

PARENT HANDBOOK

2019/20

EDISON INTERNATIONAL ACADEMY
ASPIRE BRANCH

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Welcome to Edison International Academy!

We would like to extend a warm welcome to all parents and children to the Academic Year 2019/20.

This handbook has been written as it has become clear that the 'little things' about the daily life at school sometimes tend to be a bit of a mystery to parents, especially those new to the school. Rather than wait for everyone to work things out for themselves, this handbook has been put together, so that all parents, as well as children can start the school year armed with a better understanding of how it works and what the school's expectations are.

We hope that it provides you with all the information you need; however, should you have any questions, please do not hesitate to contact the School Office at any time.

As you know, Edison International Academy, Aspire Branch, aims at offering all children in its care a warm, nurturing, and above all, fruitful learning experience. Our teachers are committed to create an active, hands-on, and exciting learning environment, which gives children a wealth of exciting experiences that capture their imagination, motivate them to work hard and make them into independent and mature thinkers from Preschool all the way to Secondary School.

However, as your child's 'first educators', we often require your full cooperation, so that your child is able to achieve his/her learning goals. We are therefore particularly keen to involve you in your child's learning, by letting you know what is happening in class, and by supporting you to be able to help your child.

We hope that this handbook brings the school's daily routines and procedures closer to you, and brings us one step closer towards establishing a productive working relationship with you in the best interest of your child.

The Edison International Academy, Aspire Branch, Team!

2. VISION, MOTTO, AIMS & CORE VALUES

Our Vision:

'Empower students to learn for life and strive for excellence so that they can contribute positively to the global society'

Our Motto:

'Nil sine labore – We achieve nothing without effort'

Our Core Values:

- Excellence and Achievements
- Respect and Responsibility
- Pride and Integrity
- Challenge and Success
- Teamwork and Empowerment
- Open Communication
- Acknowledge Accomplishment

Our core values match the school's Vision and Mission, as we aim to enable all to become:

1. Skillful students:

Skillful students in speaking, writing, reading and listening so as to be empowered with such tools, transferring them from subject to subject via a challenging, exciting and relevant up-to-date curriculum specific to the needs of the student cohort. This will ensure outstanding achievements and secure excellence

2. Lifelong learners

We pride ourselves in developing respectful lifelong learners via giving them leadership skills, encouraging love for reading, love for literacy based activities, a thirst for local, national and international news so as to be prepared to hold discussions with people different countries, cultures and languages. We encourage students to take ownership of their learning, to be aware of other communities and take responsibilities with regards to developing their immediate environment and learning experience.

3. Students who strive for excellence

To become the best that they can be by having pride in reaching their potential via a varied, exciting programme of study suitable to the needs of all students, but also via a personal and social programme that teaches students their rights and responsibilities towards others, but also towards their immediate environment – students can become behaviour monitors, council representatives for example which empowers them, allowing them the opportunity to strive for leadership roles and to assist others to aspire to be like them thus contributing positively to the local school community as well as the national and global society.

4. Aware of what it means to live a healthy lifestyle

Through the curriculum and through assemblies, we prepare our students to be knowledgeable about healthy lifestyle, thus challenging old concepts and embracing new ideas on health and safety. We lead them to understand how to strive in an ever rapidly changing world with new discoveries and new ways of living one's life, taking into consideration that how we consume food impacts on our health and environment.

5. Proud, young people with integrity

To be proud of one's school, of one's community, of one's environment and to encourage honesty and integrity in every aspect of school life. To embrace this culture of integrity so that one's reputation grows and matures into responsible, caring people that are prepared to become part of a global society. Through team work, we encourage them to respect one another and contribute positively within groups. We empower them with the skills to help others because they want to improve themselves to be the best they can be along with a will to become useful and respected members of their community.

3. SCHOOL OVERVIEW AND CURRICULUM OUTLINE

There are **5 Key Stages** at Edison International Academy, Aspire Branch.

1. Early Years Foundation Stage (Preschool & Reception):

Here, children follow a curriculum called Early Years Foundation Stage Framework which is largely play-based and involves a balance between 'child-initiated' and 'adult-initiated' activities.

Children's learning is divided into 7 Learning Areas:

- Communication and Language
- Literacy
- Numeracy
- Understanding the World
- Expressive Art and Design
- Physical Development
- Personal, Social and Emotional Development

In addition to the above, your children will also be educated in Arabic and Islamic Studies (5 lessons per week) in line with the curriculum stipulated by the Supreme Education Council of the State of Qatar.

