



Al-Arqam Academy for Girls Kindergarten Parent/Student Handbook 2023-2024

Dear Parents and Students,

Welcome to Al Arqam Academy. We are pleased to offer you a student guide for the 2023-2024 school year.

The student guide gives you information you need to facilitate communication between school and home. This helps to achieve the success of the educational process and raises both moral and academic levels of the students.

By registering your child in this school, the parent or guardian indicates both support and acceptance of the disciplinary structures and procedures of Al Arqam Academy for Girls.

Academy Administration

Important contact information

**Al- Arqam Academy, Maamoura, Al Haloul Street, Building No. 13
P.O. Box 23148 Doha Qatar**

Website: <https://www.alarqamacademy.sch.qa/en>

Mobile Hotlines numbers (KG Call Center): Hotline1: 70804427 / Hotline2: 70804426

Students Affair contact number: 70804425 / 44234218

Social worker contact number: 55816742 / 44234281

KG-Nurse contact number: 44234279

e-mail of Head of KG- duaa.m@al-arqamacademy.com

e-mail of the Deputy Head of KG- heba.alkhateeb@al-arqamacademy.com

e-mail of Head of Administration KG- shaimaa.y@al-arqamacademy.com

e-mail of the principal – ola.hamdi@al-arqamacademy.com

e-mail of the CEO – CEO@al-arqamacademy.com

e-mail of the school: info@alarqamacademy.edu.qa for all other issues

School Timings

Gate opens	6:30 am
Arrival to school	7:00 - 7:20
Classes	7:20 - 12:45
Pick up time	Everyday 12:45- Mondays 12:00

Calendar 2023-2024



أكاديمية الأرقام للبنات Al - Arqam Academy for Girls

Final Calendar for the Next Academic Year 2023-2024 will be as follows:

Event	Date
Administrators and Coordinators First Day	Tuesday 13/08/2023 (28 Muharram 1445)
All Staff First Day	Sunday 20/08/2023 (4 Safar 1445)
Students First Day and Beginning of Term One	Sunday 27/08/2023 (11 Safar 1445)
Mid of Term One Break	Sunday 22/10/2023 to Thursday 26/10/2023 (07 Rabi'ul Thani 1445 to 11 Rabi'ul Thani 1445)
Return After Mid-Term One Break	Sunday 29/10/2023 (14 Rabi'ul Thani 1445)
Term One Exams	Starting from Sunday 12/11/2023 (28 Rabi'ul Thani 1445)
End of Term One	Wednesday 22/11/2023 (08 Jumada Awwal 1445)
Term One Break for Staff	Thursday 23/11/2023 (09 Jumada Awwal 1445)
Term One Break for Students	Thursday 23/11/2023 to Sunday 26/11/2023 (09 Jumada Awwal 1445 to 12 Jumada Awwal 1445)
Return After Term One Break for Staff	Sunday 26/11/2023 (12 Jumada Awwal 1445)
Return of Students and Beginning of Term Two	Monday 27/11/2023 (13 Jumada Awwal 1445)
Qatar National Day	Monday 18/12/2023 (08 Jumada Thani 1445)
Mid-Year Break (According to Ministry of Education and Higher Education)	Sunday 24/12/2023 to Thursday 4/1/2024 (13 Jumada Thani 1445 to 22 Jumada Thani 1445)
Return After Mid-Year Break for Staff	Sunday 07/01/2024 (25 Jumada Thani 1445)
Return After Mid-Year Break for Students	Monday 08/01/2024 (26 Jumada Thani 1445)
National Sports Day	Tuesday 13/2/2024 (03 Sha'ban 1445)
Term Two Exams	Starting from Sunday 18/02/2024 (08 Sha'ban 1445)
End of Term Two	Wednesday 28/02/2024 (18 Sha'ban 1445)
Term Two Break for staff	Thursday 29/2/2024 (19 Sha'ban 1445)
Term Two Break for Students	Thursday 29/2/2024 to Sunday 03/03/2024 (19 Sha'ban 1445 to 22 Sha'ban 1445)
Return After Term Two Break for Staff	Sunday 03/03/2024 (22 Sha'ban 1445)
Return of Students and Beginning of Term Three	Monday 04/03/2024 (23 Sha'ban 1445)
Ramadan and Eid Al-Fitr Break	Sunday 07/04/2024 to Monday 15/04/2024 (28 Ramadan 1445 to 6 Shawwal 1445)
Return After Eid Al-Fitr Break	Tuesday 16/04/2024 (07 Shawwal 1445)
Term Three Exams	Starting from Sunday 02/06/2024 (25 Dhul-Hijjah 1445)
End of term 3	Wednesday 12/06/2024 (06 Dhul-Hijjah 1445)
Eid Al-Adha Break	Sunday 16/06/2024 to Wednesday 19/6/2024 (10 Dhul-Hijjah 1445 to 13 Dhul-Hijjah 1445)
Return After Eid Al-Adha	Thursday 20/6/2024 (14 Dhul-Hijjah 1445)
First Day for All Staff	Sunday 30/06/2024 (24 Dhul-Hijjah 1445)
Students First Day and Beginning of Term One	Sunday 01/09/2024 (28 Safar 1446) subject to change according to the MEGHE

International exams start in April according to Cambridge & Pearson International Organizations Schedule
These dates are subject to change according to the Ministry of Education and Higher Education



