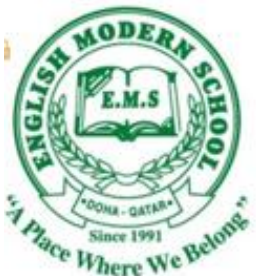




Academic Year 2019-2020

Parent & Student Handbook



المدرسة الإنجليزية الحديثة
THE ENGLISH MODERN SCHOOL
CAMBRIDGE CURRICULUM



The
Cambridge
Learner
Attributes

LEARN, ACHIEVE, DISCOVER



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PARENT SUPPORT AND AGREEMENTS

Research clearly shows that students are much more successful when their parents are involved with their learning. In the interests of developing a close team that works together to provide a safe, respectful, and supportive learning environment for all of the students at EMS, parents are asked to please note the following expectations/suggestions on how you can help your children at home.

As a member of the EMS community, I will:

- Read and support all of the procedures and expectations in this handbook, making sure everyone in the family understands.
- Honour my financial commitment to my child's education in a timely manner.
- Remain informed by going directly to the teacher with questions. If I am not satisfied with the meeting, I will respect the process of communication within the school community:
 1. Teacher
 2. Head of Year or Heads of House /Head of Department (Secondary only)
 3. Assistant Principal
 4. Principal
 5. Head of School
- Speak with all members of the EMS community in a calm, respectful manner.
- Never strike a child or adult on the school campus
- Never address or discipline another child on the school campus
- Never visit a classroom without proper authorization

In order to support my children's learning, I will:

- Ensure my children arrive and are collected on time
- Regulate how time is spent after school
- Monitor leisure time and TV/internet use
- Provide my children with a study area
- Expect my children, with assistance, to do their own work. I understand that if someone else does their work, they will not master the concepts and will not be confident students
- Not ask my children's teachers to tutor after school for money. This is against Qatari law and is grounds for dismissal of the teacher
- Ensure that home learning is done
- Read all communications, newsletters, google site & iSAMS Parents Portal
- Attend parent conferences
- Support the teachers and respect their privacy
- Help my children learn to be accountable instead of allowing them make excuses or blame others
- Always sign students out at the office for medical appointments
- Follow all traffic and campus security instructions given by the guards
- Encourage my children to maintain a healthy lifestyle (diet, hygiene, sleep, exercise)
- Ensure that my children bring healthy snacks and never bring sweets, fizzy drinks, etc. to school

ACKNOWLEDGEMENT OF POLICIES AND EXPECTATIONS

2019-2020 School Year

The English Modern School staff and students will review selected sections of this handbook together throughout the year. In addition, it is important that parents are familiar with the entire handbook and review pertinent information with their child in order to understand the available school resources and to reinforce expectations as reflected in the school's rules, policies and programmes. We would like to emphasize that our rules and policies are based on the Cambridge Learner Attributes which assist our students in becoming:

- Confident
- Responsible
- Reflective
- Innovators
- Engaged

THIS FORM WILL BE SENT TO ALL PARENTS. PLEASE READ, SIGN AND RETURN TO YOUR CHILD'S CLASSROOM/FORM TEACHER

A partnership between home and school helps ensure a successful school year. We appreciate that you took the time to review the handbook and to become familiar with our expectations. If you have any questions, comments, suggestions or concerns, please do not hesitate to contact your child's teacher, appropriate Coordinator or School Principal.

Please return this signed page to your child's classroom/form teacher by October 13, 2019
Thank you.

I/we have read and discussed the English Modern School Handbook for Parents and Students and agree to support the rules, policies and procedures.

Student's Name:

Year Group:

Date:

Student's Signature:

Parent's Signature:

WELCOME TO THE ENGLISH MODERN SCHOOL

Since the school first opened in 1991, The English Modern School has flourished and developed to become a thriving and successful school. The Cambridge Programme (CIPP, IGCSE and AS Level) provides a high standard of co-educational education for boys and girls from Year 1 to Year 12. In the KG1 and KG2 years, we provide an engaging and creative introduction to the Cambridge Curriculum, presented in a stimulating environment, with play and inquiry-based activities.

The school bases its teaching on the Cambridge International Programme tailored to meet the requirements of the host country and the needs of the students. The programme encourages the development of personal freedom and inner discipline in a well-ordered and structured system.

General information as well as policies and procedures have been outlined in this handbook so that students and parents will understand the expectations for academic success as well as appropriate behaviour. We encourage you to review the information in this handbook with your child. We also encourage your comments and feedback and hope that you will join us for the many events and activities that showcase our students' efforts and celebrate their accomplishments.

On behalf of the Board of Directors, we welcome you to the 2018-2019 school year at The English Modern School. Thank you for partnering with us to provide an environment that encourages and nurtures a programme of academic and behavioural excellence.

LEGAL STATUS

The school is officially licensed by the Ministry of Education and Higher Education in Qatar. Qualified inspectors representing the Ministry (MOEHE) visit and review the school service and offer welcome advice and support. The school appreciates this co-operation and the spirit of educational togetherness enjoyed with these colleagues, and strives to continuously ensure compliance with all MOEHE requirements

SCHOOL LEADERSHIP

THE BOARD OF DIRECTORS

The English Modern School is a division of the Al Muftah Group, a highly prestigious and forward-thinking Qatari company. The Board of Directors, in conjunction with the Head of School, sets and reviews school policies and assists in the decision-making process pertaining to the future direction of the school.

The Board of Directors appraises the Head of School, Deputy Head of School and Principals, and attends to school financial matters.

Mr. Abdulrahman Al Muftah
Chairman

Mr. JC Chalouhi
Superintendent
e-mail: jc.chalouhi@emsdoha.net

Mr. Ibrahim Al Muftah
Managing Director

Mr. Alan Morley
Head of School – EMS Doha
e-mail: alan.morley@emsdoha.net

Mr. Khalid Al Muftah
Finance Director

Ms Lola Wright
Head of School – EMS Wakra
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Mr. Rami Yarvas
HR Manager

Ms Joan Marie Larter
Head of School – EMS Al Khor
e-mail: joanmarie.larter@emskhor.net

Mr Khaled El Hussein
Chief Financial Officer

Mr. Kabashi Kabashi
email: kabashi.kabashi@emsdoha.net
Business Manager

THE EXECUTIVE COUNCIL

The Head of School is in charge of all matters relating to the day-to-day and long-term development of the school. The Head of School, the Executive Council (EC) and Senior Management work closely together and support each other in all aspects of the school's operation and development.

Mr. Alan Morley
Head of School
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Ms Angela Smith
Upper Primary School Principal
e-mail: angela.smith@emsdoha.net

Mr. Jaco Anderson
Secondary School Principal
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Ms Joneen Marie Walker
Lower Primary School Principal
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SENIOR MANAGEMENT

ACADEMIC MANAGEMENT TEAM

Mr. Lewis Polden

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Academic Assistant Principal - Secondary
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Mr. Thomas Rolt

Pastoral Assistant Principal - Secondary
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Ms Renee Koval

21st Century Learning Coordinator
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Arabic and Islamic Studies Coordinator
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STUDENT SUPPORT MANAGEMENT TEAM

Ms Amel Ouzrout

Students Affairs Coordinator - Secondary
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Inclusion Coordinator
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Imeet Kalsi

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Upper Primary Learning Support
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Dr. Noha El Sayed

School Doctor
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Ms Kamilah Crowder

Head of Counsellors, Child Protection
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Ms Caitlin Pennington

Counselor for Yr 7-9 - Secondary
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Ms. Catherine McCormack

Lower Primary Counsellor
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Ms. Rola Soufi

Lower Primary Learning Support
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ADMINISTRATIVE MANAGEMENT TEAM

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Ms Safaa Al Skaf

Operations Coordinator
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Ms Hanan Barakat

Admissions Officer
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Mr. Salim Awad

IT Manager
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VISION, MISSION AND INTERNATIONALISM

SCHOOL VISION

Our vision is for all our students to reach their full potential and positively impact the world.

SCHOOL MISSION

Our mission is to provide a challenging, internationally based education that nurtures lifelong learners in a multicultural setting.

GUIDING PRINCIPLES

In order to fulfil its mission, The English Modern School aims to:

- Offer a broad, balanced, coherent and integrated curriculum that will prepare students for each stage of their education until university entrance
- Offer an appropriate and relevant curriculum where students are actively engaged in the learning process
- Recognize and develop the potential of each individual
- Provide a safe, stimulating, and friendly learning environment
- Develop each student's oral and written fluency in English
- Provide opportunities for the development of individual student's talents and interests
- Achieve appropriate and acceptable behaviour and moral standards through self-discipline, supportive relationships and the sense of mutual respect and responsibility
- Encourage student responsibility and leadership, and involve students in the decision-making processes of the school
- Take full advantage of our multicultural and multilingual environment to enrich the learning experience
- Encourage a broad international perspective and a respect for other cultures and beliefs
- Involve parents in the life and development of the school

STATEMENT ON INTERNATIONALISM

At English Modern School Doha we embrace internationalism through acceptance of differences, values, and beliefs in our community. At EMS we believe that:

- Education inspires a love of learning and develops an enquiring mind. The full potential of each individual in the learning community is achieved through commitment, dedication and striving for excellence
- The education of students must be broad, balanced and integrated, and comprises academic, creative, physical, social and moral development
- Effective learning comes from the understanding of concepts, content and practical skills in each area of study and how these relate to each other and apply to the outside world
- Balancing academic learning with creative, physical and social activities is fundamental to the further development of pupils' self-expression, self-discipline, independence, responsibility and self-confidence
- The engagement of the school in social and environmental projects both within and beyond the school contributes to the development of informed, responsible and active citizens.

CAMBRIDGE LEARNER ATTRIBUTES

Cambridge International Examinations (Cambridge) uses 'Cambridge learner attributes' and 'Cambridge teacher attributes' to refer to five highly desirable habits in learning representing a combination of values, attitudes, motivation, empathy, knowledge and skills.

Confident

Confident in working with information and ideas – their own and those of others.

Responsible

Responsible for themselves, responsive to and respectful of others.

Reflective

Reflective as learners, developing their ability to learn.

Innovative

Innovative and equipped for new and future challenges.

Engaged

Engaged intellectually and socially, ready to make a difference.

COMMUNICATION WITH PARENTS

The English Modern School values its partnership with parents and as such, a rich variety of communication means are regularly used to foster constructive dialogue between school and home. Communication means may include: homework diaries, letters, newsletters, SMS, phone calls, emails, parent evenings, iSAMS Parents' Portal, EMS website and Google Sites. Hence, parents are regularly informed about educational and social activities of their children, and they are encouraged to provide the school with their feedback, opinions and suggestions anytime the need arises.

CHAIN OF COMMUNICATION

We believe that open, consistent and ongoing communication is essential for a healthy partnership between parents and the school; for this purpose, we recommend that parents regularly go through all EMS publications, letters, etc., as well as promptly contact the school as soon as a concern arises; in most cases, early communication and intervention ensure solutions are efficiently found and implemented in the best interest of the students.

Parents and students are kindly asked to respect the following chain of communication when following-up on a classroom question or concern.

Teacher ➤ Head of Year (Behaviour-Secondary)/Head of Department (Curriculum - Secondary)/Year Leader(Primary) ➤Assistant Principal ➤Principal ➤Head of School

APPOINTMENTS

At EMS, we pride ourselves on the level of service offered to parents. We realise that, as a parent, you are often very busy with only limited periods of time available. To assist you in this matter, we recommend that you first call the secretary of the administrator you wish to meet with and make an appointment to ensure that the person with whom you wish to speak is available.

Should you wish to meet with a teacher, a senior member of staff may be present if required at the meeting to ensure that the meeting outcomes are fully understood and any action decided upon is put into place as soon as possible. Please do not engage teaching staff casually or telephone staff directly. Minutes will be taken at all meetings. A translator is available on request. Each teacher has a school email address for easy communication with parents; please contact the appropriate division secretary for obtaining the required email address.

PARENT INFORMATION EVENINGS

We provide parent mornings and information events throughout the year to update parents about our curriculum, teaching methods and student progress. They are led by a variety of teachers and leaders within school and are advertised in advance to enable parents to plan to attend the evenings and daytime sessions. We advise parents to regularly check the school website, google sites and emails for dates of these important events.

