



مدرسة الأكاديمية الدولية  
International Academy

# Parent Handbook

September 2012

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## Parent Information Handbook

2012 - 2013

Dear Parents,

It is my honour and privilege to welcome you to the International Academy of Kuwait. This will be your first step in understanding our school and making an informed decision if you are considering joining our community.

We have an absolutely lovely community of students at the school and a parent body who are passionate about their children's education. The business managers of the school are forward thinking. They continuously seek to improve the opportunities available for our students and know how important it is to provide the best possible education for our students.

Enclosed in this booklet is information related to the school year 2012-2013. We hope this will clarify routines for our existing parents and encourage potentially new parents to apply to the school.

We are very interested in welcoming students who will thrive in our particular school environment and who can make a positive contribution to our student body.

If you would like to visit the school, our office is open from 8:00 am until 2:00 pm and then 2:45pm until 3:30pm each school day. We usually arrange school tours from 2:45pm – 3:30pm each school day, and 9:00am – 12:00pm on Saturdays.

Yours faithfully,

Ayaz Iqbal  
Principal IAK

## MISSION STATEMENT

The International Academy of Kuwait is committed to academic excellence through personalized learning for every student and careful attention is given to student's individual learning styles and learning needs.

The International Academy of Kuwait is a school where rigorous goal setting is linked to quality assessment of learning outcomes and a school where lessons are enjoyed and students are supported beyond the classroom in their journey to adulthood.

The International Academy of Kuwait is a school where students, staff, parents and the wider community share a close connection, are happy, challenged and rewarded.

The International Academy of Kuwait is a school where we develop a deep respect for Kuwait's religious and cultural norms.

The International Academy of Kuwait is a school where we all have a voice within a culture that recognises each person's individual ability.

The International Academy of Kuwait is a school where we all have a strong sense of personal worth and where under achievement is not accepted.

The International Academy of Kuwait is a school where we all aspire to excel.

## VISION

To be one of Kuwait's leading and most inspiring co-educational international schools, providing a well-resourced, strongly academic, British style education.

## PHILOSOPHY

Our philosophy is to provide an education which seeks **excellence from all – excellence for all.**

We believe that:

- Students should be educated in a stimulating, safe and happy environment.
- Education should balance the intellectual, physical, social, moral and emotional in order to develop well-rounded, caring individuals who can make a positive contribution to society.
- Young people should be given the opportunity to become confident, self-disciplined and independent individuals who take responsibility for their own learning and seek to develop their own talents and interests.
- All members of the school community - students, teachers and non-teaching staff should have an equal opportunity to succeed regardless of race, gender, ability or cultural and religious background.
- We should celebrate and respect the diversity of languages, cultures and traditions within our school and the wider world.

- With honest and open communication between all members of the school community, including parents, we will build a mutually supportive and successful school.

## STUDENT AIMS

By the time our students leave IAK they will be able to:

- Seek knowledge and become lifelong learners.
- Have a positive work ethic.
- Have social and interpersonal skills by involvement in all aspects of school life.
- Be articulate, analytical, expressive and receptive communicators.
- Value the importance of achieving their optimum physical and intellectual potential
- Be responsible, contributing members of society.

## The School Day

### Foundation

7:35-7:55	8:00-8:25	8:25-8:50	8:55-9:20	9:20-9:45	9:45-10:10	10:15-10:35	10:35-11:05	11:10-11:35	11:35-12:00	12:00-12:25	12:25-12:55
Assembly	1	2	Break	3	4	5	6	Break	7	8	9

### Primary

7:35-7:55	8:00-8:25	8:25-8:50	8:55-9:20	9:20-9:45	9:45-10:10	10:15-10:35	10:35-11:05	11:10-11:35	11:35-12:00	12:00-12:25	12:25-12:55	12:55-1:20	1:25-1:50	1:50-2:15
Assembly	1	2	3	Break	4	5	6	7	Break	8	9	10	11	12

### Secondary

7:35-7:55	8:00-8:50	8:55-9:45	9:45-10:10	10:15-11:05	11:10-12:00	12:00-12:25	12:25-1:20	1:25-2:15
Assembly	1	2	Break	3	4	Break	5	6

All gates will be open to drop children off in the mornings. Foundation playgrounds will be supervised from 7:15 am.

At the end of the school day, all students will be taken to the foundation playground to be collected by parents using the new gate (gate 4). All other gates will be closed. We have separated the buses and bus students from the rest of the school to improve safety at the school.

At 1:00 pm after parents have collected their foundation children, they are not allowed to stay at the school to wait for primary or secondary children to finish. They must leave the school around 1:00 pm and then return at 2:15 pm if they wish to collect older children.

At 2:15, parents should enter the school through gate 4. Parents should collect their children from the foundation playground only and must not enter other areas of the school. Parents should leave the school premises as soon as possible.