Each teacher in the Early Years foundation Stage is supported by a teaching assistant.

There are no formal written examinations in the Early Years Foundation Stage, however, children's learning is assessed by means of continuous assessment and observations in all learning areas, to see whether or not the learning goals stipulated in the curriculum have been achieved.

Key Stage 1 (Year 1 & Year 2):

These are the first classes to follow the National Curriculum of England Framework, which includes the core subjects of English, Maths, Science and Social Studies. However, children also experience Music, Art, French, PE and Physical, Social and Health Education (PSHE), all of which build on the skills your child has acquired during the Early Years Foundation Stage.

Additionally, your child will have lessons in Arabic (5 lessons per week), Islamic Studies (2 lessons per week) and Qatar History (1 lesson per week), based on the curriculum set by the Ministry of Education and Higher Education of the State of Qatar.

Instruction in Key Stage 1 is naturally more formal than in the Early Years Foundation Stage, but there is still enough time for play.

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In Year 1, children will be assessed continuously, to see whether or not learning goals have been achieved. However, towards the end of Term 3, there will be a more formal baseline reading and Maths test; all other subjects will be assessed by means of continuous assessment.

In Year 2, children will also be assessed mainly by means of continuous assessment. Yet, towards the end of Term 3, there will be a summative baseline test based on the NCTs stipulated by the National Curriculum in English, Maths and Science in addition to a reading level test, to determine whether or not your child is able to move on to the more demanding Key Stage 2.

In Keystage 1, a teaching assistant will aid the class teacher during the school day.

Key Stage 2 (Year 3 – Year 6):

In Key Stage 2, children typically continue to build on their knowledge and skills.

In addition to the statutory National Curriculum of England subjects, children will have Arabic (5 lessons per week) as well as Islamic Studies (3 lessons per week) and Qatar History (1 lesson per week).

Assessment in Term 1 and Term 2 is set out as a continuous assessment. However, towards the end of Term 3, there is a baseline assessment based on NCTs, where children are summative assessed in English, Maths and Science, as well as their reading being levelled. Children in Year 6 will write the standard SATs papers, in order to determine whether or not they have grasped the concepts well enough to proceed to Key Stage 3.

Note: Students from Year 2 to Year 6 may also sit externally administered and marked GL Assessments in English and Maths; these are internationally recognised and valued benchmark assessments which will give an indication as to how well your child fares as compared to other students in an international setting, not only in the UK but worldwide.

Key Stage 3 (Year 7 to Year 9):

This Key Stage builds on the work covered in Key Stage 2 and prepares students for progression to Key Stage 4, where IGCSE courses will be followed in a range of subjects. Students will again follow the schemes of work stipulated in the National Curriculum for England Framework; all students will take English, Mathematics, Science, Geography, French, PE, ICT, Art and PSHE. Arabic, Islamic and Qatar History are also taught according to the curriculum specified by the Ministry of Education and Higher Education of the State of Qatar.

Students will have a form tutor and while in a mixed ability classroom, they will have ability sets for English, Maths, Science and Arabic.

Key Stage 4 (Year 10 and Year 11):

The IGCSE (International General Certificate of Secondary Education) examinations are set and assessed in the UK and acknowledged by colleges and universities worldwide. All students work towards IGCSE examinations during Years 10 and 11, with most taking the examinations in Year 11. However, a small number of students may take certain subjects earlier and will then follow an extended programme of study in Year 11.

Key Stage 5 (Year 12 and Year 13) – 'Sixth Form':

Key Stage 5 consists of the AS and A Level courses. In the Academic Year 2019/20, Edison International Academy, Aspire Branch, will only run AS Level courses. Students may choose between two and four subjects to study at AS Level, provided they meet the requirements to study courses at this level (a minimum of 5 IGCSEs at a pass grade of minimum 5).

Homework:

Homework is given on a daily basis and is designed to revise and complement what was learnt during the school day. All children are expected to complete homework assignments to the best of their ability and to hand these back to their class teacher on the day specified. Parents are encouraged to check the Parent Portal on the school management system, Mograsys, daily.

4. ACADEMIC MONITORING & REPORTING

All children's progress is monitored throughout the school year, and reports are made to parents by a variety of means, both formal and informal.

