a complaint cell with the RCC Office in the School and students can register their complaints about other students/staff with this office. This procedure is implemented to provide extra care to students and to express their personal issues faced in the School.



# APPENDICES

# APPENDIX 1 – SCHOOL FEES

## SCHEDULE OF SCHOOL FEES FOR THE ACADEMIC YEAR 2022-23

Particulars	KG1	KG2	Y 1-4	Y 5-6	Y 7-9	Y 10-13
Assessment Fee (non-refundable) - one time	NA	NA	441	441	441	441
Registration (nonrefundable) - one time	441	441	441	441	441	441
Caution Deposit (refundable - interest free)- one time	551	551	551	551	551	551

Re-registration Fee (non-refundable) - for existing students payable before 10-06-2022)	QR 2205/-	(will be adjusted against 1st term tuition fee)
Advance Tuition Fee (non-refundable) - (payable at the time of new admission before 15-08-2022 )	QR 2205/-	(will be adjusted against 1st term tuition fee)

## SCHOOL FEE

GRADES	1st TERM (Inclusive of Books, and Photo package cost)	2nd TERM	3rd TERM	YEARLY School Fee
KG1	7,082	6,667	6,666	20,415
KG2	7,181	6,667	6,666	20,514
Y1	8,602	7,900	7,900	24,402
Y2	8,868	7,900	7,900	24,668
Y3	9,076	7,900	7,900	24,876
Y4	8,977	7,900	7,900	24,777
Y5	11,781	10,333	10,333	32,447
Y6	11,631	10,333	10,333	32,297
Y7	14,507	12,983	12,983	40,473
Y8	14,353	12,983	12,983	40,319
Y9	14,453	12,983	12,983	40,419
Y10	16,040	14,417	14,416	44,873
Y11	14,617	28,833		43,450
Y12	18,423	34,300		52,723
Y13	17,323	34,300		51,623

Transport Fee (optional)	Term 1 QR.1351/-	Term 2 QR.1351/-	Term 3 QR.1351/-	Yearly QR. 4052
Locker Rent (optional)	Term 1 QR 57	Term 2 QR 56	Term 3 QR 56	Yearly QR 169

<b>School Fee - Cut off dates</b>	<b>KG1 to Y10</b>	<b>Y11 to Y13</b>
Payable on or before - 1st Term	15th August 2022	20th August 2022
Payable on or before - 2nd Term	15th December 2022	15th December 2022
Payable on or before - 3rd Term	15th March 2023	



## Notes:

- A 2 % discount is offered on yearly tuition fee, if payment is made in full in advance before the beginning of the academic year.
- A sibling discount on tuition fee is available for the third and subsequent children studying in the school. 3rd child 15%, 4th child 25% and 5th child and above 35%.
- School Fees are non-refundable and non-transferable. Transport fee, locker rent, uniform and photo charges are optional
- Parents are expected to ensure prompt payment of each instalment of fees. Failure to pay promptly will invalidate all discounts. If tuition/transport fee are not paid within due date, the school has the right to exclude the child from school, not permit him/her to avail the school transport.
- One month's notice, prior to the commencement of the new term, is required for withdrawal of the child from the school / discontinuation of school transport. Irrespective of the month in which the child is admitted/withdrawn or stops using school transport, fees for the full term needs to be paid.
- Tuition fee will not be refunded after commencement of the Term.
- School fee are subject to annual review and may be increased subject to approval from the Supreme Education Council.
- Parents are to sign a Fee Declaration Form at the beginning of each school year.
- The Caution Deposit is refundable within 30 working days from the date of submission of TC request along with the original receipt.
- New students in Y11 will have to pay G10 book costs, existing students of Grade 11 can buy books if required by paying extra costs.
- For New students in Grade 13 will follow Grade 12 costs of books, existing students of Grade 13 can buy books if required by paying its costs. Payment mode: Cash and Cheque only.

