



مدرسة الأكاديمية الدولية
International Academy

Parent Handbook

P.O Box 8236 | Salmiya 22053 | Kuwait | Maidan Hawalli | Haroon Al-Rasheed Street

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Website: www.iak.edu.kw



Parent Information Handbook

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 2014-2015. 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 and from 9.00 until 1 pm on Saturdays.

Yours faithfully,

Derek Hicks
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.

The School Day

FOUNDATION

7:30-7:50	7.50-8:30	8:30-9.10	9.10--9:35	9:35-10.10	10.10-10:45	10.45:-11.20	11.20-11:45	11:45-12.20	12.20-12.55
form	1	2	Break	3	4	5	Break	6	7

Year 1 and 2

7:30-7:50	7.50-8:30	8:30-9.10	9.10--9:25	9:25-10.05	10.5--10:45	10.45:-11.10	11.10-11:50	11:50-12.25	12.25-13.00
form	1	2	Break	3	4	Break	5	6	7

Primary

7:35-7:50	7.50-8:30	8:30-9.10	9.10-9.35	9:35-10.15	10.15-10:55	10.55-11:35	11:35-12.00	12.00-12.40	12.40-13:20	13.20-14.10
form	1	2	Break	3	4	5	Break	6	7	8

Secondary

7:35-7:45	7.50-8:30	8:35-9:15	9:20-10:00	10.00:-10:20	10.20-11.05	11:10-11.50	11.55-12:35	12:35-12:55	12.55-13.35	13.40-14.15
form	1	2	3	Break	4	5	6	Break	7	8

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 students and years 1 & 2 will be taken to the foundation playground to be collected by parents using gate 4. Primary and Secondary students will use gate 2. Other gates will be closed. We have separated the buses with bus students from the rest of the school to improve safety at the school.

At 1:00 pm after parents have collected their foundation and KS 1 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 2-4. Parents should 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.

IAK 2014/2015 ACADEMIC YEAR

Academic Calendar 2014/2015 The International Academy of Kuwait

- Public Holidays (Not Confirmed)
- School dates and events
- Start / End of terms
- School Holidays and Weekend

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #34495e; color: white;"> <th colspan="7">SEPTEMBER 2014</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td style="background-color: #3498db;">2</td> <td style="background-color: #3498db;">3</td> <td style="background-color: #3498db;">4</td> <td>5</td> <td>6</td> </tr> <tr> <td style="background-color: #3498db;">7</td> <td>8</td> <td style="background-color: #27ae60;">9</td> <td style="background-color: #27ae60;">10</td> <td style="background-color: #27ae60;">11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td style="background-color: #95a5a6;"></td> <td style="background-color: #95a5a6;"></td> </tr> </tbody> </table>	SEPTEMBER 2014							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>2nd Sept. : Term 1 starts Yr. 7 till Yr. 12</p> <p>3rd Sept. : Term 1 starts Yr. 3 till Yr. 6</p> <p>4th Sept. : Term 1 starts Yr.1 & Yr. 2</p> <p>7th Sept. : Term 1 starts for Foundation</p> <p>9th Sept. : Parents Orientation Evening - Secondary</p> <p>10th Sept. : Parents Orientation Evening - Primary</p> <p>11th Sept. : Parents Orientation Evening - Foundation</p> <p>9th till 11th Sept.: Book Fair</p> <p>28th till 30th Sept.: Islamic Week</p>							
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JANUARY 2015

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3rd Jan. : Prophet's Birthday
 4th Jan. :Term 1 Holiday Ends
 5th Jan.: Term 2 Starts
 8th Jan.: Parents' Day
 8th Jan.: Book Fair
 18th till 22nd Jan. : Art Week

FEBRUARY 2015

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

8th till 12th Jan. : Humanities Week
 12th Feb. : International Day
 15th till 19th Feb.: Sports Week
 22nd till 26th Feb.: Winter Holiday
 25th & 26th Feb. - National Day and Liberation day

MARCH 2015

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15th till 26th Mar.: Mock Exams

APRIL 2015

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2nd Apr.: Yr. 11 & Yr. 12 Reports
 5th till 9th Apr.: Math Week
 16th Apr.: Entrepreneurs Day
 22nd Apr.: Earth Day
 22nd Apr.: Yr. 11 Graduation
 23rd Apr.: Reception Graduation
 23rd Apr.: Term 2 Ends
 26th Apr.: Term 2 Holiday starts

MAY 2015

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3rd May: Term 2 Holiday Ends
 4th May: Term 3 Starts
 16th May: Israa & Miaraj
 17th till 28th May: Final Examinations

JUNE 2015

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

10th Jun. :Term 3 Ends / Reports Cards

Islamic Holiday dates are subject to lunar calendar and may change
 Activities/events to be announced in the local school's newsletters

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.