Class teachers and subject teachers regularly confer with the School Principal, and class teachers are primarily responsible for bringing to the attention of parents any special problems that may arise during the course of a term.

The pattern of these reports varies, but in essence there will be:

1. one 'full' report of a more detailed nature at the end of each term
2. individual education plans
3. progress reports
4. Parent-Teacher-Meetings (on scheduled days during each term and/or separate meetings requested by either the parent or the class teacher)

The End of Term reports carry grades for Effort and Achievement over the relevant reporting period. The grading system is explained on each report and achievement grades are converted into overall percentages that can be monitored from report to report.

As per the school's Pass/Fail Policy, students from Keystage 1 to Keystage 3 are required to achieve a cumulative grade of a least 50% in all subjects in order to pass the academic year and move up to the next year group. In addition, an attendance of at least 80% is required.

Please take out time to go through the Pass/Fail Policy, published on the school management system as well as on the website.

5. KEY CONTACTS

Should you have any questions and/or concerns, you are welcome to contact the school management team or the school office at any time. For a personal visitation, we would appreciate for you to schedule an appointment with the person concerned. We are happy to accommodate you!

PRINCIPAL

Ms. Johanna Chawla

Email: jchawla@edisonqatar.com

HEAD OF PRIMARY

Ms. Darlene Gonzalez

Email: dgonzalez@edsionqatar.com

HEAD OF CURRICULUM AND STUDENT AFFAIRS SECONDARY

Mr. Ardy Mahmoudi

Email: amahmoudi@edsionqatar.com

HEAD OF ASSESSMENTS AND COMMUNICATION SECONDARY

Mr. Ehab Eldemerdash

Email: enasr@edsionqatar.com

SCHOOL OFFICE

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Ms. Noha Amin – Administration Manager

Email: namin@edisonqatar.com

Ms. Manal Ayoub – Administration Assistant

Email: mayoub@edisonqatar.com

Ms. Gretchen Layao – Receptionist

Email: glayao@edisonqatar.com

Ms. Bernadette Francisco – Receptionist

Email: bfrancisco@edisonqatar.com

Mr. Ralph Mendoza – Secondary Admin Assistant

Email: rmendoza@edisonqatar.com

Mr. Premasai Saynapathy – IT Support (for queries regarding the school management system Mograsys)

Email: psaynapathy@edisonqatar.com

6. A TYPICAL SCHOOL DAY

Below is an outline of a typical day at Edison International Academy, Aspire Campus, according to year groups. Please bear in mind, that timings can change slightly depending on the activity at hand.

<u>Early Years Foundation Stage:</u> <u>Preschool & Reception</u>	<u>Key Stage 1 (Years 1 & 2)</u>	<u>Key Stages 2 – 5 (Years 3 – 12)</u>
7.00 – 7.15: Circle time	7.00 – 7.45: Period 1	7.00 – 7.45: Period 1
7.15 – 8.00: Period 1	7.45 – 8.30: Period 2	7.45 – 8.30: Period 2
8.00 – 8.20: Break	8.30 – 9.00: Break	8.30 – 9.15: Period 3
8.20 – 9.05: Period 2	9.00 – 9.45: Period 3	9.15 – 9.45: Break
9.05 – 9.50: Period 3	9.45 – 10.30: Period 4	9.45 – 10.30: Period 4
9.50 – 10.20: Break	10.30 – 11.15: Period 5	10.30 – 11.15: Period 5
10.20 – 11.05: Period 4	11.15 – 11.30: Break	11.15 – 11.30: Break
10 – 10.45: Period 5	11.20 – 12.15: Period 6	11.30 – 12.15: Period 6
11.05 – 11.35: Period 6	12.15 – 13.00: Period 7	12.15 – 13.00: Period 7
11.45 – 12.00: Story		

Our school day starts at 6.50 am sharp. Particular importance is attached to punctuality, and registration is an integral part of school administration as well as a legal requirement. Attendance is taken at the beginning of each and every school day by the homeroom teacher, and period-wise in the Secondary stage.

Our pick up times are at 12 noon for our children in the Early Years Foundation Stage (Preschool and Reception) and at 1pm for children in all other year groups.

We request parents **not** to pick up children before these times, as again, this causes considerable disruptions to the daily classroom routine and children lose valuable lesson time. If you have to pick up early, you will need to get an early leaving slip signed at the office to take to the teacher. It is also required for an adult to pick up a child from a class. This is to prevent students being outside unsupervised while waiting to be picked up. If it is necessary for a sibling to pick up a student, please inform the office so this can be formally noted.

