

Student Planner AY 2023 ~ 2024



A School with 6 Years of Accreditation approved by the Accrediting Commission for Schools, WASC, Western Association of Schools and Colleges.

CAMBRIDGE INTERNATIONAL SCHOOL
Doha, State of Qatar
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School portal: <http://taleb-cis.ethdigitalcampus.com>

TABLE OF CONTENTS

SI No.	Contents	Page
1	School Contact numbers and timings	3
2	My School	4
3	Cambridge Curriculum	5
4	Vision and Mission	7
5	Code of Conduct	8
6	School Calendar	10
7	School Fees	11
8	House Color	11
9	Qatar National Anthem	12
10	CIS School Song	13
11	Assessment and Promotion Policy	14
12	Examination Schedule	20
13	End of the Year Re-test	21
14	School Rules	22
15	School Policy on students who come late	24
16	Students without school uniform and ID Card	24
17	Remedial System – students not PE uniforms	25
18	Classwork / Home work	26
19	Student Friendly Remedial Action Policy AY 22-23	27
20	Academic Awards,	31
21	School Transport	34
22	Library Rules and Regulations	35
23	ICT Laboratory Rules	36
24	Personal Safety	36
25	DO's and DONT's for parents	37
26	Rewards and Sanctions	38
27	Re-Registration for next AY 2023-24	39
28	Activity Planner	40
29	Child Safety and Protection Policy	51
30	You only have one brain	51
31	Action Words to Encourage deeper & wider thinking	52
32	First Aid	53
33	Hypoglycemia – Diabetes	54
34	Asthma	55

Cambridge International School

Website: www.cisqatar.net

School portal: <http://taleb-cis.ethdigitalcampus.com>

School Administration

Principal	principal@cisqatar.net	
Registrar	registrar@cisqatar.net	Tel. +974 55864527
PRO	pro@cisqatar.net	Tel. +974 66448994
Transport Manager	transport@cisqatar.net	Tel. +974 55826031
Accounts officer	finance@cisqatar.net	Tel. +974 55807836

School Hours

Years	Timings
KG	7:15am to 12:30pm
Primary – 1 to 4	7:15 am to 1:05pm
Secondary -5 to 8	7:15am to 1:10pm
Secondary – 9 to 13	7:15am to 1:15pm

Office Timings

Admin offices (Sunday to Wednesday)	7.00 am to 5.00 pm
(Thursday)	7.00 am to 3.00 pm
Uniform store (every Sunday & Wednesday)	2.00 pm to 5.00 pm
Book store (Sunday to Thursday)	9.00 am to 10.30 am

Visiting Hours (By appointment only)

For appointments and messages please contact:

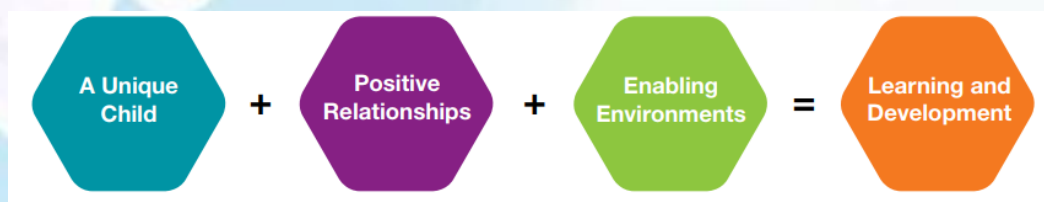
PRO: 6644 8994

pro@cisqatar.net

All Parents meetings with members of staff must be through an appointment arranged by the Parent Relation Officer (PRO)

MY SCHOOL

KG – EARLY YEARS FOUNDATION STAGE (EYFS)



The Early Years Foundation Stage (EYFS) is the statutory framework by the Department for Education in the UK that sets the standards for the development, learning and care of children below the age of 5 years. In the Early Years Foundation Stage, children have a strong sense of self, feel positive about their abilities as a learner, form constructive relationships and are confident communicators. Every child deserves the best possible start in life and support to fulfil their potential. The child's experience in the early years has a major impact on their future chances.

At Cambridge International School, we follow the Early Years Foundation Stage Curriculum. In doing this, we are adopting a curriculum, which provides children with the best possible start to their schooling. Children will learn skills, acquire new knowledge and demonstrate their understanding through the 7 areas of learning and development.

Prime Areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

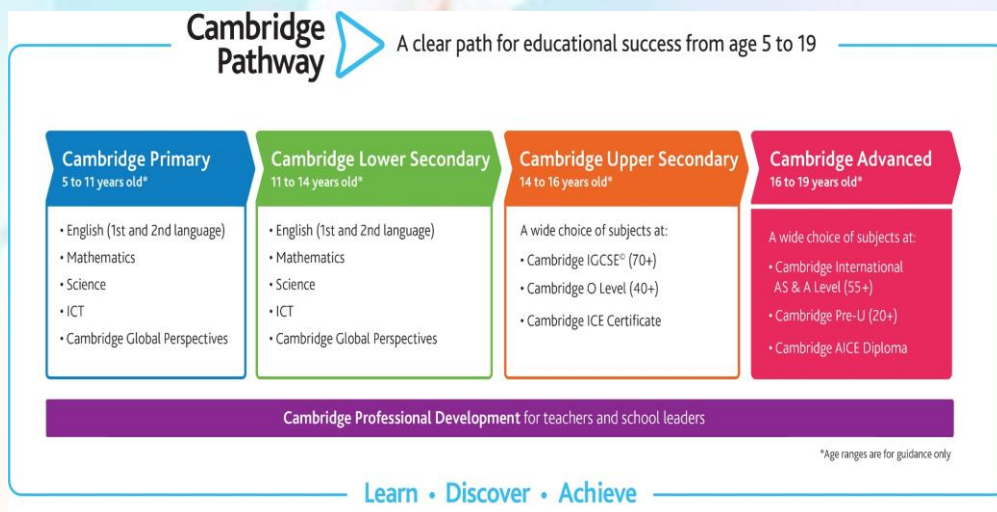
Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Art and Design

CAMBRIDGE CURRICULUM

Cambridge Curriculum encourage learners to become confident, responsible, reflective, innovative and engaged:

- **confident** in working with information and ideas – their own and those of others
- **responsible** for themselves, responsive to and respectful of others
- **reflective** as learners, developing their ability to learn
- **innovative** and equipped for new and future challenges
- **engaged** intellectually and socially, ready to make a difference.



Cambridge Primary curriculum – Years 1 to 6

- Cambridge Primary develops students' skills and understanding through the primary years in English as a first or second language, mathematics, science, ICT Starters.
- It focuses on developing knowledge and skills in core subjects, which form an excellent foundation for future study.



Cambridge Lower Secondary curriculum – Years 7 to 9

- Cambridge Lower Secondary provides a natural progression for children from primary education and prepares them for post-14 education programmes that lead to formal qualifications.
- Cambridge Lower Secondary develops student's skills and understanding through the primary years in English as a first or second language, mathematics, science, Cambridge Global Perspectives and ICT Starters.

Cambridge IGCSE curriculum – Years 10 & 11

- Cambridge IGCSE is the world's most popular international qualification for 14 to 16 year olds.
- Assessment takes place at the end of the course and includes written, oral, coursework and practical assessment.



- This broadens opportunities for students to demonstrate their learning, particularly when their first language is not English.
- With a tiered structure in many subjects for different ability levels, students of all abilities are assessed positively and bright individuals have the chance to excel.
- The grades awarded at Cambridge IGCSE are A*–G, with A* being the highest.
- Cambridge IGCSE provides excellent preparation for Cambridge Advanced and for progression to other educational systems

Cambridge Advanced – AS and A level

- ▶ Cambridge Advanced is typically for learners aged 16 to 19 years who need advanced study to prepare for university and higher education. It offers learners Cambridge International AS & A Level.
- ▶ Students develop deep subject knowledge, conceptual understanding and higher order thinking skills.
- ▶ They learn the skills needed for life and to achieve at school, university and work

VISION AND MISSION STATEMENT



VISION

It is our vision to be a leading school in the Gulf Region and to help boys and girls to develop their full potential intellectually, physically, socially, emotionally and spiritually. We aim to help students to achieve their maximum potential and to gain a love of lifelong learning.

MISSION

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.

Cambridge International School aims to foster in 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

1. All students will be ICT literate and able to function in an IT- rich world
2. All students should be confident and competent in their use and understanding of the ENGLISH language to enable them to take an active role in an international world.
3. 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 customs and culture.



