



THE CAMBRIDGE SCHOOL - DOHA



Parents' Guide 2017-2018

Dear Parents,

Welcome to The Cambridge School - Doha.

I hope you find the following helpful and informative in assisting you and your children in our School.

Please do not hesitate to contact us should you require any further information.

Principal
The Cambridge School

Essential Information:

Principal:

Assistant Principal:

Academic Coordinator:

Kindergarten Coordinator: Ms. Delia Bell

Head of Primary: Mr. Faizel Oosterwyk

Arabic Academic Coordinator: Mr. Ahmed Fathy Elsayed

How to contact the school:

School switchboard: +974 44696590 / +974 44690520

Fax: +974 44699278

Email: reception@tcsqatar.com

Website: www.tcsqatar.com

Contact for transport: +974 55874902

Parent Relations Officer: +974 55872084 Email: pro@tcsqatar.com

Term dates and school hours:

2017-2018: Term 1: 10th September 2017 – 14th December 2017

Term 2: 02nd January 2018 – 29th March 2018

Term 3: 03rd April 2018 – 14th June 2018

School begins: 7.15am

School ends: KG: 12 noon Y1-3: 1.00pm Y4-13: 1.10pm

Accounts:

Open Sunday to Wednesday: 7.00am – 5.00pm

Open Thursday: 7.00am – 3.00pm

Open Saturday: 8.00am - 2.00pm

Uniforms:

Open Sunday to Wednesday: 7.00am – 5.00pm

Open Thursday: 7.00am – 3.00pm Saturday: 8.00am – 2.00pm

Contents

SECTION 1: INTRODUCTION

1.1	Purpose of the Handbook	6
1.2	Mission Statement	6

SECTION 2: JOINING THE SCHOOL

2.1	Admission Policy	8
2.2	Registration	8
2.2.1	Re-Registration	8
2.3	Entrance Examination	8
2.4	Fees	9
2.5	School Uniform	9
2.6	Textbooks	9
2.7	School Transportation	10
2.8	Discontinuation & Transfer Certificate	11

SECTION 3: SCHOOL HOURS

3.1	School Day	11
3.2	Ramadan Hours	11
3.3	Calendar	11
3.4	Working Hours	11

SECTION 4: GENERAL INFORMATION

4.1	Entering School	12
4.2	Communication between Parents and the School	12

SECTION 5: HOW TO HELP YOUR CHILD BECOME A BETTER STUDENT

5.1	Attendance and Punctuality	12
5.1.1	Late Policy	13
5.2	Personal Belongings	13
5.3	Code of Conduct	14
5.4	School Rules	14
5.5	School Detention Policy	14
5.5.1	Promotion Policy	16

SECTION 6: WHAT YOUR CHILD IS LEARNING

6.1	Curriculum	17
6.2	Lesson Overviews	18
6.3	Extra-Curricular Activities	18
6.4	Educational Visits	18
6.5	Community Links	18
6.6	Homework	18
6.7	Homework Detention	19

SECTION 7: HOW WE ASSESS AND COMMUNICATE YOUR CHILDS' PROGRESS

7.1	Marking and Continuous Assessment / Classroom Monitor	22
7.2	School Examinations / Assessments	23
7.3	External Examinations	24
7.4	Written Reports	24
7.5	Parents Consultation Evenings	24

SECTION 8: CARE OF STUDENTS

8.1	The Role of the Class Teacher / Form Tutor	24
8.2	Health and Welfare	25
8.3	Students' Records	25
8.4	The Role of the School Counsellor	25
8.5	Healthy Eating	25

SECTION 9: THE ORGANISATION AND STAFFING OF THE SCHOOL

9.1	Ownership of the School	26
9.2	The Principal	26
9.3	The School Structure	26
9.4	Senior and Middle Leader	26
9.5	Students' Leadership and Management Roles	26

SECTION 10: HOW PARENTS CAN HELP THE SCHOOL

10.1	Parent Involvement, Parent Liaison Committee	27
------	--	----

APPENDICES

Fee Structure	28
School Uniform	30
School Calendar 2017-2018	31
Students' Code of Conduct	32
School Rules	32-33

SECTION 1: INTRODUCTION

1.1 PURPOSE OF THE HANDBOOK

The purpose of this handbook is to help you become familiar with the school. This includes:

- Essential dates and hours
- Who to contact for assistance
- How the school operates
- Your supporting role as a parent

Is there anything else you want to know? OR

Is there anything you have to communicate to the management?

Please contact the 'Feedback Helpline':

feedback@tcsqatar.com

1.2 MISSION OF THE SCHOOL

We are pleased that you are working in partnership with us in order to provide the best possible education for your child.

The Cambridge School, Doha aims to produce:

Happy, creative, ethical citizens who live motivated, fulfilled lives while enriching the lives of others.

We seek to achieve this through:

An enlightened, disciplined and broad education that responds to global changes while retaining essential values.

The Cambridge School aims to foster in its students:

Confidence and Humility

Ambition and Compassion

Curiosity and Respect

Vision and Tolerance

ACADEMIC RIGOUR * FLAIR * DISCIPLINE

These are delivered through SIX LEARNING RESULTS

- ✚ All students will be ICT literate and able to function in an IT-rich world
- ✚ All students should be confident and competent in their use and understanding of the ENGLISH language to enable them to take an active role in an international world
- ✚ All students should be confident and competent in their use and understanding of the ARABIC language and culture to enable them to take an active part in local custom and culture
- ✚ Islamic Studies is a key part of education for All Muslim students and an understanding of Islamic culture will be fostered throughout the school
- ✚ There will be a focus on developing the individual: students will be encouraged develop interests in sporting, cultural and aesthetic activities as individuals and in teams to develop confidence, humility, respect, compassion, vision and tolerance and acceptance of all races, nationalities, cultures and religions.
- ✚ External Examination success using accredited courses: Academic Rigour, Flair and Discipline are fundamental to students' entitlement and futures.