Please also note, that **we cannot guarantee sufficient supervision of children who are picked up late after 2pm.** If you know that you will be late, please contact the School Office or your child's class teacher, so that the necessary arrangements can be made.

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It is compulsory for your child to attend a minimum 80% of days of the, as per school calendar, published days in one academic year in order to pass the year. According to the Pass/Fail Policy, which has been approved by the Ministry of Education and Higher Education of the State of Qatar, Edison International Academy has the right to fail students on grounds of not having accumulated the required days of attendance.

7. ABSENCES

As mentioned above, students are expected to attend all classes for which they are scheduled, daily. If a student is absent from school, parents/guardians must send a letter or email to the homeroom teacher explaining the absence. If an absence is foreseen, an absence request form needs to be filled in with the school office, giving dates and reason for absence. It is at the discretion of the school principal to sign off or refuse the request.

It is, again, important to remember that all students require a minimum 80% attendance in order to pass the academic year. Failure to comply may result in the student having to repeat the respective year group, irrelevant of assessment results.

8. LATENESS

Parents are therefore requested to ensure that children are dropped off on time, so that they do not miss valuable classroom time, and that interruptions of other children caused by late students can be avoided. Should your child be late to school for any reason beyond your control, please inform your child's homeroom teacher and/or the School Office.

Please note that the school reserves the right to count 5 late arrivals as one absent day.

Students arriving at school after 6.50 am must report to the School Office. The attendance record will be updated to reflect this. Parents will be informed of repeated lateness and of any consequences. Difficulties arising from transportation should be communicated to the Principal and/or the School Office.

9. EARLY DEPARTURE & LEAVING SCHOOL PREMISES

Students from the Early Years Foundation Stage to Year 11 are not allowed to leave the campus during the day without a note from parents or permission from the school principal. Year 12 students who are on good academic and disciplinary standing are permitted to go off-campus during free periods. Students must sign out and back in again. Failure to do so may result in this privilege being

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withdrawn. Unauthorised departure from the school campus will be treated as a serious disciplinary issue.

Parents are strongly requested not to take their child out of school for any but the most pressing reasons before the end of the school day, especially on Thursdays. Your child will miss valuable learning time and the school is in no position to catch students who left early up on what was missed.

If you must pick up your child early for reasons beyond your control, you must request to do so with the School Office and obtain an 'Early Leave Pass' at the school office. Your child will then be escorted to the school office. You must not go to the classroom directly so as to not interrupt the learning process of others.

10. DRESS CODE

The School has a prescribed uniform and all students at Edison International Academy, Aspire Branch, are expected to wear this uniform to school on a daily basis; this includes PE uniform.

Shoes worn to school must be black leather shoes; for PE students are to bring non marking trainers.

Head scarfs are allowed; however, students must not wear Abhayas.

A breach of uniform requirements warrants a call home to parents and may also carry disciplinary action.

Not allowed are also:

- Long earrings
- Bracelets and other jewellery
- Nail polish
- Make up & perfumes
- Flip flops or any other non-closed shoes

11. STUDENT EQUIPMENT

Students are expected to come to school prepared for lessons. Teachers will communicate particular requirements to students, who will then be expected to have these materials for all lessons.

Below is a general list of materials that all students should start the year with:

- Pencils
- Pens (blue, black, green)
- Whiteboard markers
- Ruler
- Protractor
- Eraser
- Pencil sharpener
- Scissors
- Colour pencils
- Highlighters
- Glue stick
- Pencil case
- Caluclator (Casio fx-9860GII SD USB Power Graphic 2 for Year 9 to Year 12)

Textbooks will be supplied to each child within the first 2 to 3 weeks of the Academic Year. Please note that the **textbooks are not the only source for teachers to instruct your child**; they are meant to complement the classroom teaching and may not always be followed page by page.

Copy books/notebooks can be purchased from the School Office; copy books/notebooks are considered vitally important, as neat copy books/notebooks are a valuable source for revision and learning.

12. PROHIBITED ITEMS

Cigarettes and Alcohol:

The possession of tobacco, chemical substances or alcohol by a student whilst on school premises or at school events is strictly forbidden.