## IAK 2012/2013 ACADEMIC YEAR

### TERM 1

Week No.		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
								1	
1.01	Sept	2	3	4	5	6	7	8	2 Sept: Teachers Start; 5 Sept: Term 1 starts for Years 7-11 6 Sept: Term 1 starts for Year 1-6
1.02		9	10	11	12	13	14	15	9 Sept: Term 1 starts for Foundation Yr12
1.03		16	17	18	19	20	21	22	18 <sup>th</sup> Sept: Foundation open evening; 19 <sup>th</sup> Sept Primary open evening; 20 <sup>th</sup> Sept: Secondary open evening. All 4pm - 6pm
1.04		23	24	25	26	27	28	29	
1.05		30							
1.05	Oct		1	2	3	4	5	6	
1.06		7	8	9	10	11	12	13	7 Oct – 11 Oct: Humanities week
1.07		14	15	16	17	18	19	20	
1.08		21	22	23	24	25	26	27	21 – 25 Oct: Islam week; 25 Oct: Interim reports go home
1.09		28	29	30	31				26 -29 Oct: Eid Al Adha; 28 Oct – 1 Nov: Holiday
1.09	Nov					1	2	3	
1.10		4	5	6	7	8	9	10	4 Nov: Parents meeting 8:00 – 3:30
1.11		11	12	13	14	15	16	17	15 Nov: Hijri New Year
1.12		18	19	20	21	22	23	24	18 Nov: Teacher Only Day; 19 – 22 Nov: Math week 20 Nov: Universal Children's day; Young Entrepreneurs
1.13		25	26	27	28	29	30		
1.13	Dec							1	
1.14		2	3	4	5	6	7	8	2 – 13 Dec: Examinations
1.15		9	10	11	12	13	14	15	13 Dec: Last day Term 1 <b>(66 days)</b>
1.16		16	17	18	19	20	21	22	
1.17		23	24	25	26	27	28	29	
1.18		30	31						
1.18	Jan			1	2	3	4	5	

### TERM 2





Week No.		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
2.01	Jan	6	7	8	9	10	11	12	6 Jan: Staff only; 7 Jan: Term 2 starts
2.02		13	14	15	16	17	18	19	13 - 17 Jan: School Photos and Art and Calligraphy week 17 Jan: Report cards go home
2.03		20	21	22	23	24	25	26	23 Jan: Parents meeting 8:00 – 3:30
2.04		27	28	29	30	31			24 Jan: Prophets Birthday (PBUH)
2.04	Feb						1	2	3 – 28 Feb: Science Fair competitions
2.05		3	4	5	6	7	8	9	
2.06		10	11	12	13	14	15	16	
2.07		17	18	19	20	21	22	23	20-28 Feb: Sports days
2.08		24	25	26	27	28			24 – 28 Feb: Arabic Week 25 Feb: National Day, 26 Feb: Liberation Day
2.08	March						1	2	
2.09		3	4	5	6	7	8	9	6 March: Y9 parents meeting, 2:30 – 4:00 7 March: Science Fair Finals
2.10		10	11	12	13	14	15	16	
2.11		17	18	19	20	21	22	23	17 – 28 March: Y11 / Y12 Mock Exams 28 March: Reports go home
2.12		24	25	26	27	28	29	30	28 March: Last day Term 2 <b>(56 days)</b>
2.13		31							
2.13	April		1	2	3	4	5	6	

## TERM 3

Week No.		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
3.01	April	7	8	9	10	11	12	13	7 April: Staff only 8 April: Term 3 begins 11 April: Parent Meetings 8:00 – 3:30
3.02		14	15	16	17	18	19	20	
3.03		21	22	23	24	25	26	27	21 – 25 April: English and Media week 22 April: Earth Day, 23 April: World book day 25 April: English and Arabic Poetry night
3.04		28	29	30					28 April: Y11 Graduation, last day for Y11 and Y12 28 Apr – 2 May: Certificate assemblies
3.04	May				1	2	3	4	
3.05		5	6	7	8	9	10	11	
3.06		12	13	14	15	16	17	18	
3.07		19	20	21	22	23	24	25	
3.08		26	27	28	29	30	31		26 May – 6 June: Internal Examinations
3.08	June							1	
3.09		2	3	4	5	6	7	8	4 June: Israa and Miraj
3.10		9	10	11	12	13	14	15	9 – 13 June: Y3-Y10 Exam feedback opportunity (for students only)
3.11		16	17	18	19	20	21	22	
3.12		23	24	25	26	27	28	29	18 June: Term 3 ends + report cards go home
3.12		30							20 June: Last day for teachers <b>(51 days)</b>

Events will be confirmed closer to their dates

### KEY

	School holidays and weekends
	Public and Islamic holidays (not confirmed)
	Teacher only days
	Term start and end days for students