Term	TERM 1	TERM 2	TERM 3
Lower and Upper Primary	Curriculum Overview Meet the Teacher Literacy Morning Literacy Parent Workshops 3 Way Conferences Evening With the Counselors Monthly Coffee Mornings	Math Morning Math Parent Workshop 3 Way Conferences Evening With the Counselors Parent Technology Evening Monthly Coffee Mornings	Monthly Coffee Mornings
Secondary	Curriculum Evening Parent/Teacher Conferences Evening With the Counselors Coffee mornings	Year 11-12 Mock Exams Results meetings 3 way conferences Year 9 IGCSE orientation Evening With the Counselors Parent Technology Evening Coffee mornings	Year 6 into 7 transition evening Coffee mornings

Through the course of the school year, parents may be contacted and asked to attend additional meetings to discuss their child's progress and/or behavioural concerns.

Parents also need to contact the school and inform us of any circumstances that might potentially affect their child's behaviour or performance.

ADMISSION POLICY AND PROCEDURE

Students are admitted to EMS regardless of race, gender, nationality or religion provided they meet all the admission requirements as outlined in this policy. We accept online applications at all times during the year. Applications must be completed through the school website in order to have your child's name on the waiting list.

Qualified EMS students' siblings and EMS students coming from other EMS campuses will be given priority in admission. **Note:** The receipt and completion of the application form does not secure a student's acceptance into EMS - which is subject to seat availability and the candidate meeting the admission requirements.

PLACEMENT CRITERIA

Placement in all classes will be made by the Admission Officer, in coordination with the Principals and the Head of School, on the basis of the student's age, his/her previous educational record, and his/her performance on the entrance assessment. The initial placement is tentative and the school may re-assess the student's placement should there be a need. In such an instance, the parents will be notified and a thorough class observation and additional testing will take place to determine the best course of action - one which will be best suited to the student's abilities and developmental, cognitive, academic and intellectual levels.

Accepted students will be placed in a year group according to their age, not younger than three years old for KG 1 and not older than eighteen for Year 12.

The procedure for admission shall be as follows:

1. Application and admission assessments will take place at the school. The assessment will include English Literacy components (vocabulary, reading comprehension, and writing) and Mathematics components (numeracy, operation, algebra and geometry).
2. When there is any concern about the suitability of an applicant, the potential of the applicant shall be determined by the Admissions Committee in light of the following:
 - a. Academic and behavioural reports for the previous two years;
 - b. Continuity of previous education;
 - c. Scope of educational experience;
 - d. Evidence of emotional stability or maturity;
 - e. Results from previous tests or EMS placement assessments;
 - f. Former teacher and/or administrator comments;
 - g. References.
3. The admissions office is responsible for contacting parents in regards to the outcome of the assessment.

All decisions made by the Admissions Committee are final.

STUDENT'S PHOTOS RELEASE POLICY

The English Modern School website, social media, pamphlets, CLAs, branding, and advertisements are tools to communicate with school families, teachers, prospective students, and the larger community. To enhance this experience we use photos, video clips or audio records to show the students and families involvement in various activities. In addition, there may be times where special permission is sought for larger publications. Photo sharing to the school website is just as public as any social media platform.

In order for students' images to appear on the English Modern School's website or any of the above publications, it is required that we obtain parental permission. Initial parental permission is granted upon admission. With Kindergarten or Primary entry level, initial photo permission is used up to Year 6. From Year 7 onwards, an annual photos release permission is requested from parents..

Important Notes:

- Group photos of students without references to names may be published without the need of parental permission, however we will not publish any individual student's photos without the initial parents permission that is granted upon admission.
- If we do not receive the parental permission form back, we will consider this as approved and we will have the right to publish as above.
- No parents consent is required for the students photos to be used in the school's annual yearbook.
- Any image that is published online can be copied and redistributed without the knowledge of the person that uploaded it. Once published, we may not be able to retrieve or delete images if consent is withdrawn after publishing.

English Modern School uses G Suite for Education and we require your permission to provide and manage a G Suite account for your child. G Suite for Education is a set of educational productivity tools from Google that includes, but are not limited to, Gmail, Calendar, Docs, and Classroom. At EMS, students use their G Suite accounts to complete assignments, communicate with teachers, and sign into Chromebooks. We have documents in English and Arabic, with the full scope and details of what Google can and cannot do with your child's personal information. You will be provided this information with your admissions paperwork.

FEES AND RELATED POLICIES

The fee structure for the academic year 2019-2020 is as follows:

Year Group	Term 1	Term 2	Term 3	Total Fees Per Year (QR)	Yearly Extra Fees *
KG1 to Year 1	8,183	8,183	8,184	24,550	1,138
Year 2 to Year 6	8,183	8,183	8,184	24,550	2,276
Years 7 to Year 9	12,243	12,243	12,244	36,730	2,276
Year 10 to Year 12	12,810	12,810	12,810	38,430	2,276

Registration Fee	QR 1,138 per child
Bus Fees	QR 2,276 per Term
Assessment Fee	QR 284 per child

***Extra fees:** Will cover the cost of such things as: stationery, books, classroom resources, some activities and events, some trips and outings, materials used throughout the year, other resources as needed etc. Extra fees are payable by all students, regardless of whether the student needs the above items or not, as extra fees cover all academic and extracurricular resources.

Purchase of school uniform is billed separately and is not included in the extra fees.

Examination Fee: A QR 284 non-refundable and non-transferable fee is due at the time of the admissions examinations or interview.

Registration Fee: Once the child is offered a place and passed the admission examination, a QR 1,138 non-refundable registration fee is due to confirm the parents' acceptance of the place.

Seat Reservation: QR 2,276 to be paid once the acceptance letter has been received for the next academic year. This amount is part of the first term fee.

NOTES

1. Registration fees are non-refundable and must be paid upon registration.
2. Fees must be paid in full at the beginning of each school term.
3. Students whose fees are not paid by the due date each term may be temporarily excluded from school and their report cards will be withheld until the outstanding fees are settled.
4. The school reserves the right to refuse personal cheques from parents.
5. The school requires one half term (six weeks) notice of parent's intention to remove a child.
6. All external exams fees are the responsibility of parents.

LOST OR DAMAGED TEXT BOOKS

Students are responsible for the books they receive from English Modern School. If a book is lost or damaged, the student will be responsible for paying the full replacement cost of the textbook.

TUITION AND FEES PAYMENT POLICY

It is the expectation of the English Modern School that all fees, as published by the school, be paid in accordance with the corresponding yearly fee schedule and within the stated timelines.

Guidelines:

Re-Registration: Re-registration form along with a non-refundable re-registration fee QAR 2,276 to be submitted to reserve the seat for the next academic year. The date for the re-registration will be announced by the school. Failure to submit the form and make this payment will mean that the child's place is no longer guaranteed and the seat may go to a new student.

Tuition fees: The enrolment of a student is an individual agreement between the parent/guardian and the School. The enrolment or re-enrolment agreement cannot be cancelled. The total tuition will be billed whether the student attends classes or not.

Extra fees: Extra fees as outlined by the tuition fees schedule are inseparable from the parents billable amounts; as such, extra fees are due at the first day of school; unpaid extra fees shall be dealt with in a manner similar to that outlined in the tuition fees delinquent accounts' section.

Due Date: Tuition payment due dates are indicated on the Re-enrolment Contract and tuition is due as of the stated date. All term fees are due on the first day of the term and become delinquent as of the last day of the first month of the term.

Term	<u>Due by</u>	<u>Pay before</u>
Term 1	August 25	Sept 30
Term 2	Dec 2	Jan 3
Term 3	March 3	Apr 4

Late Fee: Outstanding dues will be systematically reported to the MOEHE and may be liable for late fees. In addition, official report cards will be withheld until all outstanding fees are settled.

Delinquent accounts: It is the parent's responsibility to contact the Business Office as soon as possible if a circumstance should arise which would cause a payment due date to be missed. EMS will make every effort to work out a mutually-agreeable resolution.

Past-Due Tuition and Fees: The English Modern School will withhold any records, report cards,

transcripts, external exam certificate or leaving certificate if tuition and fees are past due. Re-enrolment contracts will not be accepted for the next year until all outstanding amounts are cleared from the current year. If tuition becomes delinquent after re-enrolment, the student will be considered conditional until all debts are cleared from the previous year. The student's seat may be in jeopardy and filled by a student from the waiting list if the account remains delinquent after June 15.

If an account is past due 60 days or more, and a mutually agreeable resolution to the problem has not been found, EMS will notify the parent(s) that their child(ren) has (have) been removed from the school's roll and that the parent(s) withdraw their child(ren) from the School.

In individual cases, and without prejudice, this policy may be amended at the discretion of the Head of School.

Notice of pending action will always be communicated to responsible parties prior to any action by the School. The School will, in good faith, try to circumvent any action to prevent the disruption of a student's educational course of study.

TUITION REFUNDS

The English Modern School is committed to working closely with its parents. We understand that sometimes unforeseen circumstances present themselves which may necessitate the rearranging of plans. On such occasions the school policies will be followed.

Policy 330.3a:

The English Modern School will refund a portion of paid tuition fees and release a family from the enrolment contract according to the guidelines provided in this policy.

Policy 330.3b:

The English Modern School will refund any monies that have been paid to hold a student's seat (Seat Reservation Fee) for an upcoming school year in the event of a sudden termination of a parent's employment. No refunds will be given for application or testing fees.

Guidelines for Withdrawal

1. Parents are to provide written notice 6 weeks prior to the withdrawal date of their intention to withdraw their child(ren) from EMS.
2. This notice must clearly show the date of the child(ren)'s last day of attendance at school.
3. This notice must include the reasons for the withdrawal. In the event of a sudden termination of a parent's employment, EMS will waive the 6 week notice requirement.
4. Refund of paid tuition fees will be based on the following schedules:

Term 1 Deadlines	
Withdrawal Date	Refund
Before Oct. 1 st	Student tuition fees paid will be refunded, excluding the seat reservation, plus a pro rata deduction of the days attended/elapsed prior to notice calculated on the whole year fee divided by 180 days
After Oct. 1 st	None

Term 2 Deadlines	
Withdrawal Date	Refund
Before Feb. 1 st	30%
After Feb. 1 st	None

Term 3 Deadlines	
Withdrawal Date	Refund
Before March 10 th	30%
After March 10 th	None

5. Students shall be held financially responsible for willful damage to any school ICT equipment as per policy 810.3c.

BUS FEES REFUNDS

If parents withdraw their child from the school's bus service, the following applies:

- Withdrawing within a two week period will incur only charges for the period used if there is a replacement student on the waiting list from the same area.
- Cancellation without a replacement student or after two weeks is charged at 70% of the total transportation fee.
- The school bus fee represents "buying" of a seat in the school bus for the entire school term. If your child is suspended temporarily or permanently there will be no refund of bus fees.

ACADEMIC CALENDAR 2019-2020

The school follows a yearly calendar that meets the requirements/deadlines of the examination timetable and recognizes the established holiday dates in Qatar.

The following chart identifies our three terms.

	Begins	Ends
Term 1	25 th Aug 2019	21 st Nov 2019
Term 2	24 th Nov 2019	5 th Mar 2020
Term 3	8 th March 2020	18 th June 2020

SCHOOL HOURS - KG TO YEAR 12

	Start	Finish	
	Sun-Thur	Sun-Wed	Thursday
KG1 – KG2	07:00hrs	12:00hrs	12:00hrs
Year 1 to Year 6	07:00hrs	13.45hrs	12.25hrs
Year 7 to Year 12	07:00hrs	13.50hrs	12.30hrs

Please note that it is the responsibility of the parents to ensure that students are in school at the correct times. Students should not be in the school buildings before 6:45. School begins promptly at 7:00 in KG and Primary and 7:00 in Secondary. At 07:15 all school gates except Gate 2 will be closed and locked. After this time, access is only available through Gate 2. Members of the security staff will guard this gate throughout the working day. The security staff will provide any visitor (including parents) a Visitor's Pass upon submission of an ID; visitors are then guided to the administration building. In an effort to maintain the safety of all our children, we ask for your support in ensuring that adults, who "drop-off" or "pick up" students at school, do not remain on the premises afterwards.

