



# International Academy of Kuwait

## Parent Handbook 2018 – 2019

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**International Academy of Kuwait**

Dear Parents and Guardians,

We have pleasure in providing you with this Parent's Handbook and trust you will find the information useful. If there is anything you feel we have omitted, we welcome your suggestions.

Our staff look forward to working with you to make sure your child's time here is positive.

During the year you will have the opportunity to meet our teachers and discuss any area or concerns you have regarding your child's education and development.

You will find general information that will be useful during your child's time at the International Academy of Kuwait

As always, please do not hesitate to contact the school and make an appointment to meet with any member of staff.

**Principal**

**Mr Christopher Bennett**

**Enrolment Policy**

The International Academy of Kuwait believes that all children are entitled to educational opportunities.

We focus on providing education to students who have demonstrated a desire to learn. As outlined in our prospectus we foster the intellectual, moral, physical and social development of all our students.

Classes at The International Academy of Kuwait are limited to no more than thirty students.

Students from Year 2 to Year 10 sit an entrance exam which assists us in assessing the student's ability and where they would best be enrolled. Students applying for entry in to Pre-KG to Grade 1 have a 'one on one assessment' with a member of that staff. Students are not refused entry on race, religion or physical characteristics.

Students in Years 10, 11 and 12 wishing to register must provide all school reports from the previous years (9 – 11) to evaluate their subjects and years to meet the specific requirements of our curriculum and pre-requisites.

All applicants must establish their age and their eligibility to register in a foreign school.

Before any student can be enrolled all official documentation required by the Ministry of Education must be completed (please refer to our Registration package).

In order to manage the administration of enrolment, a non-refundable fee for service is required at registration.

**Code of Conduct**

The schools believe that the most effective discipline is self-discipline. Self-discipline is a very positive thing and should be encouraged through every aspect of a student's curriculum. Please refer to the *Behaviour Management Policy*

The schools have a very clear Code of Conduct but this will only work if the Code of Conduct used at school is supported by the parents of our students. The encouragement of good behaviour is based on a partnership between parents and the school.

If the Code of Conduct is not adhered to, the quality of teaching and learning will decline. At times, despite the best efforts of the school and parents, some students will choose not to follow the Code of Conduct. A range of penalties has been agreed to that will benefit all members of the school community.

## Guiding Statements

### Vision

At The International Academy of Kuwait, we strive to educate students in a safe, nurturing and active environment where students are encouraged to become life-long learners.

We will develop the students' capacity to become productive and ethical citizens in a diverse and technologically advanced world community.

### Mission

At the International Academy of Kuwait we educate students in a caring, organised, and disciplined manner, encouraging students to reach their full potential. Every child will have equal opportunity to learn.

We aim to promote an understanding of differences in ability, race, or culture amongst all our students. This is achieved through both class and school-enrichment activities and celebrations.

We will demonstrate that the academic, social, ethical, personal and physical development of each student is of equal importance. Our curriculum aims to encourage full participation by all students.

We believe that the promotion of a partnership between students, teachers, administration, parents, and community organizations will enable each individual to become a valued member of the school, the community, and the world.

### Educational Objectives

Our students will aim to:

- Develop social and interpersonal skills by involvement in all aspects of school life.
- Seek knowledge and foster critical thinking to become life-long learners.
- Develop a positive work ethic to enrich their character and self-worth.
- Value the importance of achieving their optimum physical and intellectual potential.
- Be articulate, analytical, expressive, and receptive communicators in both Arabic and English languages.
- Respect and celebrate cultural diversity through curricular and co-curricular programs.
- Develop their learning potential through an up-to-date technological student-centered working environment.
- Become responsible, contributing members of a global society.

**Behaviour**

At The International Academy of Kuwait we have a strict but very fair Code of Conduct.

**Classroom expectations**

Students will be:

- on time to class.
- prepared for class.
- respectful of others.
- neat and clean at school.

Students can expect the following consequences:

- a warning about problems.
- an explanation of the problem.
- classroom consequences from the teacher.
- parental consequences when they are notified.
- school consequences from the principal.

Parents and students are required to sign the signature form, found at the end of the Parent/Student Handbook Agreement indicating they have read this handbook in its entirety.

Constant reinforcement of rules helps to maintain a pleasant and stimulating learning environment for your child.

We regard good attitude, good behaviour and respect for others as essential and reward these qualities accordingly.

