Dear Parents,

Welcome 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 us.

We have a lively and stimulating body of students at the school and parents who are passionate and supportive about their children’s education. The business managers of the school are forward thinking. They continuously seek to improve the opportunities available to our students and know how important it is to provide the best possible education for them.

Enclosed in this booklet is information related to the school year 2015-2016. Updates will be posted at the appropriate times. We hope this information will clarify school 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 7.15-2.30 daily.

Yours faithfully,

Andy Hill
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 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

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

At the end of the school day Foundation children will be supervised on to the buses at 1.05pm, or collected by parents through gate 4 from the Foundation playground. There is an extracurricular room for students who are picked up later and this is supervised on a duty rota by staff from 1:05 pm.

Parents collect their children from the playground only and must not enter other areas of the school. Parents should leave the school premises as soon as possible.

Gates and opening times:

<table>
<thead>
<tr>
<th>Gate 1 (Office)</th>
<th>Gate 2</th>
<th>Gate 3</th>
<th>Gate 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:50 am - 2:20 pm</td>
<td>06:30 am - 07:45 am</td>
<td>6:30 am - 7:50 am</td>
<td>06:30 am - 07:50 am</td>
</tr>
<tr>
<td></td>
<td>2.20 pm and onwards</td>
<td>12.15 – open for KG &amp; REC</td>
<td>01:00 pm – 02:45 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>buses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1:45 pm – open for yr. 3 to</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yr. 12 bus.</td>
<td></td>
</tr>
</tbody>
</table>

There are staff duties before, during and after school, as well as bus duties.
### IAK 2015/2016 ACADEMIC YEAR

#### August 2015
- 9th Aug Yrs 7-12 starts/ Yr 12 Options Evening
- 11th Aug Yrs 3-6 starts

#### February 2016
- 10th Feb Speech Competition
- 14th – 16th Feb Sports week
- 25th - 28th Feb Kuwaiti National Week
- 29th Feb Students return

#### September 2015
- 3rd Sept Yrs 1-2 starts
- 2nd Sept KG/Rec starts
- 9th Sept Parents Orientation Evening

#### March 2016
- 10th Mar – Math Competition
- 22nd Mar - Kuwaiti General Knowledge
- 23rd team Quiz Primary – Secondary

#### October 2015
- 14th Oct-Hijri New Year
- 18th-22nd Oct History project Essay Yr. 7-10
- 29th Oct Progress Reports out
- 30th Oct Parents Meeting (morning)

#### April 2016
- 6th April - Science Fair
- 7th April - Progress Reports
- 10th - 14th April - Spring Holiday
- 17th April - Term 3 starts

#### November 2015
- 8th Nov - Oil well fires put out
- 10th Nov Yr5-Yr9 English Essay competition
- 12th Nov - Geography Earth Day
- 23rd - 26th Nov - Nov Arabic Events

#### May 2016
- 4th May - Reception Graduation
- 5th May - Secondary Certificate Day
- 13th May - 2016 exams
- 24th May - 05th June - Examinations

#### December 2015
- 5th - 21st Dec - Examinations
- 22nd Dec - 7 Jan - Winter Holiday
- 24th Dec - Prophet’s Birthday

#### June 2016
- 3rd June Examinations ends
- 8th June - Ramadan commences
- 12th June - Distribution of Reports
- 13th June - Parent Query Day

#### January 2016
- 10th Jan Term 2 starts
- 17th Jan - Mock IGCSE & AS (Y11/12)
- 21st Jan - Book Fair
- 21st Jan - Midyear Reports
- 30th Jan - Parents Meeting (morning)

Islamic Holiday dates are subject to lunar calendar and may change
Activities/events to be announced in the local school’s newsletters
CURRICULUM
The International Academy of Kuwait follows what is essentially a British curriculum. 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:

<table>
<thead>
<tr>
<th>Area</th>
<th>Section of the School</th>
<th>Year Groups Covered</th>
<th>Age range of students from September 15th</th>
<th>External exams taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Years</td>
<td>Foundation</td>
<td>Kindergarten</td>
<td>3½ – 4½</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reception</td>
<td>4½ – 5½</td>
<td></td>
</tr>
<tr>
<td>Key Stage 1</td>
<td>Primary School</td>
<td>Year 1</td>
<td>5½ – 6½</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 2</td>
<td>6½ – 7½</td>
<td></td>
</tr>
<tr>
<td>Key Stage 2</td>
<td></td>
<td>Year 3</td>
<td>7½ – 8½</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 4</td>
<td>8½ – 9½</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Year 5</td>
<td>9½ – 10½</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 6</td>
<td>10½ – 11½</td>
<td></td>
</tr>
<tr>
<td>Key Stage 3</td>
<td>Secondary School</td>
<td>Year 7</td>
<td>11½ – 12½</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 8</td>
<td>12½ – 13½</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 9</td>
<td>13½ – 14½</td>
<td></td>
</tr>
<tr>
<td>Key Stage 4</td>
<td></td>
<td>Year 10</td>
<td>14½ – 15½</td>
<td>Year 11 - IGCSE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 11</td>
<td>15½ – 16½</td>
<td></td>
</tr>
<tr>
<td>Key Stage 5</td>
<td></td>
<td>Year 12</td>
<td>16½ – 17½</td>
<td>AS</td>
</tr>
</tbody>
</table>

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 at IAK. They should however score at least a C 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 the 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.

At Key Stage 1 and 2 students have Literacy and Numeracy lessons on a daily basis. Other curriculum areas include Physical Education, Arabic, Islamic Studies, French, Information and
Communication Technology (ICT) and Art. 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 8 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.

AfL/IfL/Life skills:
In Kuwait non-Muslim students are given the chance to opt out of studying Islam and Quran lessons. Students holding a passport of a non-Arab country are given the opportunity of studying Arabic for Foreign Learners (AfL) and/or Islam for Foreign Learners (IfL). These choices (with evidence) must be made by the end of the first week of school. After this date no changes will be allowed. Making such choices can have an effect on which class the student is put in. applying for changes after the first week has a significant effect on the running of the school and the allocation of numbers of students in each class.

Assessment and Reporting
Student’s work at the International Academy of Kuwait is assessed continuously throughout the term by 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). In some years in Primary and Foundation National Curriculum assessments take place in their classrooms and for years 7 - 12 in designated classrooms assigned by the Exams Officer. IGCSE and AS examinations are set by external examining bodies from the UK.

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

Parent/teacher consultations are held three times per year, following the issue of reports. These will usually take place in October, January and April.

Parents are able to request an interview at any other time in the year by phoning the Administration office and making an appointment with a teacher. Teachers should fill out and file the parent consultation form.

Foundation Years
Description of attainment levels only, no percentages will be given
Years 1 and 2:
The mark you see on the report cards will be according to the following boundaries. Achievement is the teacher’s judgement used to describe how well your child is working to achieve a better understanding of the subject.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>Always 1</td>
</tr>
<tr>
<td>A</td>
<td>Mostly 2</td>
</tr>
<tr>
<td>B</td>
<td>Sometimes 3</td>
</tr>
<tr>
<td>C</td>
<td>Rarely 4</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Years 3 – 6:
Achievement is the teacher’s judgement used to describe how well your child is working to achieve a better understanding of the subject.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>Displays strong performance (work of a high quality, has knowledge and understanding)</td>
</tr>
<tr>
<td>A</td>
<td>Demonstrates appropriate development (does what is required)</td>
</tr>
<tr>
<td>B</td>
<td>Has a beginning knowledge (needs support, practice and time)</td>
</tr>
<tr>
<td>C</td>
<td>Does not meet grade level expectations</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Years 7 – 9:
Effort is the teacher judgement used to describe how well your child is working to achieve a better understanding of the subject.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>Excellent 1</td>
</tr>
<tr>
<td>A</td>
<td>Very Good 2</td>
</tr>
<tr>
<td>B</td>
<td>Good 3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory 4</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory 5</td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Year 10:
Effort is the teacher judgement used to describe how well your child is working to achieve a better understanding of the subject.

<table>
<thead>
<tr>
<th>Effort</th>
<th>Grade</th>
<th>mark range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A*</td>
<td>90 - 100</td>
</tr>
<tr>
<td>Very Good</td>
<td>A</td>
<td>80 - 89</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>70 - 79</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C</td>
<td>60 - 69</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>D</td>
<td>50 - 59</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>40 - 49</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>30 - 39</td>
</tr>
<tr>
<td></td>
<td>G</td>
<td>20 - 29</td>
</tr>
<tr>
<td></td>
<td>U</td>
<td>0 - 19</td>
</tr>
</tbody>
</table>

**Year 10**

The Interim report card (scheduled for after the mock exams) will include a recently taken mock exam mark. It is important to give you and your child a realistic impression of where (s)he is at the moment. It is normal that students will increase from their mock exam result by one grade on average when they sit for the real exam, so a C grade on a mock exam usually translates into a B grade in their real exam after practice and revision. This should also offer an opportunity for the students to re-focus their revision on their weak areas. It is very important that your child seeks help from their teacher over the next month, before their final exams. The grade boundaries are the same as that under the heading for year 10.