KEY PEOPLE

Name	Title
Mr. Derek Hicks	Principal
Mr. Andy Hill	Head of secondary
Mr. Mark Madeley	Head of Primary
Ms. Petronella Daniels	Head of Foundation
Mr. Paul Ellmes	Head of Students' Affair
Ms. Lamia Al Birjawi	Year 1 Dean
Ms. Oslem Yuksel	Year 2 Dean
Ms. Ranya Mohammad	Year 3 Dean
Ms. Sandra Jorge	Year 4 Dean
Ms. Jolaykha Suliman	Year 5 Dean
Ms. Evadne Vanlouw	Year 6 Dean
Ms. Hiba Abu Shawish	Year 7 Dean
Mr. Motiur Rahman	Year 8 Dean
Ms. Huda Dahbour	Year 9 Dean
Ms. Dina Mostafa	Year 10 Dean
Ms. Shwikar Shawky	Year 11 Dean
Ms. Kathy Taylor	Year 12 Dean
Mr. Berenice Du Toit	Head of English
Mr. Sameer Massouh	Head of Mathematics
Mr.	Head of Science
Mr. Azar G. Aftimos	Head of Bus/Humanities + Examinations
Mr. Howard Gilmour	Head of ICT
Mr. Islam Mohamed	Head of PE/Art
Mr. Hasanein Mohammed	Head of Arabic (Secondary)
Ms. Reem Saleh	Head of Arabic (Primary)
Mr. Haitham Farhat	Head of Islamic Studies (Primary)

Mr. Refat Al Sayouri	Head of Islamic Studies (Secondary)
Ms. Lina Saad	Office Manager
Ms. Dana Shakhasheer	Foundation & Primary Coordinator
Ms. Amani Al Rayes	Events & Bus Coordinator
Ms. Dalia Murad	Secondary Coordinator
Ms. Hana Swendeh	Registrar
Mr. Ahmad Kamar	Accountant
Ms. Sanaa / Sameeha	Nurses

CURRICULUM

The International Academy of Kuwait follows what is essentially a British curriculum. IAK is implementing the International Primary Curriculum at the Primary level as well as the National Curriculum for English and Maths, 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) 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 range of students from September 15 th	External exams taken
Early Years	Foundation	Kindergarten	3½ – 4½	
		Reception	4½ – 5½	
Key Stage 1	Primary School	Year 1	5½ – 6½	
Key Stage 2		Year 2	6½ – 7½	
		Year 3	7½ – 8½	
		Year 4	8½ – 9½	
		Year 5	9½ – 10½	
Year 6		10½ – 11½		
Key Stage 3	Secondary School	Year 7	11½ – 12½	
Key Stage 4		Year 8	12½ – 13½	
		Year 9	13½ – 14½	
		Year 10	14½ – 15½	Year 11 - IGCSE
Year 11		15½ – 16½		
Key Stage 5	Year 12	16½ – 17½	AS	

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 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 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 Topic (which is a combination of History, Geography and Science), PSHE, Physical Education, Arabic, Islamic Studies, 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 specialise 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 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 where possible. There are no formal examinations for students in years KG to year 1. 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. This year these will take place on 30th Oct, 8th Jan & 8th May from 8am – 3:30pm. 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 office and making an appointment with a teacher.

Interim report cards

Term 1: 18/12/2014

Term 2:

There will be four categories which describe your child's level of attainment

Attainment levels
Excellent
Good
Satisfactory
Unsatisfactory

Foundation Years

Description of attainment levels only, no percentages will be given

Years 1-9

We have included a Continuous Assessment mark according to the scale shown opposite. A continuous assessment mark usually consists of a variety of assessments such as end of unit tests, class quizzes, in class work, explorations, investigations, presentations and projects.

Year 1 - 9 Continuous Assessment Mark	
A	85 - 100
B	70 - 84
C	55 - 69
D	40 - 54
E	25 - 39
F	0 - 24

Year 10-11

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

The March Interim report card 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 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

Year 10-11		
	Extended	Core
A*	90 - 100	
A	80 - 89	
B	70 - 79	
C	60 - 69	75 - 100
D	50 - 59	60 - 74
E	40 - 49	45 - 59
F	30 - 39	30 - 44
G	20 - 29	15 - 29
U	0 - 19	0 - 14

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.

Year 12	
A	80 - 100
B	70 - 79
C	60 - 69
D	50 - 59
E	40 - 49
U	0 - 39

Final report cards

Term 1: 18th Dec

Term 3: 10th June

Foundation Years

A Description of achievement levels against curriculum criteria will be given, no percentages will be given.

Rest of the school

Where subjects have an end of term final examination, your child's grade is made up of 50% from this exam and 50% from their Continuous Assessment, in all other cases the grade will be a 100% Continuous Assessment grade.

For grades 10-12 your child's grade is made up of 70% from their End of term examination 30% from their Continuous Assessment. For grades 11 and 12 only a Term 1 report will be issued. Final IGCSE and AS level certificates will replace their Term 3 report cards.