**General Information**

- Students must speak in English except in Arabic, KSS, Islamic Studies and Quran lessons.
- Incident reports are used to identify students who need follow up action by the Form tutor, Head of Pastoral, head of Section or Principal.
- A late slip will be issued for students arriving late to school and class (after 7.30am). It is important that students are at school on time.
- Room/Nurse passes – a student must have a pass if they leave a room for any reason during a lesson.
- House points – these are used to reinforce positive behaviour but are not used to reinforce expected behaviour e.g. lining up quietly. In most cases only one house point will be awarded at a time but teachers may make a judgment to award more than 1 house point for an outstanding effort. House points are recorded on Edunation.
- Negative behaviour is recorded on Edunation.

### Partnership with parents

We believe that a close relationship between home and school benefits our students. We maintain regular contact with parents through education, information evenings, parent/teacher consultations and reports.

- Parents are encouraged to make an appointment to meet with their child's teacher or Grade Leader/Head of Department or Head of Section to discuss any matters that concern them. By making an appointment, the staff member concerned can have any relevant information available. Communication also occurs through *Edunation* where parents and students can access their Years and progress in academic subjects.

### Parent's Meeting

Should you wish to discuss your child's progress with the teachers, please contact the school receptionist who will make an appointment when the teacher is available. Please do not expect a teacher to meet with you without an appointment.

Please call the school administration on Tel: +96522980560 to set up an appointment or via *Edunation*. Parents will not be allowed to meet the teachers without an appointment.

Regular Parent's meetings are held during the course of the academic year. The meetings are only 10 minutes for each parent. If you need more time, you will need to schedule a parent meeting for another day. More information regarding "Parent's Meeting Day" will be sent home.

### Communication between the school and parents

Please refer to the published *School Calendar* for the current academic school year. Our aim is not to change any of the dates, but at times this is unavoidable.

Those dates marked by an \*, such as Ramadan, Eid are subject to change, but parents will be given advance notice of any changes.

The school communicates to parents on a regular basis through *Edunation*, and if necessary will make contact by phoning.

If a staff member wishes to speak with a parent they will make contact by phone, message through *Edunation* or request an appointment with the parent. If you wish to see a member of staff please call the school to make an appointment.

**The School Day**

**Foundation: 7.30am – 12.30pm**

At the end of the school day Foundation children will be supervised on to the buses at 12:10pm, or collected by parents through gate 4 from the Foundation playground.

**Years 1 – 12: 7.30am – 02.15pm**

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:

Gate 1 (Office)	Gate 2	Gate 3	Gate 4
07:30 am - 2:15 pm	06:30 am - 07:30 am 2.15 pm – 3:00 pm open for Y 1 to 12	2.15pm -2.30pm Open for year 1 and 2 parents Year 1 children to be collected from the classrooms Year 2A, 2B, 2C and 2H will be collected from the library area	06.30am – 07.30am 12.30 pm-1.00 pm Open for collection of foundation children ( Afternoon)  No collection for this gate at 2.15pm – Bus departure gate ONLY

**Start of the Day**

When all students are on time for school it ensures a quiet, orderly start to the day.

Staff will be on duty in the playground from 7.15 am each morning. Children will be properly supervised from this time. The school takes no responsibility for children dropped at school before 7am.

All students from Years 1 – 12 must be in the playground by 7.30am for assembly at 7.30am. All students attend a school assembly. Attendance at morning assembly is necessary as this is when daily notices are given.

After assembly, primary students move to class with their Class Teacher. Secondary students move to class with their Form tutor.

**Late Students**

If students are late to school they miss valuable learning time.

Students should arrive at by 07:20 for a 07:30 start. If a student is late, regularly late or absent they will be sanctioned in accordance with the IAK code. A student who is persistently late will be held accountable and action will be taken via the disciplinary system. Students who arrive after 07:30 are marked as absent, those who arrive after 08:00 will not be allowed to enter the school without medical evidence or other valid reason. According to Ministry Guidelines three lates' is equivalent to a full days absence.

## Absentees

Parents must notify the school when a child is absent. A note should be sent with the child when they return to school. Parents will be contacted if a student is absent for three days or more without the school being contacted.

## End of the Day

We have procedures in place to ensure the safety of our students. Students are to be collected from the playgrounds once they have been dismissed from lessons. They are not permitted to wait outside the school ground nor go to the vehicles on their own.

Those students who travel on the school bus will go directly to the bus.

Staff will be on duty to supervise any students who are not collected at the end of the school day. Students not collected by 3.00 pm will stay with the school's security.

