



Learning • Caring • Growing

Expected School Wide Learning Results

Independent Learners

I am naturally curious.
I love to learn and discover new things while making connections with prior knowledge.

Effective Communicators

I share my feelings and ideas with confidence.
I listen to and respect other communicators.

Global Citizens

I am accepting and respectful of others.
I care for the environment and am socially responsible.

Critical Thinkers

I am confident, open-minded and reflective.
I ask 'Why?'
I ask 'How?'

The English Modern School provides a challenging, internationally based education that aims to develop lifelong learners who are motivated to realize their full potential in a multi-cultural setting.

Ethical Individuals

I am fair, honest and take care of others.
I understand the difference between right and wrong and make good choices.

Dynamic Achievers

I reflect on my strengths and weaknesses.
I always strive for excellence.

LEARNING



2018- 2019

PARENT & STUDENT HANDBOOK

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ACKNOWLEDGEMENT OF POLICIES AND EXPECTATIONS

School Year

The English Modern Kindergarten 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 programs. We would like to emphasize that our rules and policies are based on the school's "Expected School-Wide Learning Results" values which assist our students in becoming:

- Independent Learners
- Critical Thinkers
- Effective Communicators
- Dynamic Achievers
- Ethical Individuals
- Global Citizens

PLEASE READ, SIGN AND RETURN THIS PAGE TO YOUR CHILD'S 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 teacher by October 25, 2018.

Thank you.

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

Student's Name:

Year Group:

Date:

Parent's Signature

WELCOME TO THE ENGLISH MODERN KINDERGARTEN

Since the school first opened in 2017, The English Modern Kindergarten has flourished and developed into a thriving and successful environment where the children can learn and grow. The Early Year's Foundation Stage (EYFS) curriculum provides a high standard of educational learning opportunities for boys and girls from KG1-KG2

The school bases its teaching on the British Early Year's Foundation Stage (EYFS) curriculum tailored to meet the requirements of the host country and the needs of the students. The programme encourages the development of independence and creativity 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 new school year at The English Modern Kindergarten. 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, inspected and reviewed by the Ministry of Private Education(MOE) in Qatar and additionally offer welcome advice and support. The Kindergarten appreciates this co-operation and the spirit of educational togetherness enjoyed with these colleagues, and strives to continuously ensure compliance with all MOE requirements.

SCHOOL LEADERSHIP

THE BOARD OF DIRECTORS

Mr. Abdulrahman Al Muftah
Chairman

Mr. Ibrahim Al Muftah
Managing Director

Mr. Khalid Al Muftah
Finance Director

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

Ms Lola Wright
Head of School – EMSW & EMKG Wakra
e-mail: head@emswakra.net

Ms Sandra Hallows
KG Principal – EMKG Wakra
e-mail: ece.aprincipal@emswakra.net

The English Modern Kindergarten is a very important 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 and the Principal, 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, and Principals, and attends to School financial matters.

THE EXECUTIVE COUNCIL (EC)

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

Ms Lola Wright

Head of School – EMS Wakra

e-mail: head@emswakra.net

Mr. Sandra Hallows

KG Principal – EMKG Wakra

e-mail: ece.principal@emswakra.net

SENIOR MANAGEMENT

Dr Mildred Stevenson

Counsellor

e-mail: counselor@emswakra.net

Ms Jessica

Nurse

e-mail: jessica.jazmin@emswakra.net

Mr Azam

Head of Arabic

e-mail: azam.rihan@emswakra.net

Ms Areej Al Sukhon

HR Coordinator

e-mail: hr.coor@emsdoha.net

Dr Jalal Adi

Head of Arabic Department

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MISSION STATEMENT, PHILOSOPHY AND AIMS

We believe that:

- education should inspire a love of learning and develop an inquiring mind;
- the education of our students is broad, balanced and integrated, comprising academic, creativity, physical, personal and social development communication and language, reading and writing, mathematics and understanding the World;
- effective academic learning comes from the understanding of the concepts, content and practical skills in each area of study, then realizing how these relate to each other and how they apply this to the outside world;
- balancing academic learning with creativity, curiosity and physical and social activities is fundamental to the further development of students' self-expression, self-discipline, independence, responsibility and self-confidence;
- the engagement of the whole school community in social and environmental projects both within and beyond the school contributes to the development of informed, responsible and active citizens prepared to make a positive contribution to the world;
- the full potential of each individual in our educational community is achieved through commitment, dedication and the search for excellence;
- an effective learning community stresses the highest moral standards and values. This requires mutual respect, honesty, fairness, tolerance, supportive relationships and teamwork of all students, teaching and administrative staff, parents and members of the board.