SECTION 2: JOINING THE SCHOOL

2.1 ADMISSION POLICY

Admission to the school depends upon the available space in the appropriate age group and the school's ability to meet the needs of your child. The school does not accept students with Special Needs requirements.

Students will not be admitted into a year group outside of their age group unless there are exceptional circumstances.

Priority is given to students who have a sibling attending the school and girls transferring from the Cambridge International School for Girls. Priority is also given to the children of staff.

2.2 REGISTRATION

These are the steps you need to go through in order to secure a place for your child in the school.

- Collect an application form from the School Registrar or download it from the website.
- The Registrar will check the application form and the availability of a place according to your child's age.
- On payment of the registration and entrance assessment fee, children from Years 1 to 10 sit for the entrance tests. Applicants for Kindergarten will be assessed informally according to set criteria. Interviews are arranged according to school schedule.
- Results of interviews/tests will be given within the day during the interview and if your child reaches the required standards s/he can join the school.
- Where classes are full you can submit an application to go onto the waiting list.

2.2.1 RE- REGISTRATION

Re- Registration forms along with re-registration fee to be submitted to reserve the seat for the next academic year. The re-registration date will be announced by school in the school portal in third term of the academic year. The re-registration fee is not refundable.

Students will lose their seat if failed to submit the re-registration forms and seat will go to a new student. This is applicable for use of School Transport also.

2.3 ENTRANCE EXAMINATION

In order to determine whether your child can benefit from an education at TCS, all prospective entrants to the Main School will be assessed in English and Mathematics. There is a QR400 non-refundable fee for sitting the tests.

All students from Year 1 and above seeking admission will have to take entrance test in English, Mathematics and Arabic.

For admission to Year 1 and 2, students need to pass in English and Mathematics. A test in Arabic will be given to understand the level of knowledge.

From Year 3 and above; Pass mark in Arabic is set as 40% for Native Arabic Speaking students. For others the test in Arabic is given only to test their level and will not be considered for giving admission.

Native Arab speaking students pass in English and Mathematics and failed Arabic will be given a retest free of cost within seven days from the date of first examination.

If the student fails in retest as given above, will be given admission only if;

The Parent give an unconditional declaration to admit the child to take additional coaching in after school hours at an annual fee of QR 2000/- and agree to pay immediately at the time of admission or undertake to pay before due date set for 1st Term fee of new academic year

If parent, decline to do as above will not be given admission and the student will be declared as unfit for admission.

A pass in English and Mathematics is compulsory.

2.4 FEES

On application to the school you will be required to pay non-refundable registration and assessment fee. Once your child has been accepted into the school, you will be required to pay in advance the term's tuition fee and a one-off non-refundable cautionary deposit.

If your child uses the school transport, this fee is also due in advance.

Fees may be paid to the Accounts Office during office working hours. (Refer to Section 3.4)

The status of your school fee account is available online. This can be assessed by using your School Parent I.D. It will show the fees paid fees outstanding and when these are due.

You are responsible for the payment of external examination fee at the time of examination entry and you will be invoiced accordingly.

Failure to have paid both the external examination and the Summer Term fee will result in your child not being entered for the external examinations.

2.5 SCHOOL UNIFORM

Cost of two sets of basic uniform will be collected along with 1st Term tuition fee. These basic sets will be started issuing from two weeks before the school re-opens for new academic year. The exact date will be announced to parents every year by SMS and through the school portal. All other, and extra uniform, can be collected against payment of charges on the distribution dates as mentioned in the Student Planner. All students are required to wear the full school uniform, which should be clean and well presented.

2.6 TEXTBOOKS

Cost of textbooks will be collected along with the 1st Term tuition fee. Books will be started issuing from two weeks before the school re-opens for new academic year. The exact date will be announced to parents every year by SMS and through school portal. Extra books if any required can be collected from the school stores against payment.

2.7 SCHOOL TRANSPORTATION

Seats on school buses are available on a first-come first-served basis. Fee for both one way and two ways are the same. The minimum fee will be a term fee irrespective of the number of days the transport is used.

Use of this facility is subject to the fees being paid in advance. There is a 3-day stand-down period between the fee payment and the student using the service. Transport service will not be available to those who did not pay fee. Parents wishing to withdraw from school transport must complete a discontinuation form and to be submitted to Transport Manager at least one month before the end of every Term. Students must wear their ID card everyday.

Those who are nuisance to other students in the bus will be discontinued from the Transport service and no fees will be refunded.

The service is only available to and from the designated points. Services to new location are not guaranteed if the parent shifts their location. Details of bus routes are available from the Transport Manager.

BUS RULES:

1. Stand in queue to get into the bus. No pushing.
2. Sit down in the seat allotted to you.
3. Walking around in the moving bus is forbidden.
4. Segregation rules in the bus must be maintained.
5. Shouting or talking loudly in the bus is dangerous as it may distract the driver.
6. Fighting with other students can result in suspension.
7. Littering in or out of the bus should not occur.
8. Aisles and/or walking space should be free of school bags.
9. Eating in the bus is forbidden.
10. Any damage to the bus caused by you will be charged.
11. Allow the infants and juniors to be seated first.
12. Please cooperate with the conductors to create a safe environment.
13. If the students require travelling to different place or needing to get down at a different stop then you need to bring in written request from your parent for approval.
14. In case of permanent change of location, contact the Transport Manager.
15. Students will not be allowed to use the school transport after school activities if they are not regular bus users.

16. If any students repeatedly break the bus rules then he/she may be debarred from using the school transport and no fee refund will be made.

2.8 DISCONTINUATION & TRANSFER CERTIFICATES

Request for Transfer Certificates must be submitted one month before start of new term. All dues as of the end of the term must be cleared to get the Transfer Certificate. Any penalty to be recovered from the student will be deducted from the Caution Deposit and if the Caution Deposit is not enough to cover the damages, parent has to pay the difference to get the Transfer Certificate.