Requests for Leave Passes are to be submitted to the Principal. To ensure students are not disadvantaged by missing lesson time, these requests should be kept to a minimum and only for matters of great importance or emergency. In the case of a medical appointment, the appointment card needs to be available and a letter sent to be given to the class teacher, however it is requested that whenever possible medical appointments are arranged outside of school hours to prevent disruption to learning.

Requests to collect students after 1.45pm will not be granted. At this time of the day the students are receiving homework, finalising preparations for the next day, receiving notices and packing up their classrooms.

In particular, requests on a Thursday afternoon should not be presented.

## Foundation

If you have a child in Foundation and other children in the older classes and are unable to collect them until 2.15pm the students will be supervised by a member of the Foundation Teaching Staff. Please contact the school regarding this service.

### **Note:**

The school is obliged by the Ministry to keep accurate records and show that we follow-up students who are persistently late to school and have unexplained absences.

## School Uniform

It is our policy that the school uniform must be worn by students when they are at school or representing the school. The school uniform is considered to be an essential contribution to the development of the school community spirit.

The wearing of the correct school uniform is monitored closely by all members of staff.

If a student continually arrives at school out of uniform, the school reserves the right to send him/her home and he/she will not be permitted to return until wearing the correct uniform.



The school uniform can be purchased from the school uniform shop. If the school shop is unable to supply the correct size/item for a short period of time, a similar alternative can be worn temporarily.

If your child's class has PE, students should wear correct PE uniform.  
Trainers/sneakers must be all black or all white. Colour combinations are not allowed.

### Uniform for All Students

#### Summer Uniform

Long, loose fitting Navy trousers  
White polo shirt with IAK logo  
Formal Black school shoes with white school socks. No boots.

#### Summer PE Uniform

School PE kit  
All Black Trainers with white sports socks

#### Winter Uniform

Long, loose fitting Navy trousers  
White polo shirt with IAK logo  
Formal Black school shoes with white school socks. No boots.

#### **Navy sweater with no commercial logo**

#### Winter PE Uniform

School PE kit  
**Navy sweater with no commercial logo**  
All Black Trainers with white sports socks

### Please note:

- ❖ Only basic jewellery (watch, stud ear-rings) is to be worn, the school takes no responsibility for lost jewelry.
- ❖ Hejabs are to be plain white or navy with no decoration.
- ❖ Only plain white or plain navy headbands are to be worn
- ❖ No make-up or nail varnish.
- ❖ Students may only wear the PE uniform when they have a PE lesson timetabled. This includes footwear.
- ❖ Correct footwear must be worn – “ballet slippers” are not permitted.
- ❖ Sport socks are not allowed
- ❖ Only plain white T-shirts are to be worn under the school uniform.
- ❖ Sport socks are forbidden.

### Hair

Hair is to be trimmed and kept neat and tidy. No gel is permitted. Hair is not to be coloured or have razor cut designs. Girls must tie their hair back and boys must keep their hair tidy and short. No extreme hairstyles will be permitted.

### Stationery Requirements

Students are expected to provide all materials that are essential for their learning such as pens, pencils, glue stick, rulers, pencil cases etc.

**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 (May/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. Reports cards are distributed to parents at designated times, as detailed in the school calendar.

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 - 6:**

The mark you see on the report cards will be according to the following boundaries.

Grade	
A	85 – 100
B	70 – 84
C	50 – 69
D	0 – 49

**Years 7 – 9:**

Grade	
A*	95 – 100
A	85 – 94
B	70 – 84
C	55 – 69
D	40 – 54
E	0 – 39

Year 10-11:

Year 10		
Grade	Extended	Core
A*	95 - 100	
A	80 - 94	
B	65 - 79	
C	55 - 64	75 - 100
D	45 - 54	60 – 74
E	35 - 44	45 – 59
F	25 - 34	30 – 44
G	15 - 24	15 – 29
U	0 – 14	0 – 14

Year 11:

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.

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.

## Field Trips

Field trips are an essential part of the educational programme. They provide children with hands-on experience and these trips help to reinforce topics taught in the classroom. Field trips are scheduled throughout the school year. Permission slips are sent in advance to inform you about the trips. The permission slips must be signed and returned to your child's teacher the following day. If a permission slip is not returned or signed, your child will not be allowed to go on the field trip.

