

Principals' message

Dear Parents,

**“Children must be taught how to think, not what to think.”
– Margarat Mead**

It gives me immense pleasure to introduce The Cambridge School Doha for children who wish to take up global challenges.

This School envisages a child centric approach to nurture the innate curiosity and creativity of a student in a supportive and stimulating environment. The curriculum web has been knit around the child to obtain expected and desired learning outcomes in a conducive and coherent environment and augment their potential by providing excellent learning experiences.

We have incorporated various activities and pedagogic methodologies of the British Curriculum to help students acquire “design think” or out of the box approach to learning. In order to retain the essence of our own pragmatic ideas based on the rich value system Qatar is known for. A fine blend of our deep rooted culture and ethos with International dimension will provide deep understanding of the world to the students, making them balanced personalities with a broad and progressive perspective for the future.

Please remember – Childhood is not a race to see how quickly a child can read, write and count, childhood is a small window of time to learn and develop the pace which is right for each individual child.

Our school Vision and Mission are the guiding beacon. We urge our students to excel in whatever they undertake and sore pinnacles of success and glory. We can only act as facilitator and help. We request for your support and co-operation to achieve this goal.

“Let’s try our best to make this school, a place of good happenings.”

I believe “Talent ripens where curiosity thrives”

With warm regards and best wishes,

Ms. Ritula Singh
Principal
The Cambridge School

GENERAL CONTACT INFORMATION	
Al Madeed St. Al Mamoura, Doha (Office) +974 44696590 (Fax) +974 44699278	
Principal	principal@tcsqatar.com
Registrar registrar@tcsqatar.com	Mobile No. +974 66994221
Administrative Officer admin@tcsqatar.com	Mobile No, +974 66994220
Parent Relation Officer pro@tcsqatar.com	Mobile No. +974 55872084
Transport Manager transport@tcsqatar.com	Mobile No. +974 55874902
Accounts Officer finance@tcsqatar.com	Mobile No. +974 66994223
Confidential Feedback	feedback@tcsqatar.com
Feedback	feedback@tcsqatar.com

Essential Information

Principal	:	Ms. Ritula Singh
Assisstant Principal	:	Mr. Alaa Ali
Academic Coordinator	:	Mr. Sanju Salvan
Head Of Primary	:	Mr. Faizel Oosterwyk
Head of KG	:	Ms. Deborah O'connor

ACADEMIC YEAR 2020-2021

SCHOOL HOURS

- KG 7:00 am to 12:00 noon
- Primary (Year 1-3) 7:15 am to 12:55 pm
- Lower Secondary (Year 4 -6) 7:15 am to 01:10 pm
- Upper Secondary (Year 7 -13) 7:15 am to 01:15 pm

OFFICE TIMINGS

Administration:

- Sunday to Wednesday 7:00 am to 5:00 pm
- Thursday 7:00 am to 3:30 pm

Academic:

- Sunday to Thursday 7:00 am to 3:30 pm

LESSON TIMES 2020-2021

Lesson	Years 4 to 6		Lesson	Years 7 to 13
Registration Form Tutor +	07.00am – 07.30am		Registration Form Tutor +	07.00am – 07.30am
Lesson 1	07.30am – 08.15am		Lesson 1	07.30am – 08.15am
Lesson 2	08.15am – 09.00am		Lesson 2	08.15am – 09.00am
Lesson 3	09.00am – 09.45am		Lesson 3	09.00am – 09.45am
Break	09.45am – 10.15am		Lesson 4	09.45am – 10.30am
Lesson 4	10:15am – 11:00am		Break	10.30am – 11.00am
Lesson 5	11:00am – 11:45am		Lesson 5	11:00am – 11:45am
Lesson 6	11.45am – 12.30pm		Lesson 6	11.45am – 12.30pm
Lesson 7	12.30pm – 13.10pm		Lesson 7	12.30pm – 13.15pm

Years 1 to 3 (Primary)	
Registration + Form Tutor	07.00am – 07.15am
Lesson 1	07.15am – 08.00am
Lesson 2	08.00am – 08.40am
Break	08.40am – 09.00am
Lesson 3	09.00am – 09.45am
Lesson 4	09.45am – 10.30am
Lesson 5	10:30am – 11:15am
Break	11:15am – 11:30am

Lesson 6	11.30am – 12.15pm
Lesson 7	12.15pm – 12.55pm

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

OUR SEVEN 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 cultural integration for the 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 is fundamental to students' entitlement and futures.
- ✚ All students will be encouraged to become Global Citizens.

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 every day.

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 12.55pm, 1.00pm and 1.15pm.

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 5.00pm Sundays to Wednesday, Thursday 3.30 pm and 10.00am 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 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 to 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 the start of the second period on 4th time:

- The 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.

5.5 PROMOTION POLICY

1. KG to Year 2: all students will be promoted automatically unless there are any major learning difficulties
2. From Year 3 to 10:

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. END OF TERM CUMULATIVE MARKS:

At the end of every Term, the cumulative marks of Homework, Continuous Assessment and end of term examinations will be as per the weightage.

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	10%	10%	80%	100%

C. PENAL MARKS:

From the end of term cumulative mark, Penal mark deduction in Homework and Continuous Assessments will be applied in the case of students who have had detention and deduction for Homework and/or Behaviour issues.

D. FINAL CUMULATIVE MARK:

Final Cumulative Mark at the end of the Year will be calculated as below.