Chewing gum:

Chewing gum is NOT permitted on school grounds at any time

Perfumes and other beauty products:

Perfume bottles and other beauty products (tweezers, mirrors, hair pins, make up, etc.) are NOT allowed on school premises and will be confiscated if found. The school has the right not to return such items to the students.

Mobile phones:

Generally, we do not allow mobile phones at school. However, we do understand the necessity of some of our students having to get in touch with their drivers after school.

Should your child require to bring a phone to school, he/she needs to hand in the phone to the respective head of section, or to the person advised upon reaching the school in the morning. Phones will be returned no earlier than dismissal time.

If a mobile phone or any other prohibited item is found in a student's bag or amongst student's belongings, it will be confiscated and only returned to the parent.

Detention:

Students who display behaviour issues during class, who are truant from class or who commit other misdemeanours during school hours may be placed in detention for one period after school. Parents will be informed one day prior to the detention scheduled to take place.

Suspension:

Behaviour that is deemed serious and/or consistently deviates from accepted standards as judged by the administration will lead to suspensions from one to five school days by the Principal. A suspended student cannot return to school until a conference is held between the administration and the student, parent(s) or guardian. Academic work missed during suspensions must be made up. Assessments that have been missed during a suspension may be made up once the student is allowed back to school.

Expulsion:

Very serious and/or chronic offences may lead to expulsion. This action shall only be taken after due consideration and consultation between the Principal, the student, and the parent(s) or guardian, and after consultation with the Ministry of Education and Higher Education of the State of Qatar.

13. SECURITY, VALUABLES & LOST PROPERTY

Any object, material or substance that could be construed as dangerous to the health and safety of students and staff, should not be brought to school. Students in Secondary are allocated a locker fitted with a key. Students are expected to use their lockers for storing valuables and the day's books so that they are not carrying heavy bags around with them during the day. There is time before school, during break and lunch to visit the locker. Students will be required to pay a QAR 50 deposit for their locker key at the beginning of the year. This will be refunded to them at the end of the year if they return their locker key.

Items which are found on the school campus are placed in the Lost and Found box, and students are encouraged to look there in the first instance. Valuable items are handed in to the School Office staff or the Head of Section. At the end of each semester Lost and Found items are displayed for claiming, and then what is leftover will go to charity.

Students are responsible for their own property. Where possible, articles brought to school should be labelled. **The school will accept no responsibility for loss or damage to students' personal property,** including mobile phones, jewellery and other valuable items.

14. PARENT – SCHOOL COMMUNICATION

Edison International Academy, is keen to have a close relationship with its parents to ensure there is clear communication about all areas of school life. With our 'Open Door Policy', we welcome parents contacting the school and will do all we can to assist you with your questions, queries and suggestions.

Sources of Information:

1. The school Website: www.edisonqatar.com
2. Parent Portal through Mograsy. Each family will be given a password to access this.
4. Newsletters and/or any other information sent out by the School Principal and/or the School Office
5. School Policies - they contain general information and lay out expectations for parents, which we are required to provide.
6. Parent-Teacher-Meetings: these take place once every term, and you are strongly encouraged to attend those to find out in more detail how well your child is doing in class. In addition to this, your child's class teacher and/or the School Principal may wish to set up a meeting with you separate from the termly Parent-Teacher-Meetings. This is the case, in particular, if we feel that your child does not make adequate progress, is struggling in a particular areas of learning, or if there are issues with your child's behaviour.

Parents contacting staff:

Parents are encouraged to contact the class teacher via the Mograsy Parent Portal on a regular basis. Login details will be provided to you within the first week of the academic year.

If you feel it necessary to speak to your child's teacher in person at any time during the academic year, may we please ask you to set up an appointment by contacting Ms. Bernadette at the school office in order to avoid disruptions to the school day.

For any other enquiries, please feel free to contact Ms. Bernadette at the School Office between 7am and 2pm. She will assist you to the best of her ability.

Parents visiting the school:

During a normal school day, all visitors must report sign in at the Security desk at the main gate and deposit their ID card to obtain a Visitor's Pass. They then are to report to the School Office situated in the main building. **Under no circumstances are parents and/or any other visitors allowed to go to classrooms directly.**

Parents contacting Students/Students contacting Parents:

For operational reasons, it is not possible for us to bring individual students to speak to parents either on the telephone or in person. Should there be an emergency at home, please contact the school office, and the message will be conveyed to the respective student at the earliest.

Should there be an emergency at the school involving your child, the School Office will contact you and instruct you accordingly.