AIMS

In order to fulfil our mission, we aim to:

- offer a broad, balanced, coherent and integrated curriculum that will prepare our students for each new stage of their education.
- offer a curriculum, which is appropriate and relevant, where students are actively engaged in the learning process;
- recognize and develop the potential in each individual;
- provide a safe, stimulating, and friendly learning environment;
- develop each student's oral and written fluency in English, the language of teaching and learning;
- provide opportunities for the further development of individual students' talents and interests;
- achieve excellent social behaviour and moral standards through self-discipline, supportive

- relationships and a sense of respect and responsibility;
- encourage student responsibility and leadership, and involve students in the decision making processes of the school;
 - take full advantage of our multi-cultural and multi-lingual environment to enrich the educational experience;
 - encourage a broad international perspective and a respect for other cultures and beliefs;
 - involve the parents in the life and development of the school.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

It is the consensus of the EMKG community that the following are school-wide learning results for every EMKG student:

AN INDEPENDENT LEARNER

I am naturally curious. I love to learn and discover new things while making connections with prior knowledge.

A CRITICAL THINKER

I am confident, open-minded and reflective. I ask 'Why?' I ask 'How?'

AN EFFECTIVE COMMUNICATOR

I share my feelings and ideas with confidence. I listen to and respect other communicators.

A DYNAMIC ACHIEVER

I reflect on my strengths and weaknesses. I always strive for excellence.

AN ETHICAL INDIVIDUAL

I am fair, honest and take care of others. I understand the difference between right and wrong and make good choices.

A GLOBAL CITIZEN

I am accepting and respectful of others. I care for the environment and am socially responsible.

ADMISSION POLICY AND PROCEDURES

Students are admitted to EMKG regardless of race, gender, nationality or religion provided they meet all the admission requirements as outlined in this policy. Applications for admission are accepted throughout the year and EMKG seeks to accept all qualified students who apply provided seats are available.

Note: The receipt and filling of the application form does not secure a student's acceptance into EMKG this is subject to seat availability **and** the candidate meeting the admission requirements.

SIBLING'S ADMISSION:

Our students' siblings have a priority for admission testing over other applicants, provided they meet all the admission requirements as outlined in this policy; therefore, an admission period only for EMK students' siblings is scheduled before admission is open to other students. However, once the initial sibling registration period is over, all students will be given equal chances to admission.

PLACEMENT CRITERIA

Placement in all classes will be made by the Principal in accordance with the MOE regulations and guidelines and is also 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 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 two years and six months old for KG 1 and not older than five years and five months for KG2 at the end of September as advised by the Ministry of Education.

ADMISSION

The procedure for admission shall be as follows:

1. Application and admission assessments will take place at the Kindergarten. The assessment will include: separation from the parent, health and development of the child, independence self –help skills (No Diapers) basic understanding of spoken English, basic math’s and literacy understanding, fine motor development and listening and responding skills.
2. All applications will be forwarded to the Principal for review.
3. When there is any concern about the suitability of an applicant, the decision 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 EMK placement assessments;
 - f. Former teacher and/or administrator comments;
 - g. References.

All decisions made by the Admissions Committee are final.

FEES AND RELATED POLICIES

The fee structure for the academic year is as follows:

Year Group	Fees per Term	Yearly Extra Fees *	Total Fees Per Year (QR)
KG1 – KG2	7,716	1,138	24,285

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

* Extra Fees will cover the cost of:

1. Stationery
2. Books
3. Classroom Resources
4. Materials used throughout the year
5. Activities

6. Trips and outings
7. Extra resources needed

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 to be purchased from another provider and it is not included in the extra fees.

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 term.
3. Students whose fees are not paid by the due date each term may be temporarily excluded from the kindergarten and their report cards will be withheld until the outstanding fees are settled.
4. EMKG reserves the right to refuse personal cheques from parents.
5. EMKG requires one half term (six weeks) notice of parent's intention to remove a child.

TUITION AND FEES PAYMENT POLICY

Policy

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

Guidelines

Application Fees: Application fees are applicable to new students only; they are due at the time of application and are non-refundable.

Tuition Deposits: Deposits are due with enrolment or re-enrolment contracts to secure the student's seat. Deposits are deductible from Term I tuitions fees. Once paid, deposits are non-refundable.

Tuition fees: The enrolment of a student is an individual contract between the parent/guardian and EMK. The enrolment or re-enrolment contract 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 Kindergarten; 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 1 (due September 1, pay before the end of September)

Term 2 (due January 1, pay before the end of January)

Term 3 (due April 1, pay before the end of April)

Late Fee: Outstanding dues will be systematically reported to the MOE and may be liable for late fees. In addition, 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. EMKG will make every effort to work out a mutually-agreeable resolution.

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

If an account is overdue of 60 days or more, and a mutually agreeable resolution to the problem has not been found, EMKG will notify the parent(s) that their child(ren) has (have) been removed from the Kindergarten's student 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 Principal

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

TUITION REFUNDS

Introduction

The English Modern Kindergarten is committed to working closely with its parent partners in education, given this close working relationship, we understand that sometimes unforeseen circumstances present themselves which may necessitate the rearranging of familial plans. Ultimately, such a re-alignment may result in the withdrawal of the child(ren) from the EMKG official register before the end of the year. EMKG is willing to accommodate this eventuality by providing a potential for a partial tuition refund and a release from the enrolment contact. In some cases, a parent might be terminated from his/her employment before the start of the school year. In these cases, EMKG is

prepared to refund the Seat Reservation Fees paid.