4. Islamic Studies is a key part of education for ALL Muslim students and understanding of Islamic culture is fostered throughout the school.



5. Students would be able to develop interests in sports, cultural and aesthetic activities as individuals and in teams to develop confidence, humility, respect, compassion, vision and tolerance whilst becoming global citizens of tomorrow.

6. High attainment in external examination.
7. To encourage Global Citizenship in all students.



CODE OF CONDUCT

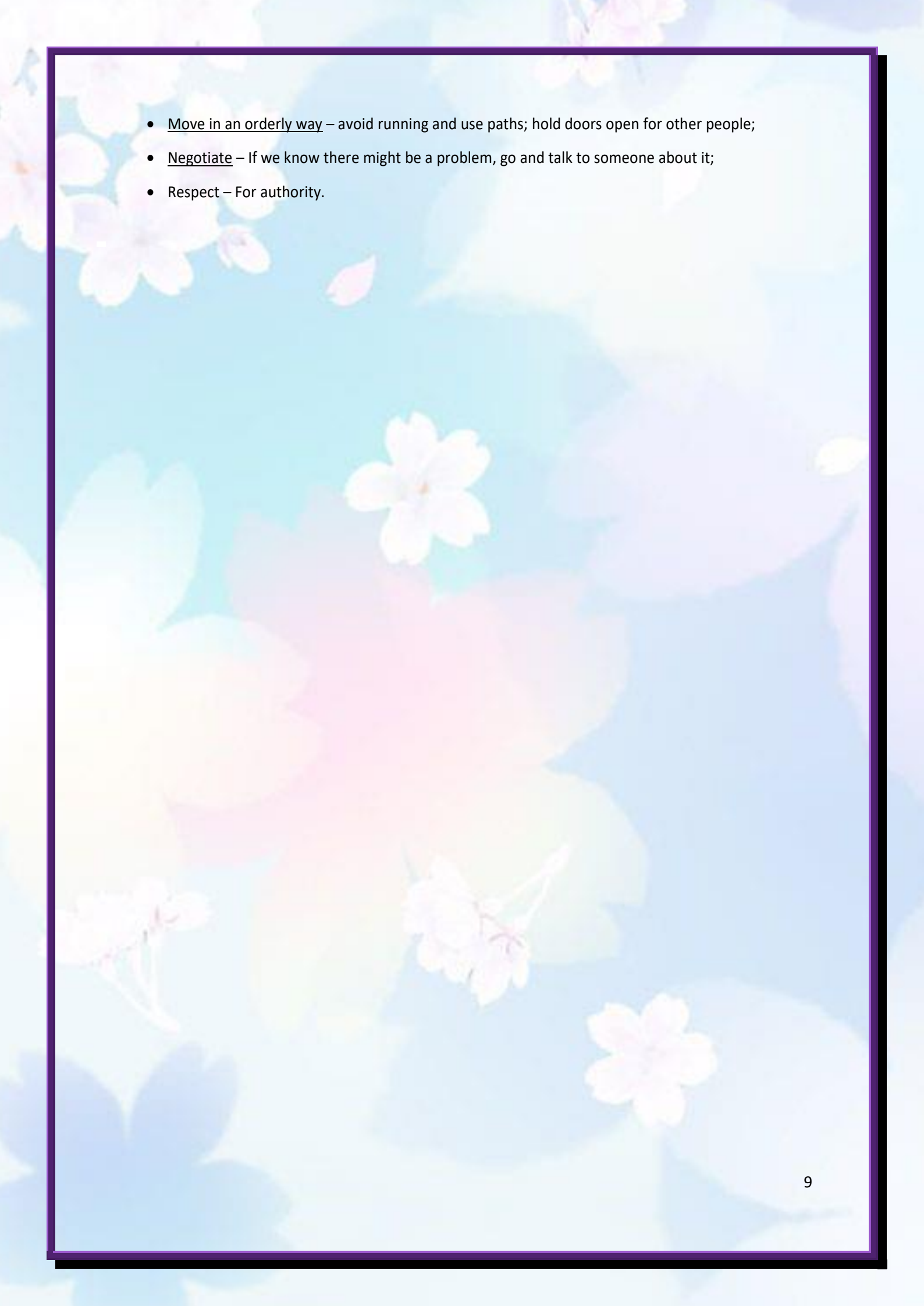
It is the right of every individual and group to have a peaceful and dignified existence, without being hindered by the behaviour, attitude or disturbance of others.

For these conditions to prevail, it is essential that I as the member of the school community **must be:**

- Considerate- respecting everyone else as an individual; making sure that my words and actions do not cause inconvenience or offence to anybody;
- Courteous- being polite and helpful at all times;
- Co-operative- being willing to work with others;
- Friendly- being on good terms with others;
- Hardworking – Doing my best;
- Honest- Being truthful; respecting the property of other people;
- Trusting – accepting that others genuinely want to help;
- Responsible – Being reliable and responsible for my actions; behaving as part of a community.

What this means in practice is that we should all do the following;

- Be punctual- avoid late arrival;
- Speak considerately – avoid shouting, swearing, offensive language and offensive actions;
- Be ready for lessons -have the necessary materials;
- Clean up – after lessons and Break;

- 
- Move in an orderly way – avoid running and use paths; hold doors open for other people;
 - Negotiate – If we know there might be a problem, go and talk to someone about it;
 - Respect – For authority.

CAMBRIDGE INTERNATIONAL SCHOOL, DOHA

SCHOOL CALENDAR 2023-2024

Term 1	
Heads Return	12 th August 2023, Saturday
Induction Week for new teachers	13 th – 17 th August 2023, Sunday - Thursday
Induction Week for Current teachers	20 th – 24 th August 2023, Sunday - Thursday
Student Return	27 th August 2023, Sunday
Midterm Break 1 for Students	22nd – 26th October 2023, Sunday – Thursday
Midterm Break 1 for Staff	23rd – 25th October 2023, Monday – Wednesday
Term 1 Exam	7th – 14th December 2023 , Thursday – Thursday
Working Day for All Staff	16 th December 2023, Saturday
Qatar National Holiday	17th & 18th December 2023, Sunday & Monday
Last Day for Staff & Students	21st December 2023, Thursday
Term Break for Staff	24th December 2023 – 4th January 2024, Sun – Thurs
Term Break for Students	24th December 2023 – 7th January 2024, Sun – Sun
Term 2	
Heads Return	6 th January 2024, Saturday
Staff Return	7 th January 2024, Sunday
Students Return	8 th January 2024, Monday
Publishing Result	10 th January 2024, Wednesday
Qatar National Sports Day	13th February 2024, Tuesday
Term 2 Exam	29 th February – 7 th March 2024, Thursday - Thursday
Working Day for All Staff	9 th – 11 th March 2024, Saturday - Monday
Mid Term Break 2 for Students	11th – 14th March 2024, Monday - Thursday
Mid Term Break 2 for Staff	12th – 13th March 2024, Tuesday - Wednesday
Start of Ramadan	11 th March 2023, Monday (Tentative)
Term 3	
Staff Return	14 th March 2024, Thursday
Students Return	17 th March 2024, Sunday
Publishing Result	20 th March 2024, Wednesday
'Eid Al-Fitr	10th – 18th April 2024, Wednesday - Thursday
Term 3 Exam	30th May – 6th June 2024, Thursday – Thursday
Working Day for All Staff	8 th June 2024, Saturday
Result Publication	12 th June 2024, Wednesday
Last Day for Students, Heads & Teachers	13 th June 2024, Thursday
'Eid Al-Adha	16th – 18th June 2024, Sunday - Tuesday
First Day for Heads	17 th August 2024, Saturday
Induction for New teachers	18 th – 22 nd August 2024, Sunday – Thursday
Induction week for current staff	25 th – 29 th August 2024, Sunday - Thursday
Year End Re-test (AY 2023-24)	26th – 28th August 2024, Monday – Wednesday
Re-test Result Publication	29 th August 2024, Thursday
First Day for Students	1 st September 2024, Sunday

SCHOOL FEES - DUE DATE

Terms	KG1 to Year 11	Year 12 to 13
First Term	06 th August 2023	20 th August 2023
Second Term	16 th December 2023	16 th December 2023 (balance fee for the year)
Third Term	16 th March 2024	

IGCSE/AS/A examination fees will be accepted only when the tuition fee for the year 2023 - 2024 is paid in full. School reserves the exclusive right to exclude students from the class if the tuition fee is not paid by due date as per calendar. Last day to pay fee is starting date of every term. Default of payment of tuition fee will lead to exclusion from the class.