## KEY PEOPLE

Name	Title
Mr. Ayaz Iqbal	Principal
Mr. Paul Adams	Head of Secondary
Ms. Davina McCarty	Head of Primary
Mr. Mark Jones	Assistant Head (Pastoral)
Ms. Inas El Shawa	Head of Foundation
Ms. Lamia Al Birjawi	Year 1 Dean
Ms. Oslem Yuksel	Year 2 Dean
Ms. Maysaa Sioufi	Year 3 Dean
Ms. Sandra Jorge	Year 4 Dean
Ms. Fatima Husain	Year 5 Dean
Ms. Evadne Vanlouw	Year 6 Dean
Mr. Ihab Hafez	Year 7 Dean
Ms. Dina Mostafa	Year 8 Dean
Ms. Shwikar Shawky	Year 9 Dean
Mr. Amin Bilal	Year 10 Dean
Mr. Omar Al-Rawi	Year 11 Dean
Mr. Mark Jones	Year 12 Dean
Mr. Tariq Younas	Head of English + Technology Leader
Mr. Sameer Massouh	Head of Mathematics
Mr. Ahmad Osman	Head of Science
Mr. Azar G. Aftimos	Head of Bus/Humanities + Examinations
Mr. Howard Gilmour	Head of ICT
Ms. Ruth Jones	Head of PE/Art
	Head of Arabic
Mr. Ibrahim Tahhan	Head of Islamic Studies
Ms. Dana Shakhasheer	Acting office manager
Ms. Amani Al Rayes	Admin and school Buses
Ms. Dalia Murad	Admin
Ms. Ohoud Beloushi	Registrar
Mr. Ahmad Kamar	Accountant
Ms. Yasmin Isaed	Nurses
Mr. Michel Abou Rahal	Admin services / maintenance

## CURRICULUM

The International Academy of Kuwait follows what is essentially a British curriculum. IAK is implementing the International Primary Curriculum at the Primary level and for the Secondary we follow the National Curriculum for England and Wales which concludes with IGCSE examinations at year 11 and AS examinations for year 12.

Throughout the school Arabic and Islamic studies (or life skills for our non-Muslim students who opt out Islamic studies) enrich the curriculum significantly. Through this curriculum, we aim to have all students make the most of their academic opportunities.

The curriculum is divided into five areas:

Area	Section of the School	Year Groups Covered	Age of Students on entering these years	External exams taken	
Early Years	Foundation	Kindergarten Reception	3 4		
Key Stage 1	Primary School	Year 1 Year 2	5 6	Y2 KS1 SAT exams	
Key Stage 2		Year 3 Year 4 Year 5 Year 6	7 8 9 10	Y6 KS2 SAT exams	
Key Stage 3		Secondary School	Year 7 Year 8 Year 9	11 12 13	Y9 KS3 SAT exams
Key Stage 4			Year 10 Year 11	14 15	Year 11 - IGCSE
Key Stage 5	Year 12		16	AS	

SAT tests are all externally produced in Great Britain and used by students around the world, who all sit them on the same day. SAT tests are conducted in Literacy and Numeracy for Key Stage 1 and 2 and in English, Mathematics and Science for Key Stage 3. They are internally marked by International Schools with very detailed and strict marking schemes issued by the examining board.

In Years 10 and 11 students will take 8 subjects for IGCSE. Maths, English, Arabic and Islamic Studies (or life skills) are compulsory. IGCSE exams are externally marked, and are graded on an A\* to G scale. Students who achieve 5 or more A\* to C passes and have a history of impeccable behavior can apply to go onto year 12. They should however score at least a B grade in the subject they wish to study. AS examinations are available at year 12 and students who meet the criteria can sit between 2 and 4 AS examinations.

## TEACHING AND LEARNING

In Foundation Years learning is based on learning through play. Children are provided with a variety of stimulating activities by their class teacher each day, each of which is designed to develop their skill levels. Students will begin to experience more formal teaching towards the end



of Reception. IAK's policy is to not force students into formal learning until they are ready to do so.

In Key Stage 1 and 2 students have Literacy and Numeracy lessons on a daily basis. Other curriculum areas include Topic (which is a combination of History, Geography and Science), PSHE, Physical Education, Arabic, Islamic Studies, Information and Communication Technology (ICT), Art and Personal, Social and Health Education (PSHE). Classes are taught by a class teacher for some subjects and by specialists for others. Children may work in groups, individually or as a whole class.

Key Stage 3 and 4 students have specialist teachers for all their subjects. The core curriculum of Maths, English and Science is supplemented by Arabic and Islamic Studies (or life skills), History, Geography, Social Studies, ICT, PSHE, Art and Physical Education. Classes move from room to room for 6 lessons a day.

Key Stage 5 students begin to specialize and prepare for an in depth study at the AS level. Students are able to choose two, three or four subjects from a wide variety of subject areas. Based upon their results they will be able to enter universities of their choice.

The key to our learning at the International Academy of Kuwait is **understanding** and **application**. Students will not, at any age, be asked to learn lots of facts or information by heart. They will however, be encouraged to develop critical thinking skills, to ask questions, and to formulate hypotheses from evidence they have in front of them.