Policy 330.3a

The English Modern Kindergarten 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 Kindergarten(EMKG) 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

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

Term 1 Deadlines		Term 2 Deadlines		Term 3
Withdrawal Date	Refund	Withdrawal Date	Refund	No refunds given for withdrawals after Feb. 1st
Before Oct. 1 st	30%	Before Feb. 1 st	30%	
After Oct. 1st	None	After Feb. 1 st	None	

6. In the event of a sudden termination of a parent’s employment prior to the beginning of the academic year, EMKG will refund any monies paid to reserve a seat for the academic year. These fees include Re-enrolment Fees (returning students) and Seat Reservation Fees (new students). In order to qualify to receive this refund, an original Termination Notice must be presented to the Principal, or designate. Other fees, such as Application Fees and Testing Fees are non-refundable.

ACADEMIC CALENDAR

The Kindergarten 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	29th August 2018	20th December 2018
Term 2	6th January 2019	4th April 2019
Term 3	14th April 2019	13th June 2019

SCHOOL HOURS

	Start	Finish	
	Sun-Thur	Sun-Thurs	(Early Release every other Thursday
KG1 – KG2	07:00hrs	1:00hrs	12:00hrs

DAILY TIMETABLE

ECE Timetable	Sunday to Wednesday	
	Start	Finish
Registration & Circle Time	07:00	07:10
Lesson 1	07:10	07:50
Lesson 2	07:55	08:35
Lesson 3	08:40	09:20
Break 1	09:25	10:05
Lesson 4	10:10	10:50
Lesson 5	10:55	11:35
Break 2	11:40	12:05
Lesson 6	12:10	12:50
Circle Time	12:50	13:00

Please note that it is the responsibility of the parents to ensure that students are in the kindergarten at the correct times. Students should not be in the school building before 6:40, the gates will open at 06.40. learning begins promptly at 7:10.

At 07.10 the main gate will be supervised and your child will be issued with a late slip and taken to the classroom by a member of staff. Students arriving after 7:30 need to be accompanied by a parent and taken to the administration area.

The security staff will provide any visitor (including parents) a Visitor's Pass upon submittal of an ID; visitors are then guided to the administration area.

Lateness is a major cause of disruption to the teacher and the learning of other students. Parents are reminded that 5 "lates" are counted as one absence; please see the attendance section for further details.

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 as written on the reports. Students who are continually absent or late for school miss valuable lesson time. A student who is chronically absent might be asked to be withdrawn from the school or be asked to repeat the school year.

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 can arrange for work to be sent home at your request.

It is the parent's responsibility to find out and 'make up' missed class work.

1. Absences: 1 absence is counted as 1 day
2. Lateness: 5 lates are counted as 1 day of absence

Please be aware that the Directive from the MOE 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.

EARLY LEAVE

The primary purpose of The EMSW - EMKG Learning Community is to provide a challenging and consistent curriculum. In order to insure that this occurs, minimum classroom disruption must be enforced. Therefore, restrictions must be placed on when students can be released from class.

Students will not be released from class during the normal school day except for the following specific reasons:

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 and the student is with the nurse.
4. Under no circumstances is a parent to go into the classroom without an appointment or

approval from reception or the Principal. Parents wishing to meet with a teacher must arrange an appointment with that teacher with the receptionist.

Procedure:

In all cases where a child must be picked up from kindergarten prior to the normal dismissal time 1pm the following procedures must be followed:

1. In the case of medical appointments, the parent 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 .
3. All students who have been granted permission to leave the school premises will be required to sign out at reception. Upon return they are required to sign back into school.
4. 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.
5. The parent is given an early release slip to turn in at the gate as they leave campus, these slips will be collected at the end of the day

STUDENT DROP-OFF AND PICK-UP

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. Therefore, please ensure that arrival times are appropriate, and do not involve prolonged periods of waiting outside the main gate.

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

ECE students	Directly from their classroom access doors.
After 1.15pm	Collect from Orange class.

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

Policy:

Rationale: Students’ safety and well-being is of prime importance to the English Modern Kindergarten, and all systems and measures are put in place to ensure a safe and secure learning environment. Accordingly, EMKG 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 make necessary arrangements to ensure their child is not dropped-off or pick-up outside the designated times. Children will be not be supervised during these times. **Parental support and commitment to children’s safety and well-being is imperative.**

Note: Some students are being dropped off and picked up at alarming times that significantly jeopardize the concerned child’s wellbeing and safety; the school administration will closely monitor such cases, and except for emergency situation, will refuse such occurrences and an active follow-up with the parents will be undertaken. In such instances, parents will be requested to promptly make necessary arrangements.