**Year 12**

The October interim report card includes a Continuous Assessment mark according to the scale shown.

The March interim report card will include an AS level predicted grade based on exams the student has taken. This is essentially a teacher judgement of what grade your child should expect to get. In some cases it will be a ‘reality check’ and hopefully help focus the student’s efforts for their upcoming actual examinations.

Students’ assessments and grades reported to parents are based on the international standards expected of students for their age group. 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.

**GRADING AND ASSESSMENT**

Students are assessed on their classwork, homework, tests, exams and participation. Grades are as follows:

C ➔ most students will achieve a satisfactory grade
B ➞ a good student  
A/A* ➞ an excellent student  
D ➞ a failing student who needs to work harder to pass  
E ➞ a student who is failing badly  
F ➞ a student who is both, unable to understand basic concepts and is failing all tests and assignments

ASSEMBLIES  
Primary and Secondary assemblies take place regularly. Both academic and non academic successes may be celebrated with awards and certificates during assemblies. Also assemblies will be used to foster school spirit, as information sessions for upcoming events and to reinforce the schools ethos.

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. All illnesses must also be accompanied with a medical note in order to be counted as a justified absence.

Students should not be allowed to stay away from school unless it is absolutely necessary, as absence means missed work and gaps in their understanding. This may make the next stage of learning difficult. On the other hand, if a student is genuinely ill, then it is better that they are 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 contact the parents and follow up with disciplinary actions. Students are not allowed to pick and choose which lessons deserve their punctual attendance.

Absence  
The Form Tutor has overall responsibility for maintaining attendance records.

Students are required to provide an absence note on the day they return to school after any absence. A telephone message from the parents explaining the reason for the absence is acceptable. All illnesses must also be accompanied with a medical note in order to be counted as a justified absence.

Unacceptable reasons for absence will be followed up by the office administration upon the request of the form tutor. The form tutor is responsible for reporting absences of 5, 10 and 14 days to the office administration and to the Head of Pastoral Care. The Form Tutor has overall responsibility for maintaining attendance records.

15 DAYS OF UNJUSTIFIED ABSENCE WILL RESULT IN THE STUDENT BEING BLOCK LISTED FOR THE NEXT ACADEMIC YEAR.
Lateness
Students that arrive in school after the morning bell is rung will be kept in a designated area and will be considered officially late to school. Students that arrive to school and miss the form period must collect a late slip from the reception. 5 lates (arriving after 7.30) that are recorded on the register will be equivalent to one unjustified absence. Habitual lateness will be commented upon on report cards. Punctuality contracts are likely to be issued where there is more than 10% lateness. Please do not be late to school or to lessons.

Documented medical appointments will not be counted as ‘lates’ but recorded as ‘M’.

Parents can monitor their children’s attendance and lateness to lessons using Edunation.

Collecting children early
Students are not allowed to leave school early

Parents who wish to collect children earlier than the normal departure time should inform the school office by 8:00am 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 must see the school Nurse, who will then notify the parents where necessary.

No exit slips will be written during the last half hour of the school day. When a child is collected from school early without prior notice, that day’s attendance will be marked as an unjustified absence.

BIRTHDAY CELEBRATIONS
Students from KG - 3 ONLY may mark their birthdays with cup-cakes (not whole cakes), on the Thursday after their birthday. No other additional items are allowed. Cup-cakes should be delivered to the office, not directly to the classroom. Parents may also leave a camera for the teacher/assistant to take a photograph, but they may not go to the classroom themselves. Music, singing and dancing are not permitted and the teachers are responsible to ensure this does not happen.

No other year group may have cakes or birthday celebrations in school. Students must not arrange ‘surprise’ parties for their teachers.

BLOCKLISTED 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, other children and even other parents. Such people will be blocklisted 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.
Students that continuously hinder the learning and safety of others and themselves and continuously break the rules at IAK will be blocklisted. Before blocklisting is applied parents will be communicated with.

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 years 1 to 12 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.

BRITISH COUNCIL EXAMINATIONS
Students registered at IAK are not allowed to take examinations with the British Council. The inference here is that students are not allowed to take their IGCSE or AS level examinations early. Students who wish to take an extra examination which is not taught at the school can arrange this with the examinations officer. The examinations officer will then order the relevant examination paper to be delivered to the school and the student can take those examinations at school rather than having to go to the British Council.