IDENTITY CARD:

For Entry to School:

- Every student must wear their ID card to enter the school

For Entry to School Bus

- The above ID card will be endorsed with bus details on the back side

Note: entry to school and school bus is restricted to students with ID Cards.

HOUSES



FALCON

HAWK

KESTREL

EAGLE



National Anthem of Qatar

Arabic Lyrics

Al-Salam Al-Amiri



Qasaman, qasaman, qasaman biman rafa' as-seme'

Qasaman biman nashraz.- z.iye'

Qat.arun satbaqa x.auratan

Tasmu birux.i l-aufie'

Siru' 'ala nuhaj il-'u

wa'la z.ia' il 'anbiya'

Qat.arun biqalbi sirat

'azul 'amjaad ul-'iba

Qat.arun ir-rajil al-'awain

X.aumatnu yaum al-inda'

Wax.amaymun yaum as-salam

Jawarix.a yaum al-fida'a

2x

Qasaman, qasaman, qasaman biman rafa' as-seme'

Qasaman biman nashraz- z.iye'

Qat.arun satbaqa x.aratan

Tasmu biruxi l-aufi'e

English Translation

The Peace for the Anthem

Swearing by God who erected the sky,

Swearing by God who spread the light,

Qatar will always be free,

Sublimed by the souls of the sincerers,

Procede thou on the manners of the ascendants,

And advance on Prophet's guidance,

In my heart,

Qatar is an epic of glory and dignity,

Qatar is land of the early men,

Who protect us at time of distress,

Doves they can be at times of peace,

Warriors they are at times of sacrifice.

CIS SCHOOL SONG

CIS is our school
Moulding us, teaching us
We are proud to be a part of you.

CIS is our school
Where friendship starts
And love grows
We are proud to be a part of you.

Chorus:

All of us share this school and we have all the knowledge
And we are getting better, better and better in this school.

See the world with open eyes
Touch the world with open heart
CIS is our school
We are proud to be a part of you.

In this school where I learn
Helping and giving
'Coz we are in this school together.
On this road of success
We are facing challenges
But we are in this school together.

Chorus:

All of us share this school and we have all the knowledge
And we are getting better, better and better in this school.

See the world with open eyes
Touch the world with open heart
CIS is our school
We are proud to be a part of you.

See the world with open eyes
Touch the world with open heart
CIS is our school
We are proud to be a part of you.

Part of you
Part of you
Part of you
CIS we are proud to be
A part of you!

ASSESSMENT POLICY

EXAMINATION TOPICS

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

YEAR GROUP	EXAMINATION TOPICS
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 Term1,2 & 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) 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

CA 5% marks, Homework 5%, Examination 65%; Behaviour 25%

(Students who submit their Homework on the same day when the lesson is taught, will be eligible for a maximum of 5 marks as bonus marks in the Term End Examination mark of the subject. This bonus marks will be within the 65% of Term end mark)

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

CA	-5%	– Average mark scored in the three Terms;
Home Work	- 5%	– 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.		

4: PROMOTION POLICY YEAR 3 TO YEAR 9:

- (1) Examination result will be grouped in Section A, B & C.

Section A	English, Mathematics, Science, Social Studies, ICT , Qatar History
Section B	Arabic
Section C	Islamic Studies

- (2) PASS MARKS- YEAR 3 TO 9

STUDENTS WHO SCORE BELOW THE MINIMUM MARKS AS BELOW AT THE END OF THE YEAR WILL BE DECLARED AS FAILED.

Category	Section A	Section B	Section C
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 Arabic	Need 50% marks in Islamic Studies
Arabic students with Mother tongue as Arabic and do not belong to Islam	Need Minimum 50% marks in every subject in Section A	Need minimum 50% marks in Arabic	No minimum requirement
Non Arabic students and belong to Islam	Need Minimum 50% marks in every subject in Section A	No minimum requirement	Need 50% marks in Islamic Studies
Non Arabic students and do not belong to Islam	Need Minimum 50% marks in every subject in Section A	No minimum requirement	No minimum requirement

Maximum 1% moderation will be given to get minimum pass of cumulative score of 50% in every subject.

Separate Progress Report will be issued for the Extra Curricular Activities attended by the Student.

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 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. Year 10

CA 5 %, Homework 5%, Examination 65%; Behaviour 25%

(Students who submit their Homework on the same day when the lesson is taught, will be eligible for a maximum of 5 marks as bonus marks in the Term End Examination mark of the subject. This bonus marks will be within the 65% of Term end mark).

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

YEAR10		
CA, HW	- 10%	- Average mark scored in the three Terms;
Examination Mark	- 65%	- (25% of Term 1 +25% of Term 2 + 50% of Term3 examination marks);
Behaviour Mark	- 25%	- Average 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.

5. **PROMOTION POLICY - YEAR 10**

Students have to score minimum 50% marks in every subject to pass.

Year 11,12 & 13

1: - ATTENDANCE REQUIREMENT:

Students with less than 80% attendance (from the date of first day of attendance) as on the date of applying for CAIE entry will not be allowed to do enroll for CAIE Examination. Absence with medical certificate will be treated as present to calculate the percentage.

2: END OF YEAR RESULT:

- (1) End of Year Result will be based on the Grades scored by students in Cambridge Assessment 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 fix its own policy from year to year on the basis of CAIE grades in giving admission in Year 12 and 13.

Note: Absence during Term End Examinations: (Applicable for all classes)

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 for the End of Term 1 examinations

Actual End of Term Marks (65)	Internal Assessment (A) (10)	Adjusted End of Term Marks (B) (65)	Behaviour Marks (C) (25)	Total (A+B+C) (100)
AB	10	32.5	25	67.5
AB	9	32.5	25	66.5
AB	8	32.5	25	65.5
AB	7	32.5	25	64.5
AB	6	32.5	25	63.5
AB	5	$0.5 * 65 = 32.5$	25	62.5
AB	4	$0.4 * 65 = 26$	25	55
AB	3	$0.3 * 65 = 19.5$	25	47.5
AB	2	$0.2 * 65 = 13$	25	40
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.

EXAMINATION SCHEDULE

Term 1

EXAMINATION RELATED DATES	
Send Interim Report to parents about risk of failure	
Examination dates	7 th – 14 th December 2023 , Thurs – Thurs
Result publish on	10 th January 2024, Wednesday

Term 2

EXAMINATION RELATED DATES	
Send Interim Report to parents about risk of failure based of Term 1 result with details of weakness in every subject and marks to be scored in Term 2 Exam to pass	
Examination dates	29 th Feb – 7 th March 2024, Thurs - Thurs
Result publish on	20 th March 2024, Wednesday

Term 3

EXAMINATION RELATED DATES	
Send Interim Report to parents about risk of failure based of Term 1 and Term 2 results with details of weakness in every subject and marks to be scored in Term 3 Exam to pass	
Examination dates	30 th May – 6 th June 2024, Thurs – Thurs
Result publish on	12 th June 2024, Wednesday

END OF THE YEAR RETEST

1. Students who have failed in more than three subjects in Section A will not be given retest and will be declared as Failed.
2. Retests will be given as per the schedule given below.

RE-TEST DATES

Inform parents retest		
Date	9am to 11 am	11.30am to 1.30pm
26 th August 2024	English	ICT
27 th August 2024	Mathematics	Social Studies
28 th August 2024	Arabic	Science

Announce Result after Retest	29 th August 2024, Thursday
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MOST IMPORTANT NOTE TO PARENTS & STUDENTS

Students who are eligible for retest will be given only ONE CHANCE.