Late Pick-up: KG1 and KG2 Students finish school at 1pm. At this time parents are expected to pick up their young children from the kindergarten. Teachers are planning and participating in professional development after 1.15pm. There are no after school activities for ECE students. They work very hard all morning and are tired after 1pm. If you cannot pick up at 1pm please make additional arrangements for your child to be collected on time. If you have an emergency and will arrive late please call the school to let them know that your situation.

Security guards:

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

PICK UP

Parents and drivers are asked to arrive on time to collect students at the end of the day.

Drivers should not arrive more than 10 minutes before the dismissal of the student they are collecting in order not to take up parking spaces for parents.

At pick-up time, parents and drivers should *never* ask younger students to cross the road. If a car is parked across the street, parents and drivers need to collect the students on foot and walk them back to the car. Supervise your children at all times.

TEXTBOOKS, STATIONERY & ACADEMIC RESOURCES

It is vitally important that every student not only arrive to class ready to work, but that he/she also be properly equipped so as to reap the greatest benefit from the lesson(s) being taught. Without the appropriate educational ‘tools’, the student ends up being unfocused and off-task thereby wasting valuable class time.

At the start of the academic year, extra fees are charged for textbooks, stationery, field trips and academic resources. If a student loses a textbook it is their responsibility to replace it. Students are

encouraged to take good care of their textbooks.

UNIFORM

All students are required to wear the school uniform. Approved uniform items can be purchased from Edumax, located at the Al Muftah Center on Al Sadd Street, facing Royal Plaza.

Opening hours: 9:30am to 12:30pm and 4:30pm to 9:30pm.

Ensuring that students are wearing the proper uniform in each class is the parents' responsibility. Students who arrive at school incorrectly dressed may be asked to make arrangements to get the proper attire. Persistent disregard of the EMKG Dress Code will result in disciplinary action.

BOYS	GIRLS
Blue polo shirt with embroidered logo on pocket	Pink Polo shirt with embroidered logo on pocket
Blue long trousers	Blue long trousers, or skirt
Completely black shoes	Completely black shoes
Blue pullover with embroidered logo	Blue pullover with embroidered logo
Blue baseball cap with embroidered logo	Blue baseball cap with embroidered logo

Physical Education is compulsory for all students unless there is a longstanding medical problem verified by appropriate doctor's documentation. Students are also expected to be in possession of sportswear for Physical Education lessons. This must include the following.

BOYS	GIRLS
School grey t-shirt with school logo	School grey t-shirt with school logo
School black shorts or tracksuit bottoms	School black tracksuit bottoms
Sports socks	Sports socks

Training shoes	Training shoes
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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.

DRESS CODE

The English Modern Kindergarten places much value in the good appearance of its students and the professional image of its staff. Coming to school in 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 the properly wearing the school uniform, we ask that:

- girls and boys hair be neat and kept off the face and eyes;
- longer hair be clipped away from the face and held in place with small hair clips (in the school colours);
- altering EMK uniform or wearing tight clothes is not permitted on campus;
- long hair should be tied up in a ponytail at the back of the head (no loose flowing hair will be permitted);
- girls' scarves should only be pink, white or black;
- jewelry, with the exception of small stud earrings, is not permitted for either boys or girls;
- dyed hair and nail polish are not allowed;
- black shoes;
- athletic shoes are only allowed on PE days;
- no clothing with commercial logos will be permitted in school;
- heels are not allowed.

Note: The following items of clothing are considered inappropriate and unacceptable. They will be immediately confiscated and returned by the end of the term or school year.

- items of clothing bearing political/religious logos;
- items of clothing bearing language or a design which is considered offensive or in 'bad taste';

- jewellery;
- baseball hats without EMK emblem (worn in class or in the school building);
- potentially dangerous objects.

CURRICULUM

THE CURRICULUM ‘EARLY YEARS FOUNDATION STAGE ‘ (EYFS)– KG1 & KG2

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

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

- Communication and Language
- Personal, social and emotional development
- Physical development
- Mathematics
- Literacy.
- Knowledge and understanding of the world
- Expressive Arts and Design

The English Modern Kindergarten strengthens the curriculum with research-based best practice using instructional and assessment methodologies. At the ECE, we are implementing

ACADEMIC SUBJECTS OFFERED TO KG1 & KG2 STUDENTS:

ECE - KG1 and KG2
<ul style="list-style-type: none"> ❖ Communication and Language ❖ Personal, social and emotional development ❖ Physical development ❖ Mathematics ❖ Literacy. ❖ Knowledge and understanding of the world ❖ Expressive Arts and Design

- ❖ Arabic Language
- ❖ Islamic studies
- ❖ Literacy Planet – KG2

HOME PRACTICE SHEETS

The aim of these practice sheets is to promote learning at home as an essential part of good education. It not only reinforces classroom learning, it also helps children and young people to develop skills and attitudes they need for successful lifelong learning. It supports the development of independent learning skills, including the habits of inquiry and investigation.