تم الإعداد
عبد

Al-Arqam Academy Kindergarten Fees Policy for the Academic Year 2023/2024

In accordance with the Ministry of Education and higher Education policies, we would like to inform you that the academic year structure will be as follows:

Class	Registration	Tuition	Books	Notebook+ Photocopies	First Term		Second Term	
	QR	Per year/QR	Per year/QR	Per year/QR	QR	Due Date	QR	Due Date
KG1	1600	24308	107	213	12154	27 August 2023	12154	8 th of January
KG2	1600	25761	107	213	12881		12880	2024

Fees policy

- Registration fees and re-registration fees are onetime payment and non-refundable.
- The re-registration fees for the next year must be paid to ensure the student's place in the school noting that this is part of the school fees and non-refundable if the student withdraw or leave the school, the re-registration fees are accepted only after payment of term 2 fees.
- If a student is admitted in the first half of the term, full term fees will be charged.
- If a student is admitted in the second half of the term, half of term fees will be charged.
- In case of student's withdrawing before end of first month of 1st semester, fees are paid for the number of school days attended in addition to the re-registration fees.
- In case of student's withdrawing after first month of 1st semester, full term fees will be paid.
Note: This also applies to the bus fees.
- All payments must be paid in QR via cash, cheques or credit card.
- Percentage of discount for the 3rd sister is (10%) for the total tuition fees.
- Deadline for tuition fees payment is two weeks after the beginning of the term. In Case of delay in paying on time, an appointment will be between parents and administration to hand in cheques of the due amount.
- Full bus fees should be paid at the beginning of the year(non-refundable). In case that the bus fees exceed the value of any coupons, parents will be responsible for paying the difference.
- For years 11 and 12 parents must pay third term before IGCSE exam start.
- Kindly note that there is a difference in balance between the whole year school fees and the coupon starting from year 10,11 and 12 as follow :
Year 10, Year 11 = 8330 QR .Year 12 = 15595 QR
Differences in fees should be paid in the first term.
- The above books fees are only for using purposes. Books have to be returned in their original condition at the end of the year except the Arabic, Arabic Humanities & Social studies. The policy on books will be enforced as per the student handbook.

Class	Blouse	Pinafore	Skirt
KG1 & KG2	100		113

Other fees	
Books	107
Notebooks & Stationary	213
Re-Registration for new academic year deducted from the first term fees for new	3000

Bus fees		
Bus fees	One way	Two ways
Per year	3100	5335
Per term	1200	2000

I have read the above regulations and agree to them. I am responsible for the payment of the fees as laid out above:



تم التوقيع
23-5-2023

Email: info@al-arqamacademy.com / Facebook: Al-arqamacademy / Twitter: @Al_ArqamAcademy Instagram: al.arqamacademy
Phone: 974 442 342 34 / Fax: 44505558
Address Al-Arqam: 13 Haloul St. Mamoura, Doha-Qatar Website: www.alarqamacademy.sch.qa

Establishment of Al-Arqam Academy

- Al-Arqam Academy for Girls is an international school that offers a distinct quality of international education that offers international curricula, in addition to strong curricula in Arabic, Islamic education and Qatar history, originality, individuality, and keeping up with modernism and contemporary trends are all important considerations.
- Established in 1996 as a private school adopting the curricula of the then Ministry of Education, as well as teaching English as a foreign language, the Al-Arqam Academy was at that time a special private school characterized by modern teaching methods and practical activities that achieve enjoyable education for students.
- In 2004, in response to the change and to stay up to date with the reforms in education, and in conjunction with the growth of education in Qatar, the school shifted to teaching international curricula, adopting the British national curriculum to teach all subjects, as well as maintaining strong curricula in Arabic, Islamic education, Qatar history and life skills. In addition, values and extracurricular activities serve students from kindergarten to grade 12, to achieve the vision and mission of the Academy, which is based on preparing a generation faithful to their origins, committed to values, dedicated to academic excellence, and connected to Humanities.
- The Academy has been accredited by the Cambridge Foundation as well as the Edexcel Foundation as a certified British Certification Testing Centre as well as an accredited IGCSE-AS Testing Centre. Last year, the Person Global Foundation was accredited to the primary stage as an accreditation for their own international curricula and tests. The school is a fully recognized Cambridge International Examinations (CIE) and Edexcel Examination Centre. Last year, the Primary school was accredited by Pearson Edexcel examination center.
- Al Arqam Academy is under the umbrella of the Ministry of Education and Higher Education of State of Qatar and follows Ministry standards in Arabic, Sharia, and Arabic Humanities curricula, and has not limited itself to reduced standards specifically designed for international schools believing in the importance of teaching these subjects and their key role in building authenticity, maintaining identity, and achieving Qatar's vision 2030.

- Al Arqam Academy was chosen amongst a few other schools to join the Educational Vouchers System adopted by the Ministry. Through this program, the school was able to serve more Qatari students. In addition, Al Arqam Academy in 2012 applied for the Qatar National School Accreditation (QNSA) program and was one of the few schools in 2013 to receive accreditation for a term of five years. It also received the 5-years accreditation for the Academic year 2021-2022

Vision:

To prepare a generation of students who are faithful to their origins, proud of their identity, committed to values, dedicated to academic excellence, and connected to humanity.

Mission:

Al Arqam Academy focuses on providing a distinguished quality education, based on Islamic principles and values, responsible citizenship to build students' national and Islamic identity, encourage critical thinking and creativity in a healthy and safe environment, enable the students to face modern challenges and contribute to local and global society.