## **ASSESSMENT AND REPORTING**

Students work at the International Academy of Kuwait is assessed continuously through the term through unit tests, coursework, classwork and other assessment processes. Examinations generally take place at the end of term 1 (December) and at the end of the academic year (June). For years 3-6 these take place in their classrooms, and for years 7-12 in the main hall. There are no formal examinations for students in years KG to year 2. IGCSE and AS exams are set by external examining bodies from the UK.

Academic Reports are issued to parents twice a year, after the Term 1 exams and after the end of year exams. Interim Reports are also issued twice a year, once in November and once in March.

Parent/teacher consultations are held three times per year, following the issue of reports, November, January and April from 8am – 3:30pm (please refer to the calendar for exact dates). Teaching will not happen on these days, students are allowed to attend with their parents if they wish.

Parents are able to request an interview at any other time in the year by phoning the Administration and making an appointment with a teacher.

Students' assessment and grades reported to parents are based on standards expected of students in each year group, in schools around the world. A student scoring an A grade at the International Academy of Kuwait would be expected to score a similar grade in any International School worldwide, and likewise for all other grades. Term grades are a summation of the marks awarded for class work, homework and tests throughout the year.

## **ASSEMBLIES**

Assemblies are held at least once a week for each year group.

## **ATTENDANCE**

Regular attendance at school is vital for success. Throughout the school year students are expected to attend all classes on time. If for any reason students are unable to attend school (because of illness), then parents should send an absence note on the day the child returns to school. A telephone message from a parent explaining the reason for the absence is acceptable.

Students should not be allowed to stay away from school unless it is absolutely necessary, as absence means missed work and gaps in understanding which may make the next stage of a subject difficult. On the other hand, if a student is genuinely ill, then they are better being cared for at home.

Sometimes it is necessary for a student to be absent from school for other reasons. In this case the approval of the school should be sought beforehand and evidence of the reason given to the school on the students return. The school is obliged to report to the Ministry of Education the names of students who have more than 15 days of unapproved absence in any one year.

For those students who are regularly late to lessons, or skip them altogether, the school will send an SMS text message to the parents and follow up with disciplinary actions.

Parents who wish to collect children earlier than the normal departure time should supply the class/form teacher with information that morning. Students are to report to the office before departure and must be collected by a parent or their nominee. Students are not permitted to leave the school grounds early on their own. The office will issue an Exit slip.

No student is allowed to phone parents to ask to be collected.

Students who are ill and need to go home will have the parents notified by the school Nurse. No exit slips will be written during the last half hour of the school day.

If students arrive after 7.35 am, they must collect a late slip from the office. Habitual lateness will be commented upon on mid-year and end of year reports. Punctuality contracts are likely to be issued where there is more than 10% lateness. Please do not be late to school.

Documented medical appointments will not be counted as 'lates'.

## **BIRTHDAY CELEBRATIONS**

Students from Kindergarten up to Year 3 may have a birthday cake sent in to celebrate their birthdays on the Thursday after their birthday. No other additional items are allowed.

Cakes should be delivered to the office only, not directly to the classroom.

Parents may give a camera to the teacher/assistant to take a photograph, but they may not go to the classroom themselves.

No other year group may have cakes or birthday parties in school.

Students must not arrange 'surprise' parties for their teachers.

## BLACKLISTED STUDENTS

We do need to protect our student body, staff and parents at the school. There will be some students and parents who refuse to follow IAK's expectations, policies and regulations. There will be some students who have made some very bad choices whilst at the school. There will be some students and parents who have physically and verbally assaulted staff members, others children and even other parents. Such people will be blacklisted and will not be able to enrol for the following academic year, if they haven't already been removed from the school. We are a coeducational school with impressionable children watching very keenly how older students and parents behave, we would like to have a school where all issues are dealt with calmly and respectfully and that older members of the school become role models for younger ones in a truly caring environment.

## BOOKS AND STATIONARY

The school uses up-to-date recommended books for all year levels. These belong to the school and students will be issued the required books for their use during each year. If a student loses or damages a book they will be charged for the full replacement value.

After students have filled their exercise book they are able to have a replacement book. This is upon request to the teacher. These belong to the students and they keep these at the end of each school year.

Students in Key Stages 1 to 5 are expected to provide all stationary materials which are essential for their learning such as pens, pencils, glue sticks, rulers, pencil cases and other equipment.

## BUSES

IAK provides a Bus Transport Service for its students. If you wish to avail this service then you should collect the **Information for School Transport** Form from the Administration Office at the school.

### This academic year:

Primary and Secondary buses will begin running after school on Sunday 9<sup>th</sup> September  
Foundation buses will begin running after school on Tuesday 11<sup>th</sup> September

Students must go promptly to the bus at the end of the school day. They may not go to the library, IT rooms or play games in the yard. The secretary in charge of the buses must be informed if a student is staying late for a club or other official school activity. There is an 'Alteration to Transport Arrangements' for this purpose. Messages sent via friends or siblings are not acceptable.