SCHOOL RULES



- Students **MUST** be in school no later than **7.15am**
- Students **MUST** be **punctual** in arriving to lessons.
- Students who leave lessons 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, pencil case that contains pen(s), pencil(s), pencil sharpener, coloured pen(s) / pencil(s), books required for the day, clothing required for activity.
- Valuable items **MUST** not be brought into 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 graffiti on the doors, damage the school property including plants and trees inside or outside the school grounds.
- **Chewing gum** is not permitted within school.
- Students are allowed to wear a wrist watch and girls are permitted one small stud in the lobe of each pierced ear. No other jewelry is permitted. Students are not allowed to have **long nails, nail varnish** on their **fingernails or any other makeup**.
- Students arrive late must obtain a late-entry slip in order to be allowed into class.
- Students **MUST** wear the **correct school uniform** and be neatly dressed at all times.
- Hairstyles for boys and girls **MUST** be appropriate and the use of gel and **having spiked hair** is not acceptable. **Hair must not be "coloured"**. Girls' long hair **MUST** be tied back.
- Personal cleanliness and hygiene is expected from everyone.
- Glass containers for food and drink and cans of drink may not be brought into 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 the school during working hours. However, in the case of an emergency, written permission **MUST** be sought from higher authorities.
- Parents /Guardians **MUST** inform the school if their child/children is/are 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, because of illness, without the permission of the nurse.
- Cheating is unacceptable and any student caught using unfair means to undertake a test / examination will be removed from that examination / test and a 'zero' grade awarded.
- Library books **MUST** be returned on time. The student will be asked to pay the replacement cost if a library book is lost or not returned.
- Any damage to school property will be charged against the Cautionary Deposit.
- **Please note: Students that are in receipt of three (3) detentions for unruly and / or unacceptable behaviour will be asked to leave the school.**

MOBILE PHONES, CAMERA AND OTHER ELECTRONIC DEVICES

Students must not bring mobiles, cameras etc. into school. **They may leave them in school office and collect them after school.**

If students are found with cameras, mobiles etc., the equipment will be confiscated for a minimum period of one academic year. Parents may collect the equipment after signing a declaration.



SCHOOL POLICY ON STUDENTS WHO COME LATE

A: Students (other than KG) who arrive after 7.15 am and before start of lesson1 will be considered as late. Students who arrive after lesson 1 and before start of lesson 2, 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 Lesson 2.

- Students coming start of Lesson 2 or after Lesson 1 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 late (after 7:15am) 4th time:

- Student will not be allowed to enter school for one day.

NOTE:

1. Late arrival will be counted on a monthly basis.
2. Late arrival on account of emergency reasons, with supporting documents will be excluded from these procedures.

STUDENTS WITHOUT SCHOOL UNIFORM & ID CARD

- **Student will not be allowed to attend school without proper school uniform and ID Card.**
- All students must wear the regular shirts, trousers and plain black shoes.
- Sports shoes are not permitted for normal school.
- Girls must tie back long hair. Boys must keep shirt "tucked in"
- Girls may wear one pair of ear studs and one wristwatch. No makeup or nail polish is permitted.
- Boys may wear one wristwatch only.
- PE/ House shirts and school tracksuit trousers are only allowed on PE days.
- House shirt, school tracksuit bottoms and non-marking sports shoes without studs must be worn for all PE lessons.
- **Headscarf must be black, white or cream with no decoration.**



**NO UNIFORM
NO ENTRY**

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 school 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 cannot attend PE, Art, Music classes for next 21 days.

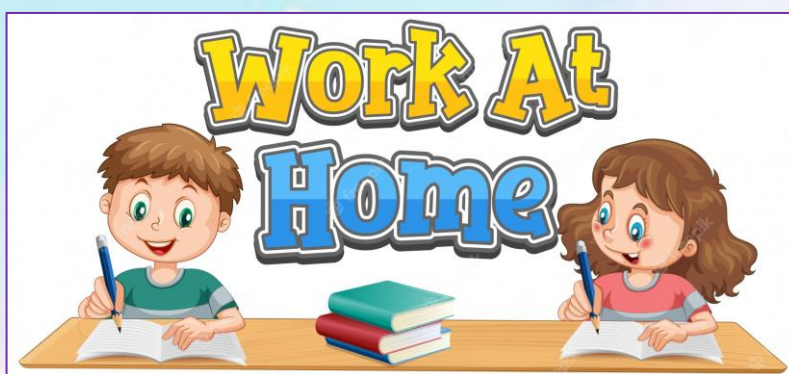
CLASS WORK/HOMEWORK

Presentation of work is always important: -

- Do not allow your books to be decorated with stickers or graffiti.
- Always hand written work with an underlined date and title.
- Try to draft your work and then check for content, organisation and accuracy. Rework as necessary, then write-up neatly.
- Take care with layout making proper use of margins and indented paragraphs. Write in blue or black ballpoint and only use colour when this is necessary to aid presentation. Do not use erasable pens.
- Proof-read all work for spelling, punctuation and grammar. Make sure your work is correct otherwise your marks and grades will suffer in all subjects.

HOMework

- Homework is both important and necessary.
- Homework done regularly throughout secondary school can be equivalent to an additional year of study!
- Try to do your homework at the same time each day in a quiet place where you are free from distraction. You are likely to achieve more by working regularly for relatively short periods than in a single long session when your concentration will lapse.



Purpose of Homework:

- To provide a link between school and home
- To emphasise the link between what is learned in school and real life (for example after a Mathematics lesson about weight, the children may be asked to go home and find the weight amounts written on different packets).
- To extend an area of knowledge or a skill
- To reinforce an area of knowledge or a skill
- Homework should not involve tackling new or unfamiliar topics.
- Refer “Detention – Homework” rules given below.

STUDENT FRIENDLY REMEDIAL ACTION POLICY 2023-2024

A: HOMEWORK LAPSES

(Failure to submit homework within the cut off time)

***PARENTS MUST ENSURE THAT THEIR CHILD DOES HOME WORK AND SUBMIT ON 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-

Sequence in a Term (subject wise)	Action	Impact on Homework mark	Remarks
1st Time in a Term	Written Note parents through e communication in Portal	Lose full mark of the particular Homework	Send SMS, email and notification to parent.
2nd Time in a Term	Written warning to parents through e communication in Portal	Lose full mark of the particular Homework	Send SMS, email and notification to parent.
3rd Time in a Term	The student will not be allowed to attend any of the Activity classes; goes on field trips; participate in ECA and any competitions for the next 21 calendar days.	Lose full mark of the particular Homework	Send SMS, email and notification to parent. Parent has to come for a meeting with the teacher & PRO
4th Time and above in a Term	a) The student will be suspended for the next three academic days. b) The student will not be allowed to attend any activity classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days.	The student will lose full mark of the particular Homework.	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 the next academic year.

BEHAVIOUR ISSUES (From Year 2 and above)

REMEDIAL POLICY-BEHAVIOUR ISSUES INSIDE CLASS DURING TEACHING

Term 1		
SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
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 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 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		
1 INCIDENT BEFORE		
SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
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 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 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

2 INCIDENTS BEFORE		
SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
1 st 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 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
3 & MORE INCIDENTS BEFORE		
SEQUENCE	REMEDIAL ACTION	EFFECT IN BEHAVIOUR MARKS
1 st 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
1 st 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. Warning will be given through e communication in Portal. Lose 5 marks of Behaviour marks in all subjects.
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 room. One-day Suspension on the next day. Lose 15 marks of Behaviour marks of all subject
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 room. Three day's Suspension from the next day. Lose full marks of Behaviour marks of all subjects

4th Incident	Out for Term and student can attend only Term End Examination. Lose full marks of Behaviour marks of all subjects
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 room. Warning will be given through the Planner. Lose 5 +2 (=7) marks of Behaviour marks of all subjects
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 room. One-day suspension. Lose 15 +2 (=17) marks of Behaviour marks of all subjects
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 room. Three day's Suspension from the next day. Lose full marks of Behaviour marks of all subjects
4th Incident	Out for Term and student can attend only Term End Examination. Lose full marks of Behaviour marks of all subjects
2 INCIDENTS 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 room. One-day suspension. Lose 5+ 4 (=9) marks of Behaviour marks of all subjects.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip & other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. Three day's Suspension from the next day. Lose 15+4 (=19) marks of Behaviour marks of all subjects
3rd Incident	Out for Term and student can attend only Term End Examination. Lose full marks of Behaviour marks of all subjects
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 room. Three day's Suspension from the next day. Lose 15 + (2 x no of times student has incidents before during the current academic year) marks subject
2nd Incident	Out for Term and student can attend only Term End Examination. Lose full marks of Behaviour marks of all subjects
4 or MORE INCIDENTS BEFORE	
SEQUENCE	REMEDIAL ACTION
1st incident	Out for Term and student can attend only Term End Examination. Student will lose full

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 Remedial classroom through PRO during the period and can't attend Activity classes, field trip or any activities for next 21 days.