Our Values.

In achieving its vision and mission, Al Arqam Academy adheres to moral values that all Academy Staff develop and apply and strive hard to instil in students to enable them to strive to be good Muslims in the future. Al Arqam Academy is an international Islamic school based on quality education and Islamic values inspired/derived from Quran and Sunnah. The core values are **honesty, respect, responsibility, sincerity, and sisterly love.**

Learning Outcomes of Al Arqam Academy

1. Al Arqam Academy students will be devoted and thoughtful Muslims who adhere to the teachings of the Holy Quran and the traditions of Prophet Muhammad (PBUH), which will clearly affect their thinking, manners, behaviour and lifestyle. They will be independent thinkers who are proud of their Arabic and Islamic identity.
2. Al Arqam Academy students will demonstrate 21st century skills such as critical thinking, self-motivation and reflection, problem solving and adaptability using technology responsibly to allow them to succeed in achieving their academic and personal goals.
3. Al Arqam Academy students will have a well-balanced lifestyle understanding the importance of physical, and mental health.
4. Al Arqam Academy students will be able to communicate clearly and confidently with others in both English and Arabic.
5. Al Arqam Academy students will be responsible for themselves, their family, their country and their Ummah, while being aware of world events.

Curriculum Overview

Al Arqam Academy is an international school following Islamic beliefs and ethos. Pupils are aged 3 to 17 years from Pre-school to Year 12.

The school follows the Arabic, Islamic studies, and Qatar History Ministry of Education and Higher Education standards. KG and Primary follow Pearson iPrimary Curriculum and The Cambridge International Program at the secondary level.

Key stages

The National Curriculum for England divides pupils into Key Stages of learning, which correspond to the following years:

Foundation Stage Key Stage 1 Key Stage 2 Key Stage 3 Key Stage 4

The school focuses on providing high quality learning opportunities that incorporate an understanding of individual learning styles. We are fortunate in having a very wide range of cultures and nationalities in our student and teaching bodies, with representatives from different countries. We encourage cultural sharing and mutual respect for the traditions and beliefs of others.

Kindergarten Teaching Curriculum

ENGLISH Department

In the 2020-2021 academic year Al Arqam Kindergarten has adopted the Pearson iPrimary Early Years Curriculum (iPEY). Based on the same high standards as the British National Curriculum, but more culturally inclusive, this curriculum offers greater stability and progression for all students. Like the British National Curriculum, it is based on the seven areas of learning but has been organized into three core areas:

- English
- Math
- World Around Us:
 - Wellbeing and social development
 - Keeping healthy
 - Physical activity
 - Creative art
 - Early science
 - Social studies

We continue implementing I Primary curriculum in the early years for the academic year 2022-2023.

ARABIC Department

منهاج اللغة العربية:

نعمد منهاج وزارة التربية و التعليم و التعليم العالى في دولة قطر – كتب مهاراتي مستوى الروضة و مستوى التمهيدي

منهاج القرآن و التربية الإسلامية:

القرآن الكريم – الحديث الشريف – العقيدة – الفقه – السيرة النبوية – الآداب و الأخلاق الإسلامية.

أولا القرآن الكريم :

يتم تدريب الطالبات لمستويات مسابقة القرآن الكريم بالوزارة و تدريب الطالبات على قواعد تهجئة ، قراءة و تجويد القرآن حسب مستوياتهن

مستويات الحفظ:

مستوى الروضة/ من سورة الناس إلى سورة الزلزلة

مستوى التمهيدي / من سورة الناس إلى سورة الفجر (مسابقة القرآن طبقا لمستوى الوزارة)

ثانيا التربية الإسلامية:

- نعتمد معايير وزارة التربية و التعليم و التعليم العالي في دولة قطر – مادة التربية الإسلامية
- منهاج إثرائي خاص بروضة الأرقام

العلوم الاجتماعية

1- (التاريخ – الجغرافيا – المواطنة):

نتبع معايير وزارة التربية و التعليم و التعليم العالي في دولة قطر – مرحلة الطفولة المبكرة

2- الوحدات الدراسية المعتمدة في كل فصل دراسي بالدمج و التكامل مع وحدات العالم من حولي (القسم الإنجليزي)

Distance Learning in Al Arqam Academy Kindergarten

Keeping pace with 21st century skills and the country goals for 2030, Al Arqam Academy included e-learning that meets the needs of students and any requirements of the Ministry of Education and Higher Education. Part of that may be via indicated programs, viewing of recorded lessons via Teams or any other application found to be beneficial for students, allocating assignments via Active Learn program (KG2 students only) plus the submission of homework and video evidence of the child's ability to complete the required work at home.

In addition, the school portal, K12.net, is the main means of communication of all official information such as student report cards, absences and updates in policies and procedures. Parents should check their accounts regularly for important updates. Our school IT department is always available to support your use of any programs and applications used by the school.

Rules and policies

Admission and Registration:

- Apply online through the link to our registration portal
- Have a valid Qatar ID/ Residence permit
- Student must be completely trained to use the toilet independently.
- Pass the Admission test (placement test) successfully and achieve the required level.
- Sign an agreement of the regulations and policies of the Academy.
- Pay registration fee and submit all required forms and documents

Note: Priority is given to those who have sisters in the Academy. All other students are registered on a first come first served basis.