If anybody requests a Transfer Certificate after the cutoff date as mentioned above, they have to pay all fees that due for the subsequent Term to get Transfer Certificate. In this case if anybody has to paid all their dues for the subsequent Term before applying for TC they will forfeit all such payments. This rule will be applied to transportation also.

SECTION 3: SCHOOL HOURS

3.1 SCHOOL DAY

Students should arrive at school between 7.00am and 7.15am.

Registration begins at 7.15am for students.

Lessons for Kindergarten children end at 12.00pm and for other students at 1.00pm and 1.10pm.

Students in Years 4-13 are expected to stay until 3.00pm on Monday for Extra-Curricular Activities, Sun-Wed and 2pm on Thursdays.

Students should be picked up promptly following lessons and Extra-Curricular Activities.

3.2 RAMADAN HOURS

The School Day may be adjusted during Ramadan.

3.3 CALENDAR

The school year is divided into three terms of varying lengths.

Term 1: September to mid-December

Term 2: January to late March

Term 3: April – June

These dates are determined in part by major Islamic festivals.

Please refer to Appendix 3 for the details of this year's calendar.

3.4 WORKING HOURS

Academic staff may be contacted by fixing an appointment with the Parent Relations Officer over phone.

Administrative staff are available between 7.00am and 3.00pm Sundays to Wednesday, Thursday 2.00 pm and 8.00am to 2.00pm on Saturdays.

SECTION 4: GENERAL INFORMATION

4.1 ENTERING SCHOOL

Parents are allowed to enter school premises only after 1.30pm. Entry to school during school time is allowed only with prior appointment. Appointments will be fixed through Parents Relation Officer (PRO). All visitors must enter the new reception and hand their ID to the security guard and receive a visitor's pass. All visitors must sign the entry book.

4.2 COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

If you wish to contact a teacher, the best way to do this is by using your child's Student Planner. This should be checked by you regularly and it is always good to remind your child to show the planner to his/her teacher.

In order to make an appointment to see a teacher, please contact the PRO during school hours.

The weekly Gazette is full of information about the school and the students and is available on the school portal every Thursday afternoon.

The school's website, www.tcsqatar.com provides details about the curriculum and school life.

A calendar of major school events and important dates is sent to all families at the beginning of the academic year and is also available online on the Parent Portal and in the Student Planner.

If you would like to make a comment about the school, you are invited to email at feedback@tcsqatar.com

SECTION 5: HOW TO HELP YOUR CHILD BECOME A BETTER STUDENT

Please see Code of Conduct and School Rules.

Students should bring the correct books and equipment each day and always wear full school uniform.

5.1 ATTENDANCE AND PUNCTUALITY

Punctuality is an important value for all students to learn. Students must learn that regular and punctual attendance at school is essential if they are going to experience success in their studies.

Students must attend at least 85% of the school days.

Students should attend school every day and arrive at school and lessons on time. Students may not leave the school during lesson time without the written permission of the Principal.

Please do not take holidays in term time.

If your child is absent from school, please leave a message with the PRO: pro@tcsqatar.com

If you know in advance that your child is going to be absent, please provide written notification to the Principal.

If your child is absent from school, you may receive an SMS or be phoned by the PRO as a follow-up check.

5.1 .1 LATE POLICY

Students who will come late: (monthly basis)

Students (other than KG) who arrive between 7.30 am and 8.20 am 1st, 2nd and 3rd time (monthly basis)

- will be detained at the School Admin office and will be allowed to go to class only in the second period.
- Students coming after 8.20 am will not be allowed to attend for the day. They will be sent back with their parents or with the person who escorted them when they came. If the parent is not available to pick them up, students will be sent to Counselor's room.

Exception: Students with valid reasons (with supporting evidence).

B: Students who arrive before start of second period on 4th time:

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

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

5.2 PERSONAL BELONGINGS

In addition to books, students are expected to bring to school basic equipment such as pens, pencils, rulers and so on. Calculators are allowed only in Year 9-13.

Students must not bring electronic equipment into school. This includes cameras, mobile telephones, iPods and MP3 players into school. They may leave them in school office and collect them after school.

Any student found with a camera or a mobile telephone or other electronic device in school will have it confiscated for a minimum period of one academic year. Parents will be asked to collect the device from School at the end of the academic year and sign a declaration that this will not recur.

All personal items should be clearly named.

Secondary students may rent lockers for a QR 50 deposit and QR 50 per Term.

School will not be responsible for any students' personal belongings including money if any brought to school.

5.3 CODE OF CONDUCT

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

5.4 SCHOOL RULES

Our school rules protect the safety and welfare of the students. We expect you to be familiar with them and assist us in implementing them fully.

Classroom Rules

“You have the right to learn – so do others teachers have the right to teach”

1. Be On Time – Bring all your equipment – Be ready to work.
2. Class register must be taken in silence at the start of lesson.
3. Always listen carefully to follow instructions.
4. Behave politely and respect others, their property and school property.
5. Look after your classroom. Keep it clean and tidy at all times.
6. No phones; Ipods and cameras are not allowed.
7. Do all your class work and homework as well as you can and on time.
8. Hands up – No calling out.
9. Do not talk while your teacher is talking to you / or the class.
10. Proper school uniform must be worn at all times including your school ID Badge.

PROMOTION POLICY

1. KG to Year 2: all students will be promoted automatically unless there are any major learning difficulties.

2. From Year 3 onwards:

A:- ATTENDANCE REQUIREMENT:

Students with less than 80% attendance (from the date of first day of attendance) will not be allowed to appear in Final Examination and they will have to repeat the year. Absence with medical certificate will be treated as present to calculate the percentage.

B:- From the Final Cumulative marks , Penal marks deductions in Home work marks and Continuous Assessment marks will be applied in the case of students who have had detentions and deductions for Home work and/or Behaviour issues.(Refer to Remedial Action Policy).