ACADEMIC AWARDS

Scholastic excellence Award:

A: End of every Term:

Students from Year 3 to 10 who score highest mark in every Term examination for subjects other than Art, Music, PE, Islamic Studies and Arabic will get

- Certificate
- the class topper will get prize worth QR 100/-
- the Year group topper will get prize worth QR 200/-
- Prize will be relevant to academics or in cash

B: End of the Year:

Student who scored highest mark in the grade subjects other than Art, Music, PE, Islamic Studies and Arabic will be given Cash Award as stated below:

- Year 3,4 & 5 - will get a cash award of QR 750/-
- Year 6, 7 & 8 – will get QR 1000/-.
- Year 9 – will get QR 2500/-
- Year 10- will get QR 2500/- (top in subjects common to all combinations)

All above awards to be issued in Annual Celebration. If there is a tie, the amount will be shared.

TALEB SCHOLARSHIP

Taleb Scholarship is given to the highest scorer in IGCSE exam (in Year 11) Topper will get 50% discount and the 2nd highest scorer will get 25% discount in tuition fee in Year 12.

Conditions: Minimum 5 A* must be scored by the student. All examination must be taken at one attempt in the school

- Minimum point scored must be 60
- Maximum permissible B is only one.
- There shall not be any subject below Grade B
- Student must have attended for 8 subjects in IGCSE examination
- If there is a tie, discount amount will be shared

Merit Certificates

Top scorer in every subject from Year 3 to 10 will be given this certificate

Conditions:

- Student must have appeared for all subjects and languages and should not have failed in any of the papers.

Cut off marks Year 3 to 5

- Languages: Grades equivalent to 90% and above
- Social Studies/EVS: Grades equivalent to 85% and above
- Science: Grades equivalent to 85% and above
- Mathematics: Grades equivalent to 90% and above

Cut off marks Year 6 to 9

- Languages: Grades equivalent to 80% and above
- Social Studies/EVS: Grades equivalent to 85% and above
- Science: Grades equivalent to 85% and above
- Mathematics: Grades equivalent to 90% and above

SPECIAL RECOGNITION AWARDS

- Best student representative in the School and Best class monitor in every Year group will get these certificates
- Those who have minimum 90% attendance and passed in all subjects only will be considered for this award

EXTRA CURRICULAR AWARDS

This certificate will be given to the best student in singing, dancing, theatre, quiz, drawing and painting, reading, writing, swimming, sports, athletics etc. One prize each from Primary and Secondary for every activity. One student from every category will be selected for this award.

SCHOOL TRANSPORT

- Any damage to the Bus caused by you will be charged.
- Allow the Primary students to be seated first.
- Please cooperate with the conductors to create a safe environment.
- If you require travelling to a different place or need to get down at the different stop then, you need to bring in a written request from your parent for approval.
- In case of permanent change of location, contact the Transport Manager.
- You will not be allowed to use the school transport after school activities if you are not a regular bus user.
- If you repeatedly break the bus rules, then you may be debarred from using the school transport.

My Bus problem is solved by:

**Transport Manager – Telephone
number +974 55826031**

Email – transport@cisqatar.net



LIBRARY RULES AND REGULATIONS

- The Library is not to be used as a social meeting area
- Library is a place for study and research. Always keep the in order and maintain silence.
- Food, drinks and bags are not allowed in the library.
- The Library is open for services from

7.00 am- 1.30 pm for students

7.00 am -2.00pm for teachers

The Library is closed during break- time.

- Every student is given a Library Card at the beginning of the school year. Without the library card, students cannot borrow. Lost library cards may be replaced at the cost of QR 10
- Primary and Secondary students can borrow two books at a time and can be loaned for one week (seven days). Borrowers are required to return or renew their loans when due. The due date is indicated in the due slip.
- Teachers can borrow 10 books and can be loaned for two weeks (14 days) and renewable for another two weeks.
- Teachers and students who failed to return the books on time will be given a penalty of 1 QR / day (including Fridays & Saturdays)
- The borrowers must ensure that the books loaned to them are kept safe and in a good condition at all times. The borrowers are held responsible for any damage and required to replace/ pay the cost of the books rendered to them.
- All materials/books must be returned to the Library before the end of Term examinations. Years 10, 11 &12 should collect a “No Due Certificates “before the examinations commence. If this is not undertaken, examination certificates and grades will not be issued.
- Students may use the computer for information research and compilation of projects and not personal or entertainment purposes (any social networking)



Library

- Students who failed to follow the Library rules will not be allowed to enter the Library for the whole Term.

ICT LABORATORY RULES

- All bags should be left outside.
- Food or drink is not allowed into the ICT rooms.
- Software programs must not be interfered with.
- No student is allowed into the ICT rooms unless directly supervised by a member of staff.
- Students should not access unauthorized websites or chat rooms.
- The use of another student's password is not permitted.



PERSONAL SAFETY

Strangers

Never go anywhere without telling your



parents or guardian

where you are going.

Never go with anyone or even someone you know without asking your parents or guardian.

If you are not with a grown up, do not talk to anyone that you do not know.

Do not accept sweets, ice-cream, trinkets, CDs, money or anything else from anyone without asking your parents or guardians.

BULLYING

Bullying, either verbal, physical or through social media will not be tolerated by the school in any form whatsoever. If you are a victim of bullying or you observe incidents involving others, do not hesitate to inform a member of staff. Do not put up with bullies in your group of friends.

What can you do if you are being bullied?

- Tell a teacher or Counsellor;
- If you see someone being bullied, report what he or she say to the teacher.
- Agree with your friends that you will all make it clear to the person doing the bullying that you don't like what they are doing.
- Tell your parents what's happening and ask them to have a quiet word with the Parents Relation Officer (PRO) – Telephone Number +974 66448994
Email – pro@cisqatar.net

Do`s and Don'ts for Parents



Don't be too anxious about your child's test scores. Too much emphasis can upset a child. Regular support at home and daily reading practice are just as important for success.

Do encourage children, praise them for the things they do well.

If they feel good about themselves, they will do their best.

Do make sure your child attends school unless unwell.

Do provide a quiet, comfortable place for studying at home.

Do make sure that your child is well rested before school days.

Do give your child a well- rounded diet. A healthy body leads to a healthy active mind.

Do attend Parent-teacher meetings regularly.

Do not plan or go on holidays during middle of the term.

Do check the school Portal and read the Gazette every week.



Dear Parents,

We would like to remind you that magic words such as “Hello”, “Please”, “You’re welcome”, “I’m sorry”, and “Thank you”, all begin to be learned AT HOME.

It is also AT HOME that children learn to be honest, to be on time, diligent, show friends their sympathy, as well as show utmost respect for their elders and all teachers.

HOME is also where they learn to be clean, not talk with their mouths full, and how/where to properly dispose of garbage.

HOME is also where they learn to be organised, to take good care of their belongings, and that it is not ok to touch others.

HERE AT SCHOOL, on the other hand, we teach language, mathematics, history, geography, physics, sciences, and physical education. We only reinforce the education that children receive AT HOME from their parents.

REWARDS AND SANCTIONS

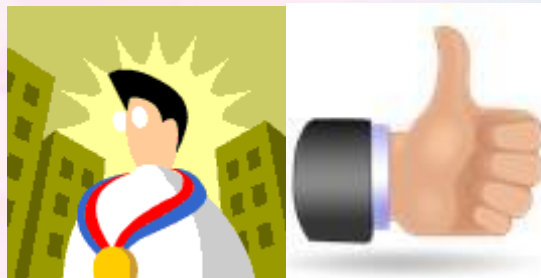
The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward. When you do something well your teacher will recognise this by speaking to you in the class, writing comments on your work, giving you high marks, house points and award certificates.

Failure to meet the required high standard of behaviour could result in being placed in detention and with your parents being contacted. It may even result in exclusion.

You might be placed on Report, each teacher will write a comment after every lesson and the report sheet will be checked by the Year Coordinator or the Senior Management depending on the seriousness of the incident and sent home for your parent to sign every day.

As a last resort, in consultation with the Supreme Education Council, Students may be permanently excluded from the school

Refer "Behaviour Detention" rules.



RE- REGISTRATION FOR NEXT ACADEMIC YEAR 2024 - 2025

Registration forms along with re-registration fee will be submitted to reserve the seat for next year. The registration date will be announced by the school in school portal in third term of the Academic Year **2023 - 2024**. Due to heavy admission rush and the limited

availability of seats it is important to complete the re-registration on time. Students will lose their seat if parents fail to submit the re- registration forms and the seats will go to new students. This is applicable for use of School Transport also.