Withdrawal policy

In order to withdraw the student from the Academy. The following procedures must be followed:

- Make a request to withdraw and submit it to Student Affairs in advance.
- Ensure that the accounting department does not have any indebtedness and settle all financial transactions.
- Bring a no-objection letter from the school to which the student will be transferred so that she could be removed from the school's system and the Ministry of Education and Higher Education.
- In the case where students wish to re-enter the academy, the decision will be based on an assessment by the administration and the student will be treated as a new student.

Policy of shifting students from one class to another

1. The student's class is decided according to the school's vision of every student's circumstances. Shifting student from one class to another might happen in case there is any social, psychological or health problem that has been assessed by the school.
2. The school has the right to transfer any students who have not attended school from the beginning of the school year to another class as necessary according to the school's vision. The right to shift students from one class to another is with the academy.
3. KG students who are having difficulty settling into their class will be evaluated by the KG social worker to determine what the possible solutions are. This may include transferring her class if this is required as per the social worker's recommendation.
4. No other shifting of classes is allowed.

Punctuality and Attendance

- Regular attendance and early arrival at school are important factors that help your daughter adapt and make progress in her performance. Students who are absent or arrive late to school often face difficulties in forming friendships, adapting to the school environment, and may struggle in achieving what they need to accomplish.
- Students may be absent from school due to illness or unforeseen circumstances only. Parents must explain the reason for the absence and write an excuse letter when the student returns to school. Otherwise, they will need prior approval from the Head of KG for any absence. It is the responsibility of the student's parents to inquire with the teachers about any missed lessons or assignments so they can be made up.
- Attendance at school is mandatory.
- Students must attend school from the first day until the last day of each term.
- To approve an absence due to illness, a medical certificate must be presented from a medical center within a maximum of 5 days from the date of absence.

- Please try, as much as possible, to schedule all medical appointments or any other appointments after school hours or during the weekend.
- In case of an approved absence by the administration, the student is allowed extra time to complete the required assignments that she missed upon her return to school.
- In case of an absence without prior approval from the administration, the student is required to fulfill all missed assignments.

The absence of the student without administrative permission goes through the following stages:

1. Two (two consecutive) days of absence: The student affair will contact the parent to inquire about the reason for the absence.
2. 6 Days Absence: The Student Affair will send a notification (electronic via the school portal K12. net) to inform the parent.
3. 10 days of absence: The Student Affair will send a first warning (electronic via the school portal K12. net) to inform the parent.
4. 15 days of absence: The Student Affair will send a second warning (electronic via the school portal K12. net) to inform the parent.
5. 20 days of absence: The Student Affair will send a third warning (electronic via the school portal K12. net) to inform the parent and will send the student's name to the social worker to follow up with the parent to sign a pledge not to be absent again.
6. If the student's absence exceeds 20 days: the students will have to undergo a diagnostic test to prove her ability to succeed in being transferred to the next year. The student will not be transferred to the next academic year without passing this test, otherwise she must repeat the class for the current academic year.

Lateness Policy:

Delivering students to the academy on time is the responsibility of the parents and making the student late for school has negative effects on the student's educational and skill level.

- Kindergarten morning duty starts at 6:30 a.m. Students may not be left unattended for any reason. The school does not accept responsibility for students until the morning duty session begins.
- Parent or authorized adult must ensure that the child exits the vehicle and enters the kindergarten building through the reception area safely. The focus of the school guards is to manage traffic and the safety of all people in the immediate area; therefore, they cannot help students from the car or removal of bags.
- Students may be escorted from the gate to the duty area by an authorized member of school staff (school maid) if one is available. If there is no school maid immediately available, the adult must escort the child to the reception of the school.

- The official school day starts at 7:20 A.M. and all students must be in school before that time or they are considered late, unless in the emergency cases send a message to the school emergency message number (55869029) or to contact the school directly.
- Students who are late for 8 times per term, Student affairs will send a notification letter to inform the parent via K12.net.
- After 8 times late, the kindergarten social worker will call the parents and they have to come to school to sign a pledge ensuring that the student will reach the school on time. Parents should be aware of the impact of this lateness on their child's learning and are responsible for making up any missed work.
- Students who arrive after 10:00 AM will be considered as absent as more than half of the day has been missed.
- Students who leave before 10:00 AM will be considered absent for the day as she will miss more than half of the day.
- Early leave for an emergency or doctor's appointment must be arranged with the school's administration via e-mail, message or phone call (70804426) before 11:00.
Early leave permissions from 12:00 to 12:45 will not be granted without essential reason.
- Parents of students who are requesting coming late or leave early for a temporary period regarding special circumstances must fill in a consent including the lateness/ early dismissal period and reason.
- School ends at 12:45 PM for kindergarten students. Parent or authorized adult should pick up their children at that time.
- Students must be picked up from school before 1:00 PM After school supervision is provided until 1:30 PM There is no supervision for students who remain in school after 2:00 PM and the school does not accept responsibility for students left at school later than that time. In cases of emergency send a message to the school emergency message number (70804426) so that supervision can be arranged for her.
- Parents and authorized adults must come to the reception area or duty area (from their classes) to pick up the students.
- Students will not be released to siblings who are not considered an adult.
- Students who are released from classes or the duty area are the responsibility of the adults who have picked them up. The safety and security of children in the playground and going to their cars is the responsibility of the adults who are supervising them.