## **APPENDIX 2 SCHOOL UNIFORM**

All students are required to wear school uniform, which should be clean and well-presented

### **Boys**

Regulation shorts or trousers

Regulation short or long sleeved open necked shirt

Plain black shoes and white socks

Regulation school colour sweater

Jewellery – watch only

### **Girls**

Regulation skirt (long or knee length) or trousers

Regulation short or long sleeved open neck shirt

Plain black shoes and white socks

Regulation school colour sweater

Hair adornments should be black or white

Jewellery – one pair of studs and a wrist watch

No cosmetics of any kind, no nail varnish, no make up

Hair must not be coloured or highlighted

Scarves must be white, cream or black

### **PE**

Regulation school House shirts and P.E trousers

Swimming costume, towel and swimming cap

# **APPENDIX 3- SCHOOL CALENDAR 2022 - 2023**

## **TERM 1 (August – December 2022)**

Heads Return	Sat, 6 August 2022
Staff Return	Tues, 9 August 2022
Students Return	Tues, 16 August 2022
Term 1 Examination	Tues, 1 November 2022–Thurs, 10 November 2022
Last Day for Students & Staff	Thurs, 17 November 2022
Term Break Begin	Sun, 20 November 2022 – Thurs, 29 December 2022
Qatar National Day	Sun, 18 December 2022

## **TERM 2 (January – March 2023)**

Staff & Students Return	Sun, 1 January 2023
Result Publication	Wed, 4 January 2023
Qatar National Sports Day	Tue, 14 February 2023
Term 2 Examination	Sun, 26 February 2023 – Tues, 7 March 2023
Last Day for Students & Staff	Thurs, 9 March 2023
Term Break Begin (Students & Staff)	Sun, 12 March 2022 – Thurs, 16 March 2023

## **TERM 3 (March – June 2023)**

Staff & Students Return	Sun, 19 March 2023
Result Publication	Wed, 22 March 2023
Ramadan Begin	Thurs, 23 March 2023
'Eid Holiday (Tentative)	Sun, 23 April 2023 – Tues, 25 April 2023
Term 3 Examination	Sun, 28 May 2023 – Tues, 6 June 2023
Result Publication	Wed, 14 June 2023
Last Day for Students	Sun, 18 June 2023
Year End Re-Test	Mon, 19 June 2023 – Wed, 21 June 2023
Last Day for Teachers & Heads	Thurs, 22 June 2023
Re-Test Result Publication	Wed, 21 June 2023

# **APPENDIX 4 - CODE OF CONDUCT**

Every member of the school community should be

- Considerate
- Courteous
- Cooperative
- Friendly
- Hardworking
- Honest
- Responsible
- Trusting
- Well-presented

**In practice, this means**

- Being punctual
- Speaking courteously
- Wearing the correct uniform
- Being prepared for lessons and submitting all homework
- Moving around school in an orderly manner
- Negotiate
- Ensuring the school is litter free
- Respect - Bullying will not be tolerated in the school in any form

# **APPENDIX 5 - SCHOOL RULES**

- Students are expected to behave in a respectful manner towards others, including teachers, at all times.
- Students must be in school no later than 7.15am – there is a lateness detention.
- Students must be punctual in arriving at lessons – there is a lateness detention.
- Students who arrive late must obtain a late-entry slip in order to be allowed into class and a lateness detention may apply.
- Students must complete all homework by the due date or face a homework detention.
- Students must wear the correct uniform or uniform detention.
- Students who leave a lesson for any reason must be in possession of a pass from the teacher.
- Students must be well behaved on the bus and must accept the authority of the driver and the conductor.
- Students must have an appropriate school bag, equipment, books required for the day, student planner, PE kit as required.
- Cameras, mobile phones, smart phones, smart watches, iPads, iPods and such devices are not to be used in school. If found they will be confiscated.
- Valuable items must not be brought to school. The school will not be responsible for these items.
- No obscene literature or bad language will be tolerated within the school premises.
- Students must not damage the plants and trees inside the school grounds.
- Chewing gum is not permitted within school.
- Hairstyles must be appropriate: gel or spiked hair is not acceptable. Coloured or highlighted hair is not acceptable.