C: Net Cumulative mark of B above will be taken as Final Grade for the year (for details refer Note on Cumulative Mark on the previous page)

3. Students who are absent due to illness or other reasons during the Term Examinations.

If the student could not attend an examination because of illness, they have to produce a valid medical certificate (MC) acceptable to the Principal. (MCs are subject to verification and if found not genuine, student can be terminated from the School). Then average of the marks scored by the student in other examinations will be taken. In all other cases zero marks will be given for the subject in which the student was absent.

4. Promotion Policy:

From Year 3 onwards:

- a.) Examination result will be grouped into four Sections, Section A, Section B, Section C and Section D.

Section A	All main subjects except Arabic, Islamic Studies, Qatar History, Art (until Year 9), Music and PE. Art included in Section A from Year 10.
Section B	Arabic
Section C	Islamic Studies
Section D	Qatar History, Art (until year 9) , Music and PE

(a) PASS MARKS

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

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

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

Examination Schedule

Term 1

EXAMINATION RELATED DATES	
Send Interim Report to parents about risk of failure	26 th October 2017
Examination dates (Y3-11)	07 th to 14 th December 2017
Result publish on	09 th January 2018

Term 2

EXAMINATION RELATED DATES	
Send Interim Report to parents about risk of failure based of Term 1 result with details of weakness in every subject and marks to be scored in Term 2 Exam to pass	15 th February 2018
Examination dates (Y3-11)	22 nd to 29 th March 2018
Result publish on	12 th April 2018

Term 3

EXAMINATION RELATED DATES	
Send Interim Report to parents about risk of failure based of Term 1 and Term 2 results with details of weakness in every subject and marks to be scored in Term 3 Exam to pass	30 th April 2018
Examination dates (Y3-10)	27 th May to 03 rd June 2018
Result publish on	14 th June 2018

END OF THE YEAR RETEST

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

RETEST DATES

Inform Parents Retest	18 th June 2018	
RESITS		
Date	9am to 11 am	11.30am to 1.30pm
Sun, 08 th June 2018	English	ICT
Mon, 09 th June 2018	Mathematics	Social Studies
Tue, 10 th June 2018	Arabic / English *	Science
Wed, 11 th June 2018	Mathematics / Arabic*	Social Studies
Thu, 12 th June 2018	ICT	Science
*No more than TWO subjects each day		

MOST IMPORTANT NOTE TO PARENTS & STUDENTS

Students who are eligible for retest will be given only **ONE CHANCE**. Student should choose one date from the two options given in the above schedule.

Years 11, 12 & 13: External CIE Examinations

SECTION 6: WHAT YOUR CHILD IS LEARNING

6.1 CURRICULUM

The curriculum is modeled on the National Curriculum for England and Wales NC14 with the addition of Arabic and Islamic Studies. Kindergarten (KG) follows the Early Years Foundation Stage and Primary and Secondary follow the British Curriculum.

Toward the end of Year 9, students will make some choices about subjects for the International General Certification of Secondary Education (IGCSE) offered through the Cambridge International Examinations Board (CIE). After IGCSE, students will continue to study Advanced Supplementary (AS) and Advanced Level (A level) subjects, through CIE. These qualifications will enable them to gain entry into Universities worldwide.

Separate information and consultation evenings will help students and parents to become familiar with the content of these courses and choose the subjects' best suited to their abilities and career aspirations.

The school provides support lessons in English and Mathematics.

6.2 LESSON OVERVIEW

What your child will study each term is available on the School Portal. You can use this information to support your child's learning by encouraging him/her to undertake research, wider reading or visits in association with the current topics.

6.3 EXTRA-CURRICULAR ACTIVITIES (ECA)

Learning beyond the classroom helps to build areas of special interest and fosters wider learning opportunities. ECA at TCS is compulsory 1.30pm-3.00pm Sunday-Thursday., with Years 3-6 on Monday and Years 7-9 on Wednesday. A programme is available on a termly basis. Parents are expected not to make other arrangements on these days.

6.4 EDUCATIONAL VISITS

Educational visits form an integral and important part of the educational process and are planned into the curriculum; a visit is often the basis of a series of lessons.

Every step is taken to ensure good organisation and safety on these trips. Parents will be informed well in advance of any special arrangements or resources required.

Parents will sign and date a permission slip. No child may attend without parent written permission.

Visits will normally be self-financing with a nominal charge for transport costs.

6.5 COMMUNITY LINKS

The school takes part in selected inter-school events for example:

- Participation in the Model United Nations
- Curriculum-based competitions with other schools within the Taleb Group Schools
- Inter-Taleb School Competitions
- Inter-Qatar Schools Competitions

6.6 HOMEWORK

- ✚ Homework is both important and necessary.
- ✚ Homework done regularly throughout secondary school can be equivalent to an additional year of study! The homework timetable in this planner will help you to organise your work and time. Use the weekly diary to keep a check on what you have to do and when it must be completed by.
- ✚ Try to do your homework at the same time each day in a quiet place where you are free from distraction. You are likely to achieve more by working regularly for relatively short periods than in a single long session when your concentration will lapse.

Purpose of Homework:

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

6.7 HOMEWORK DETENTION

If your child's homework is not complete or not submitted on the due date, they will be given a homework detention. Parents will be notified at least 24 hours in advance of the detention so that alternative pick-up arrangements may be made.

6.8 EDUCATION SUPPORT LESSON

Optional with additional fees, Sunday-Wednesday, 3.00pm-5.00pm

STUDENT FRIENDLY REMEDIAL ACTION POLICY 2017-18

A: HOMEWORK LAPSES
(Failure to submit home work within the cut off time)

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

A (1) - Year 2, 3 & 4- Student will lose the particular homework mark for the subject every time.