DAILY TIMETABLE

PRIMARY Sunday - Wednesday			
	YEARS 1-3		YEARS 4-6
Lesson 1	7:15-8:00	Lesson 1	7:15-8:00
Lesson 2	8:00-8:40	Lesson 2	8:00-8:40
Lesson 3	8:40-9:20	Lesson 3	8:40-9:20
Eating Break	9:20-9:40	Outside Break	9:20-9:40
Outside Break	9:40-10:00	Eating Break	9:40-10:00
Lesson 4	10:00-10:45	Lesson 4	10:00-10:45
Lesson 5	10:45-11:35	Lesson 5	10:45-11:35
Snack Break	11:35-11:50	Outside Break	11:35-11:50
Outside Break	11:50-12:05	Snack Break	11:50-12:05
Lesson 6	12:05-12:55	Lesson 6	12:05-12:55
Lesson 7	12:55-1:45	Lesson 7	12:55-1:45

PRIMARY Thursday			
	YEARS 1-3		YEARS 4-5
Lesson 1	7:15-7:55	Lesson 1	7:15-7:55
Lesson 2	7:55-8:35	Lesson 2	7:55-8:35
Lesson 3	8:35-9:15	Lesson 3	8:35-9:15
Eating Break	9:15-9:35	Outside Break	9:15-9:35
Outside Break	9:35-9:55	Eating Break	9:35-9:55
Lesson 4	9:55-10:35	Lesson 4	9:55-10:35
Lesson 5	10:35-11:15	Lesson 5	10:35-11:15
Lesson 6	11:15-11:55	Lesson 6	11:15-11:55
Lesson 7	11:55-12:30	Lesson 7	11:55-12:30

SECONDARY - Sunday to Wednesday		
	Start	Finish
Registration	7:05	7:15
Lesson 1	7:18	8:08
Lesson 2	8:11	9:01
Lesson 3	9:04	9:54
Break 1	9:54	10:19
Lesson 4	10:21	11:09
Lesson 5	11:12	12:00
Break 2	12:00	12:15
Lesson 6	12:17	13:02
Lesson 7	13:05	13:50
Activities	13:50	14:45

SECONDARY - Thursday		
	Start	Finish
Registration	7:05	7:15
Lesson 1	7:17	8:05
Lesson 2	8:07	8:54
Lesson 3	8:56	9:43
Break	9:43	10:03
Lesson 4	10:04	10:52
Lesson 5	10:54	11:41
Lesson 6	11:43	12:30

SCHOOL GATE TIMINGS

Gate	Sunday to Thursday	Sunday to Wednesday	Thursday
Gate 1	6:45 -7:15am	1:45 -2:10pm	12:30-1:00pm
Gate 2	Open 6:30am-3:00pm		
Gate 3	6:45 -7:15am	01:45-02:10pm	12:30-1:00pm
Gate 4	6:30 -7:15am	12:00-12:30pm	12:30-1:00pm
Gate 5	6:30 -7:15am	01:45 -02:10pm	12:30-1:00pm

To ensure a safe and organized drop-off and pick-up areas for our students, we have designated gates as follows:

KG	Gate 4
Lower Primary	Gate 2
Upper Primary and Upper Secondary	Gate 5
Lower Secondary	Gate 1

Parents are kindly requested to follow the procedures above when appropriate.

Our security staff are trained to carry out our expectations in order to keep our students safe. *The school expects everyone to respect them at all times.* If parents/drivers disagree with an expectation, they are kindly asked to speak with the administration and never to argue with the security staff or disregard their requests.

ATTENDANCE

Please avoid absences, lateness and early leaves.

All students are expected to attend school regularly. If your child is ill, it is the **parent's responsibility** to call the school and report the absence. If parents are forced to take their holidays during school term time and require their children to be absent from school for this reason, they should inform the school well in advance. Parents are requested to complete the "Leave Request Application" and submit it for approval by their child's division principal at least 10 days before the date of the proposed holiday. Absences for family holidays will be counted in the total number of days absent on the reports. Students who are continually absent or late for school miss valuable lesson time. A student who is consistently absent might be asked to withdraw from the school.

In the case of approved absences it is the student's responsibility (Secondary) to find out and 'make up' missed class work.

If, due to illness or injury, your child is likely to be absent for more than 5 school days, we ask that you inform the school Main Office. We will arrange for work to be sent home at your request.

DROP OFF AND PICK UP

Students should not be dropped off before 6:30 am. Students will be expected to wait in designated supervised areas in the morning until 6:45 am, when teachers arrive and all gates are opened.

School punctuality

Late to school:

Students who arrive after 7:15 will need to get a late slip from the division secretary before entering class. Lateness and early leaves are counted towards students' attendance as well; our policy stipulates the following:

1. Absences: 1 absence is counted as 1 day
2. Lateness: 5 lates are counted as 1 day of absence
3. Late detentions administered after school with one day notice

Please be aware that the Directive from the Ministry of Education and Higher Education for the State of Qatar, affirms that a student who does not attain an attendance level of 80% may not be permitted to move on to the next Year group.

Persistent Lates to school:

Students are expected to arrive to school each day on time. Those students that are deemed as persistently arriving to school late will receive negative ISAMS referrals and further follow up as below.

Secondary School Persistent Lateness Action	
Student Action	Student Consequence
Student persistently late to school	Student put on a late contract Lates are recorded on student ISAMS
Student accumulates 6 lates in a one month period	Parent meeting and further consequences explained

Student accumulates an additional late during the same month period	Student is not allowed to attend class and the parent/s is contacted to collect their child When the student returns the late agreement is reviewed with the student and parent/s
Student continues being late	The above continues as a cycle and in addition: MOEHE is contacted Possible non-enrollment for the following school year.

In addition, students who arrive after lesson 1 without any reasonable explanation e.g. phone call from parent or similar will be escorted to the main reception by security. Parents will be contacted and additional consequences put in place.

Persistent Lates to class:

Students in Secondary are expected to arrive to each class on time. Those students that are deemed as persistently arriving to class late will receive negative ISAMS referrals. Lateness will be tracked and monitored with appropriate consequences applied as outlined on the Behaviour Chart, page 43. Students that continue to arrive late to class will receive further sanctions.

PROCEDURE for late pick up

We do not provide a late class. Parents will be issued with a warning letter if students are consistently collected late. After three consistent lates, a warning letter will be issued to parents and they will be required to meet with administration, and their child's place may be in jeopardy for the following year.

Rationale: Students’ safety and well-being is of prime importance to the English Modern School, and all systems and measures are put in place to ensure a safe and secure learning environment. Accordingly, EMS parents are expected to prioritize their child’s well-being and safety by committing to the school’s drop-off and pick-up times, and by making the necessary arrangements to ensure their child is not dropped-off or picked-up outside the designated times and that they are dropped off in safe areas. Young students crossing the road on their own is dangerous. Parental support and commitment to children’s safety and well-being is imperative.

NOTE: Students should not be left late, however, should an incident occur when you are late please be aware that at 2.30 any students left will be taken to gate No.2 to wait in the security room, no staff will be on duty.

EARLY LEAVE

Students will be released from class when:

1. There is a family emergency that is presented by the parent or authorized representative of the parent and approved by the administration.
2. Pre-arranged medical appointments that cannot be arranged during after school hours – proof of medical appointment required.
3. In case of illness of the student that is verified by the school health personnel.

Procedure: In all cases where a child must be picked up from school prior to the normal dismissal time the following procedures must be followed:

1. In the case of medical appointments the parents are asked to notify the school prior to 10:00 AM on the day of the absence that the child has an appointment.
2. In all cases the parent or the authorized representative of the parent must come to the Main Administration Office to sign the child out for Year 1 through Year 12 and the KG Reception for KG1 and KG2.
3. Once the administration approves the child being released from class early, the appropriate building secretary/receptionist will be notified to send the student to the main office.
4. The parent is given an early release slip to turn in at the gate as they leave campus.
5. All secondary students who have been granted permission to leave the school premises will be required to sign out at reception and receive an early release slip. If returning they are required to sign back into school at reception.

PRIMARY

THE KG CURRICULUM

KG follows a rich, language-based curriculum which prepares students for the Cambridge International Primary Program, which starts in Year 1 and continues to Year 6.

The activities that will engage our young students will provide the skills they need, to achieve their early learning in the following areas:

- Communication, language and literacy
- Personal, social and emotional development
- Problem solving and reasoning
- Creative development
- Physical development
- Knowledge and understanding of the world

In KG we provide an engaging curriculum, presented in a creative environment, with play and inquiry-based activities building active and excited learners. We want every child to have a positive outlook towards school and a lifelong love for learning. We are also proud of our culturally diverse environment and our focus on children becoming tolerant and caring global citizens. We partner with our parents to make sure each child is celebrated as a vibrant individual with unique talents, who deserves a loving, safe, caring and nurturing learning environment.

KG ACADEMIC SUBJECTS OFFERED	
Mathematics	Big Ideas: Science and Social Studies
English Language	Physical Education
Arabic Language	Character Education
Islamic Studies	

THE PRIMARY CURRICULUM

The Cambridge International Primary Programme develops English, Mathematics and Science skills. In addition to these core subjects, the school provides a curriculum in Social Studies, PE, Art and Character Education). These subjects are taught in English. The Cambridge International Primary Programme from the University of Cambridge International Examinations (CIE) develops English, Mathematics and Science skills in young children across the world. It gives your child excellent preparation for secondary education. Designed for children

aged 5 - 11, the Primary Programme provides learning objectives for each year of your child's primary education. Its step-by-step programme of learning takes children from the start of primary education to completion, before they move on to secondary education.

The Cambridge International Primary Programme helps schools, teachers and parents gain a greater understanding of their children's abilities. Schools that use the Primary Programme Progression Tests can assess students at the end of each year. These tests provide information to analyse students' achievements, strengths and weaknesses, and give teachers invaluable information to help guide your child in the following year.

We also offer Arabic Language, Qatar History and Islamic Studies classes. (Note: The Ministry of Education and Higher Education requires that all Arab nationals study the Arabic Language, Qatar History in Arabic, and Islamic Studies).

Primary Programme - Year 1 - 6	
Mathematics	Qatar History
English Language	Science
Arabic Language	Social Studies
Islamic Studies (Muslim students only)	Art
Global Studies (Non-Muslim students only)	Physical Education
	Character Education

ASSESSMENT AND REPORTING

In the Primary school teachers use continuous, on-going assessments **of** and **for** learning throughout the year. The assessments are varied and provide multiple opportunities for students to demonstrate learning. Together this information is used to support the child's learning, inform teachers of next learning steps and is also used to make a judgement on an overall grade for reporting 3 times a year. Reports are given at the end of each term and the levels issued are based on the following standardised criteria.

KG Report Scale	
Achieved (A)	The student consistently demonstrates a good understanding of the concepts and cognitive skills. The student can produce work independently.
Progressing (P)	The student demonstrates understanding of the concepts and cognitive skills with support.
Not Observed (NO)	Concepts and skills have not been observed.

Expected School-wide Learning Results (ESLRs) Reporting Scale	
Always	Always demonstrates
Usually	Usually demonstrates
Sometimes	Sometimes demonstrates
Rarely	Rarely demonstrates

Year 1-6 Report Scale		
Advanced (AD)	5	Student is working well beyond year level and has exceeded the standard. The student consistently demonstrates an advanced understanding of the key concepts, processes and cognitive skills. The student applies this knowledge at a high level in a wide variety of situations and produces work illustrating advanced levels of independent thinking and problem solving.
Above (A)	4	Student is working above year level and has exceeded the standard. The student consistently demonstrates a thorough understanding of the key concepts, processes and cognitive skills. The student applies this knowledge effectively in a wide variety of situations and produces work illustrating higher levels of independent thinking.
At (AT)	3	Student is working at year level and has met the standard. The student consistently demonstrates a good understanding of the key concepts, processes and cognitive skills. The student applies this knowledge effectively and produces work independently.
Below (B)	2	Student is below year level but able to meet some standards with support. The student generally demonstrates a basic understanding of the key concepts, processes and cognitive skills. The student undertakes tasks with some assistance.
Well Below (WB)	1	Student is working well below year level and has not met the standards. The student has made limited progress with their understanding of the key concepts, processes and cognitive skills. The student undertakes tasks with a great deal of assistance.
Not Assessed (NA)		Not assessed during that term

We are unable to issue reports before the published dates each term. As soon as reports are generated at the end of each term they will be available on the Parent Portal. If parents are unable to access the portal we will email them to you.

