Prepare the Child for the Road, Not the Road for the Child
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: Mr Prem Prakash Sahu
Assistant Principal: Ms Krishna K
Academic Coordinator: Mr Sainul
Kindergarten Coordinator: Ms. Delia Bell
Head of Primary: Mr. Faizel Oosterwyk

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:
2018-2019:
Term 1: 1 September 2018 – 17th December 2018
Term 2: 02nd January 2019 – 29th March 2019
Term 3: 03rd April 2019 – 14th June 2019
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 – 3.30pm
Open Saturday: 10.00am – 2.00pm

Uniforms:
Open Sunday to Wednesday: 7.00am – 5.00pm
Open Thursday: 7.00am – 3.30pm Satu
rday: 10.00am – 2.00pm
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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 at 7.00am
Registration begins at 7.00am for students.
Lessons for Kindergarten children end at 12.00pm and for other students at 1.00pm and 1.10pm.
Students should be picked up promptly after School

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 only with prior Appointment.

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)
Student-late reporting to class after 5 minutes (irrespective of the subject)

Teacher has to note down in the attendance register the tie student came to class receptionist has to maintain a register to follow the such students and report to the PRO.

Action:

- 3 consecutives incidents in year student will get 1-day suspension. Student can attend school only after the parent come and meet the Principal.
- 4th time – remedial system will be applied.

**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

PROMOTION POLICY YEAR 2018-19

ASSESSMENT POLICY

EXAMINATION TOPICS

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

<table>
<thead>
<tr>
<th>YEAR GROUP</th>
<th>EXAMINATION TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 &amp; 2</td>
<td>No written examinations. Grades will be based on Continuous Assessment process/ program</td>
</tr>
<tr>
<td>Year 3 to 9</td>
<td>Each Term Examination will be based on the prescribed topics covered during the Term.</td>
</tr>
<tr>
<td>Year 10</td>
<td>In Term1,2 &amp; 3- All topics covered during the Year up until the date of the examination.</td>
</tr>
<tr>
<td>Year 11</td>
<td>In Term 1 -Full topics of Year 10 and topics covered in Term 1 in Year 11. Mock exam – Full topics of Year 10 and 11 will be included. These examinations are only internal assessments and end of year results will be based on the results published by CIE.</td>
</tr>
</tbody>
</table>
Year 12 & 13

<table>
<thead>
<tr>
<th>Term</th>
<th>Topics covered during the Term until the date of Examination Mock Exam - Full Year Topics.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>These examinations are only internal assessments and end of year result will be based on the Results published by CIE.</td>
</tr>
</tbody>
</table>

**PROMOTION POLICY**

**KG to YEAR 2**

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

**YEAR 3 TO YEAR 9**

1:- **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 proper/authorized medical certificate will be treated as present to calculate the percentage.

2:- **END OF TERM MARKS:** At the end of every term, the cumulative marks of Homework (HW), Continuous Assessment (CA), end of Term examination and Behavior Marks will be arrived at and shown as individual mark as per the weightage as shown below.

   a) There will be Examination at the end of every Term.

   b) Structure of **Term End marks** in every Term.

<table>
<thead>
<tr>
<th>Home Work</th>
<th>Continuous Assessment</th>
<th>Term End Examination</th>
<th>Behaviour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5%</td>
<td>5%</td>
<td>65%</td>
<td>25%</td>
<td>100%</td>
</tr>
</tbody>
</table>

3: **FINAL CUMULATIVE MARK:** Final Cumulative Mark at the end of the Year will be calculated as below.

<table>
<thead>
<tr>
<th>CA Mark</th>
<th>(5%)</th>
<th>Average mark scored in the three Terms;</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW Mark</td>
<td>(5%)</td>
<td>Average mark scored in the three Terms;</td>
</tr>
<tr>
<td>Examination Mark</td>
<td>(65%)</td>
<td>Average of all the three terms examination;</td>
</tr>
<tr>
<td>Behaviour Mark</td>
<td>(25%)</td>
<td>Average of all the three Terms.</td>
</tr>
</tbody>
</table>

**FinalCumulativeMark** (100%)- Total of CA, HW, Exam and Behaviour Marks.

The final result will be judged based on this Final Cumulative mark of every subject at the end of the academic year.

**4: PROMOTION POLICY YEAR 3 TO YEAR 9:**

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

<table>
<thead>
<tr>
<th>Section A</th>
<th>English, Mathematics, Science, Social Studies &amp; ICT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section B</td>
<td>Arabic</td>
</tr>
<tr>
<td>Section C</td>
<td>Islamic Studies.</td>
</tr>
</tbody>
</table>
Section D: French (those who attend afternoon session from Year 1 to 7) & Qatar History.