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:

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 who travel by bus must carry their bus pass.
- 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.
- Parents or students should not complain to the driver, instead they should bring their complaint to the school.
- 1 months’ notice should be given or 1 month’s fee will be charged in lieu of notice for discontinuing the transport facilities.
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 on the school bus.

All students will use the buses from the main yard at the end of their day. The morning buses will drop off all students at Gate 3 and students must enter the school immediately and not go anywhere else.

**CANTEEN**
There is a canteen at the school where students from Year 3 upwards are able to buy snacks and drinks. Students are only allowed to buy snacks before 7:30 am and in their designated break times. No students are allowed to buy snacks from the canteen between lessons or after school as this interferes with the bus departure at that time. Please note: KG- Year 2 students are not allowed to use the canteen facility.

The pastries, sandwiches and salads are freshly made and delivered to the school each day.

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, teachers must confiscate them.

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, if gum is found it will be disposed of.

**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.**

**COLLECTION OF MONEY**
Students must put any money coming in to school into a named envelope with a statement on the envelope to say the purpose of the money (e.g. for class photographs, trips, etc). The money is to be collected by the form tutor, marked off against a class list, and then taken directly to the accountant first thing in the morning. Money must never be left in classrooms or offices during the day or overnight. Form tutors will be responsible for such monies until they hand it in to the school accountant. It is advised that students and tutors alike get in to the habit of signing for payments and transactions.
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, they should ring the school and request an appointment to see the Teacher as a first port of call. After this, parents are then welcome to make appointments with Heads of Departments and Year level leaders (curriculum), Head of Student Affairs (discipline and behaviour), Head of Primary, Head of Secondary or the Principal based on the recommendation of the initial conversation with the Teacher. This is the preferred method of communication. The Principal, HOP, HOS or HOD 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 parents collect or deliver children to the school. An appointment must be made through the Administration Office if you do need to have longer conversations.

DAMAGE TO SCHOOL PROPERTY OR BUSES

Any damage to school property or on school buses caused by a student, that student will be charged for the cost of repairs. If the damage is caused intentionally, then further disciplinary proceedings will be followed. If the damage is such that it can be cleaned then the student will be instructed clean up such messes. If library books are taken/not returned then a charge will be incurred.

DEVELOPING THE SCHOOL CULTURE

At IAK, we are keen to develop a culture of mutual respect which includes how we deal with perceived injustice or mistakes carried out by others. As a result we are asking parents, students and teachers to speak and act in a respectful manner. If any infringement does take place, members of the IAK community, whether they are parents, students, teachers or staff will be asked to formally apologise for their outbursts in writing. Persistently ignoring simple etiquettes, rules and school policies will result in that individual either not being enrolled at the school for the next academic year if it is by a parent or a student or not being offered employment for the next academic year if it is a teacher or other member of staff. So please help us in this endeavour to encourage people to speak respectively even if they think someone else is at fault.

Expectations of students

- 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
- Listening 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 or the school building
- Do not vandalise school property
- 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
- Resolving conflict in a non-offensive manner
• Reporting incidents of physical abuse, or verbal abuse, or harassment
• 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

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, including their homework diary, 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 staff and 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

In general any student involved in fights or other serious breaches of school rules will be suspended for three days whilst investigations are carried out. This will be true of all parties involved, whether relatively innocent or guilty. The relatively innocent parties will be asked to return to school sooner than the guilty parties. Both parties can only return to school after an interview with the Principal and/or Head of Student Affairs and the parents of the student involved.

Monitoring and Staff on Duty

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

All breaks are supervised by the necessary members of staff covering the zones of the playgrounds to keep students safe.

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 generally need at least twelve 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.

Parents / pupils should pay the accountant directly; no money is to be handled by teachers on behalf of any pupil. Once the accountant has been paid, the pupil must show the receipt to the activities coordinator so she can add their name to the relevant club list. Only those pupils who have a receipt provided by the accountant are permitted to attend a club / class, so teachers should check their lists carefully by completing a register for each session.

**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 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.

Applicants should also provide the school with previous reports, exercise books of Math and English and their school diaries. Interviews may be required.

**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 is 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. Students and parents alike should approach form tutor first to
discuss issues related to pastoral care, concerns and any academic problems that concern more than one subject.

GRADUATION (for Year 11)
Information on the graduation ceremony for year 11 students is provided closer to the date. Parents are requested to ensure they are kept fully informed by their children whenever letters are sent home. This should be true in all cases of communication regardless of the age of the student.