The school recognizes that there are several purposes served by homework. Among these are:

- allowing the practice and reinforcement of class work;
- allowing students, the opportunity to participate in activities, which stimulate further research, including community orientated projects;
- promoting the media facilities and ICT as sources of information for homework;
- providing opportunities for independent learning capitalizing on the natural curiosity of students;
- allowing students, the opportunity to learn within a group setting;
- developing self-discipline and responsibility;
- training students to plan and organize their time;
- promoting parental support and encouragement for learning at home.

Practice home sheets are assigned to reinforce and practice understandings and skills students have already learned. Homework is not assessed for a grade, but is checked for effort and responsibility.

Current research tells us that homework is effective when provided at a level the students can do independently; and that realistic expectations regarding “how much” are maintained. In other words, “too much of a good thing” is not a good thing.

THE ROLE OF THE PARENTS

The role of the parent is crucial if a child is to gain success from the practice sheets taken home. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement.

Parents can assist by:

- Providing an area that the child is able to work without any distractions
- Negotiating with the student when the sheets could be completed is to be done as a student's free play is important too
- Checking the time spent on individual tasks
- Ensuring that outside clubs do not hamper a child's quality of work and put a child under undue pressure
- Practice sheets do not need to be returned to school

- If you need clarification on how to complete the sheets please talk to your child's teacher.
- Ensuring that the student does his or her own work.
- Discuss homework with your child in your mother tongue if English is not spoken at home.
- Make connections with previous experiences and prior knowledge.

ASSESSMENT & PROMOTION - OVERVIEW

ASSESSMENT

One of the aims at EMKG 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, on-going 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 which 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.

EMKG 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.

TEACHERS' DETERMINATION OF YOUR CHILD'S GRADE

Teachers will not simply calculate averages based on a limited number of formal assessments. Teachers are expected to use different methods of assessment which include standardized measurements, simulations, observations, self-assessment, oral questioning, presentations,

performance based tasks and projects for evidence that your child is learning the curriculum.

ABSENCES AND GRADING POLICY

Students are required to be present during the assessment period.

In the absence of a legitimate reason, validated by the School Principal, the student's may not be issued with a school report but a summary of their learning to date. Absences need to be supported by appropriate documentation and will be treated on a case-by-case basis. Alternative assessments can be set by the teacher if approved by the School Principal.

ASSESSMENT TERMINOLOGY

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 in ECE is usually done throughout the day and is done in an informal way and usually completed during regular scheduled class lesson.

EMKG SCHOOL PROGRESSION POLICY

In accordance with the Ministry of Education (MOE) regulations, the English Modern Kindergarten does not retain KG1 & KG2 students, except for exceptional situations which will require the MOE and parent approval.

On the other hand, the school has clear, set expectations for every year level in the KG1 & KG2; these expectations are used as guidelines to monitor the child's progress, and regular communication with parents takes place to keep them informed about their child's performance against set standards. Where the child does not meet the progression requirements, parents are formally informed (in writing) about the school's concerns, and appropriate documentation is kept to allow proper follow-up in the coming academic year(s).

PROGRESSION FROM KG2 TO YEAR 1:

In order to progress to Year 1 the student should meet most of the EYFS expected learning goals and display social and emotional maturity;

1. Write and recognize their own name;
2. Have good spoken and understanding of the English language;
3. Say, sound out and write all letters A-Z;
4. Identify, count read and write numbers from 0-20;
5. Confident to do basic addition 1-10;
6. Confident to do basic subtraction 1-10;
7. Express needs and feelings in appropriate ways;
8. Be confident, motivated and excited to learn and try new experiences and activities;
9. Work cooperatively, independently and taking turns and sharing fairly;

10. Emulate the ESLRs

ASSESSMENT SCALE KG1 AND KG2

GRADE	DEFINITION
5	Excellent
4	Good
3	Average
2	Still needs help
1	Required standards not met

RETENTION--LIMITATIONS

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CODE OF BEHAVIOUR

The EMK Code of Conduct is based on the principle that all members of our school community are valued, worthy of respect and treated with dignity. As a result we insist on a constructive partnership between staff, students and parents; a strong partnership in which all can expect these considerations.

Our fundamental aim is to secure the safety and future welfare of all our students.

STUDENT'S RIGHTS AND RESPONSIBILITIES

At the English Modern Kindergarten, students will learn in a respectful and caring environment that will optimize their learning outcomes and performance. To this end, each student's rights will be prioritized by all other students, teaching staff and the administrative body. In return, they will be expected to honour their responsibilities.