(2) PASS MARKS - YEAR 3 TO 9

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Section A</th>
<th>Section B</th>
<th>Section C</th>
<th>Section D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic students with Mother tongue as Arabic and belong to Islam</td>
<td>Need Minimum 50% marks in every subject in Section A</td>
<td>Need minimum 50% marks in Arabic</td>
<td>Need 50% marks in Islamic Studies</td>
<td>No minimum requirement</td>
</tr>
<tr>
<td>Arabic students with Mother tongue as Arabic and do not belong to Islam</td>
<td>Need Minimum 50% marks in every subject in Section A</td>
<td>Need minimum 50% marks in Arabic</td>
<td>No minimum requirement</td>
<td>No minimum requirement</td>
</tr>
</tbody>
</table>
Maximum 1% moderation will be given to get minimum pass of cumulative score of 50% in every subject.

Separate Progress Report will be issued for the Extra Curricular Activities attended by the Student.

Year 10

1:- 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.

2:- END OF TERM MARKS: At the end of every Term, the cumulative marks of Homework, Continuous Assessment and end of term examination will be arrived at as per the weightage as shown below.

a) There will be Examination at the end of every Term.

b) Structure of Cumulative marks- in every Term.

<table>
<thead>
<tr>
<th>Term</th>
<th>CA%</th>
<th>Homework%</th>
<th>Examination%</th>
<th>Behaviour%</th>
</tr>
</thead>
<tbody>
<tr>
<td>I TERM1</td>
<td>5</td>
<td>5</td>
<td>65</td>
<td>25</td>
</tr>
<tr>
<td>II TERM2</td>
<td>5</td>
<td>5</td>
<td>65</td>
<td>25</td>
</tr>
<tr>
<td>III TERM3</td>
<td>5</td>
<td>5</td>
<td>65</td>
<td>25</td>
</tr>
</tbody>
</table>

4: FINAL CUMULATIVE MARK: Final Cumulative Mark at the end of the Year will be calculated as below.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CA Mark -5%</td>
<td>Average mark scored in the three Terms;</td>
</tr>
<tr>
<td>HW Mark -5%</td>
<td>Average mark scored in the three Terms;</td>
</tr>
<tr>
<td>Examination Mark-65%</td>
<td>(25% of Term 1 + 25% of Term 2 + 50% of Term 3 examination marks);</td>
</tr>
<tr>
<td>Behaviour Mark -25%</td>
<td>Total of all the three Terms. Lowest mark will be zero.</td>
</tr>
<tr>
<td>Final Cumulative Mark-100%</td>
<td>The final result will be judged based on this Final Cumulative mark of every subject at the end of the academic year.</td>
</tr>
</tbody>
</table>
5. PROMOTION POLICY - YEAR 10

Students have to score minimum 50% marks in every subject to pass.

**Year 11 to 13**

1: ATTENDANCE REQUIREMENT:

Students with less than 80% attendance (from the date of first day of attendance) as on the date of applying for CIE entry will not be allowed to do enroll for CIE Examination. Absence with medical certificate will be treated as present to calculate the percentage.

2: END OF YEAR RESULT:

(1) End of Year Result will be based on the Grades scored by students in Cambridge International Examination (CIE).

(2) Examinations conduct by the School is only an internal assessment and the grades scored by student in internal examinations will not decide on their pass/failure.

(3) There is no overall pass mark in Year 11, 12 & 13. Those who scored Grade ‘U’ or ‘X’ in all subjects in the internal Mock assessments will be recorded as FAILED in the record of Ministry of Education, Qatar.

(4) Admission to Year 12 & 13 will be solely depend on the subjects opted by the students and its grades scored in IGCSE and AS level Examinations (conducted by CIE) respectively, subject to the admission requirements prevail in the School during the academic year.

(5) Every school has its own policy giving admission in Year 12 and 13 based on CIE grades.

Note:

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

If the student could not attend an end of Term examination because of illness, they have to produce a valid medical certificate (MC) acceptable to the School. (MCs are subject to verification and if found not genuine, student can be terminated from the School).

a) If there is a valid acceptable medical certificate for any end of term examination, marks will be taken as below:

   Term 1- Proportionate CA mark of the subject scored during Term 1 will be taken as End of Term 1 examination mark.

   Term 2- Only ‘End of Term 1’ examination mark of the concerned subject will be taken.