- Personal cleanliness and hygiene are expected.
- Glass containers may not be brought to school.
- Smoking will result in expulsion from school.
- Students must line up in a quiet and orderly manner before being allowed to enter a room.
- Students will not be allowed to leave school during class hours. In case of an emergency, written permission must be sought from the Principal.
- Parents must inform the Parent Relations Officer (PRO) if their child is going to be absent from school.
- Applications for extended absence from school must be submitted in advance to the Head of Section who will refer it to the Principal for consideration.
- Students must go to the Nurse if they feel unwell. Students cannot go home without the permission of the Nurse and Principal.
- Cheating is unacceptable and any student using unfair means to undertake a test / examination will be removed from that examination/test and a zero grade will be awarded.
- Library books must be returned on time. Students will be asked to pay the replacement cost if the library book is lost or not returned.
- Any damage to school property will be charged against the Cautionary Deposit.
- Inappropriate behaviour such as bullying or verbal/ physical aggression will be dealt with as a serious infringement of CIS's Code of Conduct.

# APPENDIX 6 - STUDENT FRIENDLY REMEDIAL ACTION POLICY

## A: HOMEWORK LAPSES

(Failure to submit home work within the cut off time)

A (1) - Year 2, 3 & 4- Student will lose the particular homework mark for the subject every time.

A (2) - Year 5 and above-

## B

Sequence in a Term ( subject wise)	Action	Impact on Homework mark	Remarks
1 <sup>st</sup> Time in a Term	Written Note in the Planner	Lose full mark of the particular Home work	Send SMS, Notification and email.
2 <sup>nd</sup> Time in a Term	Written warning	Lose full mark of the particular Home work	Send SMS, Notification and email.
3 <sup>rd</sup> Time in a Term	Student will not be allowed - to attend Activity lessons - goes on field trips; - to participate in ECA and any competitions  for next 21 calendar days.	Lose full mark of the particular Home work	Send SMS, Notification and email. Parent has to come for a meeting with the teacher & PRO
4 <sup>th</sup> Time and above in a Term	a) Student will be suspended for next three academic days. b) Student will not be allowed - to attend Activity lessons - goes on field trips; - to participate in ECA and any competitions for next 21 calendar days.	Student will lose full mark of the particular Home work	Send SMS, Notification and email. Parent has to come for a meeting with the teacher, AC & PRO. If parents fail to come for meeting student will not be allowed to Re-register for next academic year.

## **BEHAVIOUR ISSUES (From Year 2 and above)**

### **REMEDIAL POLICY-BEHAVIOUR ISSUES INSIDE CLASS DURING TEACHING**

#### **Term1**

SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
1 <sup>st</sup> Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room.	Lose 5 marks of Behaviour marks of the concerned subject.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor's room.	Lose 15 marks of Behaviour marks of the concerned subject
3rd Incident	Out for Term and student can attend only Term End Examination	Lose full marks of Behaviour marks of all subjects

#### **Term 2 & 3**

<b>1 INCIDENT BEFORE</b>		
SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
1 <sup>st</sup> Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room.	Lose 5 +2 (=7) marks of Behaviour marks of the concerned subject.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor's room.	Lose 15 +2 (=17) marks of Behaviour marks of the concerned subject
3rd Incident	Out for Term and student can attend only Term End Examination	Lose full marks of Behaviour marks of all subjects

<b>2 INCIDENTS BEFORE</b>		
SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
1 <sup>st</sup> Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor's room.	Lose 5+ 4 (=9) marks of Behaviour marks of the concerned subject.
2nd Incident	Out for Term and student can attend only Term End Examination	Lose 15+4 (=19 ) marks of Behaviour marks of the concerned subject

<b>3 &amp; MORE INCIDENTS BEFORE</b>		
SEQUENCE	REMEDIAL ACTION	EFFECT IN BEHAVIOUR MARKS
1 <sup>st</sup> Incident	Out for Term and student can attend only Term End Examination	Lose 5 + ( 2 x no of times student has incidents before during the current academic year) marks subject



**REMEDIAL POLICY-BEHAVIOUR ISSUES  
IN ACTIVITY CLASSES, OUTSIDE & INSIDE CLASS DURING BREAK TIME**

**Term 1**

SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room. Warning will be given through the planner.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room. One day Suspension on the next day.
3rd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room. Three days Suspension from the next day.
4th Incident	Out for Term and student can attend only Term End Examination