If your child is sick, please do not send him/her to school. It is difficult to give students the extra attention needed if they do not feel well on these field trips. *Your attention to this matter is needed.*

## Parties

The school has a policy regarding the celebration of birthdays in school. Celebrations are part of our education but they are only a small part of our class routine. Birthdays are celebrated only during break time on a Thursday. You may bring a cake and it should be brought to the school before 8.00am for students in Foundation - Year 2. You also need to supply the teacher with paper plates, forks and napkins. No parent will be allowed into the classroom or to bring a video camera. No professional photographs or videoing is permitted. No gift bags will be permitted under any circumstances.

## Canteen

There is a canteen in school where students are able to buy snacks and drinks. Students can, of course, bring their own snacks and drinks to school.

## Extra Curricular Activities

Students can take part in extra-curricular activities that are organised from 2.30pm until 3.30pm.

You will receive a letter at the beginning of each term explaining exactly which clubs will be running. These may differ from term to term.

Students will be asked to make their choice by a designated date and time.

Please note: Once your child has decided on the club/clubs that he/she would like to attend and we have received your permission form, we strongly urge your child not to request a change of club and not to 'drop out' after one or two weeks.

**Please note: It is the responsibility of each parent to ensure that their child is collected after the club at 3.30 pm.**

***School transport will not be available at this time.***

**Please note: Clubs will not run during the Holy Month of Ramadan.**

We ask you to encourage your children to participate in as many school activities as possible. Activities are:-

- *Educational*
- *They are Fun and Enjoyable!*
- *Good for self confidence*

- *Often help to keep your child fit.*

### School Library

The school is equipped with the required resources and reference books for the benefit of the students. Students are allowed to refer to the books in the library during school timings as directed by the class teacher.

Students will be permitted to take home from the library only one book at a time for study and reference purpose and return it back.

### House System

Each student is assigned to one of the school houses. They will remain in this house during their time at the school. The four house colours are as follows:

Red, Green, Blue or Yellow

One of the aims of using the house system is to develop self-confidence, community spirit and leadership.

During the year students are rewarded House Points for good academic work, participation in school activities, noticeable improvement in effort and for sporting results.

The House Points are collated during the year on a regular basis and a House Cup is presented to the house with the most house points at the end of the academic year.

### School Medical Care

We have qualified nurses available in school at all times. They will keep your child's medical records and inform you of any vaccinations etc. that are sometimes required by the Ministry.

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

**Please note:** *it is vital that your emergency contact details are with us and are updated whenever necessary.*

If your child has a minor accident in school, you will be informed by phone and letter. If however, your child needs to visit the hospital as a result of an accident in school, you will be notified immediately.

If your child is sick during the school day you will be contacted by the nurse to come to school to collect him/her. Usually you would be asked to keep your child at home for at least 24 hours following this.

**Please note: You are kindly requested not to send your child to school if they are obviously unwell or have a high temperature.**

Thank you in advance for following these guidelines.

## School Transport

The International Academy of Kuwait provides a Bus Transport Service for its students. If you wish to use this service then you should complete and return the attached **Information for School Transport** form with regards to your child(s) using the bus transport service provided by the school.

Please note:

1. School transport will be provided from the second Sunday of the school year, provided that the appropriate form and a map have been completed and submitted to the school.
2. Parent's requests for the Transport service submitted late will be accepted, but parents will have to allow the Transport Manager two full working days to prepare the route and driver, before the service can be used.
3. The Transportation Costs are available from the accountant.

## Information for School Transportation

In order to assist the smooth functioning of school transport service, we need accurate details of your address with a detailed map in English. The present details we have may not be complete and we need the appropriate form as fully as possible and returned to school immediately. Details of all your children may be entered on this form

## Block listed Students

We need to protect our student body, staff and parents at the school.

There may 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.
- ❖ some students and parents who have physically and verbally assaulted staff members, other children and even other parents.

Such people will be block listed 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 block listed. Before block listing is applied parents will be communicated with.

It is imperative for you as parents to work with us the school to help change negative behaviour and actions as soon as possible to prevent further damage to their own children's future and/or the future of other members of the IAK community.

**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.

**Communication with the School and Teachers**

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 or use Edunation. After this, parents are then welcome to make appointments with Heads of Departments and Year level leaders (curriculum), form tutor / Class teacher (discipline and behaviour), Head of Primary, Head of Secondary, Head of Student Affairs 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, HSA 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.

Edunation is also an efficient way of communicating with staff. Staffs are obliged to reply as soon as possible.

**Edunation**

All members of the IAK community are responsible for entering and checking information on Edunation with regards to their relevant sections. Parents should remain updated through their personal logins. Students will find a vast array of information too.