   Term 3- Lowest mark of the concerned subject among the ‘end of Term 1 or term 2’ examinations will be taken.

b) If the medical certificate produced is not acceptable to the Principal or no certificate is produced within two days of examination, zero marks will be given for the subject in which the student was absent.

B: RETEST:

(1) Retests for failed students will be given on the dates strictly as announced by the School.

(2) Students will be given only one chance to appear for a retest and that too on the scheduled date. The student should choose the date to appear for the test from the schedule.
(3) Students who failed in more than 3 subjects in Section A will not be given retest and will be declared as FAIL. In the said 3 subjects Arabic, Islamic studies and Qatar History will not be counted.

(4) Maximum two subjects will be covered in a day and there will be retest on five days which will also cover Arabic, Islamic Studies and Qatar History as well for the Arabic speaking students.
Examination Schedule

Term 1

<table>
<thead>
<tr>
<th>EXAMINATION RELATED DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Interim Report to parents about risk of failure</td>
</tr>
<tr>
<td>Examination dates (Y3-11)</td>
</tr>
<tr>
<td>Result publish on</td>
</tr>
</tbody>
</table>

Term 2

<table>
<thead>
<tr>
<th>EXAMINATION RELATED DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
<tr>
<td>Examination dates (Y3-11)</td>
</tr>
<tr>
<td>Result publish on</td>
</tr>
</tbody>
</table>

Term 3

<table>
<thead>
<tr>
<th>EXAMINATION RELATED DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
<tr>
<td>Examination dates (Y3-10)</td>
</tr>
<tr>
<td>Result publish on</td>
</tr>
</tbody>
</table>

END OF THE YEAR RETEST

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

<table>
<thead>
<tr>
<th>RETEST DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform Parents Retest</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESITS</th>
<th>Date</th>
<th>9am to 11 am</th>
<th>11.30am to 1.30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sun, 23rd June 2019</td>
<td>English</td>
<td>ICT</td>
</tr>
<tr>
<td></td>
<td>Mon, 24th June 2019</td>
<td>Mathematics</td>
<td>Social Studies</td>
</tr>
<tr>
<td></td>
<td>Tue, 25th June 2019</td>
<td>Arabic / English *</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Wed, 26th June 2019</td>
<td>Mathematics / Arabic*</td>
<td>Social Studies</td>
</tr>
<tr>
<td></td>
<td>Thu, 27th June 2019</td>
<td>ICT9</td>
<td>Science</td>
</tr>
</tbody>
</table>

*No more than TWO subjects each day
Announce Result after Retest

MAGNOINT 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 2018-19

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

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

A(1)- Year 2, 3&4- Student will lose the particular homework mark for the subject
everytime. A (2) - Year 5 and above-

<table>
<thead>
<tr>
<th>Sequence in a Term (subject wise)</th>
<th>Action</th>
<th>Impact on Homework mark</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Time in a Term</td>
<td>Written Note in the Planner</td>
<td>Lose full mark of the particular Home work</td>
<td>Send SMS, Notification and email.</td>
</tr>
<tr>
<td>2nd Time in a Term</td>
<td>Written warning</td>
<td>Lose full mark of the particular Home work</td>
<td>Send SMS, Notification and email.</td>
</tr>
<tr>
<td>3rd Time in a Term</td>
<td>Student will not be allowed - to attend Activity lessons - goes on field trips; - to participate in ECA and any competitions for next 21 calendar days.</td>
<td>Lose full mark of the particular Home work</td>
<td>Send SMS, Notification and email. Parent has to come for a meeting with the teacher &amp; PRO</td>
</tr>
<tr>
<td>4th Time and above in a Term</td>
<td>a) Student will be suspended for next three academic days. b) Student will not be allowed - to attend Activity lessons - goes on field trips; - to participate in ECA and any competitions for next 21 calendar days.</td>
<td>Student will lose full mark of the particular Home work</td>
<td>Send SMS, Notification and email. Parent has to come for meeting with the teacher, AC &amp; PRO. If parents fail to come for meeting student will not be allowed to Re- register for next academic year.</td>
</tr>
</tbody>
</table>
### B: BEHAVIOUR ISSUES (From Year 2 and above)