Student ID Card Policy:

The school uses ID cards during students' dismissal at the end of the school day to ensure their safety when they leave KG building, using a card that the guardian scans

(via the ID scanner machines) and shows it at the places where the students leave, which ensures that the student has been handed over to her parents or those who are authorized to receive her.

The Academy provides a free card to the parents or their representative (an official letter will be written to specify the person who will be appointed by the parents to receive the card) and the school will hand the student over to the card holder, as it is the responsibility of the parents to determine who will have the card to receive the student.

Steps for students to leave using the identification card:

Distribution of cards

At the beginning of the year, the student card will be given to only one of the parents. If the parent wants to give the card to any other individual, they must submit this request in writing to the school.

Parents will be given a free copy of the student card. The parent will sign the card receipt form and the policy.

An additional card can be purchased for the amount set by the school, parents must report lost cards immediately and they will be replaced after paying the specified fees.

- The cards will be at the reception desk and the parent will sign the pledge there.

Card use

In the kindergarten building, all students leave from the reception area in the kindergarten except for the classes:

KG2E-KG2D-KG2C-KG2B Where the students leave through the external glass doors of those classes.

For fathers: The father will scan the card (via the ID scanner machines) , and then give it to the employee who is in duty in the reception area then in turn she assures that the school worker brings the student from the class and delivers the card to the father in the reception area.

For classes: KG2E-KG2D-KG2C-KG2B, the father goes directly to show the card and receive the student from the outer glass doors of those classes.

When the card is lost or not brought

If the card is forgotten, the person responsible for receiving the student will go to the reception desk and present his personal card, which will be registered. If a person other than the mother or father comes, the receptionist will call the mother to make sure that this person is allowed to receive the student.

For men, in case the student leaves early, the school guards will take the father's ID card and hand it over to the reception. In case of other person comes to receive the student ,the receptionist will contact the mother first to make sure that he is the person who will accompany the student.

Hair check policy

A regular periodic hair check is done for students by the school's health team, therefore in case of discovering a student with lice; the school follows the following procedures:

1. The name of the student is recorded, and the school contacts the mother.
2. The student will remain in the clinic until her guardian comes to pick her up.
The Mother is to be provided clear guidance and information on the names of medications and methods of treatment and precautions to prevent further infections
3. The absence of a student is compulsory for two days **or** until she is fully treated from the infection.
In case of checking the student's hair, after returning back to school, and discovering that the hair is still infected with lice or eggs, the parent is obliged to keep the student absent from school till she is fully cured.
(The absence in this condition is considered as a sick leave. In the case of increasing repetition, the Academy is entitled to take formal procedures in this regard by not registering the student in the Academy)
4. Lice in students is easily spread from one person to another especially at home so parents are instructed to check all family members and any maids or nannies dealing with the child.
5. As this infection requires consistent checking and disinfecting any parent who refuses to follow the policy of the school will risk losing her daughter's place for the next academic year.

Communication with parents

- The Academy welcomes all communication with parents, please contact the reception to determine a date and time to meet with the administrative staff and/ or teachers during the school hours.
- The school (K12.net) is an important way for parents and staff to communicate. Each parent will be given a user ID and password that is based on their preferred email. Teachers will use the portal to send notes, homework, and any communication to parents about their child on a regular basis. Termly report cards and updates will also be available there.
- Parents will also use the school portal to communicate with teachers.
- Communication through Teams / K12.net between parents and teachers is used to update lessons for students and for parents to provide feedback on how their child is working from home
- Regular meetings with parents are held each term. These meetings allow the parents to discuss student progress with teachers and gain recommendations from teachers on how improvements can be made. We would like to inform you that these meetings will be held via Zoom during online distance learning and blended learning period.
- Periodical and end of term progress reports will be discussed in the Mothers' Meetings with teachers to ensure effective feedback communication between home and school.
- Mothers are welcome to participate in school activities and work alongside students and teachers to achieve our goals.
- We welcome constructive proposals and ideas from parents.

Celebration and Parties

It is our philosophy in Al Arqam Academy that all children can achieve high goals. Part of this success comes from the support and celebration of student achievement in all aspects of the child's life. Parents are welcome to contribute to these celebrations in an appropriate manner.

Parents who would like to celebrate a success or achievement in school must submit a written request form to the KG reception for approval from the KG Head of Admin, and Head of School. The request must include the suggested date and time of the party, the reason for the party and what items if any the parent will send to school. Only approved items will be allowed in school. If any unapproved items (**candies with artificial colors, chips, fast food meals and soda**) are sent to school they will be returned home with the child at the end of the day. Any items with Disney characters and princesses are strictly prohibited and all other characters on stationary and other items must be in compliance with the values and vision and mission of the school, also books and stories are not allowed to be distributed. Heads of departments and the KG nurse have to ensure they are appropriate for distribution will check all gift items. Items that are not appropriate will be

returned to the parent. The school administration requests that parents provide a sample of any gifts in order to get pre-approval to ensure the gifts will meet the requirements of the school.

Please note that birthday celebrations and parties are not permitted in school.

Please note that any food items with nuts are not allowed as some students have serious allergies to them.

Items such as food and drinks should have a clear expiry date.
You can contact the school nurse to inform her with any details.

Gifts for teachers should not be offered on a regular basis and gifts for birthdays are forbidden. Sentimental gifts such as a flower or card may be given to teachers as a token of appreciation and regards.