Website: [www.edu-nation.net](http://www.edu-nation.net)

**Form Tutor / Class teacher**

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.

**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 not returned then a charge will be incurred.

## Behaviour Management

### The Merit-Demerit System

The Positives-Negatives system is the underpinning component of the Behaviour Management Policy. It sets the behaviour expectations that enable our students to become responsible and self-disciplined. Students who demonstrate responsible behaviour are rewarded with Positives that encourage and promote the best behaviour in the school. Negatives are used to encourage a student to correct inappropriate behaviour(s). The accumulation of Negatives will lead to defined consequences and increased parental awareness of the behaviour of the student. Positives and Negatives are to be recorded by teachers and the Head of Pastoral Care on Education.

***Commitment Honesty Compassion Responsibility Cooperation  
Fairness Respect Patience Modesty Caring***

Students can be awarded a merit for such things as:-

- Academic performance well above the expected standard.
- Continuous adherence to all class rules and expectations.
- Assisting other students in the completion of class work / projects / displays.
- Acts of kindness and thoughtfulness above those expected in the class room rules.
- Excellent manners and politeness.
- Volunteering for duties to assist students or teachers.

When a student earns:-

- 25 Positives - a letter of recognition will be sent home to parents.
- 50 Positives - bronze certificate.
- 100 Positives - silver certificate
- 150 Positives - gold certificate
- 250 Positives - platinum certificate.

To improve overall student behaviour and encourage the student to strive and commit to the best behaviour, each month as we celebrate a given school value the students with the most *Positives* will receive a certificate.

### ***Negatives***

The recording of any misbehaviour on *Edunation* will ensure ongoing documentation and will allow staff to monitor student behaviour every lesson throughout the day. The following are guidelines for *Negatives* earned for unacceptable behaviour. The number of *Negatives* assigned depends on the severity of the misbehaviour. *Negatives* are not the only consequence that may be used in dealing with student behaviour. The Head of pastoral, Head of Section and Principal may, according to the seriousness of an incident, determine an alternative consequence that over rides those outlined.



Misbehaviour	<i>Negatives</i>	<b>Other Consequence</b>
<ul style="list-style-type: none"> <li>➤ Frequently talking out of turn.</li> <li>➤ Chewing gum, eating during an inappropriate time or location.</li> <li>➤ Off task during instruction and/or class-work</li> <li>➤ Not following instructions and routines.</li> <li>➤ Coming to school not prepared or missing essential equipment.</li> <li>➤ Frequent late arrivals to class.</li> <li>➤ Frequently speaking Arabic.</li> <li>➤ Running in the hallways.</li> <li>➤ Not doing homework.</li> </ul>	1	
<ul style="list-style-type: none"> <li>➤ Inappropriate dress code, including jewellery and make up.</li> <li>➤ Littering</li> <li>➤ Play fighting.</li> <li>➤ Possession of a mobile phone</li> </ul>	2	
<ul style="list-style-type: none"> <li>➤ Disruptive in class.</li> <li>➤ Disrespect towards a teacher or refusing to do work.</li> <li>➤ Disrespect/name-calling, teasing, making fun of others.</li> <li>➤ Using bad language.</li> <li>➤ Hurting others' feelings.</li> <li>➤ Throwing objects.</li> </ul>	3	Suspension at the Principal's discretion.
<ul style="list-style-type: none"> <li>➤ Verbal harassment - spreading rumours or gossip.</li> <li>➤ Playing inappropriate games or clips.</li> <li>➤ Graffiti and vandalism</li> <li>➤ Using a mobile phone in a classroom</li> </ul>	5	
<ul style="list-style-type: none"> <li>➤ Inciting a fight.</li> <li>➤ Threatening to take or damage property.</li> </ul>	8	
<ul style="list-style-type: none"> <li>➤ Fighting</li> </ul>	Suspension	