- Students are not allowed to eat, drink or chew gum on the bus.
- There must be no opening of windows, standing up or changing of seats while on the bus.
- Shouting, teasing or use of bad language is all forbidden.
- Students must follow the instructions of the driver, any accompanying adult and the bus monitor.

Please remember that travelling on the school bus is a privilege, and misbehavior or breaking of the bus rules by a student will result in that student losing their chance to travel by the school bus.

## CANTEEN

There is a canteen at the school where students from Year 3 upwards are able to buy snacks and drinks. The pastries, sandwiches and salads are freshly made and delivered to the school each day.

Please note: KG- Year 2 students are not allowed to use the canteen facility.

Students can, of course, bring their own snacks and drinks to school but the following items are absolutely forbidden:

- Chewing gum/bubble gum
- Fizzy drinks/drinks in glass bottles

If a child brings any of these items to school they will be confiscated.

Please help us to encourage all our students to be health conscious and aware of how to keep fit and healthy.

Ordering food into the school is not allowed

## CHEWING GUM

No students are to chew gum on school property at any time.

## CLASS PLACEMENT

In British Curriculum schools, students are placed in a year group according to their age.

Within each year group there are several classes, and the school determines which of these classes a student will be placed in. Parents have a right to choose which school their child attends, but they do NOT have the right to choose which teachers in that school teach their child.

**Demands or requests for specific teachers will in all cases be denied.**

## CLASSROOM EXPECTATIONS

- Treat all people with respect
- Arrive to class on time and are ready to learn
- Follow the teachers instructions
- Respect the rights of others to learn
- Listen and not talking over others who are speaking
- Always speak English in the subject lessons which are taught in English
- Look after school property and resources
- Do not eat, drink or chew in class
- Do not write on the desks
- Keep the school environment tidy
- Request permission to leave class and take a room pass
- Comply with the dress code rules and behavior expectations of the school
- Absolutely no communication during tests

The following should be evident in each classroom:

- students arrive on time, settle quickly, sit in an orderly fashion, and are ready to learn
- students are equipped with all the stationery and books required for their lesson and do not wait until they are told to get these out

- students engaged in their learning and on task
- students listening to others speak
- low level discussion in cooperative learning activities
- students talking to their teacher and other students respectfully
- students putting their hands up and answering questions or asking the teacher questions
- a tidy and well looked after classroom with student work displayed
- students recording their learning in their notebooks which is tidy and complete
- a positive and energetic feel within the class
- Classrooms are left free of litter with chairs pushed under tables ready for the next class

## **CODE OF CONDUCT (STUDENTS)**

All members of the International Academy of Kuwait community have rights and responsibilities as partners in education and should follow practices which demonstrate respect for the laws and regulations of our society.

The school recognises the following appropriate behaviours, which make the school a safe and effective place of learning, and which brings credit to the school and individuals. It is expected that your child understands and accepts these notions before they enter the school.

- Using language and actions that encourage mutual respect and courtesy.
- Respecting the views of others.
- Being sensitive to the needs of, and caring for others.
- Resolving conflict in a non-offensive manner.
- Reporting incidents of physical abuse, or verbal abuse, or harassment.
- Attending regularly and being punctual to all activities.
- Being prepared for all classes and activities.
- Observing all safety rules.
- Caring for personal and public property.
- Accepting responsibility for one's own learning.
- Completing all work honestly to the best of one's ability.
- Working co-operatively with others.
- Accepting that one is responsible for one's personal behaviour in all situations.
- Observing the laws and regulations of our society.

## **COLLECTION OF MONEY**

Students must put any money coming in to school into a named envelope. (e.g. for class photographs, trips, etc.) The money is to be collected by the form teacher, marked off against a class list, and then taken to the Accounts Clerk.

## **COMMUNICATION WITH THE SCHOOL AND TEACHERS**

Homework diaries are an ideal way for parents to communicate with teachers and vice versa. Parents are to check the diary each day and sign the diary at the end of each week. Form tutors check the diary each week also.

Apart from this, if parents would like to meet with teachers, parents should ring the school and request an appointment to see the Teacher or the Dean concerned as a first port of call. After this, parents are then welcome to make appointments with Heads of Department and Year level

leaders (curriculum), Deans (discipline and behaviour), Assistant Head (Pastoral), Head of Primary, Head of Secondary or the Principal based on the recommendation of the initial conversation with the Teacher and/or Dean. This is the preferred method of communication. The Principal, HOP, HOS, HOD, or Dean may be available at short notice but this cannot be guaranteed so an appointment is preferred.

Teachers are not to be questioned during the time you collect or deliver your child to school, an appointment must be made through the Office Administration.

## **DROPPING OFF AND COLLECTING CHILDREN**

### **Foundation**

7:00 -7:30 Hang bags up, and leave students in foundation playground

After 7:35 Parents should take any late children to the main office to collect a late slip.