An EMKG student has the right to:

- be taught in the best way that he/she can learn;
- make mistakes, experience frustrations and have the time and encouragement to push through these to success;
- have fun as an essential part of class life;
- be applauded for strengths and supported in weaknesses;
- be engaged in his/her own learning, to follow personal passions, to be exposed to passionate life-long learners;
- have caring teachers and mentors to guide his/her learning.

As a student at EMKG, I have a right to:

- be treated with respect and dignity;
- to feel safe and secure.
- be accepted for who I am - free from prejudice and discrimination;
- be listened to when I am speaking;
- have a safe, healthy and aesthetically pleasing school environment;
- express my ideas when appropriate and be part of the development process of the school;
- express my feelings appropriately and to have my feelings respected;
- tell my side of the story at the appropriate time;
- have my opinions, work and property respected;
- get help when it is my turn;

As a student at EMKG, I have the responsibility to:

- know and comply with the EMKG school rules and routines and its code of conduct;
- ask for and seek help when I need it;
- be thoughtful, respectful and courteous to others;
- take care of my property, respect other students' property and the school's property;
- practice good personal hygiene;
- come to school daily and on time, wearing the correct school uniform, including PE kit;
- line-up and enter classrooms in an orderly way and to settle down to work promptly;
- bring all necessary books, materials and equipment to class;
- complete and hand in work by the due time;
- listen with courtesy to the views of others and respect their opinions;
- allow others to work without being disturbed;
- know and follow the school rules;

- be honest in my approach to learning;
- accept just and appropriate consequences if I do not fulfil my responsibilities.

Please remind your child to:

- attend regularly and on time;
- speak only English at school (except in Arabic, Qatar History and Islamic Studies classes during breaktimes);
- pay attention in class;
- leave electronic devices at home;
- use the computer only for educational purposes;
- keep his/her hands, feet and objects to him/herself;
- visit the bathroom independently;
- use only positive and acceptable English and Arabic language;
- walk inside the buildings and use quiet voices when passing other classes;
- treat property with respect (personal and school);
- play safely (no tackling, wrestling, fighting, piggy-back riding, play-fighting, throwing objects that are not approved, etc.);
- treat everyone with respect (use good manners, say “please” and “thank you”);
- always be a good English Modern Kindergarten citizen;
- not chew gum at school.

Whilst dressed in school uniform the above rules apply to all students. This applies to students who are **outside** school as well as on the school premises.

DISCIPLINE STRUCTURE:

The Positive Discipline System: We believe that people can achieve 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:

- ✓ The student has a right to learn
- ✓ The teacher has a right to teach
- ✓ Everybody has a right to safety

- ✓ Everybody has a right to dignity and respect

At EMK we firmly believe that for effective teaching and learning to take place, good behavior in all aspects of school life is essential. We seek to create a dynamic and secure learning environment in school by:

- promoting good behaviour and self-discipline;
- promoting self-esteem, proper regard for authority and positive relationships based on mutual respect;
- ensuring fair treatment for all students;
- encouraging a consistent response to both positive and negative behaviour;
- promoting early intervention;
- providing a learning environment free from disruption, violence, bullying and harassment;
- encouraging a positive relationship with parents and involving them in the implementation of the school behaviour management policy.

ACKNOWLEDGEMENTS FOR POSITIVE BEHAVIOUR

At EMK we acknowledge and reward positive aspects of individual student performance and encourage each individual to adopt acceptable high standards of behaviour.

These rewards may include:

- individual praise;
- praise in front of peers;
- recognition for maintaining 100% attendance;
- recognition for academic and sporting achievements;
- letters of commendation sent to parents;
- ESLR rewards/certificates
- end of year awards.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

In any learning environment, incidents will occur from time to time which may mean that teachers and administrators need to have access to a range of consequences for students displaying

unacceptable behaviour. These can range from a verbal warning, for lesser infractions, to being permanently removed (expelled) from school, for more serious breaches of school behavioural expectations. 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.

EMKG consequences of behavioural infractions chart

	Infraction	Consequence
1	<ul style="list-style-type: none"> ▪ Not finishing work ▪ Incomplete homework ▪ Unsupervised without permission ▪ Chewing gum ▪ Littering, Spitting ▪ Unsafe play ▪ Dress code violation 	<p>Response by teacher</p> <ul style="list-style-type: none"> ▪ Rule reminder ▪ Time away/ Time out ▪ Behaviour reflection
2	<ul style="list-style-type: none"> ▪ Defiance ▪ Disrespect ▪ Verbal Abuse (students/staff) ▪ Inappropriate language ▪ Bullying ▪ Theft ▪ Vandalism ▪ Other 	<p>Response by teacher with Administration assistance</p> <ul style="list-style-type: none"> ▪ Loss of privileges ▪ Behaviour reflection ▪ Student referral form filed ▪ Record on iSAMS
3	<ul style="list-style-type: none"> ▪ Fighting ▪ Possessing dangerous items ▪ Persistent bullying 	<p>Administrative action, including teacher and parents</p> <ul style="list-style-type: none"> ▪ Parent meeting with administration ▪ External Suspension ▪ Counselling/professional recommendations ▪ Record on iSAMS ▪ Inform the MOE for further action

CLARIFICATION OF TERMS:

In-School 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.