SUPPORT STATEMENT

Students at EMS will be supported to achieve their full potential. This will happen through differentiated learning practices in the classroom, EAL strategies and individual plans for those students on support. Parents role will be critical and they will be involved in ongoing meetings. Students also will play a role and will be involved in meetings (where applicable) and 3 way conferences. The school will regularly discuss students progress through a Child Support Team which consists of the teacher, support teacher (if applicable) and administration representatives.

Students may be placed on support during an academic year, this would involve parent meetings where goals are set.

At the end of an academic year a student may be placed on Academic or Behaviour support or recommended for retention for the following year. This will be outlined in a meeting with the parents. An agreement will need to be signed that each student on support will receive before the end of the school year. Parents role will be critical and will be outlined in a meeting and a contract that each student on support will receive before the end of the school year that parents must sign. Students will also be part of the process and will be involved in meetings (where applicable) and 3 way conferences.

PRIMARY HOME LEARNING EXPECTATIONS

Time Allocation	Purpose
Year 1-3: Approximately 20-30 minutes per day Years 4 – 6: Approximately 30-40 minutes per day (plus independent reading)	<ul style="list-style-type: none"> ● Practicing reading and comprehension skills ● Mental Math - Number Knowledge/Number Sense/Basic Facts ● Practicing basic skills covered in class- some students may receive more targeted work based on individual needs and goals

Arabic, Islamic and Qatar History teachers will follow a home learning schedule so work is spaced out over the week and students are not overloaded on particular days. At different times of the school year, some subjects require more work to be reinforced and practiced based on Ministry of Education curriculum requirements, particularly in Arabic and Islamic Studies .

SECONDARY

THE CURRICULUM

The school secondary curriculum at EMS is based on the Cambridge Curriculum. Islamic Studies, Qatar History and Arabic Language adhere to the standards as outlined by the Ministry of Education and Higher Education of Qatar.

EMS curriculum is designed to meet the unique needs and abilities of the individual child to prepare him/her for IGCSE and AS Level Examinations administered by the University of Cambridge. Instruction and communication is in English with the exception of Arabic.

ACADEMIC SUBJECTS OFFERED

Years 7-9		
English Language	ICT	Arabic or French <i>(as per the MOEHE requirements)</i>
Mathematics	Physical Education	
Combined Sciences	Media	Islamic Studies or Community Service <i>(as per the MOEHE requirements)</i>
Social Studies	Art	Qatar History

Years 10-11 (IGCSE)			
English Language (as 1 st language or 2 nd language)			
Mathematics			
Physical Education			
Islamic Studies <i>(as per the MOEHE requirements)</i>			
OPTIONS (5 of the following)			
English Literature	Physics	Business Studies	History
Arabic <i>(as per the MOEHE requirements)</i>	Biology	Accounting	Geography
French	Chemistry	Information Technology/Computer Science	Global Perspectives

Year 12 (AS Level)			
Islamic Studies (<i>as per the MOEHE requirements</i>)			
Options* (4 of the following)			
English Language Arabic (<i>as per the MOEHE requirements</i>) General Paper	Physics Biology Chemistry	Mathematics with Mechanics Mathematics with Statistics	Business Studies Information Technology Geography Global Perspectives

Years 10-12 - Options classes are subject to enrolment; a minimum and a maximum number of enrolments are specified for each class to optimize learning. Students will be informed of their chosen subjects' availability upon course selections.

IGCSE

(INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION)

The International General Certificate of Secondary Education (IGCSE) is a balanced international curriculum that is designed to encourage high academic standards through a practical approach to teaching and learning. Examined for the first time in 1988 it leads to an internationally recognized certificate of achievement.

The aims of IGCSE are:

- To support modern curriculum development;
- To promote international understanding;
- To encourage good teaching practice;
- To set widely recognized standards.

The IGCSE provides a foundation for higher-level courses such as the North American Advanced Placement Test (APT), the International Baccalaureate (IB), the GCE AS/A Level and the Advanced International Certificate of Education (AICE). It is used by schools in over 100 countries and is recognized around the world for university entrance purposes.

GCE-AS

(GENERAL CERTIFICATE OF EDUCATION-ADVANCED SUBSIDIARY)

Advanced level education has formed part of the University of Cambridge Local Examination Syndicate (UCLES) for over 50 years and is recognized worldwide as a leading requirement for entry into higher education. Designed to provide a greater flexibility, an optional staged Advanced Subsidiary level (AS level) assessment has been introduced by Cambridge to be taken at approximately the mid-point of a two-year AS level programme.

Parents and prospective AS Level students should query subject choices at this level when applying to enter EMS. It is important to note that the school selects students for AS level subjects based on IGCSE exam results of 5 “C” grades and above.

An entrance fee per subject is required to register with the Cambridge Examination Board or Edexcel Examination Board. At the end of year 11, students undertake externally set examinations in each subject. These examinations, plus any coursework, are used to determine the final award of a grade. It is important to note that students requiring university entrance are expected to attain grades of A* - C (the number of subjects required varies from university to university). Exam results are sent to the school from the UK. Students are asked to collect these results from the Administration during the first week of September. Students will be offered advice on the next steps to take given their results.

HOME LEARNING

Home learning enhances student learning, improves achievement and develops independent student study skills; whilst consolidating and extending understanding content and skills delivered and facilitated in school hours. Along with academic achievement, the school supports and encourages extra-curricular activities and engagement outside of English Modern School, where our students learn to become Ethical Individuals and Global Citizens.

Home Learning Purpose:

1. Reinforce principles, skills, concepts, and information taught in the classroom.
2. Be meaningful and appropriate to the ability, developmental and instructional level of students (differentiated).
3. Support creative, logical, critical and analytical thinking, as well as foster self-discipline and self-motivation.
4. Ungraded or minimally graded assessment of learning

Amount of time that should be allocated to home learning:

Secondary		
Years 7-9	Years 7 – 8 : Up to 60 minutes per day (plus independent reading)	<ul style="list-style-type: none"> ● Practicing and mastering subject content within the core subject (English, Mathematics, Science, Social Studies, Arabic). ● Developing knowledge and skills through research and projects ● Revision for short assessments and unit tests for each subject
Years 10-12	Years 9-10: Up to 90 minutes per day (may vary during revision and preparation for end of year exams and external tests)	<ul style="list-style-type: none"> ● Consolidation and mastery of classroom learning, development of examination based skills ● Question and assignment based tasks and extended projects ● Developing deeper research skills to enhance learning in the classroom ● After school interventions may take place for specific student groups
Years 11-12	Years 11 -12: Up to 120 minutes per day (may vary during revision and preparation for mock and external exams)	<ul style="list-style-type: none"> ● Consolidation and mastery of classroom learning, development of examination based skills ● Question and assignment based tasks and extended projects ● Developing deeper research skills to enhance learning in the classroom ● Revision for IGCSE and AS level examinations

Home learning tips for Parents and Caregivers:

- Provide a quiet environment, encouragement and appropriate support, without doing the homework for the student.
- Help balance the time spent between homework and recreational activities.
- Discuss your child's response to texts and ask to see their completed work.
- Discuss homework with your child in your first language, if English is not the main language spoken at home.

ASSESSMENT AND REPORTING

ASSESSMENT

One of the aims at EMS is to offer a broad, balanced, coherent and integrated curriculum that will prepare our students for each new stage of their education up to and including university entrance. In order to ensure our students achieve good results in these external, high-stakes examinations, it is essential that students be provided with ample opportunities, which will allow them to develop, improve and refine their examination preparation and writing strategies.

Continuous assessments **of** and **for** learning will be conducted throughout the year with formal reports being sent home to parents at the end of each term.

This data will provide the cumulative information that will be used by the teacher as evidence of the student's ability to meet/supersede the current year's curricular expectations. This information will also provide the teacher with the 'hard data' needed to assess the student's readiness to be promoted to the next academic year. For Year 12, the results will be used to determine the content of the '**Leaving Certificate**'.

EMS teachers will use assessment and evaluation practices and procedures that:

- Are fair, transparent and equitable
- Support all students
- Are carefully planned
- Are clearly explained to students and parents at the beginning of the school year
- Are ongoing and varied, and provide multiple opportunities for students to demonstrate their learning
- Include feedback that is clear, meaningful and timely
- Help students to become independent learners.
- Projects for evidence that your child is learning the curriculum.

ASSESSMENT METHODS

Classwork: In the Secondary school teachers use continuous, on-going assessments of and for learning throughout the year. The assessments are varied and include presentations, oral and speaking, practicals, projects and structured assignments. These allow for skills to be assessed as well as more traditional content based forms of assessment.

Short Assessment: A brief, informal assessment of student learning - diagnostic, formative, and/or summative – given with or without prior notification and lasting a short period of time.

Test: Formative and/or summative assessment vehicle used for finding out how much student learning has been achieved about a specific subject/topic. A test is less formal than an exam, and more formal than a short assessment, usually completed during regular scheduled class lesson.

Exam: A comprehensive summative assessment of student learning, lasting more than an hour, given at the end of a year and formally scheduled to be written/completed in a highly supervised venue.

Grading Policy

Students are required to be present for any assessment.

In the absence of a legitimate reason, validated by the School Principal, the student's mark will be recorded as "zero (0)" for any missed assessment. Absences need to be supported by appropriate documentation and will be treated on a case-by-case basis. Alternative assessments will be set by the teacher and approved by the School Principal.

REPORTS TO PARENTS

During the course of the academic year parents will receive three Formal Reports, one at the end of each school Term. There will also be a Mock Exam Report for Year 11 and Year 12 students, who do not receive a term 3 report. The Report transcript will show the cumulative grade attained in each subject area. The grades issued are based on the following the Cambridge standardized criteria.

GRADE	DEFINITION	PERCENTAGE
A*	Outstanding Performance	90-100%
A	Well Above Standard	80-89%
B	Above Standard	70-79%
C	Meeting Standard	60-69%
D	Approaching Standard	50-59%
E	Below Standard	<50%

PROGRESSION POLICY

FOR YEAR 7, YEAR 8, YEAR 9

Parents of students who are not passing any of the core subjects will be notified at the end of every term. Core subjects:

- English
- Mathematics
- Science
- Arabic/French
- Social Studies

At the end of the academic year, students who do not meet the progression requirements will be reviewed on a case-by-case basis, with special attention given to the student's overall average, progress, effort, behaviour and attendance records; parents will be then notified by the school and a meeting will be set to discuss the various options available for progression.

In order to progress to the next year level the student should achieve:

Requirement	Measure
Attendance	80% or over
Core Subject Pass Rate of 50%	1. English Language 2. Math, 3. Science, 4. Arabic/French 5. Humanities
Emulation of the CLAs	Reward and Behaviour Records

Note for year 9 students *going into the IGCSE two year academic programme (year 10/11):*

1. In order to ensure our students are successful in the IGCSE program, student grade average over the first two terms will be used to determine if they are eligible to take the courses of their choice.
2. An average of 60% or better is mandatory for subjects they wish to choose as an extended course of study in Year 10.
3. Students who do not meet the above criteria will need to follow the options determined by the school.
4. Due to limitations in staffing and facilities, students are not guaranteed their first choice of studies. In the case of oversubscribed courses, the school will review students' end of year results when making placement decisions in collaboration with parents.

GENERAL PROVISIONS FOR STUDENTS NOT MEETING EMS PROGRESSION CRITERIA

Years 7, 8 and 9		
Passed subjects	Failed subjects	Outcome
4-5 core subjects at 50% or above	1 core subject below 50%	Promoted
3 core subjects at 50% or above	2 core subjects 40% to 49%	End of Summer re-test: Has to score 50% or above in at least 1 subject to be promoted
3 core subjects at 50% or above	1 core subject below 40% and 1 core subject 40% to 49%	End of Summer re-test: Has to score 50% or above in at least 1 subject to be promoted
3 core subjects at 50% or above	2 core subjects below 40%	Retained
0-2 subjects at 50% or above	3-5 subjects below 40%	Parents advised to find another school*

* Parents of students who scored below 40% in 3 or more subjects will be advised to find another school, as this indicates that the curriculum is not accessible to the student who might experience better chances to succeed in a different learning environment.