ACTIVITY PLANNER AY 2023-2024

AUGUST		
Day	Date	Events
Fri	11	Weekend
Sat	12	• Heads return
Sun	13	• New Teachers joining date (School tour & HOS Induction)
Mon	14	• Induction for New Teachers (AP training - OO , AC training - Promotion Policy)
Tues	15	• Induction for New Teachers (Meeting with Principal)
Wed	16	• Induction for New Teachers (Training on Lesson plans and Question Bank)
Thurs	17	• Induction for New Teachers
Fri	18	Weekend
Sun	20	• Staff return
Mon - Thur	21 - 24	• Induction for Current Teachers
Sun	27	• First Day for Students (Start of Term 1) (Assembly) • KG1 AND KG2 ORIENTATION WEEK • KG2 Baseline Assessments
Mon	28	• Induction for new Parents (Y1-Y3) • KG1&KG2 ORIENTATION • KG2 Baseline Assessments
Tue	29	• Induction for new Parents (Y4-Y6) • KG1&KG2 ORIENTATION • KG2 Baseline Assessments
Wed	30	• Induction for new Parents (Y7-Y13)

		<ul style="list-style-type: none"> • KG1&KG2 ORIENTATION • KG2 Baseline Assessments • Career Identification
Thurs	31	<ul style="list-style-type: none"> • School Open House for Parents - Get to know your teachers & Target Setting Meeting with FTs • KG Parent Induction Afternoon • KG2 Baseline Assessments • Year 1 Baseline Assessments • Career Identification

September		
Day	Date	Events
Sun	3	<ul style="list-style-type: none"> • Start of Student Council Elections (Questionnaire to be sent to parents) • Parent Committee selection
Sun - Thurs	3 – 7	<ul style="list-style-type: none"> • KG1 Orientation week • KG2 Baseline Assessments
Thurs	7	<ul style="list-style-type: none"> • International Literacy Day
Fri	8	Weekend
Sun	10	<ul style="list-style-type: none"> • Start of the English Week • Theme of the Week - International Day of Charity
Sun - Wed	10 - 13	<ul style="list-style-type: none"> • KG1 & KG2 Baseline Assessments
Thurs	14	<ul style="list-style-type: none"> • Charity Fair Night • Inter Taleb Football Boys (Yr.1-2)-BCS • KG Red Day Activity • Year 1 - 3 Character Day
Fri	15	Weekend
Sat	16	<ul style="list-style-type: none"> • PTC
Sun	17	<ul style="list-style-type: none"> • Theme of the Week - International Day of Peace • Start of the Book Fair
Sun – Wed	17 - 20	<ul style="list-style-type: none"> • KG1 Baseline Assessments
Thurs	21	<ul style="list-style-type: none"> • End of the Book Fair • KG Blue Day Activity
Fri	22	Weekend
Sun	24	<ul style="list-style-type: none"> • Start of the SST Week • End of Student Council Elections (Announcement of the student Body) • Theme of the Week - International Day of Tourism • KG1 Baseline Assessments • KG Water Fun Day
Mon	25	<ul style="list-style-type: none"> • Inter Taleb Basketball Boys (Yr.9-13)-ACS • KG1 Baseline Assessments • KG Water Fun Day

		<ul style="list-style-type: none"> Year 4 Trip to Oli Oli
Tue	26	<ul style="list-style-type: none"> Y10 Trip to QN library KG1 Baseline Assessments KG Water Fun Day Year 3 Trip - Oli Oli
Wed	27	<ul style="list-style-type: none"> World Tourism Day (Y10 to Y13) KG1 Baseline Assessments KG Water Fun Day Year 1 Trip - Oli Oli
Thurs	28	<ul style="list-style-type: none"> International Day for Universal Access to Information KG Yellow Day Activity Yr-2 Trip to Oli Oli
Fri	29	Weekend

October		
Day	Date	Events
Sun	1	<ul style="list-style-type: none"> International Day of older persons (Inviting Grandparents) Inter Taleb Handball Girls (Yr.9-13)-CIS
Mon	2	<ul style="list-style-type: none"> World Habitat Day
Tues	3	<ul style="list-style-type: none"> Qatar National Library Trip for 9A students
Wed	4	<ul style="list-style-type: none"> Inter Taleb Football Boys (Yr.3-4)-DMIS KG2 A & KG2 B Class Project Assembly (Parent Invitation)
Thurs	5	<ul style="list-style-type: none"> Teachers' Day KG Green Day Activity
Fri	6	Weekend
Sun	8	<ul style="list-style-type: none"> Start of the Science Week
Mon	9	<ul style="list-style-type: none"> World Post Day Inter Taleb Basketball Girls (Yr.9-13)-ACS
Tues	10	<ul style="list-style-type: none"> World Mental Day Yr-2 Science Made Fun
Wed	11	<ul style="list-style-type: none"> International Day for Natural Disaster Reduction Year 1 and 3 Science Made Fun
Thurs	12	<ul style="list-style-type: none"> Investiture Ceremony KG Orange Day Activity
Fri	13	Weekend
Sun	15	<ul style="list-style-type: none"> Pink day Celebration (Y10 to Y 13)
Sun – Wed	15 - 18	<ul style="list-style-type: none"> PTMs
Mon	16	<ul style="list-style-type: none"> Inter Taleb Football Girls (Yr.7-8)-CIS

Thurs	19	<ul style="list-style-type: none"> • World Food Day - Y8 & Y9 Parents • Inter Taleb Badminton Girls U 12, U 14, U 16-DMIS • KG Fruit Salad Activity • KG Purple Day • Yr 1- 3 World Food Day
Fri	20	Weekend
Sun - Thurs	22 - 26	<ul style="list-style-type: none"> • Midterm Break for Students
Mon -	23 - 26	<ul style="list-style-type: none"> • Midterm Break for Staff
Fri	27	Weekend
Sun	29	<ul style="list-style-type: none"> • STUDENTS' RETURN • Start of the Math Week
Mon	30	<ul style="list-style-type: none"> • Education city Doha visit -Year 7and 8
Tue	31	<ul style="list-style-type: none"> • Award Ceremony (Term 3 and AY2022-2023 Cumulative)

November		
Day	Date	Events
Wed	1	<ul style="list-style-type: none"> Inter Taleb Football Boys (Yr.9-13)-TCS KG2 C& KG2 D Class Project Assembly (Parent Invitation) Years 11-13 Hamad port aquarium
Thurs	2	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y1) Yr-2 Math Hat Day KG White Day Activity Scouts Camping Day for Boys
Fri	3	Weekend
Sun	5	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y2) Doha Education city visit- Year 9 and 10
Mon	6	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y3)
Tues	7	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y4)
Wed	8	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y5) Inter Taleb Athletics Boys (Yr.3-6)-CIS
Thurs	9	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y6) KG Black Day Activity Yr 1-3 Math Hat Day
Fri	10	Weekend
Sat	11	<ul style="list-style-type: none"> PTC
Sun	12	<ul style="list-style-type: none"> Start of the Arabic Week National parent Involvement Day (Morning Breakfast for Y7) KG Trip to Aspire Park
Mon	13	<ul style="list-style-type: none"> Inter Taleb Football Boys (Yr.5-6)-TCS National parent Involvement Day (Morning Breakfast for Y10-13) Year 2 Trip - Baladna Farm
Tues	14	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y9) World Diabetes Day KG Trip to Aspire Park
Wed	15	<ul style="list-style-type: none"> National parent Involvement Day (Morning Breakfast for Y8) Inter Taleb Football Girls (Yr.9-13)-CIS Year 6 Doha Children's Museum/Al Thuraya Planetarium Year 2 Trip - Baladna Farm
Thurs	16	<ul style="list-style-type: none"> Scouts Camping Day KG Pink Day Activity Year 3 Trip - Baladna Farm
Fri	17	Weekend
Sun	19	<ul style="list-style-type: none"> Year 1 Trip - Baladna Farm
Mon	20	<ul style="list-style-type: none"> Year 2 International Childrens' Day
Tues	21	<ul style="list-style-type: none"> Y9B Trip to QN library KG Literacy Afternoon
Wed	22	<ul style="list-style-type: none"> Inter-Taleb Basketball Girls (Yr.6-8)-DMIS Y5 Trip to AlThouraya Planetarium
Thurs	23	<ul style="list-style-type: none"> School Anniversary BAZAR & Talent Show KG Brown Day/ Teddy Bear's Picnic
Fri	24	Weekend
Sun	26	<ul style="list-style-type: none"> Start of Qatar History Week - QN day celebration for Y1-3
Mon	27	<ul style="list-style-type: none"> Inter-Taleb Handball Boys (Yr.5-6) (CIS)
Wed	29	<ul style="list-style-type: none"> KG1 & KG2 Sports Day
Thurs	30	<ul style="list-style-type: none"> Start of the revision Week KG Grey Day Activity