Please note that the use of mobile phones by any student is strictly NOT allowed on school grounds.

15. COMPLAINTS PROCEDURE

The following procedure is designed to allow all parents/guardians of children in the school to make complaints or to express concerns to the school in a manner which ensures fairness and integrity to all concerned. **Any complaint should be made on an individual basis.**

If you have a complaint or a matter of concern, please try to sort the matter out by communicating with the teacher concerned. If this does not resolve the issue, the matter should then be brought to the attention of the Head of Section who will record the complaint and advise when an initial response should be expected. The matter will then be investigated, and a decision about the action required will be made. All parties will be informed of this action and a written report will be sent to and kept by the Principal for information.

In the event that the parent concerned is not satisfied with the outcome of the investigation and the final report, they can then take their complaint, in writing, to the Principal. The Principal will follow the procedures set out above and come to a decision. Again, all parties will be informed of this decision and a written record of the matter will be filed. The Principal's decision is final.

16. MATTERS OF GENERAL CONCERN

Transport:

It typically is parents' responsibility to arrange transport for their child to and from school.

At the beginning of the school year, each child will be issued with two ID cards; one for himself/herself, the other for the person picking up the child. This is to ensure that children are picked up by a person authorised to do so and will not be handed over to anyone other than a person carrying the second ID card.

Should your child go home with a friend and/or be picked up by a person other than yourself or the regular driver, please inform your child's class teacher and/or the School Office in advance, so that upsets can be avoided.

Since heavy traffic is a constant issue during drop off and pick up times, we request parents to get together in terms of car-pooling, in order to help ease the congestion. Car-pooling not only is a very social affair and minimises traffic jams, but also helps us to contribute a little bit to preserving the environment.

For working parents, Edison International Academy, Aspire Branch, arranges private bus services from and to a number of locations in Doha against an extra cost, depending on the distance from the residence to the school. If you wish to take advantage of the school buses, please ask for and complete a 'Bus Request Form' at the Reception desk at the office so that your child can be put on the bus list. Payment for the bus service is to be submitted at the beginning of each term. Likewise, a term's notice will be required to withdraw your child from the bus service, should the need arise. In case of a failure to notify the school on time, we reserve the right to charge fees in lieu.

Finance

Edison International Academy, Aspire Branch, charges tuition fees and other costs in relation to the education provided to its students. This is governed by the schools Terms & Conditions.

For a detailed description of the fees, please request a copy of the fee schedule from the School Office or download the same from the school's website: www.edsionqatar.com

Notification of charges:

Tuition fees are usually raised through a termly fee statement which is sent to parents through the school management system, Mograsys, shortly before the end of each term. Other charges (i.e. for school trips) may be raised on an ad-hoc basis. If you have any questions about the amount being charged, please contact the School Office directly.

Please note that all fee payments must be submitted before the end of each term for the next term. A failure to do so may result in the loss of your child's school place and a notification to the Ministry of Education and Higher Education of the State of Qatar. Another consequence is that your child is not allowed to sit the examinations at the end of the School Year and that no Term Report/End of Year Report will be issued. NO exceptions will be made in this regard.

Methods of Payment:

Currently, the school can only accept payment in the form of cash or cheque. The school is working on making this more efficient to offer alternative payment methods, such as bank transfer.

Insurance:

Edison International Academy, Muaither, cannot accept liability for loss or damage to a child's personal property. Children are therefore not encouraged to bring personal belongings to school, unless instructed by the class teacher to do so (i.e. Show and Tell)

Health Care:

To cater for the well-being of all of our students as well as all staff, we have two qualified nurses on duty on a daily basis to provide first aid and keep an eye on unwell children until they can be picked up by parents.

You are requested to inform either the nurses or the School Office of any pre-existing condition your child may suffer from (i.e. epilepsy, diabetes, etc.), so that we can take all necessary precautions and should the necessity occur handle the matter efficiently and effectively. A medical report from your child's physician will be required.

Should your child require medication during the school day, please inform one of the nurses, your child's class teacher and/or the School Office, so that the medication can be stored properly and administered at the correct times.

Snacks:

At Edison International Academy, Aspire Branch, we encourage all our students to follow a healthy and balanced diet. Please refer to the Healthy Eating Policy which can be found under the school policies uploaded on the school management system, Mograsy, as well as on the website.