12:30 – Bus students line up ready to board the bus with classroom assistants

12:45 – Buses leave, each one with a member of our custodial staff on board

12:55 – Parents come to collect their children from their homerooms via gate 4 only

After 1:15 until 2:15 – Teachers will take the students to a late room (Reception C), supervised by one of our teachers. The service will cost KD 25 per month,

At 1:00 pm after parents have collected their foundation children, they are not allowed to stay at the school to wait for primary or secondary children to finish. They must leave the school around 1:00 pm and then return at 2:15 pm if they wish to collect older children.

### **Primary and Secondary**

In the morning, parents should leave their children at the entrance gate and should not enter the school

7:35 - Students must be in their homerooms seated and ready to start.

After 7:35 parents should take any late children to the main office to collect a late slip.

2:15 Dismissal of students. Bus students make their way to the buses. Parents can collect grade 1 and 2 students from their homerooms and Grades 3-12 students from the foundation playground only (via gate 4). **Parents are only allowed to come to the foundation playground and not to wander to other areas of the school. Parents must leave the school as soon as possible.**

2:25 Buses will depart.

All gates will be open to drop children off in the mornings

Foundation playgrounds will be supervised from 7:15 am.

The office must be informed if

1. A Bus student is not going by bus
2. A parent is unable to collect their child
3. A different person will be coming to collect your child

Staff on duty will remain with the students until 2:40pm. After 2:40pm, students are left in the care of the school guard.

## **EATING AREAS**

Students should eat their snacks in the playground or other designated areas. There should be no eating in classrooms, apart from in Kindergarten and Reception, during their supervised break times. The other exception is during Ramadan for those who still wish to eat, they will be allocated classroom spaces or another designated areas.

## **EXTRA CURRICULAR ACTIVITIES and ACADEMIC SUPPORT CLASSES**

Sports and activities in a school enable students to build a different kind of relationship with staff and fellow students. They learn the meaning of teamwork, and develop a sense of camaraderie.

Students can take part in a variety of extra-curricular activities which are organized outside of the normal school day. These will usually run as eight, one hour sessions over the course of 4 weeks. The list of available activities is available on the school website. Each activity will need at least five students to sign up for the activity to run.

Please note: It is the responsibility of each parent to ensure that their child is collected after the club has finished. School transport will not be available at this time.

## **EDUCATION OUTSIDE THE CLASSROOM**

School trips are used as a powerful way of consolidating and extending students' learning. Trips are planned throughout the school year to correspond with topics being taught across all areas of the curriculum. We are hopeful that each student should be able to go on at least two trips per academic year.

Parents will be notified about any trip well in advance. No student will be permitted to go on any trip if they have not returned the permission slip and trip monies as requested by the due date.

Unless otherwise notified, all trips will require the full school uniform to be worn. Students who do not comply will not be allowed to go on the trip.

## **ENTRANCE EXAMINATIONS**

All students seeking entry to the International Academy of Kuwait must sit an entrance test. For students in Foundation Years this will be oral, KS1 a mixture of oral and written, and for KS2, KS3 and KS4 a written test in Mathematics and English, KS5 entry will be based on IGCSE examination results and student behaviour. Students who do not meet an acceptable standard will be denied entry to the school.

Information regarding testing can be collected from the registrar. Once a year group is full, then no further testing for that year will take place.

## **FORM TUTOR**

A Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. The Form Tutor should be active in looking after the interests of the "whole child".

Students are motivated by their form tutor to succeed in all aspects of school life, as well as keep students informed of the School's expectations with respect to conduct, attitude towards their studies, personal appearance, punctuality, trustworthiness and their care and concern for others.

Form Tutors take considerable responsibility for preparing students to be valuable and valued members of the community.

## **HOMEWORK**

Homework plays an important part in the academic success of a student. Students need to get used to the idea that learning takes place in places other than the classroom, that preparation outside class times forms part of their educational experience, that learning is something to be shared with parents and family, and that the development of good study habits leads to later success.

- For Foundation years students we ask parents to spend some time with their child by reading to them on a daily basis.
- Key Stage 1 children also need to be read to but will also have small amounts of homework to be completed each week.
- in Key Stage 2 the amount of and variety of homework will increase through the key stage as children become independent learners.
- By the time they reach Key Stage 3 they will have a variety of activities for homework, they will be expected to spend an hour or more on homework each evening and must meet deadlines for submission.
- Key Stage 4 and 5 students who are studying for IGCSE and AS Level courses will have more homework, it will be more structured, and they will be expected to spend up to two hours an evening working.

## **HOUSE SYSTEM**

The school has four houses (Black, Green, White, Red), representing the four colours of the Kuwaiti flag. Students are placed in houses during the first two weeks of the academic year. The students remain in this House for the time they are enrolled at the school. Each House has an elected House Captain and Assistant House Captain. House points are awarded through competitions, student merit awards, special functions and achievement across the three areas of academics, sport and culture. The House Trophy is presented at the final assembly in Term Three. An aggregate table will be on display at all times for students to monitor the progress of their House.

## **ILLNESS AT SCHOOL**

There is a school nurse on staff. If your child is unwell and needs to go home, the nurse will contact you.