A (2) - Year 5 and above-

Sequence in a Term (subject wise)	Action	Impact on Homework mark	Remarks
1 st Time in a Term	Written Note in the Planner	Lose full mark of the particular Home work	
2 nd Time in a Term	Written warning	Lose full mark of the particular Home work	
3 rd Time in a Term	Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days.	Lose full mark of the particular Home work	Parent has to come for a meeting with the teacher & PRO
4 th Time and above in a Term	<ul style="list-style-type: none"> a) Student will be suspended for next three academic days. b) Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days. 	<ul style="list-style-type: none"> a) Student will lose full mark of the Home work b) Lose 2/3rd mark of the Home work mark of the subject for the Term. 	Parent has to come for a meeting with the teacher, AC & PRO. If parents fail to come for meeting student will not be allowed to Re- register for next academic year.

B: BEHAVIOUR ISSUES (From Year 2 and above)

Sequence in a Term (subject wise)	Action	Impact on Home work and CA marks	Remarks
1 st Time in a Term	a. Detention will be given during the period of issue. b. Student has to do detention work in the detention room. c. Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days		
2 nd Time in a Term	a. Detention will be given during the period of issue. b. Student has to do detention work in the detention room. c. Student will be suspended for THREE days from the next day. d. Student will not be allowed to attend PE, Music, Art classes; goes on field trips; participate in ECA and any competitions for next 21 calendar days e. Student may not be given Re registration for g the next academic year.	a. Lose 50% of the CA mark of the concerned subject during which issue has happened b. Lose 25% of the CA mark of all other subjects of the Term. c. Lose 100% Homework mark .	Parent has to come to school for a meeting with Teacher, PRO and Principal.
3 rd Time in a Term	a. Student will be expelled from school for the Term. b. Student will be black listed for Re Registration for the next academic year.	Lose full mark of the CA and Home work of all subjects of the Term	Parent has to come to school to meet Principal.

D: REMEDIAL SYSTEM - STUDENTS NOT IN PE UNIFORM

- ✚ Students who do not have proper flat sports shoes (non-marking shoes without studs) are not allowed to enter the sports hall or to participate in PE activities.
- ✚ Students who do not wear the proper PE uniform are not allowed to enter the sports hall or to participate in PE activities.
- ✚ Students who do not have their school ID will not be allowed inside sports hall, Gym or in PE activities.
- ✚ All students as mentioned above without PE uniform and flat shoes during PE lessons will be sent to detention room through PRO during the period and can't attend PE, Art, Music classes for next 21 days.

ACADEMIC AWARDS

1. Scholastic excellence Award:

A: End of every Term:

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

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

B: End of the Year:

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

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

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

2. Taleb Scholarship

Taleb Scholarship is given to the highest scorer in IGCSE exam (in Year 11)

Topper will get 50% discount and the 2nd highest scorer will get 25% discount in tuition fee in Year 12.

Conditions:

Minimum 5 A* must be scored by the student

Minimum point scored must be 60

Maximum permissible B is only one.

There shall not be any subject below Grade B

Student must have attended for 8 subjects in IGCSE examination

If there is a tie, discount amount will be shared

3. Merit Certificates

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

Conditions:

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

Cut off marks Year 3 to 5

Languages: Grades equivalent to 90% and above

Social Studies/EVS: Grades equivalent to 85% and above

Science: Grades equivalent to 85% and above

Mathematics: Grades equivalent to 90% and above

Cut off marks Year 6 to 8

Languages: Grades equivalent to 80% and above

Social Studies/EVS: Grades equivalent to 85% and above

Science: Grades equivalent to 85% and above

Mathematics: Grades equivalent to 90% and above

SPECIAL RECOGNITION AWARDS

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

EXTRA CURRICULAR AWARDS

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

SCHOOL POLICY ON STUDENTS WHO ARRIVED LATE

A: Students (other than KG) who arrive between 7.30 am and 8.15 am 1st, 2nd and 3rd time (monthly basis)

- ✚ Will be detained at the School Admin office and will be allowed to go to class only in the second period.
- ✚ Students coming after 8.15 am will not be allowed to attend for the day. They will be sent back with their parents or with the person who escorted them when they came. If the parent is not available to pick them up, students will be sent to Counselor's room.

Exception: Students with valid reasons (with supporting evidence).

B: Students who arrive before start of second period on 4th time:

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

NOTE:

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

SECTION 7: HOW WE ACCESS AND COMMUNICATE YOUR CHILD'S PROGRESS

7.1 MARKING AND CONTINUOUS ASSESSMENT

The school uses both ongoing assessments and examinations at the end of units of work and the end of the term. Continuous assessment is carried out through grading class work, short tests, assignments and projects. In Primary, books will be sent home weekly for your signature.

ASSESSMENT POLICY

EXAMINATION TOPICS

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

YEAR GROUP	EXAMINATION PORTION
Year 1 & 2	No written examinations. Grades will be based on Continuous Assessment process/program
Year 3 to 9	Each Term Examination will be based on portions covered during the Term until the date of Examination
Year 10 and above	In Term 1 & 2 – Topics covered until the date of examination In Term 3- Full Year Topics

WEIGHTAGE- CUMULATIVE MARK (EVERY TERM)

YEAR GROUP	% OF CONTINUOUS ASSESSMENT MARKS	% OF HOME WORK MARKS	% OF TERM EXAMINATION	TOTAL
YEAR 1 & 2	100%	-	-	100%
YEAR 3	25%	10%	65%	100%
YEAR 4 to 6	20%	10%	70%	100%
YEAR 7 & 8	15%	10%	75%	100%
YEAR 10 to 13	10%	10%	80%	100%

GRADED SUBJECT: No examinations for the following subjects: Art (except in Year 10 to 13), PE, and Music

FINAL CUMULATIVE GRADE (END OF THE YEAR)

YEAR GROUP	CUMULATIVE GRADE AT THE END OF THE YEAR
Year 3 to 9	Average of the cumulative marks of every term during the year
Year 10	25% of Term 1 +25% of Term 2 + 50% of Term 3 Cumulative marks

GRADING AS APPLICABLE FOR THE SCHOOL

A* - 90-100% A – 80-89% B – 70 – 79% C – 60 – 69% D – 50-59%
E – 40-49* F – 30-39% G – 20-29% U – 19% and below

Years 11 and above: External CIE Examinations

7.2 SCHOOL EXAMINATIONS / ASSESSMENTS

There are termly examinations and assessments for Years 3-13. Years 11-13 students also sit "mock" Cambridge examinations during the spring term. Please refer to the Calendar for dates.