**TERM 2 & 3**

**1 INCIDENT BEFORE**

SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room. Warning will be given through the Planner.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor's room. One day suspension.
3rd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room. Three days Suspension from the next day.
4th Incident	Out for Term and student can attend only Term End Examination

**2 INCIDENTS BEFORE**

SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor's room. One day suspension.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip & other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room. Three days Suspension from the next day.
3rd Incident	Out for Term and student can attend only Term End Examination

**3 INCIDENTS BEFORE**

SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip & any other Extra Curricular Activities. Student has to do remedial class work in Counsellor's room. Three days Suspension from the next day.
2nd Incident	Out for Term and student can attend only Term End Examination

**4 or MORE INCIDENTS BEFORE**

SEQUENCE	REMEDIAL ACTION
1st incident	Out for Term and student can attend only Term End Examination

### **C: STUDENTS WITHOUT SCHOOL UNIFORM & ID CARD**

Student will not be allowed to attend school without proper school uniform and ID Card.

### **D: REMEDIAL SYSTEM - STUDENTS NOT IN PE UNIFORM**

Students who do not have proper flat sports shoes (non-marking shoes without studs) are not allowed to enter the sports hall or to participate in PE activities.

Students who do not wear the proper PE uniform are not allowed to enter the sports hall or to participate in PE activities.

Students who do not have their school ID will not be allowed inside sports hall, Gym or in PE activities.

All students as mentioned above without PE uniform and flat shoes during PE lessons will be sent to detention room through PRO during the period and can't attend PE, Art, Music classes for next 21 days.

# **APPENDIX 7 - ASSESSMENT POLICY**

## **ASSESSMENT POLICY**

### **EXAMINATION TOPICS**

(THREE EXAMINATIONS: TERM 1, TERM 2, TERM 3)

<b>YEAR GROUP</b>	<b>EXAMINATION TOPICS</b>
Year 1 & 2	No written examinations. Grades will be based on Continuous Assessment process/program
Year 3 to 9	Each Term Examination will be based on the prescribed topics covered during the Term.
Year 10	In Term 1,2 & 3- All topics covered during the Year up until and the date of the examination.
Year 11	In Term 1 -Full topics of Year 10 and topics covered in Term 1 in Year 11. Mock exam – Full topics of Year 10 and 11 will be included. These examinations are only internal assessments and end of year results will be based on the results published by CAIE.
Year 12 & 13	In Term 1 – Topics covered during the Term until the date of Examination Mock Exam - Full Year Topics. These examinations are only internal assessments and end of year result will be based on the Results published by CAIE.

# PROMOTION POLICY

## KG to YEAR 2

KG to Year 2: all students will be promoted automatically unless there are any major learning difficulties or attendance deficiencies.

## YEAR 3 TO YEAR 9

### **1:- ATTENDANCE REQUIREMENT:**

- Students must have at least 80% attendance to be eligible to appear in the final examination. Attendance will be calculated from the first day of the academic year or from the date of joining in case the joining date is after the first day of the academic year.
- Any student whose attendance is below 80% will have to repeat the year.
- However, if a student is absent due to illness and provides a proper/authorized medical certificate accepted by the Principal, the student's absence will be counted as present in calculating the percentage of attendance. In such cases student's attendance record will not be affected by the authorized absence.

**2:- END OF TERM MARKS:** At the end of every term, the cumulative marks of Homework (HW), Continuous Assessment (CA), End of topic Quiz mark and end of term examination will be arrived at and shown as individual mark as per the weightage as shown below.

- a) There will be Examination at the end of every Term.
- b) Structure of **Term End marks**- in every Term. Year 3 to 9

End of Topic Quiz 5%, CA & Homework 5%, Examination 65%; Behaviour 25%

**(In the all above cases CA, HW and End of topic quiz marks will be added together and shown as a single mark entry. Examination and Behaviour marks will be shown separately in the progress card )**

**3: FINAL CUMULATIVE MARK:** Final Cumulative Mark at the end of the Year will be calculated as below. YEAR 3 TO 9

**CA /HW/Quiz Mark -10%** – Average mark scored in the three Terms;

**Examination Mark -65%** – Average of all the three terms examination marks;

**Behaviour Mark -25%** - Average of all the three Terms. Lowest mark will be zero.

**Final Cumulative mark- 100%-** The final result will be judged based on this Final Cumulative mark of every subject at the end of the academic year.