Struggling students will be automatically enrolled in academic After School Activities.

PROGRESSION WITH THE IGCSE TWO YEAR PROGRAMME (YEAR 10 INTO YEAR 11)

The IGCSE programme is a two year course of study. In order to ensure our students are successful in Year 11 external IGCSE exams, we expect them to achieve a minimum performance as follows in order to be promoted to Year 11:

1. Achieve 50% or higher in at least 5 option subjects;
2. Minimum attendance of 80%. This includes our school's policy of 5 tardies equalling 1 absence. This percentage will be calculated from the first day of Term 1, until the final day of Term 3. For students who join the school late, this will be calculated from the date of enrolment;
3. Satisfied the EMS behavioural expectations
4. Demonstrated attributes of the CLA's.

NOT MEETING THE PROVISIONS FOR PROGRESSION IN YEAR 10

Year 10		
Passed subjects	Failed subjects	Outcome
5-7 IGCSE subjects at 50% or above	0-2 IGCSE subject below 50%	Promoted
4 IGCSE subjects at 50% or above	1 IGCSE subject between 40% and 49%	End of Summer re-test for all failing subjects: Has to score 50% or above in at least 1 subject to be promoted
3-4 IGCSE subjects at 50% or above	2 or more IGCSE subjects between 40% and 49%	End of Summer re-test for all failing subjects: Has to score 50% or above in at least 2 subjects to be promoted
3-4 IGCSE subjects at 50% or above	3 or more IGCSE subjects below 40%	Retained
0-2 IGCSE subjects at 50% or above	5-7 IGCSE subjects between 40% and 49%	Retained
0-2 IGCSE subjects at 50% or above	5-7 IGCSE subjects below 40%	Parents advised to find another school *

* Parents of students who scored below 40% in 5 or more option subjects will be advised to find another school, as this indicates that the curriculum is not accessible to the student who might experience better chances to succeed in a different learning environment.

Struggling students will be automatically enrolled in academic After School Activities.

PROGRESSION FROM THE IGCSE PROGRAMMES INTO AS LEVEL (ONE YEAR) PROGRAMME (FROM YEAR 11 TO YEAR 12)

The AS Level programme is an advanced course of study. In order to ensure our students are successful in Year 12 external AS exams, we expect them to achieve a minimum performance as follows in order to be promoted to Year 12:

1. Attain a minimum of a "C" grade or higher in 5 subjects taken at IGCSE level from an external accredited examination board(s);
2. Have attendance of 85% or better in school and punctuality of 90% or better for classes during the IGCSE academic years 10 and 11;
3. Have behavioural levels that are in accordance with the EMS Expected Schoolwide Learning Results.

Notes:

1. To be eligible to take Mathematics in the AS Level programme the student must have a B grade or higher in their IGCSE Mathematics result;

2. To be eligible to take English in the AS Level programme the student must have a B grade or higher in IGCSE English 2nd Language and/or a C grade or higher in IGCSE English 1st Language;
3. To be eligible to take a Science subject in the AS Level programme the student must have a C grade or higher in the corresponding subject in IGCSE extended level;

NOT MEETING THE PROVISIONS FOR PROGRESSION IN YEAR 11

Parents of students who are not passing any of the option subjects will be notified at the end of every term.

At the end of the academic year, students who do not meet the progression requirements will be reviewed on a case-by-case basis, with special attention given to the student's overall average, progress, effort, behaviour and attendance records; parents will be then notified by the school and a meeting will be set to discuss the various options available as per the following guidelines:

Year 11		
Passed subjects	Failed subjects	Outcome
5-7 IGCSE subjects A*- C	0-2 IGCSE subject below C	Promoted
3-4 IGCSE subjects A*- C	3-5 IGCSE subjects at D	Conditional acceptance is based on: -Behaviour -Attendance -Individual circumstance -Resit required subjects as advised
3-4 IGCSE subjects at A*- C	1-2 IGCSE subject at E, F or G	Conditional acceptance is based on: -Behaviour -Attendance -Individual circumstance -Resit required subjects as advise. To optimize the student chances to improve the IGCSE results, the school will allow the student to only enrol in 2 subjects in Year 12 – usually English, Arabic or General Paper.
0-2 subjects at A*-C		Retained
0-1 IGCSE subjects at C or above	3-7 IGCSE subjects at U	*Parents advised to find another school

* Parents of students who have passed 2 IGCSE subjects at the most and scored U in 3 or more other subjects will be advised to find another school, as this indicates that the curriculum is not

accessible to the student who might experience better chances to succeed in a different learning environment.

Struggling students will be automatically enrolled in academic After School Activities.

RETENTION - LIMITATIONS

Students who do not meet the EMS AS Level criteria will be notified by the school, and a meeting will be set to discuss the various options available.

Due to limitations in staffing and facilities, repeating students are not guaranteed their original course of studies. In the case of oversubscribed courses, the school will review students' end of year results when making placement decisions.

Please note that students can not be retained twice.

Students who struggle with behavior or generate negative ISAMS will have account locked and no payments will be accepted until improvements are recorded.

Note: In order to be considered for acceptance at most accredited international universities and to receive high school equivalency from the State of Qatar, students must meet the following minimum requirements:

1. Achieve a minimum of "C" in 5 IGCSE courses
2. Achieve a minimum of "E" in 2 AS Level courses

GRADUATION CEREMONY POLICY

The following requirements are prerequisites for participating in the Leaving Ceremony:

- Students will attend and meet the standards of all subjects taken (minimum of four)
- Students will maintain all subjects taken - no dropping of subjects allowed until after the mock exams
- Students will maintain an attendance of 85% or above throughout the academic year
- Students will emulate the Cambridge Learner Attributes
- Students' records will show no outstanding fees

Failure to meet these requirements may prevent the student from graduating or participating in the Graduation Ceremony of the English Modern School at the end of the academic year.

EXAMINATION PROCEDURES AND REGULATIONS

- Students must sit in their designated places and must remain seated until the examination material has been collected and permission is given to leave the examination room.
- Students have to leave everything not required for the exam outside the examination room. They may bring to their table the required stationary only such as pens, pencils, eraser, etc. and a calculator if required for a particular examination.
- If unauthorized material is found in a student's possession, he/she will receive a "Fail" on that exam regardless of whether he/she intended to use the material during the examination.

- If a student is found beyond reasonable doubt to have cheated during the exam, he/she will receive a “Fail” on the exam.
- Drinking water is permitted. Food and drinks other than water are not allowed into the examination room.
- Students must be in their school uniform.
- Students who arrive late cannot be allowed any extra time to finish the exam.
- If a student leaves the examination room before the scheduled finishing time for any reason, he/she must not be allowed to return. Exceptions will be made only for pre-existing medical conditions.
- In cases of emergency students may be allowed to leave the examination room and return. In cases of illness only the student may be allowed the full time for the examination. Students must not take any material out of the room, have access to material during the absence, or return with any material.
- Students are not permitted to hand in their exam papers until one hour of the exam time has passed.
- If a student needs to use the bathroom, it is at the discretion of the Head Invigilator; in the instance the request is accepted, the student will be accompanied.
- Students must leave the exam venue in a quiet and orderly manner, taking only their personal belongings. Students must not take any examination papers, rough notes, answer sheets or graph papers out of the exam venue.

PASTORAL CARE AND STUDENT WELLBEING

OVERVIEW

At EMS we believe that healthy well rounded children have the best opportunity to shine to the best of their ability. Children need to feel happy, secure and valued to make a difference in the EMS family.

We strongly encourage our students to take an active role in our school community to influence the kind of school that allows our students to flourish. Opportunities will exist for student leaders across the Secondary School and within our House structure.

Pupil voice is extremely important at EMS and this is reflected on the emphasis that we place on the student leadership positions that will become available this year. These roles have been developed in line with our vision for our students to reach their full potential to impact the world around us.

STUDENT LEADERSHIP

The 2019/20 academic year will see the introduction of the following student leadership roles. We believe these roles will help our students to develop leadership skills and positively impact the culture and behaviour at our school. This will also support our students to grow as leaders into the future.

Leadership Position	Available	Line Manager
Head Boy and Head Girl (Boy & Girl yr12)	2 positions	Principal
House Captains (Boy & Girl yr12)	8 positions	AP Pastoral
House Leaders	16 positions	AP Pastoral
Student Council	29 positions	AP Pastoral
Culture & Community (yr12)	2 positions	AP Pastoral
Communications (yr12)	2 positions	AP Pastoral
Events, Sports & Logistics (yr12)	2 positions	HOD PE
Academics & MUN (yr12)	2 positions	AP Academics
21C learning & IT (yr12)	2 positions	21C Co-Ordinator
Well-Being & Community	2 positions	Counsellors
MUN President	1 position	MUN Director

THE EMS HOUSE STRUCTURE

The Head of House are responsible for all students within each house. The Secondary School is divided into four houses:

- The Red Scorpions
- The Blue Falcons
- The Yellow Vipers
- The Green Dragons

Two year form groups from each year will make up each House. An example of this is below:

7B1 & 7B2	The Blue Falcons
8B1 & 8B2	
9B1 & 9B2	
10B1 & 10B2	
11B1 & 11B2	

The EMS pastoral team have developed the 'EMS behavioural protocols'. These enable our school to efficiently manage a behavioural scenario and ensure it is dealt with in a timely manner. All stakeholders are communicated with and accurate records are tracked via ISAMS.

DISCIPLINE STRUCTURE

The EMS Behaviour Guidelines are based on the principle that all members of our school community are valued, worthy of respect and treated with dignity. This requires partnership between staff, students and parents. Our aim is to secure the safety and future welfare of all our students.

The Positive Discipline System

We believe that students will perform better in an environment which focuses on praise rather than punishment. This is the foundation on which our positive discipline system operates.

The system has four underlying principles:

1. The student has a right to learn
2. The teacher has a right to teach
3. Everybody has a right to safety
4. Everybody has a right to dignity and respect

Acknowledging positive behaviour

At EMS we acknowledge and reward positive aspects of individual student performance and encourage each individual to adopt high standards of behaviour. We follow the Second Step programme which teaches our pupils strategies to promote and support good behaviour.

These rewards may include:

- Individual praise;
- Whole class Awards
- Praise in front of peers
- Letters of commendation sent to parents;
- ESLR rewards/certificates
- Principal's awards
- End of year awards
- External visits and trips

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

At EMS we employ a positive(+) and negative or Learning Reminders(-) ISAMS referral system. Positive (+) Isams or Behaviour Rewards are awarded to a student who have met our behavioral expectations while negative for those students who have not achieved the EMS expectations. EMS tracks all behavioural data on students and uses this information to make informed decisions. Parents receive an iSAMS notification, and are contacted by administration for appropriate follow-up. Parents are advised to regularly check the Parent Portal and read all notifications received concerning their child's progress.

School interventions range from a verbal warning to the student for lesser consequences, to being permanently removed (expelled) from school, for more serious breaches of school behavioural expectations.

Students that do not meet the EMS behavioural expectations may have any future seat reservation payments refused and accounts blocked.

We strongly encourage parents to share with the school their concerns and anxieties about their child. When parents and school work together, the high standards of discipline are more likely to be maintained.