## **LITTER**

All litter should be placed in the bins in the playground, classrooms or designated area. Staff on break duty will actively ensure that litter is not dropped and will ask students to pick up any litter that is beside them.

## **LOCKERS**

A limited number of lockers are available for secondary students at 10 KD per academic year. Lost keys will be charged at 5KD each. Payment must be made to the school accountant.



## **MOBILE PHONES/MP3 PLAYERS/IPods/ELECTRONIC GAMES**

As per the Ministry directive, staff will be expected to confiscate all mobile phones, MP3 players and IPods seen with students. They are to be handed into the Dean for the appropriate year level. Phones are returned after 1 week for a first offence and can only be collected in the presence of the owner's parents, for a second offence these items will be returned at the end of the school term.

## **NEWSLETTERS**

Regular newsletters will be distributed from various sections of the school. Parents are expected to read all newsletters. If your child is absent when a newsletter is given out, a copy will be kept to give to them on their return. Where a reply slip is attached to a newsletter parents are asked to reply as soon as possible. A copy of the newsletter can be requested from the school office, or downloaded from the website.

## **NURSE**

Sick or injured students will be sent to the school nurse. During lessons students may ask for permission to go to the nurse from the teacher and they will be issued with an Exit Pass to leave the room. At the discretion of the teacher another student may escort the sick student to the Nurse. At break times students may go directly to the nurse. Students may not go to the nurse's room for any reason other than to consult her on a personal medical matter or because of an injury.

The school nurse decides whether a child should be sent home or should stay in the Sick Room. The nurse also makes the decision as to whether the parents are notified to collect students. No students will be given permission to phone home asking to be collected from school because they are feeling unwell without having visited the nurse.

**Please note:** It is vital that you ensure that the Medical/Health Card is correct and up to date to ensure that the school nurse is able to administer the correct medication to your child, if this should be necessary.

It is also important that your emergency contact details are with us and are updated whenever necessary.

## **OPEN DAY**

All parents are invited to an open day to get to know their new teachers informally and discuss curriculum issues or personal concerns about their children.

For this academic year:

Foundation open day: 18<sup>th</sup> September 4pm-6pm

Primary open day: 19<sup>th</sup> September 4pm-6pm

Secondary open day: 20<sup>th</sup> September 4pm-6pm

## **PASTORAL CARE**

Central to all that we do at IAK is the belief that each of our students should feel individually listened to and valued if they are to thrive. A carefully integrated system of pastoral care has created a strong team of staff, each with the responsibility of looking after the welfare of an allocated group of children.

In Foundation Years it is the class teacher and classroom assistant who take primary responsibility for the care of the children in their class. They are assisted by a Head of Foundation.

In years 1 to 6, the class teacher (in year 1, the classroom assistant also) are the primary caretakers of the children in their class. There is also a Dean of students at each year level who is responsible for coordinating the pastoral care. Ultimate responsibility rests with the Head of Primary.

In years 7-12, Form tutors are the 'front line' of the pastoral provision, they meet their students daily. There is also a Dean of Students for each year level to support the more serious needs of the students. The Assistant Head (Pastoral) will act as Head Dean, co-ordinating the team of Deans and will oversee the pastoral care of all students from Year 5 to 12.

We like to promote a relaxed atmosphere amongst staff and students in the school, but at the same time we expect students to maintain high standards and expectations. Lapses are responded to with a variety of sanctions. Where a student is for some reason unwilling or unable to meet these standards then the parents will be contacted.

Students who cannot comply with the school expectations will be denied re-enrolment for subsequent years, and will have to find an alternative school to continue their education.

## **PRIVATE LESSONS / TUTORING**

Teachers are not permitted to conduct private lessons to any student enrolled at IAK and if they do, they are in breach of their contract. Please do not ask for private lessons of any teacher at the school. You may approach the Heads of Primary and Secondary who may help you with securing ministry approved extra-curricular tuition with our staff as an after school club at school.

## **RECEPTION PHONE**

No student is allowed to use the phone at reception at any time unless they have permission from the office staff.

## **RE-ENROLMENT (for current IAK students)**

All fees must be fully paid and a re-enrollment deposit paid to secure a place for the next academic year. The school will inform parents, during the second term when registration will open for non-IAK students. This could potentially mean that current students will lose their place at the school if parents do not re-enroll children early enough. Please make sure you re-enroll as early as possible, as the school is a very popular choice for parents and spaces are extremely limited. This will also help in planning and organising the school for the following academic year.

## **REGISTRATION (for new IAK students)**

If you wish to register your child at IAK, you will need to consult with the Registrar initially who will arrange an entry examination and discuss which documents are required. Once all formalities have been completed, documents submitted and the deposit paid, then a place is guaranteed.

Registration opens in February of the year of entry and will close as soon as the school is full or until the end of August. Where we have places then transfers can be made until 30 October. Students coming to Kuwait from overseas can be accepted at any time.