**Notes: CA- Continuous Assessment; HW- Home work; Quiz – End of topic quiz**

### **PROMOTION POLICY YEAR 3 TO YEAR 9:**

- (1) Examination result will be grouped into four Sections, Section A, Section B, Section C and Section D.

Section A	English, Mathematics, Science, Social Studies, ICT, Qatar History
Section B	Arabic.
Section C	Islamic Studies.
Section D	Art,Music,Dance,PE

### **Year 10**

#### **1: - ATTENDANCE REQUIREMENT:**

- Students must have at least 80% attendance to be eligible to appear in the final examination. Attendance will be calculated from the first day of the academic year or from the date of joining in case the joining date is after the first day of the academic year.
- Any student whose attendance is below 80% will have to repeat the year.
- However, if a student is absent due to illness and provides a proper/authorized medical certificate accepted by the Principal, the student's absence will be counted as present in calculating the percentage of attendance. In such cases student's attendance record will not be affected by the authorized absence.

**2: - END OF TERM CUMULATIVE MARKS:** At the end of every Term, the cumulative marks of Homework, Continuous Assessment and end of term examination will be arrived at as per the weightage as shown below.

- a) There will be Examination at the end of every Term.
- b) Structure of Cumulative marks- in every Term.

End of Topic Quiz 5%, CA & Homework 5%, Examination 65%; Behaviour 25%

**(In the all above cases CA, HW and End of topic quiz marks will be added together and shown as a single mark entry. Examination and Behaviour marks will be shown separately in the progress card )**

**3: FINAL CUMULATIVE MARK:** Final Cumulative Mark at the end of the Year will be calculated as below.

*Notes: CA- Continuous Assessment; HW- Home work; Quiz – End of topic quiz*

<b>YEAR 10</b>		
<b>CA /HW/Quiz Mark</b>	10%	- Average mark scored in the three Terms;
<b>Examination Mark</b>	65%	- (25% of Term 1 + 25% of Term 2 + 50% of Term 3 examination marks);
<b>Behaviour Mark</b>	25%	- Average of all the three terms. Lowest mark will be zero.
<b>Final Cumulative Mark</b>	100%	- The final result will be judged based on this Final Cumulative mark of every subject at the end of the academic year

Grading as applicable for the School: A\* - 90-100%, A – 80-89%, B – 70 – 79%, C – 60 – 69%, D – 50-59%,E – Less than 50% Fail

**4. PROMOTION POLICY :** Students have to score minimum 50% marks in every subject to pass.

## Years 11 to 13

### 1: ATTENDANCE REQUIREMENT:

- Students must have at least 80% attendance to be eligible to appear in the final examination. Attendance will be calculated from the first day of the academic year or from the date of joining in case the joining date is after the first day of the academic year.
- Any student whose attendance is below 80% will have to repeat the year.
- However, if a student is absent due to illness and provides a proper/authorized medical certificate accepted by the Principal, the student's absence will be counted as present in calculating the percentage of attendance. In such cases student's attendance record will not be affected by the authorized absence.

### 2: - END OF YEAR RESULT:

- (1) End of Year Result will be based on the grades scored by students in Cambridge International Examination (CAIE).
- (2) Examinations conducted by the school is only an internal assessment and the grades scored by student in internal examinations will not decide their pass/failure.
- (3) There is no overall pass mark in Year 11, 12 & 13. Those who scored Grade 'U' or 'X' in all subjects in the internal Mock assessments will be reported as FAILED in school for the record of Ministry of Education, Qatar.
- (4) Admission to Year 12 & 13 will solely depend on the subjects opted by the students and the grades scored by them in IGCSE/AS level Examinations (conduct by CAIE) respectively and subject to the admission criteria prevailing in the School during each academic year.
- (5) Every school fixes its own policy from year to year on the basis of CAIE grades in giving admission in Year 12 and 13.