EMS Behaviour Chart

Level	Behaviour	Potential Consequence
Level 1	Chewing gum Disruptive Behaviour Dress code non-compliance Late to class Littering Mobile phone use when not permissible Spitting Unsafe play Throwing objects during class Unsupervised without permission Other	Response by teacher Behaviour reflection/verbal warning. iSAMS referral form recorded & sent home Parent notification if needed Private conversation with student Teacher detention Head of Year / Head of House detention After school Detention
Level 2	Repetition of Level 1 Offences Bullying Unauthorised absence from class (out of class for 20 minutes or more without permission) Refusal to follow instructions Disrespect to a staff member Disruption of learning environment Use of foul language Being in an unauthorized place without permission Inappropriate behaviour Intimidation Persistent lateness to class Persistent non-compliance with adult directives Pushing/shoving Rude/inappropriate behaviour Verbal abuse directed at a student/teacher (to include hand gestures) Selling of items and earning money from students at EMS Other	Response by teacher with Administration assistance iSAMS referral form recorded & sent home Private conversation with student Counsellor support Assistant Principal time out/detention Placement on Stage 1 of Behaviour Agreement Behaviour Agreement monitoring book (meeting with Assistant Principal, parents and student) Head of Year / Head of House notification Parent notification Internal suspension (1-3 days) MOEHE notified. After school Detention Internal isolation from class

EMS behaviour chart (CONTINUED)

Level	Behaviour	Potential Consequence
Level 3	Repetition of Level 2 Offences Academic dishonesty (e.g. plagiarism, cheating in exams collusion) Any form of harassment (written, verbal or cyber) Fighting Graffiti Incitement to fight Misuse/ inappropriate use of technology in school Racism Smoking Theft Threatening a member of staff or student. Use of a dangerous substance Vandalism Verbal or physical abuse directed at a staff member Continued Absence from school without permission Other	Administrative action, including teacher and parents Parent notification - iSAMS referral form recorded & sent home Private conversation with student Principal detention Internal suspension External suspension (1-3 days) Placement on Stage II of Behaviour Agreement behaviour monitoring book/ individual behaviour plan (meeting with Assistant Principal, Principal, parents and student) Counsellor support Head of Year / Head of House (notification Exclusion from student activities to include trips and sports MOEHE notified if suspended and/or placed on contract Ungraded work After school Detention Internal isolation from class Financial block on future payments
Level 4	Repetition of Level 3 Offences Assault on staff member Bomb threat Bringing to school or accessing inappropriate material Computer hacking or invasion of privacy Possession of a weapon/item with intent to hurt Possession, use or sale of alcohol or illegal drugs Fire alarm tampering Other	Administrative action including teacher, parents and authorities Principal and Head of School notified immediately, and take responsibility for managing the situation as well as maintaining documentation iSAMS referral form recorded & sent home External suspension (3-5 days) Assistant Principal/Head of Year / Head of Housenotification Possible expulsion Counselling/external specialist recommendation After school Detention Probation contract Final Warning MOEHE notified Internal isolation from class Financial block on future payments

Fire Alarm

EMS considers the community's safety at the top of our priorities, Therefore, tampering with the fire alarm is considered as a category 4 offence, the most serious category in behavioral infractions.

The following consequences will be all implemented in the event a student tampers with the fire alarm and initiates a false alarm:

First offence:

- Inform the Ministry of Education and Higher Education about the offence and offender.
- The student loses his/her right to graduate in Year 6 and Year 12.
- The student loses his/her right to go on all field trips for the rest of the year, and to be part of the school's sports team, and to represent the school in events/competitions
- Thursday afternoon suspension for 4 consecutive weeks, from 12:30 to 3:30pm
- The student's leaving certificate will mention "**Tampered with fire alarm**"
- The student will be placed on a support contract

Second offence:

- In-school suspension for the rest of the school year – the student will complete the year working in isolation
- The student will not be re-admitted at EMS for next academic year.

CLARIFICATION OF TERMS

Internal Suspension:

This consequence is arranged in order to have minimum impact upon a student's education. Although the student is not permitted to attend classes or breaks with his/her classmates or friends, he/she will be allowed to continue with any assigned class work and assessments.

External Suspension:

This sanction is for more serious or repeated infractions. During the specified duration of the out-of-school suspension, the student is not permitted to come onto the school premises. Parents will be informed in writing of the reason for the suspension and its duration.

In School Detentions

May be used as a sanction for any behaviour deemed inappropriate by the schools Administration. These can be during breaks or after school. Students will be notified in advance and parents will be notified via the parent portal. It is the responsibility of the student to ensure appropriate travel arrangements are made in advance. Parents will be informed when their child receives an in school detention via ISAMS parent portal.

After school Detention

After School detention will be administered by the Middle Management team and above. Detentions will run from 1:50-2:50 on any given day. After school detentions will be administered on an individual basis. Late detentions will be administered double the time that a student is late. Parents must ensure appropriate travel arrangements are made in advance to pick up any student kept for after school detention. Parent notification will be through ISAMS Parent Portal, parents will receive 48hrs notice before the scheduled detention time.

Expulsion:

In certain circumstances the school may be forced to permanently exclude (expel) a student from school, for a serious breach of school behavioural expectations. This very serious consequence is administered to protect the rights of other students and teachers to a safe and trouble free learning and teaching environment. Ideally, such a measure will never be required, but parents must be aware of the school’s right and responsibility to impose this sanction.

Mobile phones

Classroom use

Teachers can allow students to utilize mobile phones during lessons. There are educational apps and tools that can benefit student learning, such as ability to take notes, research content, interact with the lesson, etc. In these cases, students must follow the procedures of the teacher.

If devices are not utilized during a lesson they should remain turned off and kept in school bags, placed in classroom collection boxes or not brought to school. Please note that the loss of mobile phones is not the school’s responsibility.

In tests and examinations, EMS follows Cambridge guidelines; students must ensure that mobile phones are turned off and secured in their bags.

Use of Devices

Phones are only permitted for personal use during break times. Any students seen with a device without permission outside these times will have them confiscated and the below procedures will be actioned:

1st time	Student reminded of the expectations for proper use of device
2nd time	Device is taken from student until the end of that day and parent called to discuss incident
3rd time	Parents informed and device taken for 1 week
Repeated behaviours will result in the loss of the device privilege on a long term basis	

This process will be recorded and monitored by the secondary administration on a monthly basis. Any devices confiscated will be held in secure storage. The school can not be held responsible for the lost or damage to phones that are confiscated due to students not following school policy.

Earpods/ Earphones / Listening devices:

Any form of listening device is not permitted at anytime **within** the secondary school. Devices will be confiscated and parents informed to come and pick them up.

Only the classroom teacher can approve use if necessary to access instructional content.

Communication

Parents and guardians should not attempt to contact students via their personal mobile device during the school day. All emergency messages to and from parents should be delivered to the appropriate division secretary.

Responsibility

English Modern School accepts no responsibility for any loss or damage to phones while on school premises. Students should keep mobile phones turned off and stored safely when not in use.

UNIFORM

All students are required to wear the school uniform. Approved uniform items can be purchased from EMS Doha, opposite Block E, and located between gate 3 and 4. (please check the opening times before visiting).

Ensuring that students are wearing the proper uniform in class is the parents' responsibility. Students who arrive at school incorrectly dressed may be asked to make arrangements to obtain the correct uniform before entry to lessons. Persistent disregard of the EMS Dress Code will result in disciplinary action. Students that refuse to wear uniform supplied by the school on a long basis will be removed from class and parents called.

Uniform - 2019/2020	
Primary (KG-Year 6)	Secondary (Year 7-11)
Navy Blue Polo with White Piping and Green EMS Logo	Grey Polo with Green Piping and Green EMS Logo
Navy Blue Bottoms (Trousers, skorts, pinafore) (no jeans, leggings or tracksuit pants allowed)	Navy Blue Bottoms (Trousers or long skirt) (no jeans, leggings or tracksuit pants allowed)
Navy Blue or Black appropriate shoes	Navy Blue or Black appropriate shoes
Navy blue jacket or cardigan with EMS logo	Navy blue jacket or cardigan with EMS logo

The Year 12 Student uniform is white dress shirt / blouse and black bottoms.

Physical Education is compulsory for all students unless there is a longstanding medical problem verified by appropriate doctor's documentation. Students are expected to wear the correct uniform for Physical Education lessons. This must include the following:

PE Uniform - 2019/2020	
Primary (KG-Year 6)	Secondary (Year 7-11)
Dri-Fit Navy Polo with White Piping and Green EMS Logo	Dri-Fit Grey Polo with Green Piping and Green EMS Logo
Dri-Fit Navy Blue Shorts or Track pants	Dri-Fit Navy Blue Track pants
Sports socks	Sports socks
Training shoes	Training shoes

Parents are strongly encouraged to mark their child's clothing with his/her name or initial so that "lost" items can be more easily identified and returned. Unclaimed "lost" items are disposed of at the end of each term.

Primary House Colours: Primary students are encouraged to wear their House Colours on Wednesdays and at House related activities.

DRESS CODE

The English Modern School places much value in the good appearance of its students and the professional image of its staff. Coming to school in a clean and tidy fashion gives all concerned a sense of pride and shows mutual respect. It also lays a sound foundation for the work of the day. Dress standards in Qatar are very high and the school must maintain similar high levels.

Students are required to wear the approved school uniform; substitute items purchased from any other sources, are not permissible.

In addition to properly wearing the school uniform, we ask that:

- Girls and boys hair be neat and kept off the face and eyes
- Longer hair be tied back in Primary School
- Wearing tight clothes is not permitted on campus
- Girls' scarves should only be pink, white, navy blue or black
- Jewellery, with the exception of watches and small earrings, is not permitted for either boys or girls
- One pair of small earrings or small studs are allowed for girls in the ear lobe - no dangling earrings or other piercing
- Make-up, dyed hair and nail polish are not allowed
- No clothing with non-EMS logos will be permitted in school
- High heels are not allowed
- Jacket hoods are not worn up in class

Note: The following items are considered inappropriate and unacceptable. They will be immediately confiscated:

- Items of clothing bearing political/religious logos
- Items of clothing bearing language or a design which is considered offensive or in 'bad taste'
- Items of clothing bearing branded logos other than EMS branding
- Excessive jewellery
- Baseball hats without EMS emblem (worn in class or in the school building)
- Toys or non-school related items (such as spinners)
- Pocket/utility knives or potentially dangerous objects

TECHNOLOGY AT SCHOOL

Technology can be a great enhancement to learning and to modern life. It must be treated with respect and not misused. Students are expected to be responsible users of all forms of technology and use it in a manner which does not disrupts learning, invades people's privacy or as a tool for harassment.

The student Network Account & Internet Agreement is available on the school website. All conditions in this agreement must be followed, and are a condition of use. All parents and students should make themselves familiar with this document.

ACCEPTABLE USE OF TECHNOLOGY

Learning is enhanced through technology. Students at EMS can expect a learning environment where teachers integrate technology into learning. Technology use will enhance the learning the school provides students with the use of technology equipment and access to the internet.

In order to utilize the technology resources at English Modern School, students must abide by the policies and procedures set forth in this handbook. English Modern School reserves the right to adjust the procedures and agreements when necessary. The procedures include expectations for the responsible and ethical use of all technology equipment, networks, accounts, etc. These rules are not all inclusive. All users acknowledge their understanding of the English Modern School policies as a condition of using devices, owned personally or by the school, as well as the internet.

Access to the school network, the Internet, and school equipment should be considered a privilege, not a right. This access can be suspended and revoked immediately, without notice. The guidelines below outline the appropriate use for students. The policies and procedures apply to all equipment, including school provided equipment and any personal devices. School provided accounts can be restricted, suspended, or terminated at any time for a violation of the policy. This includes the misuse of accounts or equipment on any English Modern School property. Any violation of school account use outside of the school hours and property will also be subject to the same consequences.

PROHIBITED USE OF TECHNOLOGY INCLUDES:

- Sending, receiving displaying or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials
- Encouraging the use of or promoting the sale of prohibited items
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial business unless approved
- Redistributing a copyrighted programme or material without the written permission of an authorized person. This includes uploading and downloading of copyrighted materials

- Invading the privacy of individuals
- Logging in to the system using another user's account or password
- Violating any Qatari regulation or statute
- Altering computer equipment as set up by the system administrator
- Playing games that are not approved by teachers

Consequences:

Consequences for violation of any part of these rules and procedures shall be based upon the student's age and severity of the infraction. Consequences may involve actions up to and including suspension and/or expulsion. Parents may be billed for damages of equipment. Illegal activities will be referred to the appropriate Qatari agency.

POLICIES ON TECHNOLOGY

POLICY 810.2 - Responsibilities of the Student

In accessing electronic communication systems and social media applications, it is expected that students will:

- Demonstrate digital citizenship, both during and outside of school hours, by conducting all related activities in a responsible, ethical, legal and respectful manner in accordance with the EMS Code of Conduct and the Student Network Account & Internet Agreement
- Practice safe online behaviour and report any inappropriate communication (i.e. distribution of information harmful to others or information regarding a potentially dangerous situation that may threaten the safety of others)
- Protect access to their individual network account by the use of a private, personal password, ensure that their personal password is not shared, and agree not to use the password of any other individual
- Respect the privacy of others (i.e. students, staff, parents and community members) including, but not limited to, the sharing of photos, videos and personal information without informed consent
- Ensure that personal use of electronic communication systems neither interferes with, not distracts from, their learning or the learning of others

POLICY 810.3B: Prior to the use of any school ICT equipment, students shall be required to sign the Student Network Account & Internet Agreement. This shall be done on an annual basis.