7.3 EXTERNAL EXAMINATIONS

Year 11-13 students undertake external IGCSE and A Level examinations in their approved option subjects; TCS is an approved CIE Examination Centre. Entry is dependent upon set criteria such as regular attendance at school (minimum 80%), consistent application to work and proven success in termly examinations. The final decision about entry rests with the Principal.

7.4 WRITTEN REPORTS

Reports are uploaded onto the Portal at the end of each term.

7.5 PARENTS' CONSULTATION EVENINGS

Parent-Teacher consultation sessions take place soon after the reports are uploaded onto the Portal. Parents are notified by SMS and the Gazette of these dates and times.

SECTION 8: CARE OF STUDENTS

The Assistant Principal has overall oversight of the students' Pastoral Care. The Counsellor provides individual support and assistance for students with learning or personal issues.

8.1 THE ROLE OF THE CLASS TEACHER/FORM TUTOR

In the Kindergarten and Primary sections, each student has a class teacher and in the Secondary section, a form tutor. In the Primary section, this teacher is responsible for teaching most subjects. Children will be taught in Arabic, Qatar History and Islamic Studies by the Specialist teacher.

The Class Teacher / Form Tutor are responsible for the day-to-day oversight of your child. This is the person you should contact first through the PRO and a student planner if there is a general matter you want to discuss regarding your child. If the issue is purely academic, then the subject specialist who teaches your child may be the more appropriate person.

In the Secondary section, tutor time is an important part of the school routine. Class Teachers and Form Tutors help students to understand more about:

- the work they do in school;
- experiences they have had in school;

- their relationships with others;
- The choices they have to make - those that affect their future and those of values and standards.

8.2 HEALTH AND WELFARE

All parents must advise the school if your child has any medical issues. A full-time Nurse is in charge of first aid. If a student is unwell, they will be sent to the Nurse. In the case of severe illness or accident, the Principal will be informed.

No student is sent home ill without the Principal's approval.

If your child requires outside medical attention, we will advise you of this. Should you then decide to take your child home, we will ask you to sign a disclaimer to the effect that you are taking responsibility for the situation.

In the case of an emergency, the Principal will call for an ambulance. All effort will be made to contact you. Meanwhile, a member of staff will accompany your child to the hospital.

The Nurse is the only member of staff who may administer any form of medication.

Please do not send your child to school if s/he is ill, has head lice or is exhibiting any flu symptoms.

If your child suffers from conditions such as epilepsy, asthma and diabetes s/he will be placed on the medical register and supervised treatment given as necessary.

8.3 STUDENT'S RECORD

You are able to access all relevant data pertaining to your child through the Education Home Management System for which you have your specific ID.

In case of emergency we must have all your contact details. Please assist us by ensuring that you provide us with any change of communication details so that we can update our records.

8.4 THE ROLE OF THE STUDENT COUNSELOR

The School Counsellor assists students who appear to be having learning, emotional or behavioural issues.

8.5 HEALTHY EATING

Students are encouraged to eat sensibly and drink plenty of water during the school day. Water fountains are to be found around the school. Students may also purchase water from the canteen. The Canteen is open at break times only to provide cold snacks and drinks.

Fizzy drinks, cans and glass bottles are not allowed in school.

Birthday cakes, chips and party food are also not permitted.

Birthday Cakes can only be allowed in KG and Year 1.

Inform the PRO beforehand.

SECTION 9: THE ORGANISATION AND STAFFING OF THE SCHOOL

9.1 OWNERSHIP OF THE SCHOOL

The Cambridge School is owned by the Taleb Group of companies. They also own the Cambridge International School for Girls (CISG) and The Doha Modern Indian School (DMIS).

9.2 THE PRINCIPAL

Taleb Management is represented at the school on a day-to-day basis by the Principal who can be contacted on principal@tcsqatar.com

9.3 THE SCHOOL STRUCTURE

The school is organised into three sections: Kindergarten, Primary and Secondary.

There is a Head of Kindergarten and a Head of Primary assisted by Subject Heads and Year Heads.

The subjects in Secondary are led by Subject Heads who report to the Academic Coordinator and Principal.

The school also has four Heads of House for houses: Eagles, Hawks, Falcons and Kestrels and Head of Years.

9.4 SENIOR AND MIDDLE LEADERS

The Senior Leadership Team (Principal, Academic Coordinators, Assistant Principal and Admin Coordinator) determine and oversee school policies and their implementation and manage the day-to-day running of the school.

The primary responsibility of middle leaders (Head of Years and Head of Subjects) is to lead the teaching and learning in their section of the school or subject team and to support the personal development of students in their care.

9.5. STUDENTS' LEADERSHIP AND MANAGEMENT ROLES

A small number of prefects including a Head Girl and Boy and Deputy Head Girl and Boy are chosen each year from the students in Years 12 and 13. Their role is to model good personal and academic qualities assist the staff with specific duties and represent the student body and the school at specific functions.

House Captains and Sports Captains lead competitive student activities in their House – Falcon, Hawk, Eagle or Kestrel.

Students will be nominated for School Council to represent student views and concerns regarding school procedures. School Council may also organise student activities. This body has an important role to play to ensure that students are included in decisions that affect them.