### From year 3 onwards:

#### A) Absence during Term End Examinations:

If a student is absent during the Term End Examinations, he will receive a zero mark for that particular exam.

#### Exceptions: Students who are absent due to illness

- If the absence is due to illness, the student must provide a valid medical certificate that is acceptable to the Principal. The medical certificate will be subjected to verification and if it is found to be not genuine, the student can be terminated from the school.
- It's important for students and their parents to communicate with the Parent Relation Officer of

the school in writing in the case of an illness-related absence. Valid medical certificate must be submitted to the school within three days from the date of the absence due to illness. This is to ensure that the student's absence is properly recorded and the necessary arrangements is made.

- **If the medical certificate is deemed valid, the following clauses will apply:**

### 1-Term 1 – Every Year

If a student is absent in a particular subject for the End of Term 1 examinations due to illness and his medical certificate is valid and accepted by the school, the corresponding percentage of the average marks scored by the student for that subject in internal assessments such as (CAS) and (HW) will be given as the Term End exam mark. The maximum marks that can be awarded in this case is 50% of the examination total marks (i.e. 32.5 marks).

A sample calculation of point (i) mentioned above

Actual End of Term Marks	Internal Assessment (A)	Adjusted End of Term Marks (B)	Behaviour Marks (C)	Total (A+B+C)
(65)	(10)	(65)	(25)	(100)
AB	10	32.5	25	67.5
AB	9	32.5	20	61.5
AB	8	32.5	25	65.5
AB	7	32.5	22	61.5
AB	6	32.5	25	63.5
AB	5	$0.5 * 65 = 32.5$	25	62.5
AB	4	$0.4 * 65 = 26$	15	45
AB	3	$0.3 * 65 = 19.5$	25	47.5
AB	2	$0.2 * 65 = 13$	20	35
AB	1	$0.1 * 65 = 6.5$	25	32.5



## 2- Term 2 & 3 - Every Year:

- If a student is absent in a particular subject for the End of Term 2 or 3 examinations due to illness and his medical certificate is valid and accepted by the school, the student will be given one retest opportunity to benefit the student.
- The school will schedule a common date and time for all eligible students to take the retest. The school will inform the parents of eligible students about the date and time of the retest through e-communication, SMS, and Gazette.
- If a student is absent for the retest exam even with medical certificate, he will not be allowed to take another retest and the score for that particular exam will be considered as a zero.

Students fail to score below minimum marks at the end of the Year will be declared failed.

<b>Category</b>	<b>Section A</b>	<b>Section B</b>	<b>Section C</b>	<b>Section D</b>
Arabic Students with Mother tongue as Arabic and belong to Islam	Need minimum 50% marks in every subject in Section A	Need minimum 50% marks in every subject in Section B	Need minimum 50% marks in every subject in Section C	No minimum marks required
Arabic Students with Mother tongue as Arabic and do belong to Islam	Need minimum 50% marks in every subject in Section A	Need minimum 50% marks in every subject in Section B	No minimum marks required	No minimum marks required
Non Arabic students and belong to Islam	Need minimum 50% marks in every subject in Section A	No minimum marks required	Need minimum 50% marks in every subject in Section C	No minimum marks required
Non Arabic students and do not belong to Islam	Need minimum 50% marks in every subject in Section A	No minimum marks required	No minimum marks required	No minimum marks required

# **APPENDIX 9 - SCHOOL POLICY ON STUDENTS WHO COME LATE TO SCHOOL**

A: Students (other than KG) who arrive between 7.30 am and 8.20 am 1st, 2nd and 3rd time:  
(monthly basis)

Will be detained at the School Admin office and will be allowed to go to class only in the second period.

Students coming after 8.20 am will not be allowed to attend for the day. They will be sent back with their parents or with the person who escorted them when they came. If the parent is not available to pick them up, students will be sent to Counsellor's room.

Exception: Students with valid reasons (with supporting evidence).

B: Students who arrive before start of second period 4th time:

The student will not be allowed to enter school for one day.

NOTE:

Late arrival will be counted on a monthly basis.

Late arrival on account of emergency reasons, with supporting documents will be excluded from these procedures.