## Year 12 registration:

Registration into year 12 is not an automatic process for IAK students. They must apply for entry into year 12 and will be in competition with students from other schools. Students can expect entry into year 12 only if they achieve:

- 5 A\*- C IGCSE grades with at least B grades in the subjects they wish to study and
- only if they have demonstrated impeccable behaviour during their previous years at IAK or at other schools.

Our year 12 students are role models for the rest of the school and we will only accept a relatively small number of high quality students into year 12. Application forms are available from the registrar.

## **SCHOOL FEES**

The school Fees for the Academic year 2012-2013 are as follows

Year	Total School Fees 2011 – 2012	1st Term Payment Due 1-9-2012	2 <sup>nd</sup> Term Payment Due 1-1-2013	3 <sup>rd</sup> Term Payment Due 1-4-2013
KG	1,056	352	352	352
Rec	1,219	407	406	406
1	1,651	551	550	550
2	1,651	551	550	550
3	1,651	551	550	550
4	1,651	551	550	550
5	1,651	551	550	550
6	1,888	630	629	629
7	1,888	630	629	629
8	1,888	630	629	629
9	2,352	784	784	784
10	2,352	784	784	784
11	2,352	784	784	784
12	3,000	1,000	1,000	1,000

An extra payment of KD 50 is required for books, Educational resources and supplies

### **Bus fees:**

	Short	Long
One Way	KD 170	KD 195
Two Way	KD 230	KD 260

## **SCHOOL UNIFORM**

All students at IAK are expected to wear the correct school uniform during the school day and on journeys, events or visits arranged by the school. The school stresses the importance of wearing

the uniform tidily and correctly. It is hoped that students will take pride in wearing the uniform and remember that when in uniform they are viewed as ambassadors for the school at large.

Students may wear P.E. kit to school only on days when their class has P.E., however black shoes or black trainers should be worn to and from school. Students who are not in the correct school uniform will have parents contacted to deliver the correct school uniform or students will be sent home to change into the correct uniform. In extreme cases where a child continues to disobey the uniform rules they will be sent home and told not to return until they comply. All uniform clothing items are available in the school shop.

- White plain monogrammed official school shirt with blue collar
- Plain navy blue or black cardigan, pullover or jacket may be worn on cold days. (no stripes or writing)
- Navy blue uniform trousers (not tight fitting)
- Plain flat black shoes (no stripes, no other colours, no mules, sandals or platforms)

## **P.E.**

- Blue uniform polo shirt
- Navy blue uniform trousers
- Plain black or white trainers (no colours or stripes)

Hijabs worn to school should be plain white and neatly pinned, or of a design that does not need constant adjustment.

No Jewellery may be worn to school, except a watch or a pair of stud ear-rings for girls. Other items will be confiscated.

Nail polish and make-up is not permitted.

Girl's hair should be plaited, tied back or packed and must be kept tidy at all times with no colour added.

Boy's hair must be neat and tidy and cut off the collar.

All articles of clothing need to be marked clearly with the owner's name. Each student at the International Academy of Kuwait is responsible for his or her own property. The school does not accept any responsibility for loss or damage.

## **WALK HOME PASSES**

Students who complete the permission form to walk home may leave the front gate without adult supervision. The forms require a passport photo and a parent signature, then the Head of Primary or the Head of Secondary will decide whether to issue a pass or not. In general, students in grade 4 or below should not be walking home alone.

## **WET WEATHER / SAND STORM PROCEDURES**

In the case of any weather emergency the students will be kept in the classrooms for their safety unless otherwise notified by the Administration, all outside activities will be cancelled until the weather has cleared.

If the situation occurs at the end of the day the students will be dismissed from class and move straight down to the buses and the gated area, or to the Hall if the need arises and wait to be collected.

## **YEAR 12 GATE PASSES**

These are issued to Year 12 students allowing them to leave the school grounds to go home or visit the Bacala when they have no scheduled class. For any infringement of the school rules, this privilege will be withdrawn.

## **YEAR 12 COMMON ROOM**

This is in B8 and managed by the Assistant Head (Pastoral). Year 12 students must use this room when they are not scheduled for a class. Appropriate procedures for the use of this room are published and no student of any other year level is permitted to be in the room.

## **CONCLUSION**

We thank you for your interest in the International Academy of Kuwait. Our commitment to providing a first-class education for your sons and daughters is very real. We believe that students who elect to attend IAK deserve the best possible and that by attending this school they will be well prepared to take their place in society, making a meaningful and fulfilling contribution.

Should you have any questions or concerns then please feel free to contact the school.



## International Academy of Kuwait

مدرسة الأكاديمية الدولية

### Agreement:

I have carefully read the International Academy of Kuwait Parent Information Handbook and I understand all academic and discipline policies contained therein. I will do my best to comply with the expectations laid out in this document.

Name of Student: \_\_\_\_\_

Account Number: \_\_\_\_\_

Class / Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent mobile phone number for SMS: \_\_\_\_\_

Date: \_\_\_\_\_