Extra-Curricular Activities

Extracurricular activities for the kindergarten are embedded within the learning program and parents are informed about activities throughout the year via email and other means of school communication channels.

We would like to inform you that on campus activities are suspended during the Online distance learning and blended learning period according to the directives of Ministry of Education and Ministry of health and replaced by online activities.

Parents Participation

The kindergarten social worker is the first person to contact if you have any questions about how to participate in your daughter's school events or activities in KG building. She can offer suggestions and guidance as well as arrange for any appointments you may need. Communication with the mother will be via the school's electronic system.

. Mothers will be informed via their daughter's K12.net Portal and Teams about these opportunities. Mother Interactive Days: Twice a year we invite mothers to come to school and attend with their daughter to see first-hand how the child is learning and interacting in the school environment. These are two pre-set days, however, attendance on other days can be arranged by appointment.

Mother participation during distance and online learning

All the previous mothers' participations are stopped and replaced by their participations via Teams / Zoom during the Online distance learning and blended learning period.

Per the Ministry of Education and Higher Education and Ministry of Health directives

How parents can help their children

- By taking an interest in what they are doing in school, for example asking them about their learning and about what happened in school that day or did they watch in their online videos.
- By supporting them in doing their homework, for example by providing a place and time for them to do it, and resources such as books as well as access to a computer with internet connection and consistently complete and upload assigned tasks on Teams/ K12Net (pictures and videos).
Also complete the assigned tasks on Active Learn (KG2 only).
- By attending all Parent-Teacher meetings
- By making sure they eat a healthy diet (that they eat a healthy breakfast before coming to school) and get a good night's sleep.
- By encouraging 100% attendance whether the student is following blended learning or online system (attend distance learning sessions)
- By attending school and class events and activities or through distance online attendance.

Appearance

Norms

Our school uniform, which distinguishes us from other schools, should always be worn with pride. No other items of clothing may be worn with our uniform. Only the school uniform as prescribed is acceptable.

Kindergarten School uniform

- The full school uniform is to be worn to school daily by all students unless it is announced otherwise via SMS sent to the parents about an occurring event/activity.
- Shoes must be plain black with a flat heel. Socks must be plain white.
- Sweaters and jumpers must be in accordance with the school uniform in both color and design.
- The full school uniform is compulsory at all official school functions unless otherwise announced by the Head of School.
- Kindergarten students expected to arrive to school in a decent tidy appearance.

- Hair must be neat and tied back.
 - Nails must be clean and short.
 - No nail polish is allowed.
 - No jewellery is allowed.

- Students adhere to the school uniform that has the monogram of the school logo.
- Students should wear their PE. uniform (once a week) during the PE lesson according to the weekly schedule.

Physical Education Uniform (PE)

- The PE uniform consists of black PE pants, a white T-shirt white and sport shoes, and white socks.

It is necessary to bring extra clothes for the student to be kept in school, where they are used when necessary.

It is very important to label all the students' personal belongings (such as the jacket, school lunch box, and his water bottle) because there is sometimes some similarity between the students' items sometimes.

Property Guidelines:

The overall appearance of KG building, outdoor and indoor areas must be a source of pride for each student in the school.

Principles:

- Others' Personal belongings should be treated with care and respect.
- Each student must respect the belongings and privacy of the others.
- Books and stationary supplies should be taken care of.
- School property should not be tampered with or damaged.
- If a student accidentally breaks anything, the reception office must be informed immediately. The school has the right to recover repair or replacement costs from the student's parents.
- Lost items should be handed over to the storekeeper.
- All students must contribute to the cleanliness of the school's areas. Throwing waste on the ground is strictly not allowed.
- Shouting or creating noise during assembly, classes, or any other gatherings is not allowed.

Signs of stress in young children

Most children will adjust to school within the first month of attendance. They will start to enjoy coming to school and making friends in their classes. They will look forward to special events and activities and be happy to go to school.

For some young children going to school can be a stressful experience until they become adjusted. Our teachers and dedicated staff will help your child to adjust to school as easily and quickly as possible. Every child is different, and some children may require additional support. Please be especially aware of the following issues and inform our kindergarten counselor if your daughter demonstrates any of the following signs of stress:

- Refusal or reluctance to come to school in the morning even after about one month of school.
- Complaints of physical problems such as a throwing up, stomach-ache or headache especially before school
- Regression is using the toilet where a child who was toilet trained is now having many frequent accidents.
- Refusing to eat or to sleep beyond their normal behaviour.

- Increased frequency of nightmares
- Refusal to play or engage in activities that she used to love to do.
- Extreme behaviour changes such as suddenly being very quiet and shy when she was outgoing and active before. Suddenly being very aggressive and hyper where she was calm before. Also, any increase in aggression from before attending school.
- Any type of physical actions such as biting her nails, or pulling out her hair

In rare cases a child may not be ready to go to school for some reason and it may be decided through discussion with parents to delay starting school for some time or until the next school year. As always, the physical and mental health of the child is the primary concern when making these difficult decisions.

Assessments and Monitoring

At Al Arqam Academy, we ensure effective assessment by assessing student progress in what they are learning, a new skill, concept, or fact. Teachers also let children know what they are expected to learn by the end of each lesson, how well they are doing in the lesson and what they need to do next to make more progress.

ASSESSMENT

A wide variety of assessment procedures are used. This includes class work, homework, projects, tests, and examinations. Parents are kept informed of their child's progress via reports and parent teacher conferences.