<table>
<thead>
<tr>
<th>Sequence in a Term</th>
<th>Action</th>
<th>Impact on Behavior marks</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| **1st Time in a Term** | a. Student has to attend Remedial class during the period of issue.  
b. Student has to do Remedial class work in the Counselor room.  
c. Student will not be allowed to attend-  
   (i) Activity classes including enrichment classes;  
   (ii) goes on fieldtrips;  
   (iii) participate in ECA and  
   (iv) any competitions  
for next 21 calendar days. | (a) Student will lose 5 out of 25 marks in the behavior mark of the subject in which student misbehaved.  
(b) Any incident happened outside classroom or during activity period, student will lose 5 out of 25 marks in the behavior marks in all subjects in Section A & B. | SMS, email and notification will be sent. |
| **2nd Time in a Term (in any subject)** | a. Student has to attend Remedial class during the period of issue.  
b. Student has to do Remedial class work in the Counselor room.  
c. Student will be suspended for THREE days from the next day.  
d. Student will not be allowed to attend-  
   (i) Activity classes including enrichment classes;  
   (ii) goes on fieldtrips;  
   (iii) participate in ECA and  
   (iv) any competitions  
for next 21 calendar days.  
d. Student may not be given Re registration for the next academic year. | (a) Student will lose 15 out of 25 marks in the behavior mark of the subject in which student misbehaved.  
(b) Any incident happened outside class room or during activity period, student will lose 15 out of 25 behavior marks in all subjects. | SMS, email and notification will be sent to parents.  
Parent has to come to school for a meeting with Teacher, PRO and Principal. |
| **3rd Time in a Term (in any subject)** | a. Student will be expelled from school for the Term.  
b. Student will be blacklisted for Re Registration for the next academic year. | Student will lose full behavior marks in all subjects. | SMS, email and notification will be sent to parents.  
Parent has to come to school to meet Principal. |
Remedial Systems: Students involved in behaviour issues in regular classes or during activities or outside class rooms within school premises or in school bus will selected for remedial system will go to counsellor room during activity periods including subjects (Arabic, Maths an English) enrichment classes for next 21 days. They will excluded for all competitions and field trip.

Parent Meeting: Activity Coordinator should be available at the school during the time meeting and should meet parents in case they need to discuss about the activities.

C: STUDENTS WITHOUT SCHOOL UNIFORM & ID CARD

Student will not be allowed to attend school without proper school uniform and ID Card.

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 activity classes, field trip or any ECA activities 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.

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)

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

WEIGHTAGE- CUMULATIVE MARK (EVERY TERM)

<table>
<thead>
<tr>
<th>YEAR GROUP</th>
<th>% OF CONTINUOUS ASSESSMENT MARKS</th>
<th>% OF HOME WORK MARKS</th>
<th>% OF TERM EXAMINATION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 1 &amp; 2</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>YEAR 3</td>
<td>25%</td>
<td>10%</td>
<td>65%</td>
<td>100%</td>
</tr>
<tr>
<td>YEAR 4 to 6</td>
<td>20%</td>
<td>10%</td>
<td>70%</td>
<td>100%</td>
</tr>
<tr>
<td>YEAR 7 &amp; 8</td>
<td>15%</td>
<td>10%</td>
<td>75%</td>
<td>100%</td>
</tr>
<tr>
<td>YEAR 10 to 13</td>
<td>10%</td>
<td>10%</td>
<td>80%</td>
<td>100%</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>YEAR GROUP</th>
<th>CUMULATIVE GRADE AT THE END OF THE YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3 to 9</td>
<td>Average of the cumulative marks of every term during the year</td>
</tr>
<tr>
<td>Year 10</td>
<td>25% of Term 1 +25% of Term 2 + 50% of Term 3 Cumulative marks</td>
</tr>
</tbody>
</table>

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.
# SCHEDULE OF SCHOOL FEES FOR THE ACADEMIC YEAR 2018-2019

**The Cambridge School**

## 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

<table>
<thead>
<tr>
<th>1st term (Inclusive of Books, Photo Package and RTLS Fee)</th>
<th>2nd Term</th>
<th>3rd Term</th>
<th>Yearly School Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>KG1</td>
<td>5671</td>
<td>5250</td>
<td>5250</td>
</tr>
<tr>
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<td>7107</td>
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<tr>
<td>Y1</td>
<td>8613</td>
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<tr>
<td>Y13</td>
<td>13624</td>
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<td></td>
</tr>
<tr>
<td>Transport Fee</td>
<td>QR. 1376/-</td>
<td>QR. 1376/-</td>
<td>QR. 1377/-</td>
</tr>
</tbody>
</table>

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P. O. Box 22580 Al Madeed Street, Mamoura - Doha, Qatar
Page 28
<table>
<thead>
<tr>
<th>Locker Rent</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Qr. 169+ refundable deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qr. 57/-</td>
<td>Qr. 56/-</td>
<td>Qr. 56/-</td>
<td>Qr. 50</td>
</tr>
</tbody>
</table>

### School Fees - Cut off Dates

<table>
<thead>
<tr>
<th>KG 1 to Gr 10</th>
<th>Gr. 11 to Gr 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payable on or before - 1st Term</td>
<td>15th August 2017</td>
</tr>
<tr>
<td>Payable on or before - 2nd Term</td>
<td>15th December 2017</td>
</tr>
<tr>
<td>Payable on or before - 3rd Term</td>
<td>15th March 2018</td>
</tr>
</tbody>
</table>

### 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. 3rd child 15%, 4th child 25% and 5th 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 vanish 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

PE Uniform: Student has to come in School Uniform Daily and can change the uniform just before Activity period.