POLICY 810.3C: Students shall be held financially responsible for willful damage to any school ICT equipment.

QATAR CYBERCRIME LAW

Students must not take photos or videos or recordings of other students or staff. They must not contact staff by phone unless given specific permission to do so on a particular occasion, e.g. on an overnight field trip where phone contact is required. Breaches of these rules are not only a serious matter under the school's discipline code, but could also breach legislation such as the Qatar Cybercrime Law which defines illegal activities amongst which the following:

- To violate any social values or principles, or publish news, pictures, audio or video recordings related to the personal or family life of individuals – even if it is true (penalty: up to a year in prison and/or a maximum fine of QR100,000);
- To libel or slander another person online or by using IT equipment (penalty: up to a year in prison and/or a maximum fine of QR100,000).

INTERNET ACCESS: ACCEPTABLE USE POLICY

Learning is enhanced through technology remarkable possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world and create their own products. The school provides students with the use of computers, servers, other technology equipment and access to the Internet.

Some sites on the internet may contain offensive materials. Although it is impossible to have control over all of the information on the Internet, the School has in place several security layers to prevent access to inappropriate materials and thereby providing a positive, productive educational experience. Communications on the internet are public in nature and files stored on the Internet should not be assumed to be private.

The EMS staff members are vigilant in their efforts to filter out inappropriate material, supervise and monitor student usage, and provide students with the understanding and skills needed to use technology in an acceptable, responsible manner.

School's Rights and Responsibilities:

- EMS administration reserves the right to monitor all activity on the internet
- EMS administration reserves the right to block any material on the internet
- EMS administration reserves the right to deny access technology to any individual who fails to respect the acceptable use of technology

EMS staff is not responsible for supervising student use of technology.

BYOT

The Bring Your Own Technology programme is for students in years 10-12. The purpose of the programme is to increase student access to instructional content and supplement the resources available through school. A dedicated personal device will allow a student to access learning resources and greater personalization of teaching and learning, choice in the tools used to display learning and completing projects, and increased respect and responsibility associated with personal ownership of a device.

Students in the programme will be able to bring in one laptop or tablet, which must be registered and configured by the IT department. This programme will not include mobile phones at this time. Students and parents will be required to acknowledge the school policies by signing the Student Network Account & Internet Agreement and the Parent and Student Handbook acknowledgement.

Although the programme is encouraged, parents are not required to supply a device for student use. Shared resources will be available for students during classroom time, in addition to the shared resources available in the library.

G SUITE FOR EDUCATION

EMS Doha provides all students with access to G Suite for Education. G Suite is a set of Google tools that allow teachers and students to collaborate, create documents, build presentations, and so much more! Access to the tools is available at school and at home via the internet.

The school Google account will be used to communicate between the teacher and student. It is expected that all secondary students check their email for updates regularly. Primary school teachers will establish communication expectations with students.

Although it is impossible to have control over all of the information on the Internet, EMS has in place several security layers to prevent access to inappropriate materials while at school. EMS staff members are vigilant in their efforts to filter out inappropriate material, supervise and monitor student usage at school. Parents are responsible for monitoring the student's use of the internet from home. The student is responsible for his/her own behavior at all times.

In accordance with these policies, students may use Google Apps for school and personal use. The following restrictions and school policies apply to student use:

- Privacy - EMS IT administrators have access to student e-mail in case of policy infringement.
- Personal Use - Students may use EMS Google accounts for personal projects. Prohibited uses include activities that violate Qatari laws and regulations, commercial activities such as personal businesses or others means to make money, the sending and receiving of inaccurate or inappropriate content as outlined in the handbook, redistribution of copyrighted materials, misrepresentation of an EMS staff or student, the invasion of privacy of any individual, and any form of cyberbullying. (Refer to the handbook for complete policy)
- Data Security - Storage of files is safe within the EMS domain, but it is the responsibility of the student to backup important documents
- Safety - Student passwords should not be shared with any person other than a parent. Students should take all precautions when using shared devices or accessing the internet from public places. Students should not share personal contact information about themselves or others online. Students will report any inappropriate message or content to the supervising teacher or adult immediately.
- Digital Citizenship - All communication and collaboration online should adhere to the EMS behavior expectations. Students should treat e-mail communication with others with the same kindness, respect, and privacy as in person communication. It is never acceptable to use defamatory, abusive, obscene, profane, threatening or racially offensive language in person or online. Remember that others can see what you share, and posts online are permanent and can easily be shared and seen by others.

The use of the school's technology is considered a privilege at EMS. The administration reserves the right to deny access to technology to any individual who fails to respect the acceptable use of technology. EMS maintains the right to withdraw access if there is reason to believe violations of

policies have occurred. The violation will be referred to the Principal for further investigation. Account restoration, suspension or termination may occur.

CYBERBULLYING

Cyberbullying is the use of digital tools to intentionally hurt or harm another individual. It is important to understand the difference between impolite, mean, and bullying behaviour. Bullying is behaviour that is targeted, intentional, and repeated over a length of time.

The use of school equipment or resources to engage in cyberbullying is strictly prohibited and will result in suspension of technology privileges. If a student feels he/she is the target of cyberbullying, it is important to save evidence and report to a trusted adult. School character education lessons and assemblies will teach students how to stand up for themselves and support friends, how to identify and cope with others' behaviour online, and how to proceed in suspected instances of cyberbullying.

Steps to dealing with a cyberbully:

- Ignore and do not respond to the message(s)
- Save evidence of the interactions
- Talk to a friend
- Report to an adult if the situation continues

Resources for parents can be found on the EMS Doha website under parent resources.

DIGITAL CITIZENSHIP IN EDUCATION

The character education programme will also include topics on the safe and responsible use of technology. Students of all ages will have a chance to learn about topics including internet safety, privacy, online communication, digital footprints, copyright, and information literacy.

Parents use of Technology: Parents should be aware of the Qatar Cybercrime law. It is important that no photos of students other than your own children are placed on social media. We encourage parents to meet with the appropriate staff members whenever they have concerns, online public forums are not necessarily a positive place to resolve issues or concerns.

COUNSELLING DEPARTMENT

PRIMARY AND SECONDARY

VISION

The Counselling Department at EMS provides solution-focused counselling services that will facilitate student's academic, social, and emotional growth. Through leadership and collaboration, professional school counsellors promote student social-emotional development and academic success by supporting a safe learning environment and advocating for all members of the school community.

MISSION

To positively impact students' academic success, social emotional development, and post-secondary planning by delivering a comprehensive program that will support all students to be lifelong learners, effective communicators and contributing members of society.

BELIEFS

The counsellors at EMS support the belief that all students are working towards becoming:

- Confident: EMS students are secure in their knowledge, unwilling to take things for granted and ready to take intellectual risks.
- Responsible: EMS students take ownership of their learning, set targets and insist on intellectual integrity.
- Reflective: EMS students understand themselves as learners and are concerned with the process as well as the product.
- Innovative: EMS students welcome new challenges and meet them resourcefully, creatively and imaginatively.
- Engaged: EMS students are alive with curiosity, embody a spirit of enquiry and want to dig more deeply

ROLES AND RESPONSIBILITIES

Provide individual and group counselling, large-group guidance, consultation, and coordination. As leaders in the school, they may advocate for students, promote systemic change, and be involved in developing and evaluating prevention programs in the school setting. Counsellors will also consult with teachers, administrators, and parents, and provide direct and indirect interventions that may include counselling, classroom-based interventions and outside referrals.

EMS Counsellors:

- Are student focused
- Work as a professional learning community
- Are available to collaborate with students, parents, teachers, and administrators
- Have access to current resources and Professional Development
- Participate in planning, designing, implementing, and evaluating the comprehensive school counselling programme
- Provide informed guidance to students through academic, social/emotional and career counselling
- Maintain confidential records

INFORMATION FOR PARENTS

In order to better serve our families, parent appointments are required and can be scheduled through the division secretaries. In case of emergencies or crises, counsellors will meet as necessary. You may also contact the division counsellor directly via email:

Lower Primary School:	catherine.mccormack@emsdoha.net
Upper Primary School:	imeet.kalsi@emsdoha.net
Lower Secondary School:	caitlin.pennington@emsdoha.net
Upper Secondary School:	kamilah.crowder@emsdoha.net

Parental consent will be required for any long-term counselling sessions.

AFTER SCHOOL ACTIVITIES

Our after school activities programme forms an essential part of the holistic education of students and, although optional, all students are encouraged to participate. There is no extra charge for this opportunity. Once enrolled, students are expected to attend regularly and to be punctual.

After School Activity Times:

Primary (Year 3 to 6)	13:45 hrs to 14:45 hrs
Secondary (Year 7 to 12)	13:45 hrs to 14:45 hrs

In addition, there will be a number of inter-school athletic events with other schools in Qatar. Sports teams will have training sessions one to two days per week. Students who wish to be considered for selection must attend these training sessions. You will be informed of the times as these may differ considerably from the above. All students wishing to participate in a school-related sporting activity must have a Permission Form signed by their parent(s) prior to being able to take part in the activity.

TRIPS

Off-site activities, national, international trips and visits arranged by the school are encouraged - and are curriculum-related. Parents are encouraged to support these activities since these trips greatly enhance the learning experiences of the students.

The parents of children taking part in any trip will be provided with appropriate information about the trip before it takes place.

PERMISSION FORMS

Parents will be required to give permission for their child to go to the venue of the trip and to take part in the activities listed in the letter giving information about the trip. Furthermore, in order for your child to be considered for a place on any trip, a parent must sign the Permission Form which legally binds the parent to:

- Allowing your child to receive emergency medical treatment, as considered necessary by a medical professional in the event of accident or injury;
- Absolving the school and all its staff of responsibility for accidents that may occur while on school trips.

The school reserves the right to prevent students with a history of poor attendance or inappropriate behaviour, from taking part in these trips.

HEALTH AND SAFETY

Good health will help your child's ability to learn and to achieve to his/her full potential not only at school but throughout his/her life. It is this fact that drives us to stress the importance of good nutrition, adequate sleep, good hygiene, and regular exercise. We encourage you to ensure that your child gets 7-8 hours of sleep each night and that he/she starts the day with a healthy breakfast.

The school maintains health records on each child so that the best care and treatment can be given. Injured and ill children are assessed and treated accordingly.

1-HEALTH

You, as parents, greatly assist us in our efforts to provide the best care for your child by ensuring that the administration has the following information on file and that it is maintained current and accurate:

- A health history (attached to the registration form) - please make sure to note any allergy
- A photocopy of the current immunization record
- Medical report shall be given and discussed with the school doctor if a student has chronic or recent medical condition which might need special attention and follow up from medical staff during the school hours
- student who has severe allergies or diabetes or epilepsy must provide their emergency medications kept in the school clinic ex. EpiPen, Glucagon inject, or anticonvulsant medications with appropriate consent forms completed.
- Health screening of students : The school will participate in the annual vision screening test, growth monitoring and immunisations conducted as part of the Ministry of Education's health campaign for Qatari schools.

2- COMMUNICATION:

- Home telephone number or mobile number (confirmed each year); parents are urged to communicate any change of email/contact numbers, etc., as soon as possible
 - Emergency telephone number of a friend/relative in the event that we cannot reach you (confirmed each year). Please indicate the relationship this individual has with your child - e.g. uncle, aunt, older sibling, close friend
 - school clinic will communicate with you by email and phone calls in case of injuries that happened inside campus which requires your follow up .

If you have any questions or concerns about your child's health or well-being, please contact the school administration or a health care staff member

3-SAFETY :

- MEDICATIONS :

1-If your child takes a medication (prescription or over-the-counter) that needs to be given during the school day, please contact the school nurse.

2- Medications can only be given if they come to school in a correctly labelled original bottle. They will not be accepted in baggies, envelopes, etc.