Diagnostic Assessments: Beginning of the year.

Areas of learning to be assessed: Personal Social Development and Physical Development

Ongoing Assessments include teacher continuous recorded observations for all areas of learning.

Mid-Term Assessments:

Arabic Department: Standardized assessment in Arabic and Social Studies

English Department: Screening assessment in letters, sounds, sight words and number recognition

End of Term Assessments:

Arabic Department: Standardized assessment in Arabic and Social Studies

English Department: IPRIMARY assessments in English and Maths.

Homework

Teachers will send homework on weekly basis through Parents' guidelines via TEAMS.

Types of homework:

- Worksheets: to be printed at home, done by the student then uploaded on Teams (Hand In on Teams).
- Interactive online games
- Word wall games

- Educational videos to enhance understanding of taught concepts.
- Online games
- Online stories
- Allocated books on Active Learn platform, English only
- Live worksheets
- Live worksheets for Arabic Humanities.
- Arabic tracing notebooks
- Story book alongside with the reading record; will be sent with the student from school, the student must read the story, complete the required activity then parent has to sign and send both the story and reading record with the student according to the given timeline.

Students were supposed to complete the assigned work/H.W. and hand them in. Teachers' follow-up and return the assignments with appropriate remarks and feedback regarding the student performance.

Reports

Report cards are prepared and published on the school portal K12 at the end of each term. The report cards are designed to reflect the progress of your child in the Early Years standards.

Parents meetings are held after the publication of report cards on the school portal to allow for brief discussion of what the report means and how you can help your child. If you require a longer meeting, please arrange for a separate time to meet with the teachers.

Property and Grounds

Norms

The appearance of the school grounds and buildings must be a matter of pride to each of the students in the school.

Guidelines

- Each person's property must be treated with respect.
- All students are to respect the property and possessions of others.
- Textbooks and stationery must be properly looked after.
- Stories and textbooks which are given to a student to use are the responsibility of the child and parent and must be returned in the condition it is taken.
- There is a 100 QR charge for any story or textbook that is lost or ruined.
- School property must not be damaged or defaced.

- Should a learner break anything accidentally, it must be reported to the front office immediately. The school reserves the right to recover the cost of replacement/repair of the item/property from parents/guardians.
- Lost property must be handed in to the storekeeper.
- All students are to assist in keeping the grounds tidy. Littering is strictly forbidden.
- Loud shouting and making noise during assemblies, line-up, lessons and gatherings is not allowed.

School Field Trips

The school organizes school trips, for the different classes, on a regular basis. The following rules need to be applied:

- A student must bring both the trip fee and written approval before the trip's date according to the trip form.
- Payment for the trip may not be made on the same day.
- Students must wear the school uniform on field trips.
- Students must come to school on time, as on a normal school day.
- Students must stick to the schedule of the field trip.
- Students should uphold the image of the school while on the field trip.
- Students may not be picked up by their parents from the venue of the trip.

There might be special trips for student who are excelling in certain areas as a reward, & for the students who participate in specific extracurricular activities.

During Online distance learning and blended learning period, all field trips will be suspended due to safety precautions.

Lunch and Snack

Students should be encouraged to bring a healthy snack to school. Chocolate, sweets, gum, fizzy drinks and drinks in glass containers are not permitted. Snacks may be eaten outdoors or indoors, which depends on the time of the year.

Students should be encouraged to eat a healthy breakfast before coming to school. Healthy foods including vegetables & fruits should always be sent with the child for the breakfast time at school.

Kindergarten Behavior Policy

Al –Arqam Academy believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behavior. The principles that underpin how we achieve positive and considerate behavior exist within our point system for promoting personal, social and emotional development. By praising students and acknowledging their positive action and attitudes we hope to ensure that children see that we value and respect them. All staff is expected to model behavior that they would expect from

the children and be consistent in their approach to the management of behavior. Students are encouraged to think about the effects of their behavior on others.

Behaviour Expectations for Kindergarten Students

- Be able to separate from main care giver within the first month of attending school.
- Be able to follow instructions with guidance from school staff.
- Be able to manage anger or frustration by using appropriate language and mediation with guidance.
- Be able to manage personal belongings and school resources safely and appropriately according to her ability and respect the property of others.
- Be able to maintain focus and complete appropriate tasks and activities with minimal support.
- Be able to develop positive relationships with staff and other students.

Expectations of staff for behaviour management

All teachers should have a clear strategy for managing student behaviour that is based on positive discipline and reinforcement, guidance and support for the development of the students. At all times teachers and other staff must remain calm, composed, be firm as well as kind and fair. The following are suggestions for ways to practice positive guidance:

- Use signals and non-verbal clues to remind students of expectations without disrupting the whole class.
- Use eye contact and calm quiet voices and body language that shows the student you are always in control of yourself and the situation.
- Express yourself with a focus on the behaviour, not the child.
- Sit with the child at her eye level and away from other children if more of a discussion is required.
- Ask the child to explain her-self regarding to what had happened using open ended questions to give opportunity for discussion. For example: (What happened, when, how, what do you think we have to do now? What would have been a better choice? What can you do next time?)
- Focus on what's next rather than where she was/what she did/why she did something.
- Be an active listener; allow the student ample time to express herself, respect her feelings without judgement, and respond with a confirmation that you have understood her point of view by rephrasing what she has said.
- As a role model, use "please" and "thank you" and be polite.
- Remind child of the rules. If in the classroom, refer to the rule chart on the wall or ask her to find/state the rule that is being broken.