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.
- Edunation will play a key part in homework. All parents and students are expected to use this daily to check their own progress and for any homework updates, instructions, assessment information and any announcements in general.

LOCKERS
A limited number of lockers are available for secondary students at 12KD 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 electronic equipment that are in students’ possession. They are to be handed into the Head of Student Affairs. Phones are returned after 2 weeks 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.

Prohibited Items:
It is advised to both students and parents that in school students should only need/have with them items that are required for school. Any other items can/may be confiscated. What is expected to be in students’ possession is books, bag, uniform, equipment, keys, medicine and tissues.
NEWSLETTERS
Regular newsletters will be distributed from various sections of the school. Parents are expected to read all newsletters. All newsletters will be posted on Edunation. Where a reply slip is attached to a printed newsletter parents are asked to reply as soon as possible. A copy of the newsletter can be requested from the school office.

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.

PARENT TEACHER MEETINGS
There are three Parent Teacher meetings one in January after the issuing of Term 1 Student Reports and the other two in November and April, after issuing Interim Reports. The dates are found on the school calendar which can be found on the school website.

These meetings are consultations about the progress of students and should identify academic and behavior concerns.

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.

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.

In years 7-12, Form tutors and assistants are the ‘front line’ of the pastoral provision, they meet their students daily. 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 and parents who continue to have a negative presence in the school will be block listed for enrolment into the next academic year.
Sanctions that can be used in school:

- Verbal warnings
- Movement of seats
- Standing
- Break detentions
- After school detentions
- Saturday detentions
- Exclusion from trips and excursions
- Suspensions
- Internal suspensions
- Movement of classes
- Block listing

To avoid any sanctions one should understand and apply the following statement;

*If your actions negatively affect the learning, safety, image of yourself/others/the school then that action can be sanctioned*

Continuously ignoring the above statement will result in the school looking after the interests of the general population and thus block listing the concerned parties for re-enrolment the following year.

**PRIVATE LESSONS / TUTORING**

Teachers are not permitted to conduct private lessons to any student enrolled at IAK, 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**

Students are not allowed to use the phone at reception unless they have permission from a member of 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. 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. 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.

**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.
Special Needs/Requirements:
At IAK we are unable to tailor our services for students requiring special educational/physical/behavioural needs. The school must be notified about any student requiring special educational/physical/behavioural needs. At times the school may feel that certain students have certain needs and reserve the right to request an official diagnosis with documentation. If such assessments show that a child has a special educational/physical/behavioural needs then the parents will be asked to move their children to another school for the upcoming academic year as this will be in the best interest of the student in question and the rest of the class.

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/C 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 2016-2017 are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>School Fees</th>
<th>1st Instalment Due 01/09/2016</th>
<th>2nd Instalment Due 01/12/2016</th>
<th>3rd Instalment Due 01/02/2017</th>
</tr>
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<tr>
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</tr>
<tr>
<td>YR10</td>
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<td>855</td>
<td>607</td>
</tr>
<tr>
<td>YR11</td>
<td>2,442</td>
<td>980</td>
<td>855</td>
<td>607</td>
</tr>
</tbody>
</table>
An extra payment of KD 55 is required for books, Educational resources and supplies.

<table>
<thead>
<tr>
<th>Year 12</th>
<th>School Fees</th>
<th>1st Instalment Due 01/09/2016</th>
<th>2nd Instalment Due 01/01/2017</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>3,150</td>
<td>2,150</td>
<td>1,000</td>
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</table>

### 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 especially 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. 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 monogramed 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 unquestionably black shoes (no stripes, no other colours, no mules, sandals or platforms)

#### P.E.

- Blue uniform polo shirt
- Navy blue uniform trousers
- Trainers of any colour (studded football boots are not allowed)

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

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

Nail polish and make-up is not permitted, any student wearing these will be asked to remove these immediately.
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. No patterns should be cut into the hair. If this is done the boy will be asked to cut the hair until the pattern cannot be seen. In most cases this will mean the child will need to shave the hair. If not done, the child will not be allowed into school.

Layers of clothing worn underneath the school uniform must be plain white or plain navy blue.

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.

Students not in the correct uniform can be denied entry into the school campus.

SMOKING
The school is a non-smoking campus.

IAK Internet and Computer Acceptable Use Policy
Student and Parent agreement

Learning is enhanced through technology’s endless possibilities. Teachers have opportunities to gather information, communicate with people all over the world, and create their own products. IAK provides students and staff with technology services. These services may include the use of computers, servers, other technology equipment, the Internet and email addresses in the school’s name.