December		
Day	Date	Events
Wed	6	<ul style="list-style-type: none"> End of the revision Week KG Qatar National Day Celebration
Thurs	7	<ul style="list-style-type: none"> Start of Term 1 Exams KG Pajama Day
Fri	8	Weekend
Sun - Thurs	10 - 14	<ul style="list-style-type: none"> TERM 1 EXAMS
Thurs	14	<ul style="list-style-type: none"> KG Fun and Games Day
Fri	15	Weekend
Sat	16	<ul style="list-style-type: none"> MARKING DAY - Working Day for all the staff
Mon	18	<ul style="list-style-type: none"> Qatar National Day
Tues	19	<ul style="list-style-type: none"> QN day celebration for Y4-6
Wed	20	<ul style="list-style-type: none"> QN day celebration for Y7-13
Thurs	21	<ul style="list-style-type: none"> LAST DAY FOR STUDENTS AND TEACHERS KG Snowflakes/ Winter Clothes Day
Fri	22	Weekend
Sat	23	<ul style="list-style-type: none"> UMRAH TRIP
Sun	24	
Mon	25	
Tue	26	
Wed	27	
Thurs	28	
Fri	29	Weekend
Sun	31	<ul style="list-style-type: none"> END OF TERM BREAK

January		
Day	Date	Events
Sat	6	<ul style="list-style-type: none"> • Heads return
Sun	7	<ul style="list-style-type: none"> • Staff return
Mon	8	<ul style="list-style-type: none"> • Student return
Wed	10	<ul style="list-style-type: none"> • Result Publication
Thurs	11	<ul style="list-style-type: none"> • KG Planting Day Activity
Fri	12	Weekend
Sat	13	<ul style="list-style-type: none"> • School Open Day
Sun	14	<ul style="list-style-type: none"> • Start of the ICT Week • Target Setting PTM
Mon	15	<ul style="list-style-type: none"> • Inter Taleb Handball Girls (Yr.5-6)-CIS • Target Setting PTM
Tues	16	<ul style="list-style-type: none"> • Year 1 Trip - Al Khor Park
Wed	17	<ul style="list-style-type: none"> • Year 3 Trip - Al Khor Park
Thurs	18	<ul style="list-style-type: none"> • Scouts Camping Day • KG Spotty Day Activity • Yr-2 Trip to Al khor Park • Inter-Taleb Handball Boys (Yr.5-6) - CIS
Fri	19	Weekend
Sat	20	<ul style="list-style-type: none"> • PTC
Sun	21	<ul style="list-style-type: none"> • Start of Stem Week • KG Trip to Al Khor Zoo
Mon	22	<ul style="list-style-type: none"> • Inter Taleb Volleyball Girls(Yr.9-13)-TCS • KG Trip to Al Khor Zoo
Tues	23	<ul style="list-style-type: none"> • International Day of Education • Inter Taleb Football Boys (Yr.7-8)-CIS
Wed	24	<ul style="list-style-type: none"> • Inter Taleb Football Boys (Yr.7-8)-CIS
Thurs	25	<ul style="list-style-type: none"> • KG Flowers Day Activity
Fri	26	Weekend
Sun	28	<ul style="list-style-type: none"> • Start of Values Exhibition
Sun – Wed	28 - 31	<ul style="list-style-type: none"> • PTM'S
Mon	29	<ul style="list-style-type: none"> • Inter-Taleb Table Tennis Boys U 12, U 14, U 16-TCS
Wed	31	<ul style="list-style-type: none"> • Year 4 Trip to Chuck E Cheese

February		
Day	Date	Events
Thurs	1	<ul style="list-style-type: none"> • End of the Values Exhibition • KG Stripy Day Activity Yr 1 - Spelling Bee • Term 1 Award Ceremony
Fri	2	Weekend
Sun	4	<ul style="list-style-type: none"> • Y8 Trip to Baladna Park
Mon	5	<ul style="list-style-type: none"> • Inter Taleb Table Tennis Girls U 12, U 14, U 16-DMIS • Y5 Trip to Baladna Park • Y3 Sports Day
Tues	6	<ul style="list-style-type: none"> • Y1 Sports Day • Y6 Trip to Baladna Park
Wed	7	<ul style="list-style-type: none"> • Y2 Sports Day • KG1 A& KG1 B Class Project Assembly (Parent Invitation) • Year 7 Trip to Baladna Park
Thurs	8	<ul style="list-style-type: none"> • IGCSE, AS & A level Graduation Ceremony • KG Funny Hats Day Activity • Yr 2 - Spelling Bee
Fri	9	Weekend
Sat	10	<ul style="list-style-type: none"> • PTC
Sun	11	<ul style="list-style-type: none"> • Y4 Sports Day • Y9 Trip to Baladna Park
Sun - Tue	11 - 20	<ul style="list-style-type: none"> • KG Assessments
Mon	12	<ul style="list-style-type: none"> • Inter Taleb Athletics Girls (Yr.3-6)-DMIS • KG Special Sports Celebration (QNSD Activity)
Tues	13	QATAR SPORTS DAY
Wed	14	<ul style="list-style-type: none"> • Y5 Sports Day • KG Mathematics Afternoon • Y10 to Y13 Trip to Baladna Park
Thurs	15	<ul style="list-style-type: none"> • Y6 Sports Day • My Favourite Sport Activity Day • Year 3 _ Spelling Bee • Option Evening
Fri	16	Weekend
Sun	18	<ul style="list-style-type: none"> • Y7 Sports Day
Mon	19	<ul style="list-style-type: none"> • Inter-Taleb Volleyball Boys (Yr.9-13)-TCS
Tues	20	<ul style="list-style-type: none"> • Y8 Sports Day
Wed	21	<ul style="list-style-type: none"> • International Mother Language Day • Y9 to Y13 Sports Day
Thurs	22	<ul style="list-style-type: none"> • Start of the Revision Week • KG1 & KG2 CONCERT
Fri	23	Weekend
Sun - Tue	25 - 27	<ul style="list-style-type: none"> • KG Trip to Baladna Farm
Wed	28	<ul style="list-style-type: none"> • End of the Revision Week • Yr-2 Career Day
Thurs	29	<ul style="list-style-type: none"> • Start of Term 2 Exams • KG Animal Parade Activity

March		
Day	Date	Events
Fri	1	Weekend
Sat	2	<ul style="list-style-type: none"> • PTC
Sun - Thurs	3 - 7	<ul style="list-style-type: none"> • Term 2 Examination
Sun - Wed	3 - 6	<ul style="list-style-type: none"> • KG Parent visit for People Around the World
Thurs	7	<ul style="list-style-type: none"> • KG Activity; My Country, My Culture
Fri	8	Weekend
Sat	9	<ul style="list-style-type: none"> • MARKING DAY
Mon	11	<ul style="list-style-type: none"> • TERM END BREAK / Start of RAMADAN
Tues	12	<ul style="list-style-type: none"> • TERM END BREAK
Wed	13	<ul style="list-style-type: none"> • TERM END BREAK - Tentative RAMADAN CAMPING DAY for GIRLS
Thurs	14	<ul style="list-style-type: none"> • TERM END BREAK - Tentative RAMADAN CAMPING DAY for BOYS
Fri	15	Weekend
Sun	17	<ul style="list-style-type: none"> • Students Return • Start of the Islamic Week • Ramadan Charity Drive
Wed	20	<ul style="list-style-type: none"> • Result Publication • French Language Day
Fri	22	Weekend
Sun	24	<ul style="list-style-type: none"> • Start of the Values Exhibition • Garangao Celebration
Mon	25	<ul style="list-style-type: none"> • Inter Taleb Art Competition (Yr.1 & 2)-CIS
Mon – Wed	25 - 27	<ul style="list-style-type: none"> • KG Parent visit for Community Helpers
Thurs	28	<ul style="list-style-type: none"> • End of the Values Exhibition • KG Cooking without Fire Activity
Fri	29	Weekend