Recording of concerns/ rewards

Teachers must maintain an accurate and complete record of any repeated behaviour problem and inform the Social Worker by email/ K12 message if there is no or very little improvement in the behavior of the student.

1. Reward chart

- a. Each class should have a behaviour chart in the class using stickers or other notation of good behaviour as a visual reminder for students.
 - b. This chart should be used to keep track of quick rewards for students on a regular basis.
2. K12 portal
- a. All teachers who are involved with students should use K12 Portal to record concerns or rewards for individual students.
 - b. K12 entries include behaviour, health and academic rewards and concerns.
 - c. Rewards have an addition of one point for each entry.
 - d. Concerns have a deduction of one point for each entry.

behavioral rewards	behavioral concerns
Following classroom rules	Hyperactivity
Active participation and interaction with the teacher	Lack of focus and concentration
Cooperation	Use of violence with classmates
Being initiative	Introversion and lack of participation
Being responsible	Use of profanity
Follow the school's dress code	Sleeping during class
Taking care of personal hygiene	Misuse of learning resources
Bringing healthy food	Playing in class without the teacher's permission
	Not complying with the school uniform policy
	Paying insufficient attention to personal hygiene
	Bringing unhealthy food

3. Heads of Departments follow the K12.net rewards and concerns entries to ensure there is a balance of entries for each student and check the Reward chart for updates.
4. Parents should check the portal to see any rewards or concerns entries for their child.
5. Awarding students to be in special events or in the class throughout the year.

Awarding Criteria:

- 1) Outstanding academic performance- High achievers
- 2) Most improvement- (Support students / low achievers who are showing improvement)
- 3) Gifted and Talented students
- 4) Active readers- students who complete reading all assigned books using Active Learn program
- 5) Good behaviour

Guidance from outside the classroom

Most students settle into the school environment and begin to learn about the expectations and behaviors that are appropriate through their daily interactions with teachers and students in the classroom. In some cases, guidance from outside the classroom is required. This guidance can be

initiated either by the teacher or the parent and should be requested through the KG Social Worker.

- In case where a child has not successfully been able to adapt to the classroom environment as demonstrated by her repeated behaviour problems the Social Worker must be informed.
- The role of the Social Worker will then be done according to her department policy which includes:
 - Conducting observations of the student
 - Gathering background information on the student
 - Collecting information from the teacher regarding what she has done to help the child.
 - Contacting and meeting with parents or caregivers to discuss the case.
 - Design a behaviour support plan to include her own role, role of the home environment and the role of the teachers.
 - Meet with all people involved in the plan to explain their roles.
 - Follow up through observations and meetings to see how the case is progressing.
 - Maintain accurate and complete files for each individual student including documentation of all the steps of the process.
 - Inform Head of KG of all individual cases in a monthly report

Follow up on the progress of the student will continue through the guidance counselor until the student's behavior can be managed according to our regular policy of positive behavior management within the class setting.

In some rare cases it may also be necessary to involve out of school professionals. This will be noted by the Social Worker who will consult with Head of KG before providing the recommendations which are made to any parent, according to the policies of the Guidance Department

Rights and Responsibilities of Students

- Every student has the right to a strong sense of self-esteem and belonging in our school community; therefore, every student should conduct and present herself in accordance with the values of Islam and the expectations of the school.
- Every student has the right to be respected; therefore, every student should show respect to her teachers and classmates.
- Every student has the right to academic and emotional support; therefore, every student should not hesitate to ask for help if needed.
- Every student has the right to express her thoughts and ideas; therefore, every student should use the opportunities provided to do that in positive ways.

- Every student has the right to be in an environment that is healthy, clean and well- kept; therefore, every student should do her best to look after the school environment.
- Every student has the right to learn; therefore, every student should do her best to support the learning of others.
- Every student has the right to show her best effort; therefore, every student should do all she can to focus her effort on the class and complete all assigned work on time and to the best of her ability.



Our vision: To prepare a generation of students who are; faithful to their origins, proud of their identity,
committed to values, dedicated to academic excellence and connected to humanity.

Pledge

I /-----

Guardian of /----- year /-----

/----- year /-----

/----- year /-----

/----- year /-----

promise to commit to and adhere to all the Academy laws, recent policies and any updated policies from the registration date to withdrawal date and be committed to following all the policies included in the Student Handbook, tuition and re-registration fees policy, books and note books fees policy, any updated policies sent via email or on the K12 system and all the policies that ensure discipline at the Academy such as attendance and lateness policy, uniform policy, behavior policy and other . Note that the subjects of instilling identity, which are the Arabic language, the Qur'an, history and Islamic studies, are among the compulsory subjects in the academy. They are obligated to study them in the form that the academy agrees to define, whether it is compulsory books or enrichment materials in all stages. Noting, that any update in the policies will be announced to the parents through the K12 account of each student. It is the responsibility of the parent to check their account and be aware of announced policies and to provide accurate and updated email addresses and mobile numbers and to inform the Academy of any changes immediately.

In Case of non-compliance with laws and policies, Al-Arqam Academy has the right to take all formal procedures approved by it.

This pledge includes all of my daughters enrolled in the Academy.

Date

Guardian's Signature