Out-of-School 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.

Expulsion:

In certain circumstances the school may be forced to request a student to permanently leave the kindergarten, for a serious breach of school behavioural expectations. This very serious consequence is administered to protect the rights of other students to a safe and trouble free learning 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.

ELECTRONICS, JEWELLERY, AND UNACCEPTABLE ITEMS *

Anything of value should not be brought to school. Objects such as mobile phones, pagers, beepers, iPods, CD players, video games, cameras are not needed at school and should be left at home.

If this request goes unheeded, it is strongly recommended that these valuable items be clearly marked with the name of the student concerned and kept locked away.

It should be noted that if these items are brought to school and are deemed by any staff member to be disruptive they will be confiscated, stored away and returned to the student at an appropriate time which could range from the end of the day to the end of the term.

* While every effort will be made to monitor student activity, The English Modern Kindergarten does not accept any liability for the loss, or damage to, student property brought into school.

INTERNET ACCESS: ACCEPTABLE USE POLICY

Learning is enhanced through technology's 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 EMKG 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 RIGHTS AND RESPONSIBILITIES

- The EMKG administration reserves the right to monitor all activity on the internet.
- The EMKG administration reserves the right to block any material on the internet.
- The EMKG administration reserves the right to deny access technology to any individual who fails to respect the acceptable use of technology.
- The EMKG staff is responsible for supervising student use of technology.

PARENT SUPPORT & 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 EMKG, parents are asked to please note the following expectations/suggestions on how you can help your children at home.

As a member of the EMKG community, I will:

- Read and support all of the procedures and expectations in this handbook, making sure everyone in the family understands.
- Honor 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. Principal
 3. Head of School
- Speak with all members of the EMKG community in a calm, respectful manner.
- Never strike a child on the school campus
- Never address or discipline another child on the school campus

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
- Check and sign homework diaries daily
- Ensure that homework is done
- Read all communications and newsletters
- 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

COMMUNICATION WITH PARENTS

The English Modern Kindergarten 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 include: letters, newsletters, SMS, phone calls, emails, parent evenings, Parent Portal, EMK website and parent notice boards, parent suggestion box. 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 on-going communication is essential for a healthy partnership between parents and the school; for this purpose, we recommend that parents regularly go through all EMKG 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 Principal Head of School

APPOINTMENTS

At EMKG, we pride ourselves on the level of service offered to parents. We realize 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 (Principals/Coordinators, Head of School) 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 will be present 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 appropriate division secretary for obtaining the required email address.

PARENTS' EVENINGS:

Parents' Evenings are held throughout the year, and at these times the school invites parents to review the educational performance of their children with their respective teachers.

An initial introductory parents' evening, will be held in the first 2 weeks of the academic year. At this time, parents are invited to EMS to meet with staff teachers to discuss the curriculum, routines and expectations. Subsequent parents' evenings are scheduled during the year to discuss the student's

academic progress and performance - details as follows:

Term	ECE
Term I	Open House Parents Evening for all Term 1 Reports
Term II	Term 2 Reports
Term III	Parents evening by invitation. Term 3 Reports

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

Reciprocally, parents need to contact the school and inform us of any circumstances that might potentially affect their child's behaviour or performance. Parents are also encouraged to call the office and book an appointment with their child's Principal to further discuss their concerns should the need arise.

STRUGGLING STUDENTS - PARENTAL RESPONSIBILITY

At EMK we are committed to supporting all of our students. We strongly believe that home and school working together can make a difference in a child's academic success. EMK cannot do this alone; students also need the engagement of their parents in their academic lives. Below you will find your responsibilities as an EMK parent of a struggling student; these have been developed to ensure that by working together your child has every chance at success. Parents of struggling students are responsible as follows:

- To attend **all** meetings called by the school
- To read **all** communication sent by the school, emails, telephone calls, SMS and letters.
- To **seek clarification** when they do not understand (Arabic translation can be provided)
- To **support** school decisions and plans
- Seek a summer remedial programme

- Meet regularly with the homeroom teacher to discuss your child's academic difficulties
- Maintain a consistent study plan which should include extra tuition
- Take an active role in supporting your child in the next academic year

COUNSELING DEPARTMENT - POLICIES AND PROCEDURES

VISION

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

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, provide direct and indirect interventions that may include counselling and classroom-based approaches, and refer to outside specialists for psycho-educational evaluations and extra support.

EMKG COUNSELLOR:

- Is student focused
- Work as a professional learning community
- Are available to collaborate with students, parents, teachers, and administrators
- Should have access to current resources and Professional Development
- Participate in planning, designing, implementing, and evaluating the comprehensive school counselling program
- Provide informed guidance to students through academic and career counselling
- Support students in developing skills for social and academic success by delivering research-based social-emotional guidance lessons through a new Character Education Program called Second Step.
- Collaborate with outside specialists in order to refer the students when more individualized support is needed.