Year Group	Cumulative Year 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 and 50% of Term 3

Years 11 -13: External CAIE Examinations

GRADING AS APPLICABLE FOR THE SCHOOL

A* - 90-100% A – 80-89% B – 70 – 79% C – 60 – 69% D – 50-59%

E – Less than 50% Fail

E. PROMOTION POLICY: FROM YEAR 3 TO YEAR 9:

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

Section A	English, Mathematics, Science, Social Studies, ICT and Qatar History
Section B	Arabic
Section C	Islamic Studies
Section D	Art, Music and PE

F. 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, a 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.

G. 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</u> and belong to <u>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 belong to <u>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.

5.5.1 STUDENT FRIENDLY REMEDIAL ACTION POLICY 2020-21

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

A. (2) - Year 5 and above- **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**

Sequence in a Term (subject wise)	Action	Impact on Homework mark	Remarks
1st Time in a Term	Written Note in the Planner	Lose full mark of the particular Home work	Send SMS, Notification and email.
2nd Time in a Term	Written warning	Lose full mark of the particular Home work	Send SMS, Notification and email.
3rd Time in a Term	Student will not be allowed - to attend Activity lessons - goes on fieldtrips; - to participate in ECA and anycompetitions for next 21 calendar days.	Lose full mark of the particular Home work	Send SMS, Notification and email. Parent has to come for a meeting with the teacher & PRO
4th Time and above in a Term	a) Student will be suspended for next three academic days. b) Student will not be allowed - to attend Activity lessons - goes on fieldtrips; - to participate in ECA and anycompetitions for next 21 calendar days.	Student will lose full mark of the particular Home work	Send SMS, Notification and email. 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)

REMEDIAL POLICY-BEHAVIOUR ISSUES INSIDE CLASS DURING TEACHING

TERM 1

SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
1 st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room.	Lose 5 marks of Behaviour marks of the concerned subject.
2 nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor room.	Lose 15 marks of Behaviour marks of the concerned subject
3 rd Incident	Out for Term and student can attend only Term End Examination	Lose full marks of Behaviour marks of all subjects

TERM 2 & 3

1 INCIDENT BEFORE		
SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
1 st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room.	Lose 5 +2 (=7) marks of Behaviour marks of the concerned subject.
2 nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor room.	Lose 15 +2 (=17) marks of Behaviour marks of the concerned subject
3 rd Incident	Out for Term and student can attend only Term End Examination	Lose full marks of Behaviour marks of all subjects

2 INCIDENTS BEFORE		
SEQUENCE	PUNISHMENT	EFFECT IN BEHAVIOUR MARKS
1 st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor room.	Lose 5+ 4 (=9) marks of Behaviour marks of the concerned subject.
2nd Incident	Out for Term and student can attend only Term End Examination	Lose 15+4 (=19) marks of Behaviour marks of the concerned subject
3 & MORE INCIDENTS BEFORE		
SEQUENCE	REMEDIAL ACTION	EFFECT IN BEHAVIOUR MARKS
1 st Incident	Out for Term and student can attend only Term End Examination	Lose 5 + (2 x no of times student has incidents before during the current academic year) marks subject

REMEDIAL POLICY-BEHAVIOUR ISSUES IN ACTIVITY CLASSES, OUTSIDE & INSIDE CLASS DURING BREAK TIME

TERM 1

SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. Warning will be given through the planner.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. One day Suspension on the next day.
3rd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. Three day's Suspension from the next day.
4th Incident	Out for Term and student can attend only Term End Examination

TERM 2 & 3

1 INCIDENT BEFORE	
SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. Warning will be given through the Planner.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor room. One day suspension.
3rd Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. Three day's Suspension from the next day.
4th Incident	Out for Term and student can attend only Term End Examination
2 INCIDENTS BEFORE	
SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip and any other Extra Curricular Activities & 3 Days suspension. Student has to do remedial class work in Counsellor room. One day suspension.
2nd Incident	21 days' exclusion from the Activity classes, Field Trip & other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. Three day's Suspension from the next day.
3rd Incident	Out for Term and student can attend only Term End Examination
3 INCIDENTS BEFORE	
SEQUENCE	REMEDIAL ACTION
1st Incident	21 days' exclusion from the Activity classes, Field Trip & any other Extra Curricular Activities. Student has to do remedial class work in Counsellor room. Three day's Suspension from the next day.
2nd Incident	Out for Term and student can attend only Term End Examination
4 or MORE INCIDENTS BEFORE	
SEQUENCE	REMEDIAL ACTION
1st incident	Out for Term and student can attend only Term End Examination

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 (IGSCE) 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)

With effect from the AY 2019-20, The Cambridge School is introducing my robust, engaging and skill full set of activities as a part ECA Enrichment. These activities will be offered within the school timetable and it will be a compulsory part of the school curriculum. **The activities will be offered under four categories – Academic Enrichment, Personality Development, Cognitive Skills and Physical Education.** Every day there will be one dedicated lesson for the activities and performance and growth will be assessed periodical to keep it meaningful and purposeful.

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.

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

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

Year Group	Examination Portion
Years 1 & 2	No written examinations. Years will be based on Continuous Assessment process/program
Years 3 to 9	Each Term Examination will be based on portions covered during the Term until the date of Examination
Year 10	In Term 1, 2 & 3 – All topics covered during the year until the date of the examination.
Year 11	In Term 1-All topics of Year 10 and topics covered in Term 1 in Year 11. Mock examinations – All topics of Year 10 and 11. These examinations are only internal assessments and end of year results will be based on the results published by CAIE.
Year 12 & 13	Term 1 – Topics covered in Term 1. Mock examination – all topics covered during the course of the year for final examinations. These examinations are only internal assessments and end of year results will be based on the results published by CAIE.

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 examination 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 (CIS), The Doha Modern Indian School (DMIS), Alpha Cambridge School (ACS) and Beta Cambridge School (BCS).

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, Assistant Principal, Academic Coordinator, Head of Primary and Head of KG) 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.