April		
Day	Date	Events
Mon	1	• Inter Taleb Art Competition (Yr.3 to 5)-TCS
Tues	2	• World Autism Day • KG Trip to Kidzania
Wed	3	• Inter Taleb Art Competition (Yr.6 to 8)-BCS • KG1 C& KG1 D Class Project Assembly (Parent Invitation)
Fri	5	Weekend
Sun	7	• World Health Day (Invitation to be sent to Doctors)
Mon	8	• End of Ramadan • Inter Taleb Art competition (Yr.9 to 13)-DMIS
Tues	9	• KG Community Helpers Day Activity
Wed - Thurs	10 - 11	• EID HOLIDAY
Fri	12	Weekend
Sat – Thurs	13 - 18	EID HOLIDAY
Fri	19	Weekend
Sun	21	• World Creativity and Innovation Day - Science Exhibition and
Mon	22	• Earth Day (Year 1 - 3 Earth Day)
Tues	23	• Year 1 - 3 Bed Slipper Day
Wed	24	• Inter Taleb Badminton Boys U 12,U 14, U 16-BCS
Thurs	25	• KG Messy Day Activity
FRI	26	Weekend
Sun	28	• PTMs & Target Setting Meeting
Mon	29	• PTMs & Target Setting Meeting
Tue	30	• PTMs & Target Setting Meeting

May		
Day	Date	Events
Wed	1	<ul style="list-style-type: none"> • Inter Taleb Volleyball Girls (Yr.7-8)-TCS • Yr 1 - Trip to the Aquarium • Career Day
Thurs	2	<ul style="list-style-type: none"> • KG My Favourite Book Character Day • Year-2 Trip to the Aquarium
Fri	3	Weekend
Sun	5	<ul style="list-style-type: none"> • Start of the Book fair • Year 3 - Trip to the Aquarium
Sun - Thurs	5 - 9	• KG Assessments
Wed	8	<ul style="list-style-type: none"> • Inter Taleb Volleyball Boys (Yr.7-8)-TCS • KG1 E Class Project Assembly (Parent Invitation)
Thurs	9	<ul style="list-style-type: none"> • End of the Book fair • KG My Favourite -Colour Day Activity
Fri	10	Weekend
Sun	12	• Year 4 Trip to Hamad Aquarium
Sun – Wed	12 - 15	• KG Assessments
Mon	13	• Year 9 Trip to Hamad Aquarium
Tues	14	<ul style="list-style-type: none"> • Inter-Taleb Swimming Boys (Yr.3- 5, Yr.6- 7, Yr.8-9 &11)-ACS • Year 5 Trip to Hamad Aquarium
Wed	15	• Year 6 Trip to Hamad Aquarium
Thurs	16	<ul style="list-style-type: none"> • KG Summer Day Activity • Year 7 Trip to Hamad Aquarium
Fri	17	Weekend
Sun	19	<ul style="list-style-type: none"> • KG Trip to NOVO Cinema • Career Management Certificate Presentation
Mon	20	<ul style="list-style-type: none"> • KG Trip to NOVO Cinema • Career Management Certificate Presentation
Tues	21	<ul style="list-style-type: none"> • Inter Taleb Swimming Girls (Yr.3-5, Yr.6-7, Yr.8-9 & 11)-ACS • KG Trip to NOVO Cinema
Wed	22	• Year 8 Trip to Hamad Aquarium
Thurs	23	<ul style="list-style-type: none"> • Start of Revision Week • KG Creative Art Day • Year-2 Pajama Day
Fri	24	Weekend
Tue	28	• KG1 Certificate Presentation
Wed	29	<ul style="list-style-type: none"> • End of Revision Week • KG2 Graduation
Thurs	30	• TERM 3 EXAMS

June		
Day	Date	Events
Sun – Thurs	2 – 6	• TERM 3 EXAMS
Sat	8	• School Open Day
Thurs	13	• LAST DAY FOR STUDENTS TEACHER AND HEADS
Fri	14	Weekend
Sun – Thurs	16 - 20	• EID HOLIDAY
Fri	21	Weekend
Sat	22	Tentative Summer Camp & Tentative International Trip to NASA
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thurs	27	
Fri	28	Weekend

Child Safety and Protection Policy- CIS

Every child regardless of age has a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically harmed.

Refer to school website for details...

YOU ONLY HAVE ONE BRAIN! LOOK AFTER IT!



Drink plenty of water! Over $\frac{3}{4}$ of the brain is made of water; it can't work properly if you don't keep it supplied!

Wear your seat belt when you are in the car, train, aircraft or any other type of transport. It will stop you from getting a serious injury!

Wear a helmet! If you are biking, skating or skateboarding, you need to wear a helmet because it protects your head and brain from injuries if you fall.

Stay away from any illegal drugs! These change the way our brain works and can permanently damage your brain.

Look both ways twice if possible before crossing the road! This is important because reckless drivers may speed and hit you. Also, modern cars do not make a lot of noise and you can't rely on hearing fast car approach.

Understand the dangers involved with sports! Make sure that you either wear protective head- gear or ensure that you do not put your brain at risk through bad falls or dangerous tackles.

Eat right! When you eat right, you are not just making sure that your body stays fit but your brain will work better too.

Action words to encourage deeper and wider thinking

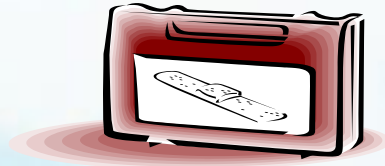
Remember	Understand	Apply	Analyze	Evaluate	Create
Describe	Explain	Complete	Compare Contrast	Justify	Plan
Name	Compare	Use	Examine	Assess	Invent
Find	Discuss	Examine	Explain	Prioritize	Compose
List	Predict	Illustrate	Identify	Recommend	Design
Relate	Outline	Classify	Categorize	Rate	Construct
Write	Restate	Solve	Investigate	Decide Choose	Imagine



FIRST AID

It is important that everybody knows what to do in an emergency, if someone is injured or unwell.

ALWAYS



- Get someone to fetch an adult as quickly as possible.
- If there is no one with you who can fetch an adult, dial 999 and ask for ambulance
- When dialing 999 speak slowly and clearly. Answer all the questions as well as you can.
- While you are waiting for help to arrive, speak to the person who is unwell and keep them calm.

NEVER

- Try to move anything that has hurt their neck or back.
- Put yourself in danger, get help instead.
- Ignore a head injury even if the person says that they are OK.
- Dial 999 unless it is a real emergency.

D	R	S	A	B	C
Danger	Response	Shout	Airway	Breathing	Circulation

Hypoglycemia - Diabetes

What causes a hypo?

- Too much insulin.
- A delayed or missed meal or snack.
- Not enough food, especially carbohydrates.
- Unplanned or strenuous exercise.
- Drinking large quantities of alcohol or alcohol without food.
- Sometimes, there is no obvious cause.

Watch out for:

Hunger, trembling or shakiness, sweating, anxiety or irritability.

Fast pulse or palpitations, tingling, glazed eyes.

Mood change, especially angry or aggressive behaviour.

Lack of concentration, vagueness and drowsiness.

Do:

Immediately give something sugary, a quick-acting carbohydrate such as one of the following:

- Three or more glucose tablets
- A glass of fruit juice
- Five sweets, e.g. jelly babies
- GlucoGel

The exact amount needed will vary from person to person and will depend on individual needs and circumstances. This will be sufficient for a pump user but for persons who inject insulin, a longer-acting carbohydrate will be needed to prevent the blood glucose dropping again.

- Roll/sandwich or portion of fruit.
- One individual mini pack of dried fruit.
- Cereal bar or two biscuits e.g. digestive, garibaldi, ginger or nuts.
- Or a meal if it is due.

If the person still feels hypo after 15 minutes, something sugary should again be given. When the person has recovered, give them some starchy food as above. If the person is unconscious, do not give them anything to eat or drink; call for an ambulance and contact the emergency contact.

Asthma

Common signs of an asthma attack

- Coughing, shortness of breath
- Wheezing, feeling tight in the chest
- Being unusually quiet, difficulty speaking in full sentences
- Sometimes, younger children express feeling tight in the chest as a tummy ache.



Do

- Keep calm
- Encourage a person to sit up and slightly forward - do not have them or lay them down
- Make sure the person takes two puffs of a reliever inhaler (usually blue) immediately preferably through a spacer
- Ensure tight clothing is loosened
- Reassure the person

If there is no immediate improvement

- Continue to make the person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

After a minor asthma attack

Minor asthma should not interrupt the involvement of a person with their school work. When the person feels better, they can return to school activities. In the case that the sufferer is a student, parents must always be told if their child has had an asthma attack.

Important things to remember in an asthma attack

- Never leave a person having an asthma attack.
- If the person does not have their inhaler and/or spacer with them, send another teacher or person to the classroom or assigned room to get them spare inhaler and/or spacer.
- In the case of a student, contact the student's parents immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent arrives.