<u>We encourage for children to bring in their lunch boxes:</u>	<u>Not allowed are (and will be confiscated):</u>
<ul style="list-style-type: none"> • sandwiches • fruit • vegetables • crackers • nuts • yoghurt • water 	<ul style="list-style-type: none"> • fizzy drinks of any sort • chocolates • lollipops or any other candies

The school's canteen is open during both breaks for children to purchase their lunch. Every effort will be made by the school to offer children a healthy and balanced options.

17. PASTORAL CARE

Student Affairs Department

As we are aware, students might face certain issues during the academic year, be it personal, academics related or anything else that may be of concern for our students, we have put in place the Student Affairs Department under the leadership of Mr. Ardy Mahmoudi (email: amahmoudi@edisonqatar.com). Students are free to approach any of the members listed below at any time. The Student Affairs Department will contact parents if the situation requires to do so.

Our Student Affairs Team are:

Mr. Ardy Mahmoudi – Head of Student Affairs

Ms. Heba Adnan – Student Counsellor

Mr. Wahid Zakaria – Student Mentor

Mr. Mohammed Ibrahim – Student Mentor

Ms. Dima AboBaker – Block B Leader

Ms. Saada Deni – Block C Leader

Student Class Representatives & Student Council

Within the first 4 weeks of the Academic Year, students will be asked to vote 2 class representatives for their respective classes from Key Stage 2 onwards. These class representatives will then work closely with the Student Council.

This is being implemented to hear children's voices and opinions about their and their peers' daily life at school, and to find out what issues there may be and what suggestions they may have. However, Class Reps and Student Council Members will also be required to help out around the school by helping to organise events, trips, fundraisers, etc.

The Student Council typically meet once a week, more often if an event is around the corner. Students who wish to become a member of the Student Council are to do so via formal application. A screening process will then take place and the decision will be informed to all applicants. The Student Council operates under the supervision of the Principal.

Parent Class Representatives & Parent Teacher Organisation – PTO

At Edison International Academy, Aspire Branch, we value each and every suggestion that you, as the parent may have with regards to your child's education. However, we also recognise that parent help and support is vital in certain situations.

In an effort to involve parents into their child's learning experience, to improve parental communication and efficiency in implementing suggestions and solve any issues and concerns there may be, we have come to the decision to select one Parent Class Representative per class, who will be the focal point of communication with the school.

You will receive more detailed information including the roles and responsibilities of such a position during the Parent Information Day, and alternatively by letter should you not be able to make the Parent Information Day.

Parent Class Representatives will automatically become members of the Parent Teacher Organisation (PTO), however, all parents who wish to become a member of the PTO are cordially invited to join in.

The PTO has its own guidelines and should mainly focus on discussing and finding solutions to school issues and being involved in fundraising. Like other schools, we encourage our PTO to make significant contributions to the development of the facilities and resources available on campus. The PTO also organises, or helps to organise, social events such as International Week, social evenings, and school discos. Parents, students and teachers are all involved in the preparations for these school-wide activities.

We endeavour to hold PTO meetings once a month; in addition there may be informally arranged Coffee Mornings. Please email pto@edsionqatar.com should you wish to be involved in the PTO. All parents and teachers are welcome to be part of the PTO.

18. LEARNER SUPPORT

We believe that each child deserves a fair chance, and we do understand that all children learn at a different pace. From past experience we have learnt that most children struggle with insufficient English skills, which in turn has a negative impact on all other subjects.

We have therefore implemented a Learner Support Department, so that all students have the opportunity to improve their English, Maths and Arabic skills.

In addition to being grouped into ability sets in English and Maths, students facing grave academic difficulties, will be referred to the Learner Support Department. Here, the support consists of:

a. Support during the school day either in the classroom or on an individual basis, three or more times per week.

b. Support after school from 1 pm to 2 pm if and when requested by parents up to four times per week: this, however, comes at an additional cost

Note: for IGCSE courses and AS level courses, special tuition programmes are offered in the afternoon. More information will be provided to you during the first month of the academic year.

19. AFTER SCHOOL PROGRAMMES

A variety of After School Programmes are offered for our students throughout the academic year. At the beginning of each term, detailed information will be sent out.

20. FURTHER IMPORTANT INFORMATION

More information can be found in our School Policies, which are available for you to view on both, the school website as well as the Parent Portal on Mograsy. We ask you to take out some time to go through our policies; we are happy to answer any questions you may have.