Effort is a teacher judgement to describe how well your child is working to achieve a better understanding of the subject

Years 1-9	
A	85 - 100
B	70 - 84
C	55 - 69
D	40 - 54
E	25 - 39
F	0 - 24

Effort	
1	Excellent
2	Good
3	Satisfactory
4	Unsatisfactory

Year 10-11		
	Extended	Core
A*	90 - 100	
A	80 - 89	
B	70 - 79	
C	60 - 69	75 - 100
D	50 - 59	60 - 74
E	40 - 49	45 - 59
F	30 - 39	30 - 44
G	20 - 29	15 - 29
U	0 - 19	0 - 14

Year 12	
A	80 - 100
B	70 - 79
C	60 - 69
D	50 - 59
E	40 - 49
U	0 - 39

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. Term grades are a summation of the marks awarded for class work, homework and tests throughout the year.

ASSEMBLIES

Primary and Secondary assemblies will take place in the hall from 7:35am – 7:55am according to the following schedule:

Sundays	Years 1 and 2
Mondays	Years 3 and 4
Tuesdays	Years 5 and 6
Wednesdays	Years 7, 8 and 9
Thursdays	Years 10, 11 and 12

The program will include the national anthem, a reading from the holy Quran and a reading of a Hadith. After this activities/sketches/plays which will be of benefit to the students are encouraged.

Both academic and sporting successes will 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.

School assemblies will be suspended when the hall is needed for examinations.

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 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.

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.

Unacceptable reasons for absence will be followed up by the office administration upon the request of the form tutor.

Lateness

If students arrive after 7.35 am, they must collect a late slip from the office. 'L' will be recorded on the register either by the class/form teacher or by a secretary. 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.

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

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.

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.

No other year group may have cakes or birthday celebrations 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, other 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 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 month's 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.

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.

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 will 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, they 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 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.

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 respectfully 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
- 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
- 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 the parents of the student involved.

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 , 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

7.30. A bell is rung for all students to line up. Late students are prevented from joining their classes until the morning assembly is completed.

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. Grades 3-12 students can be collected from the playground **Parents are only allowed to visit 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.

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.

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 8 weeks. Each activity will generally need at least eight 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 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.

GRADUATION (for Year 11)

There are four possible categories of graduation:

1. Graduate with distinction
2. Graduate with merit
3. Graduate with a pass
4. Failure to Graduate

Students will be assessed against the following criteria.

- **Attendance** – has the student attended school regularly and promptly?

- **Participation** – has the student made a contribution to the wider IAK community? e.g. Participation in Sports Day and involvement in school events.
- **Academic performance** – has the student worked sufficiently hard at their academic studies to reach or exceed expectations?

The calculation criteria with weightings for 2013-2014 will be explained to year 11 at the start of the academic year.

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 AND STUDENT COUNCIL

There is a house system in place in KS 2. Points are awarded for any kind of positive reinforcement: good work,behaviour,helpfulness,improvement etc. The points are recorded in the diary and entered onto a spreadsheet on Thursday by the form teacher. The Head then prepares certificates for house points. No more than 3 HPs can be given for one event. These are announced at the weekly assemblies. The house point cup is awarded monthly.

A Student Council will be elected in trhe Secondary School during the first half of the first term. This will be supervised by the Head of Student Affairs.

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.

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.

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

OPEN DAYS

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:

Secondary Parents' Orientation Evening: 9th Sept. 2014

Primary Parents' Orientation Evening: 10th Sept. 2014

Foundation Parents' Orientation Evening: 11th Sept. 2014

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:

For this academic year:

30th October 2014

8th January 2015

7th May 2015

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. 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.

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 by the end of January of the year of entry and will close as soon as the school is full or until the end of third term. Where we have places then transfers can be made until 31 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 2014-2015 are as follows:

Year	School Fees	1 st Installment	2 nd Installment	3 rd Installment
		Due 01/09/2014	Due 01/12/2015	Due 01/03/2015
KG	1,067	360	360	347
REC	1,240	420	420	400
YR 1	1,698	570	570	558
YR 2	1,698	570	570	558
YR 3	1,698	570	570	558
YR 4	1,698	570	570	558
YR 5	1,698	570	570	558
YR 6	1,950	650	650	650
YR 7	1,950	650	650	650
YR 8	1,950	650	650	650
YR 9	2,442	820	820	802
YR10	2,442	820	820	802
YR11	2,442	820	820	802
YR12	School Fees	1 st Installment	2 nd Installment	
		Due 01/09/2014	Due 01/02/2015	
	3,150	2150	1000	

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

Bus fees:

	Short	Long
One Way	KD 190	KD 215
Two Way	KD 245	KD 275

In accordance with Ministry regulations, please note the deadlines for payment of fees for KG – Yr 11:

Payment 1: 1st September

Payment 2: 1st December

Payment 3: 1st March

Cancellation of registration or withdrawal during the school year:

- Application for withdrawals or cancellation during the school year should be made in writing at least 15 days before the date of leaving.
- If a student withdraws or cancels during a term, the fees for the full term must be paid.
- A transfer certificate will be issued only after all fees have been paid and all books and equipment have been returned.

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., 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.

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.

SMOKING

The school is a non-smoking campus.

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.

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 Assistant Head (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.

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: _____

Name of Parent: _____

Parent Signature: _____

Parent mobile phone number for SMS: _____

Date: _____

Last updated: April 25th 2013