The Assistant Principal has oversight of the Student Council.

SECTION 10: HOW PARENTS CAN HELP THE SCHOOL

10.1 PARENT INVOLVEMENT

The school warmly welcomes suggestions and help from parents.

Parents may be asked to come into school to contribute to the topics studied in the classroom or to speak to older students about career choices. Parents may also like to assist A-Level students by offering them work experience in Year 12 or 13.

10.2 HOW TO EXPRESS YOUR OPINIONS ABOUT SCHOOL

We very much value your opinion and you may wish to use the suggestion box in the school entrance. We also invite your opinions via questionnaires and forums. Parents can also communicate via the email address, feedback@tcsqatar.com set up for this purpose.

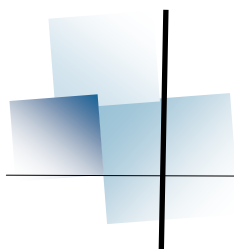
Please inform us when any member of staff "goes the extra mile" for you.

If you have any concerns please let us know straight away. We will respond within 24 hours and work together with you to resolve the matter speedily.

If you feel the matter has not been satisfied, please make a formal written complaint to the Principal or to Management through the feedback email.

Parent Committee:

There is a small, active Parent Committee that meets the Principal and PRO each month to discuss any matter and make proposal.



APPENDICES

SCHOOL FEE FOR THE ACADEMIC YEAR 2017-2018

THE CAMBRIDGE SCHOOL

SCHEDULE OF SCHOOL FEES FOR THE ACADEMIC YEAR 2017-2018				
Particulars				Qrs.
Assessment Fee (non-refundable) - One time				449
Registration Fee (non-refundable) - One time				449
Caution Deposit (refundable-interest fee) - One time				562
Re-registration Fee (non refundable) (for existing students payable before 31-05-2017)		Qrs. 2247/-	(will be adjusted against 1st term Tuition Fee)	
Advance tuition Fee (non refundable) (payable at the time of new admission before 1st term)		Qrs. 2247/-	(will be adjusted against 1st term Tuition Fee)	
SCHOOL FEE				
1st term (Inclusive of Books, Photo Package and RTLS Fee)	2nd Term	3rd Term	Yearly School Fee	
KG1	6734	5113	5113	16960
KG2	8116	6393	6393	20902
Y1	9599	7686	7685	24970
Y2	9908	7686	7685	25279
Y3	10083	7686	7685	25454
Y4	10656	8361	8360	27377
Y5	11033	8361	8360	27754
Y6	10881	8361	8360	27602
Y7	12226	9475	9474	31175
Y8	12068	9475	9474	31017
Y9	12169	9475	9474	31118
Y10	13846	10995	10994	35835
Y11	12397	21989	0	34386
Y12	15563	26137	0	41700
Y13	14442	26137	0	40579
Transport Fee	Term 1 QR. 1376/-	Term 2 QR. 1376/-	Term 3 QR. 1377/-	Qr. 4129/-

Locker Rent	Term 1 QR. 57/-	Term 2 QR. 56/-	Term 3 QR. 56/-	Qr. 169+ refundable deposit Qr.50
School Fees - Cut off Dates				
		KG 1 to Gr 10	Gr. 11 to Gr 13	
Payable on or before - 1st Term		15 th August 2017	28 th August 2017	
Payable on or before - 2nd Term		15 th December 2017	15 th December 2017	
Payable on or before - 3rd Term		15 th March 2018	15 th December 2017	
Notes:				
2% discount is offered on yearly tuition fee, if payment is made in full in advance before the beginning of the academic year.				
Sibling discount on tuition fee is available for the third and subsequent children studying in the school. 3 rd child 15%, 4 th child 25% and 5 th child and above 35%.				
School fees are non-refundable and non-transferable.				
Parents are expected to ensure prompt payment of each installment of fees. Failure to pay promptly will invalidate all discounts. If tuition/transport fees are not paid within due date, the school has the right to exclude the child from school, not permit him/her to avail the school transport.				
One month notice prior to the commencement of the new term is required for withdrawal of the child from the school / discontinuation of school transport. Irrespective of the month in which the child is admitted/withdrawn or stopped using school transport, fee for the full term needs to be paid.				
Tuition fee will not be refunded after commencement of the Term.				
Above School fees are subject to review and may be increased subject to approval from the Ministry of Education.				
Parents are to sign a Fee Declaration Form at the beginning of each school year.				
The Caution Deposit is refundable within 30 working days from the date of submission of TC request along with the original receipt.				
Book cost included in the first term fee shown as above :				
1) Book cost does not include cost of Arabic book.				
2) New students in G11 will have to pay G10 book costs; existing students of Grade 11 can buy books if required by paying extra costs.				
3) For New students in Grade 13 will follow Grade 12 costs of books, existing students of Grade 13 can buy books if required by paying its costs.				
Mode of Payment: Cash/Cheque only				

SCHOOL UNIFORM

All students are required to wear school uniform, which should be clean and well presented

Boys

- Regulation trousers – School Belt
- Regulation short or long sleeved open necked shirt
- Plain black shoes and white socks
- Regulation school colour sweater
- Jewelry – watch only
- Hair must be short and sensibly cut. No hair gel.