UNIFORM DETENTION

PRO Contact Parents
CALENDAR 2018-2019
Winter Term One (August – December 2018)
Staff Return: SUNDAY, 26th August 2018
Students Return: WEDNESDAY, 29th August 2018
Last Working Day for Students MONDAY, 17th December, 2018
On account of Qatar National Day: TUESDAY, 18th December 2018
Last Working Day for Staff: THURSDAY, 20th December 2018

Spring Term Two (January – March 2019)
Staff Return: WEDNESDAY, 02nd January 2019
Students Return SUNDAY, 6th January 2019
National Sports day TUESDAY, 12th February 2019
Last working Day for Students/Staff THURSDAY, 4th April, 2019

Summer Term Three (April – July 2019)
Staff Returns WEDNESDAY, 10th April, 2019
Students Return: SUNDAY, 14th April 2019
Last Working Days for Students: TUESDAY, 4th June 2019
Last Working Day for Staff: THURSDAY, 20th June 2019

SCHOOL FEES - DUE DATE
KG 1 to Year 10 Year 11 to 13
Term 1: 15th August 2018 15th August 2018
Term 2: 15th December 2018 15th December 2018
(Balance fee for the year)
Term 3: 15th March 2019
IGCSE, AS & A level examination fees will be accepted only when the tuition fee for
the year 2018-2019 is paid in full. The School reserves the exclusive right to exclude
students from the class if the tuition fee is not paid by the due date as per calendar. Last
day to pay the fee is starting date of every term. The default of payment of tuition fee will
lead to exclusion from the class.
**SCHOOL HOURS (STUDENTS)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>KG</td>
<td>7.00am to 12.00 noon</td>
</tr>
<tr>
<td>Primary (Years 1 to 4)</td>
<td>7.00am to 1.05pm</td>
</tr>
<tr>
<td>Lower (Years 5 to 9)</td>
<td>7.00am to 1.10pm</td>
</tr>
<tr>
<td>Secondary (Years 10 to 13)</td>
<td>7.00am to 1.15pm</td>
</tr>
</tbody>
</table>

**OFFICE TIMINGS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday to Wednesday</td>
<td>7.00am to 5.00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>7.00am to 3.30pm</td>
</tr>
<tr>
<td>Saturday (Admin only)</td>
<td>8.00am to 2.00pm</td>
</tr>
</tbody>
</table>

**LESSON TIMES**

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Years 4 to 6</th>
<th>Years 7 to 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>7.15am – 7.30am</td>
<td>7.15am – 7.30am</td>
</tr>
<tr>
<td>L1</td>
<td>7.30am – 8.20am</td>
<td>7.30am – 8.20am</td>
</tr>
<tr>
<td>L2</td>
<td>8.20am – 9.10am</td>
<td>8.20am – 9.10am</td>
</tr>
<tr>
<td>L3</td>
<td>9.10am – 10.00am</td>
<td>9.10am – 10.00am</td>
</tr>
<tr>
<td>Break (Y4 to 6)</td>
<td>10.00am – 10.30am</td>
<td></td>
</tr>
<tr>
<td>L4</td>
<td>10.30am – 11.20am</td>
<td>10.00am – 10.50am</td>
</tr>
<tr>
<td>Break (Y7 to 13)</td>
<td>-</td>
<td>10.50am – 11.20am</td>
</tr>
<tr>
<td>L5</td>
<td>11.20am – 12.10pm</td>
<td>11.20am – 12.10pm</td>
</tr>
<tr>
<td>L6</td>
<td>12.10pm – 1.10pm</td>
<td>12.10pm – 1.10pm</td>
</tr>
</tbody>
</table>

**Primary (Years 1 to 3)**

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>7.15am – 8.05am</td>
</tr>
<tr>
<td>L2</td>
<td>8.05am – 8.55am</td>
</tr>
<tr>
<td>First Break (outside)</td>
<td>8.55am – 9.20am</td>
</tr>
</tbody>
</table>
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 7.00am – 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.