INFORMATION FOR PARENTS

- In delivering a comprehensive school counselling program, school counsellors perform different roles including participating in professional learning community meetings, administration meetings, and classroom presentations which require the counsellors to be out of the office. To better serve our families, parent appointment times are required and can be scheduled through the building's secretary. In case of emergencies or crisis, counsellors will meet as necessary.
- When scheduling an appointment, please fill out the *Parent Counselling Referral Form*, and hand it in to the secretary. If you feel the information is confidential, please tell the secretary and she will seal it in an envelope.
- You may also contact the division counsellor directly through their email:
ECE School- ecc.counselor@emsdoha.net

FOR YOUR INFORMATION, PLEASE SEE REFERRAL FORM BELOW:

Insert counselling form

TUTORING AND PRIVATE TUITION

The Ministry of Education (May 2001) adopted a policy which dictates that private tuition undertaken by a private individual is illegal. Any additional tutoring a student requires will be provided by the school.

For a variety of reasons, some students need additional help with their studies, over and above the teaching they are receiving in normal scheduled lesson times. They may have special educational needs, or simply further educational aspirations, which require them to secure a particularly high grade in one or more subjects. In either case, families living here have traditionally seen private tuition as the way to maximize students' performance. Until recently, tutoring in Qatar was a field without any controls or regulations. New laws are to impose a blanket ban on private tutors working for themselves. Only registered tutorial institutions will be permitted to offer coaching and all schools will have to have any plans for out of hours tutoring, even on their own premises, cleared by the Ministry. Payment for lessons will have to be paid directly to the institution and not the teacher. No one will be permitted to offer private lessons in their own home, regardless of their qualifications and regardless of the subject being taught. Excuses that the lessons are informal or rewarded by a gift rather than payments will not be accepted and the Ministry encourages the general public to report anyone contravening the law.

Parents and students are requested not to approach teachers directly, nor to accept direct approaches made to them by the teacher. Please contact the school management for assistance or clarification of this matter.

FIELD TRIPS

Off-site activities and visits arranged by the school are encouraged - particularly if curriculum-related. Parents are encouraged to support these activities since these excursions greatly enhance the learning experiences of the students.

The parents of children taking part in an off-site activity will be provided with appropriate information about the activity before the excursion takes place.

INDEMNITY FORMS

Parents will be required to give permission for their child to go to the venue of the activity and to take part in the activities listed in the letter giving information about the visit. Furthermore, in order for your child to be considered for a place on any trip, a parent must sign the Indemnity 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 certain children, 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 8-9 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.

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;
- home telephone number or mobile number (confirmed each year); parents are urged to communicate any change of address/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.

Please notify the school immediately if your child has:

- a change in medication;
- has a contagious illness such as chickenpox, measles, etc.;
- an active case of head lice.

For health and safety of children and staff please note:

- Please do not send your child to school if he/she has an elevated temperature (above 37.6 degrees).
- Please do not send your child to school if they have a sickness and diarrhea bug. Your child will need to be free of this illness for 48hrs before being returning to school.
- When your child has returned to school after an illness please report directly to the nurse for an assessment before returning to the class. We also need to see a medical report before accepting your child back to school.

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

MEDICATIONS

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. 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. 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. Non-prescription medications may be given only if the medications are in the original bottle with clear instructions from the parent/guardian as to how they are to be administered (dosage, time, etc.). All medications, including cough drops, are stored in the nurse's office.

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 EMK school zone and to park only in the designated areas when dropping-off or picking-up students.

FIRE 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.

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

- Follow the driver's directions
- Stay seated, facing forward, and keep seatbelt on
- Keep hands and feet to oneself

- Keep noise level low
- No eating or drinking

SNACKS

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 or juice drink). 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;
- sweets, carbonated and/or “high energy” drinks are strictly forbidden in school.

CELEBRATIONS:

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

KG1 & KG2: Class parties are not allowed. After notifying the teacher, parents may only bring cupcakes that and juice box (anything different to this parents will be asked to take them home) to celebrate their child’s birthday during the last half of the 2nd break 11.40am. **No gifts or special treats allowed.**

GIFTS TO TEACHERS AND STAFF:

We understand that parents want to thank teachers or staff, and recognize the difference they make in their children's lives. This is especially so during the holiday season or at graduation. There are many appropriate ways to express appreciation, however, the school requests parents not give teachers or staff expensive gifts.

VISITING CAMPUS - WELCOME!

The school requires all visitors, including parents, to report to the security guard station, submit their ID and obtain a visitor’s badge which they are kindly requested to keep on throughout their visit to the school. Please call ahead to make an appointment should you wish to meet with a member of the

management or a teacher. Administrative personnel will notify various staff that you have arrived.