3- Please have an adult deliver the medication to school - not the child. All changes in prescription dosage must be accompanied by a newly labelled bottle or letter from the doctor indicating the changes.

4-a consent form is filled and signed by the parents if any medicine is provided to school clinic .

5-All medications, including cough syrup, are stored in the nurse's office.

6-students are not allowed to administer or share any medications alone inside campus ,all medications shall be given under clinic supervision

-Keeping students at home / sending pupils home for medical reasons

- Please do not send your child to school if he/she has:
- an elevated temperature (above 37.6 degrees),
- repeatedly vomited with the last 12 hours
- contagious diseases or unknown rash unless cleared with a medical report before they can return to school
- Eye infection (conjunctivitis).
- Head lice (Untreated)Students will not be accepted back in school unless treated and cleared from lice and nits
- in case of any of the above the nurse will not accept the student to the school day and he will not be allowed to class and you will be kindly requested to pick up from the nurse office

4- Emergency Procedures for injuries or serious illness

In the event of an accident or emergency the school will make a judgement about the severity of the situation and decide if an ambulance is medically required.

Ambulance will be called for medical reasons only and not to provide transportation or false prioritizing to the case.

Where an ambulance is not required the nurse will call parents and inform them that they recommend that you take your child to the emergency room/hospital or doctor as required. It should be noted that having an ambulance take a child to the hospital does not guarantee that they will be seen first; each hospital prioritises cases according to the severity of the daily cases

and school is not responsible for any delay or mishandling that happens after the student leaves the campus .

Medical team will provide first aid until ambulance arrives.

If an ambulance is called we are unable to have our nurse or doctor leave campus to ride with the child.

SEVERE WEATHER PROCEDURES

For your information English Modern School has a set of severe weather procedures as outlined below.

Responsibility

It is the responsibility of the principals to implement and disseminate the information about the guidelines and coordinate with the staff/teachers attending to children. The school doctor will monitor the heat Index during the warmer months, refer to the principals and make necessary recommendations.

Procedures:

1.Heat

Young children are at risk of heat related illness due to their body mass to surface area ratio, and children lose fluid more quickly so are more likely to become dehydrated than adults. Heat stress which can result in heat related illness is increased during both hot, dry conditions and humid conditions. Heat stress is affected by 3 main environmental factors: humidity, sun radiation & temperature. Humidity is the most dominant environmental factor in heat related illness. Heat Index is the measurement of both air temperature and relative humidity in shaded areas and light breeze conditions. Heat Index measurements show 'how hot it feels'.

Refer to The Heat Index Table for guidelines at certain temperatures.

- Heat Index will be measured daily or more frequently as required during the warmer months. The school doctor will use the heat index monitor to gauge the heat index level.
- The school doctor will email the principals on days the heat index is 33 or above.
- The Heat Index guidelines apply to children without predisposing medical conditions or illness. Extra caution is advised for children with predisposing medical conditions.
- During outdoor play, children should be carefully observed for signs of heat illness, and any necessary action taken immediately.
- Reinforcement of 'No Hat No Play' rule
- Ensure availability of cool water at all times (water bottles)
- Sunscreen should be applied before coming to school; children may bring extra sunscreen in school
- Provide indoor play in designated areas when heat index is 38 degrees C or above for Early Years children.
- Reduce level of outside activity in relation to heat index guidelines.

First Aid

The School clinic staff are available at all times. If in doubt regarding a student's condition either send to the school clinic or call for the nurse/doctor.

Be Aware

Heat cramps are painful spasms usually in muscles of legs and abdomen. Use firm pressure on cramping muscles, or gentle massage to relieve spasm. Give sips of water unless nausea occurs.

Heat exhaustion symptoms include heavy sweating; weakness; cold, pale clammy skin; and/or thready pulse. Fainting or vomiting may occur. Get the victim out of the sun. Lay them down and loosen clothing. Apply cool wet cloths. Give sips of water unless nausea occurs. If vomiting continues, seek immediate medical attention.

Heatstroke (sunstroke) is when the body temperature reaches 106 degrees. Symptoms are hot dry skin and rapid and strong pulse. Person may become unconscious. Heatstroke is a severe medical emergency; summon medical help immediately or take to a hospital. While awaiting medical help, move the victim to a cooler environment. Reduce the body temperature with a cold bath or sponging. Use fans or air conditioners. Do not give fluids.

Heat index table

By the US National Oceanic Atmospheric Association

		Relative Humidity (%)														
		40	45	50	55	60	65	70	75	80	85	90	95	100		
Temperature) C° (43	57													43	
	42	54	57												42	
	41	51	54	58											41	
	40	48	51	55	59										40	
	39	46	49	52	55	59									39	
	38	43	46	49	52	55	59								38	
	37	41	43	46	48	51	55	58							37	
	36	39	41	43	46	48	51	54	58						36	
	35	37	39	41	43	45	48	50	53	57					35	
	34	35	37	38	40	42	44	47	49	52	55				34	
	33	34	35	36	38	40	41	43	46	48	51	54	57		33	
	32	32	33	34	36	37	39	40	42	44	47	49	51	54	32	
	31	31	32	33	34	35	36	38	39	41	43	45	47	49	31	
30	30	30	31	32	33	34	35	36	38	39	41	42	44	30		
29	29	29	30	30	31	32	33	34	35	36	37	38	40	29		
28	28	28	28	29	29	30	31	31	32	33	34	35	36	28		
27	27	27	27	28	28	28	29	29	30	30	31	31	32	27		
		40	45	50	55	60	70	75	80	85	90	95	100			

Caution - Heat Index under 33°	Extreme Caution - Heat Index 33-38
<ul style="list-style-type: none"> • Water available as required. • Normal play with hat / shade. • Application of sunscreen lotion recommended prior to start of school day. • Monitor for signs of heat stress. 	<ul style="list-style-type: none"> • Mandatory water breaks every 20 minutes. • Normal play with hat / shade. • Application of sunscreen lotion recommended prior to start of school day. • Monitor for signs of heat stress.

Above 38 degrees all students must be indoors or under shade.

2. Sandstorms

In the event of a sandstorm, the school doctor and the administration will evaluate the severity of the storm.

In a minor storm – normal school activities will continue.

When the storm is more severe, pupils will be moved indoors and staff positioned outdoors will wear a protective mask at all times.

Pupils with respiratory issues must be continually monitored during minor dust storms. If they show any signs of discomfort then they will be asked to go inside and report to the doctor/nurse if deemed appropriate.

SCHOOL PARKING

All parents should exercise great caution when driving. This is even more important when entering a school zone. Drivers are requested to proceed with extra care as they enter the English Modern School zone and to park only in the designated areas when dropping-off or picking-up students. We also expect all students to be wearing seat belts at all times for their own safety.

STUDENTS DRIVING CARS TO AND FROM SCHOOL

Parents are to ensure that student drivers are licensed.

The school takes no responsibility for vehicles driven by students to and from school.

DRILLS

Fire drills are held at school throughout the year. Drills may occur at any time of the day. Students are requested to move quickly, as directed by the teacher, to the designated assembly point. Upon completion of the drill, an all-clear signal will be sounded, at which time students and staff will return to their classroom.

The school staff is committed to providing a learning environment where health and safety are promoted. Based on that, different emergency procedures will be put into place when necessary to ensure the safety of every person on campus. The school takes these procedures very seriously and it is very important that all students adhere to them.

BUS SAFETY

Some of our students ride buses to and from school. In addition, our students will have the opportunity to ride a bus when they participate in a field trip or activity that is off-campus. The safety of all the students on the bus depends upon the ability of the driver to focus on driving and not have to attend to student misbehaviour. Please review these rules with your children and reinforce the importance of following them. We want our buses to be safe for our students - and others on the roads - and we appreciate your assistance.

Bus Behaviour Expectations

- Be ready and waiting on time, and in an orderly manner, for the bus where the bus driver can see you before stopping. We have developed a convenient system for parents and students alike whereby our bus assistant will miss call parents few minutes before pickup and drop-off to reduce the waiting time from both sides.
- Never stop to pick up anything in front of the bus. Tell the driver, then go back and get the object.
- Upon entering the bus, take a seat immediately, fasten seatbelts, and remain seated while the bus is moving. Do not switch seats while traveling.
- Keep aisles clear of books, feet and other belongings.
- Hands, arms and heads are always kept inside the bus.
- Do not throw anything out of the bus window.
- Do not talk to the driver or cause distractions with loud noises or screaming.
- Always obey and respect the bus driver, and his attendants.
- Keep the bus clean and orderly.
- Shoving, pushing, hitting, or fighting is unacceptable behavior.
- Do not use language that offends others.
- In case of an accident, remain on the bus and follow the directions of the driver and the attendant.
- Never stand while the bus is in motion.
- Stay seated until the bus comes to a complete stop before getting off.
- Suspension from the bus program may be given when repeated misbehavior occurs, when the student is involved in hitting/fighting or any other unacceptable behavior.

In order to ensure the continued safety of our students, and to ensure a proper atmosphere is maintained, any mis behavior on the school bus will result in one of the following:

- First time - a verbal warning and letter home to parents.
- Second time - suspension from riding the bus for three (3) days
- Third time - suspension from riding school bus for two weeks
- Fourth time - suspension from riding school bus for three month period

CAFETERIA/SNACKS

During students' break times, the Cafeteria provides a selection of warm and cold foods and drinks for the students from Year 3 to Year 12.

Parents may wish to supplement this by arranging for their child to bring a packed lunch to school. If this is the case, please ensure that your child has a lunch box for his/her lunch items. Cafeteria will only serve food to students during break times or as deemed appropriate by SLT.

As part of our emphasis on healthy food choices, we recommend the following:

- A sandwich containing fresh natural ingredients, such as salad, cooked meats, jam or cheese. Please do not send chocolate spread or peanut butter;
- Fresh fruits or vegetables (cucumber, carrot, celery...);
- biscuits (without chocolate);
- Water and/or fresh juice (not nectar). During hot weather it is essential that your child has sufficient water or juice. Please, use non-breakable containers; no glass bottles as these can shatter and possibly result in injury;
- Students must bring a reusable water bottle to school which they can refill if needed. Bottles of water will not be available to purchase in the cafeteria.
- Sweets, carbonated and/or “high energy” drinks are strictly forbidden in school.

CELEBRATIONS

Please note the following for any non-school sponsored activity:

KG and Primary: Class parties are not encouraged. After notifying the teacher, parents may only bring cakes that are pre-cut or cupcakes to celebrate their child’s birthday for the last 15 minutes of the day. **No gifts or special treats allowed.**

Secondary: Students must have written approval from the Principal. No invitations to be given out in class.

Note: Parents may want to thank teachers or staff on occasion. There are many appropriate ways to express appreciation, however, the school requests parents not give teachers or staff expensive gifts.

LIBRARY

The English Modern School Library is committed to helping students achieve success in school and be effective users of information, by providing wide variety of resources, programmes and services. Through collection development, collaboration with teachers and regular library visits, the library works to support the curriculum, provide information literacy skills, and promote the love of books and reading.

The library makes the students and the school community aware of the resources and services available to them and through promotion and innovation, makes access to these resources easy. The library's flexible spaces respond to the needs of its users to enrich collaborative learning experiences, and to multiply the ways in which students pursue independent research. The library continues to embrace change and align itself to support student learning, assist faculty in their instructional needs and support the academic activities of the school.

Parents play a vital role in order for the library to have success in the development of literacy skills. Parents should encourage a love of reading in their children. Using the library as a source of reading material makes it possible for students to have a regular supply of books. The library values this partnership with parents and as such, the library welcomes parents to visit and borrow books. The librarian helps parents select reading materials for their children of all ages and reading levels. The right choices of books keeps students reading.

LIBRARY HOURS

The library is open from 6:45 AM – 2:20 PM.

BORROWING FROM THE LIBRARY

Parents are provided a library account and can check out a maximum of five (5) books at a time on a two-week loan period. Renewals are permitted.

LOST OR DAMAGED BOOKS

Parents are responsible for the care of books checked out under their names. As with all library users, lost/severely damaged books will be subject to a fine of the listed replacement price plus the 10% shipping and processing fee. After the fine is settled, the borrower may keep the book(s) as the title will be removed from the library collection. Failure to pay for lost/damaged books will result to cancellation of borrowing privileges.