Demerit Chart

Consequences for Accumulated *Negatives*

Level	Negatives	Consequence	Documentation
One		<ul style="list-style-type: none"> <li>- Recorded on Education.</li> <li>- Problem Solving Form</li> <li>- Call home or send form home to be signed.</li> </ul>	
Two	10	One Break Detention	<ul style="list-style-type: none"> <li>- Call home to advise parents.</li> <li>- Send Discipline Letter to be signed.</li> </ul>
Three	20	Two Break Detentions	<ul style="list-style-type: none"> <li>- Call home to advise parents.</li> <li>- Send Discipline Letter to be signed.</li> </ul>
Four	30	After School Detention	<ul style="list-style-type: none"> <li>- Call home to advise parents.</li> <li>- Send Discipline Letter to be signed.</li> </ul>
	35	<b>Head of Behaviour Management / Parent Meeting to discuss behavioural issues.</b>	
Five	40	One Day Suspension	<ul style="list-style-type: none"> <li>- Call home to advise parents.</li> <li>- Behaviour Contract, parent signature.</li> <li>- Admin//Parent Meeting</li> </ul>
Seven	60	Two Day Suspension	<ul style="list-style-type: none"> <li>- Call home to advise parents.</li> <li>- Behaviour Contract, parent signature.</li> <li>- Admin//Parent Meeting</li> </ul>
Eight	80	Three day Suspension	<ul style="list-style-type: none"> <li>- Call home to advise parents.</li> <li>- Behaviour Contract reconsidered, parent signature.</li> <li>- Admin//Parent Meeting</li> <li>- Re-registration on hold.</li> </ul>

## Anti-Bullying

At the International Academy of Kuwait we believe that all students have a right to learn in a supportive, caring and safe environment, without the fear of being bullied. It is made clear that all bullying is a form of antisocial behaviour, it is wrong and will not be tolerated.

### *What is Bullying?*

Bullying can be described as being a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully.

Bullying can occur through several types of anti-social behaviour. It can be:

- Physical - A child can be physically punched, kicked, hit spat on, pushed etc.
- Verbal - This can take the form of name calling and may be directed towards gender, ethnic origin, physical or social disability, personality etc.
- Exclusion - A child can be bullied by being excluded from discussions, activities, sport etc.
- Damage to property or theft - Students may have their property damaged, hidden or stolen. Physical threats may be used by the bully in order to have that student hand over property.

### *What can children do if they are being bullied?*

Each term or when the incident occurs class teachers will discuss bullying and reinforce the following:

- Remember that your silence is the bullies greatest weapon.
- Tell yourself that you do not deserve to be bullied and that it is wrong.
- Be proud of who you are. It is good to be an Individual.
- Try not to show that you are upset. It is hard but a bully thrives on someone's fear.
- Stay with a group of friends. There is safety in numbers.
- Be assertive, shout "No", walk confidently away. Go immediately to a teacher.
- Fighting back may make things worse.
- Generally it is best to tell an adult you trust. You will get immediate support.
- Teachers will take you seriously and will deal with the bullies in a way which will end the bullying and will not make things worse for you.

### *What do you do if you know someone is being bullied?*

- Take action! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved tell an adult immediately. Teachers will deal with the bully without getting you into trouble.
- Do not be, or pretend to be, friends with a bully.

### **The role of the parents:**

Parents have an important part to play in the anti-bullying policy. Parents are asked to:

- Look out for unusual behaviour in their children. For example, they may suddenly wish to not attend school, feel ill regularly or not complete work to their usual standard.
- Always take an active role in their child's education. Enquire how their day has gone, who they have spent time with etc.
- If you feel your child may be a victim of bullying, inform the school immediately. Your concern will be taken seriously and appropriate investigation will follow.

- If a child has bullied your child, please do not approach the child in the playground or involve an older student to deal with the bully. Please inform the school immediately.
- It is important that you advise your child not to fight back. It can make matters worse.
- Tell your child that it is not their fault that they are being bullied.
- Reinforce the school's policy concerning bullying and make sure your child is not afraid to ask for help.
- If you know your child is involved in bullying, please discuss the issues with them and inform the school. The matter will be dealt with appropriately.

*Staff strategies for dealing with bullying.*

The following is a list of actions available to staff depending on the seriousness of the situation. The emphasis is always on a caring, listening approach, as bullies are often victims, that is why they bully.

If bullying is suspected we will:

- Talk to the suspected victim and any witnesses.
- Identify the bully and talk about what has happened to discover why they became involved.
- Make it clear that bullying is not tolerated in the school.
- If the student admits to bullying then the sanctions outlined in the Behaviour Management Policy will be followed.
- An additional sanction may be to arrange for the child to be sent home.
- Incidents of bullying are recorded with the Head of Behaviour Management.
- If the suspected bully does not own up, further investigation will occur. If it clear the student is not being truthful, sanctions will be applied.
- Continue to monitor the situation to ensure there is no repetition. The follow-up findings will be recorded with the Head of Behaviour Management