Despite every attempt to censor and control the access of inappropriate material, we rely on each user’s understanding of this policy and on the fact that a teacher’s self-discipline and attitude to I.T. use in school will be positive. The use of I.T. in a school is different from the use of I.T. at home and this is the fundamental understanding all teachers should have.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, IAK has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive workplace experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

Acceptable Use of Technology

- The use of IAK technology is a privilege and not a right.
- Technology is designed to be used as a tool to assist with the instructional objectives of IAK. Students and staff shall use technology efficiently to minimize interference with others.

The Acceptable use of I.T. for all Users comes under four broad areas:

A- Hardware Use

- Users should report any damage to equipment before use.
- Users should not knowingly damage any hardware.
- I.T. hardware is the property of the school and should be respected in the same way as other property.

B- Internet access and use/ EDUNATION
- Accessing the Internet in school may not carry the same rights as access from outside school.
- Internet use will be monitored through user log in.
- Users should only access the Internet at designated times.
- The downloading or sharing/posting of inappropriate materials is strictly forbidden.

**- Users of the learning platform Edunation must respect ALL the rules of this AUP. Misuse (including but not limited to: illegal download/upload, inappropriate or offensive language/messages/cyber bullying) may result in withdrawal of this service temporarily or permanently. IAK reserves the right to refuse access to Edunation where appropriate.**

C- **Respect for others and oneself (including Social networking and privacy)**

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials is not permitted.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number is disrespectful and does not comply with the school’s Mission and Objectives
- Logging in to the system using another user’s account or password is forbidden.
- Leaving an account open or unattended is irresponsible behaviour.
- Accessing social networking sites is prohibited in school time and on school premises.

D- **Data use and copyright**

**Users should not:**

- Attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise.
- Redistribute a copyrighted program or copyrighted material without the express written permission of the owner or authorized person. This includes uploading and downloading of materials.
- Violate Kuwaiti law.
- Alter computer equipment as set up by the system administrator.
- Encourage the use of or promoting the sale of controlled substances or drugs.
- Infringe copyright laws.

**IAK Rights And Responsibilities**

- IAK reserves the right to monitor all activity on the Internet.
- IAK reserves the right to block any material on the Internet.
- IAK reserves the right to deny access to technology to any individual.
- Security on the network is a high priority. The system administrators shall establish procedures that will maximize system security.
- Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by IAK are those of the individual and do not represent the views of IAK

**Disciplinary measures**

Illegal activities may be referred to the appropriate legal authorities.

Measures may involve actions up to and including:
Limiting or prohibiting access to the Internet and/or school hardware; suspension or in extreme cases, expulsion.
Disciplining of staff may involve actions up to and including termination.

**Edunation: Re issue of logons and passwords**
**Students/families who lose or forget their logon and password will only be issued a replacement after paying 2KD administrative charge to the school accountant.**

**WALK HOME PASSES**
Students who complete the permission form to walk home may leave the school 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. To make this process easier on the student, we urge the student to carry this pass with them to exit the school at all times. Gate supervisors have the right to refuse exit to any student not using a gate pass.

**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**
One room for boys and one for girls will be allocated and managed by the Head of Student Affairs (Pastoral). Girls are not allowed to enter the boy’s room and boys are not allowed to enter the girl’s room. Year 12 students must use their room when they are not scheduled for a class. Appropriate procedures for the use of these rooms are published and no student of any other year level is permitted to be in the room. This is also a privilege.

**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.

**DISCLAIMER**
The contents of this handbook are accurate at the time of editing. Changes made to the content will be communicated through Edunation (www.edu-nation.net). This handbook is relevant for upcoming academic years. Signing the handbook indicates agreement of IAK policies/rules for all
academic year the student is with IAK. Rules, regulations and policies can change during the
course of an academic year without prior notice. However these changes will also be announced
on Edunation. Parents are responsible for accessing Edunation frequently to stay updated with
announcements and the daily aspects of the student’s school life. Where communication is
carried out on paper, it is the responsibility of the student to take these mediums home and
obtain a signature where necessary.

Agreement:

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

Name of Student: _____________________________________________

Students Signature: __________________________________________

Account Number: ______________________

Class / Year: __________________________

Name of Parent: ______________________________________________

Parent Signature: _____________________________________________

Parent mobile phone number for SMS: __________________________

Parent email address (this will be used for all contact to/from Edunation):
______________________________

Date: ______________________