Girls

- Regulation skirts (long or below knee length) or trousers – School Belt
- Regulation short or long sleeved open neck shirt
- Plain black shoes and white socks
- Regulation school colour sweaters
- Hair adornments should be black, blue or white. Hair must be tied back.
- Jewellery – one pair of studs and a wrist watch
- No cosmetics, nail varnish or make up
- Scarves must be white, cream, black or school colour

PE KIT – On PE Day only when PE is taking place

- Regulation School House shirt and school P.E trousers (Tracksuit)
- Swimming costume, a towel and a swimming cap are also required

UNIFORM DETENTION

PRO Contact Parents

CALENDAR 2017 – 2018

Winter Term One (September – December 2017)

Staff Return (New)	Monday, 28 th August 2017
Staff Return (Old)	Monday, 4 th September 2017
Students Return	Sunday, 10 th September 2017
Eid Al Adha (Tentative)	Saturday, 2 nd September – Tuesday, 5 th September 2017
On account of Qatar National Day	Monday, 18 th December 2017
Last Working Day for Students	Thursday, 14 th December 2017
Last Working Day for Teachers	Thursday, 21 st December 2017

Spring Term Two (January - April 2018)

Staff and Students Return	Tuesday, 2 nd January 2018
Mid Term Break	Sunday, 28 th January – Thursday, 1 st February 2018
Staff and Students Return	Sunday, 04 th February 2018
National Sports day	Tuesday, 13 th February 2018
Last Working Day for Students & Staff	Thursday, 29 th March 2018

Summer Term Three (April – July 2018)

Staff and Students Return	Tuesday, 3 rd April 2018
Examination Dates – Y3-10 (Tentative)	Sunday, 27 th May – Sunday, 3 rd June 2018
Last Working Day for Students	Thursday, 14 th June 2018
Last Working Day for Staff	Tuesday, 3 rd July 2018

SCHOOL HOURS (STUDENTS)

KG	7.15am to 12.00 noon
Primary (Years 1 to 3)	7.15am to 1.00pm
Secondary (Years 4 to 13)	7.15am to 1.10pm Classes & ECA till 3.00pm

OFFICE TIMINGS

Sunday to Wednesday	7.00am to 5.00pm
Thursday	7.00am to 3.00pm
Saturday (Admin only)	8.00am to 2.00pm

LESSON TIMES

Lesson	Years 4 to 6	Years 7 to 13
Registration	7.15am – 7.30am	7.15am – 7.30am
L1	7.30am – 8.20am	7.30am – 8.20am
L2	8.20am – 9.10am	8.20am – 9.10am
L3	9.10am – 10.00am	9.10am – 10.00am
Break (Y4 to 6)	10.00am – 10.30am	
L4	10.30am – 11.20am	10.00am – 10.50am
Break (Y7 to 13)	-	10.50am – 11.20am
L5	11.20am – 12.10pm	11.20am – 12.10pm
L6	12.10pm – 1.10pm	12.10pm – 1.10pm

Primary (Years 1 to 3)

L1	7.15am – 8.05am
L2	8.05am – 8.55am
First Break (outside)	8.55am – 9.20am

L3	9.20am – 10.10am
L4	10.10am – 11.00am
Second Break (inside)	11.00am – 11.20am
L5	11.20am – 12.10pm
L6	12.10pm – 1.00pm

EXTRA CURRICULAR ACTIVITIES AND SUPPORT LESSONS

Year 4 to 13 – Compulsory

ECA – Sunday to Thursday

1.30pm – 3.00pm

(for Bus users – bus will leave at 3.10pm)

Extra Educational Support Lessons – Optional

(with additional Fees – Sunday to Wednesday)

3.00pm – 5.00pm

Parents have to arrange transportation after 5pm

CODE OF CONDUCT

Every member of the school community should be

- Considerate
- Courteous
- Cooperative
- Friendly
- Hardworking
- Honest
- Responsible
- Well-presented

In practice, this means

- Being punctual
- Speaking courteously
- Wearing the correct uniform
- Being prepared for lessons and submitting all homework
- Moving around school in an orderly manner
- Ensuring the school is litter free
- Bullying will not be tolerated in the school in any form

SCHOOL RULES

- ✚ Students are expected to behave in a respectful manner towards others, including teachers, at all times.
- ✚ Students must be in school no later than 7.15am – there is a lateness detention
- ✚ Students must be punctual in arriving at lessons – there is a lateness detention
- ✚ Students who arrive late must obtain a late-entry slip in order to be allowed into class and a lateness detention may apply
- ✚ Students must complete all homework by the due date or face a homework detention after school
- ✚ Students must wear the correct uniform or risk a homework detention
- ✚ Students who leave a lesson for any reason must be in possession of a pass from the teacher
- ✚ Students must be well behaved on the bus and must accept the authority of the driver and the conductor
- ✚ Students must have an appropriate school bag, equipment, books required for the day, student planner, PE kit as required.
- ✚ Cameras, mobile phones, walkmans, MP3s, iPods, other electronic device and personal stereos are not to be brought in school. If found they will be confiscated.
- ✚ Valuable items must not be brought into school. The school will not be responsible for these items
- ✚ No obscene literature or bad language will be tolerated within the school premises
- ✚ Students must not damage the plants and trees inside the school or in the school grounds
- ✚ Chewing gum is not permitted within school
- ✚ Hairstyles must be appropriate: gel and spiked hair are not acceptable.
- ✚ Girls hair must be tied back.
- ✚ Personal cleanliness and hygiene is expected
- ✚ Glass containers may not be brought into school
- ✚ Smoking will result in expulsion from school
- ✚ Students must line up in a quiet and orderly manner before being allowed to enter a room
- ✚ Students will not be allowed to leave school during class hours. In the case of an emergency, written permission must be sought from the Principal.
- ✚ Parents must inform the Parent Relations Officer (PRO) if their child is going to be absent from school
- ✚ Applications for extended absence from school must be submitted in advance to the Head of Section who will refer it to the Principal for consideration
- ✚ Students must go to the Nurse if they feel unwell. Students cannot go home without the permission of the Nurse and Principal
- ✚ Cheating is unacceptable and any student using unfair means to undertake a test / examination will be removed and a zero grade awarded
- ✚ Library books must be returned on time. Students will be asked to pay the replacement cost if the library book is lost or not returned
- ✚ Any damage to school property will be charged against the Cautionary Deposit.
- ✚ Inappropriate behaviour such as bullying or verbal/ physical aggression will be dealt with as a serious infringement of TCS's Code of Conduct