

ENGLISH SCHOOL FOR GIRLS

2016 - 2017



# Student Handbook

General School  
Rules & Regulations

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

Our mission is to create a challenging and relevant educational environment, in which all students develop a strong sense of the world around them. We want our girls to become confident, happy and fulfilled individuals, who are successfully learning for life. In order to achieve our mission the school has the following expectations of our students who should:

1. Show care and consideration for others and treat everyone with courtesy and respect
2. Respect the right of everyone to learn without disruption or threats from anyone
3. Take care of the school and wider environment
4. Come to school prepared to work hard and learn

Set out below is key information about rules and procedures which help them to ensure that above principles are met.

This handbook is a copy for the student and parents of the Secondary Department Rules and Regulations at English School for Girls (ESG).

### School Day

<u>Session</u>	<u>Time</u>
<b>Assembly / Form</b>	<b>7:20 - 7:40</b>
<u>Lesson 1</u>	<u>7:40 - 8:25</u>
<u>Lesson 2</u>	<u>8:25 - 9:10</u>
<u>Lesson 3</u>	<u>9:10 - 9:55</u>
<b>First Break</b>	<b>9:55 – 10:15 (20 min)</b>
<u>Lesson 4</u>	<u>10:15 - 11:00</u>
<u>Lesson 5</u>	<u>11:00 - 11:45</u>
<u>Lesson 6</u>	<u>11:45 - 12:30</u>
<b>Second Break (Prayer)</b>	<b>12:30 - 12:50 (20 min)</b>
<u>Lesson 7</u>	<u>12:50 - 13:35</u>
<u>Lesson 8</u>	<u>13:35 - 14:15</u>
<b>Secondary Register</b>	<b>14:15 - 14:20</b>

Students should arrive at school between 7:00am and 7:15am.



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### Student expectations

Students benefit greatly with clear guidelines as to what is expected from them.

Below are listed basic principles and ideals that all students at ESG should be aware of and meet.

Students will be expected to:

- Conduct themselves around the building in a safe, sensible, manner and show regard to others
- When moving around the building students must **walk quietly**.
- **Not RUN, SHOUT or clap in a corridor**
- Arrive to all lessons/registration on time
- Bring equipment appropriate for all their lessons
- **Follow all instructions given by the teacher first time, every time**
- Behave in a reasonable and polite manner to all staff, and all pupils
- Show respect for the opinions and beliefs of others
- Students who arrive to school on the bus must go directly to the playground in the mornings, when late to go directly to their lesson
- Work their best in all lessons
- Complete all class work and all set homework to the best of their ability
- Meet all school deadlines, especially for homework
- Show respect for the working environment for all lessons
- Follow the school rules
- Students must follow all safety rules in science, DT/HE and ICT labs
- Report any **bullying they are aware of** to any member of staff , so that it can be investigated further
- Students on report must be held responsible for showing their report sheet to all subject teachers/ form tutor , and or any member of staff who wishes to check it
- Tidy up after themselves, including picking up their litter after a break time
- Students are not allowed to enter the building during break times or before the start of school without authorised break pass
- Sit quietly in all gatherings such as assemblies, students are not permitted to chat for the duration of an assembly/Morning assembly
- Students are **not permitted** to run along, use the main Primary/Secondary corridor
- Have a note from a member of staff confirming date, time sent out of class and reason when outside of class during lesson time
- Comply with the dress code rules and behaviour expectations
- The administration area, Primary and Early years is out of bounds unless you have a signed note from a teacher to entitle you to be there.
- Set a good example at all times
- Have school bags with them at all times unless placed in a locker
- Are not allowed to leave their school bags in corridors or outside classrooms during break times.



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- Students are not permitted to go to the canteen during lesson times, or buy food after the break bell has rung
- Speak in English at all times, in lessons taught in English
- Leave school site by 2.15pm unless in a club
- Long hair must be tied up
- Arrive at school between 07:00 and 07:15 each and every school day
- **Mobile Phones - personal electronic equipment, excluding calculator, should be confiscated for one academic term as soon as seen by the member of staff**

### Morning Assembly

Students should arrive to school by no later than 7:15 am as the assembly will start promptly at 7:20 am. Students are required to line up in their designated form lines and be ready for the start of assembly **in silence, and their bags placed on the floor.**

All students are expected to honour the anthem and salutations.

#### Lateness to morning assembly

Students arriving to school between 7:21am-7:40am are late. These students will follow the discipline sanctions which are outlined below

1st late: written warning letter

2nd late: strike issued for being late

3rd late: suspension

Students arriving after 7:40am: the school will send the student back home and it will be recorded as unexplained absence on the register.

### Attendance

When a student is absent a parent should telephone the school and explain the reason for absence on the morning of the first day. A note should be sent to the form teacher on the student's return to school. Parents should note that it is school policy to contact parents directly whenever the school is not informed about student's absence. This is in the interest of personal safety and to ensure that there is no opportunity for students to mislead either parents or the school with regards to truancy.

If you know in advance that you are going to be late because of an unavoidable appointment, such as medical, or dental appointment, you must provide a note in advance. The late is considered 'authorised', and will not be counted in the total number of lates for the term/year.



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When it is necessary to keep a student away from school because of sickness and medical note must be provided to the form tutor upon her return.

For other mitigating circumstances such as bereavement or religious obligations, the parent/ guardian of the student must inform the school in writing when the student returns to school.

The school strongly advises that students should not be taken out of school during term time for other reasons, such as feeling tired, as it disrupts their learning experience.

An appointment will be requested to meet parents of any student who has persistent late/attendance concerns.

**After 3 days of unexplained absences, parents will be sent a warning letter. After a student has reached 9 days of unexplained absences, their names will be forwarded to the Ministry of Private Education for sanctions to be applied to parents.**

### Breaks

All students should spend their breaks and lunch times in the large playground unless attending an organised activity elsewhere within the school. During bad weather students will remain in their form rooms during breaks. Secondary students must take their school bags with them to the playground.

Students are encouraged to bring a healthy packed lunch from home. The school tuck shop provides snacks and drinks.

Eating and drinking is strictly prohibited inside the building. Drinking water is permitted inside the classroom. Canned / energy drinks and chewing gum are not allowed at school premises, and are punishable by a suspension.

### Birthday Celebrations

Students may have birthday cupcakes sent in to celebrate their birthdays. No other additional items are allowed. Birthdays may only be celebrated on Thursdays. Cupcakes should be delivered to the office, from where the student should collect, with a permission slip, at the beginning of the relevant break.

Students are responsible for supplying plates/forks etc. and must clean up their own mess. In the Primary school parents may give a camera to the teacher/assistant to take a photograph, but they may not go to the classroom themselves.



## School Uniform

The English School for Girls believes very strongly in a policy of full school uniform for all students, from Early Years through to year 12; maintaining the very highest standards of dress and appearance appropriate to school. These standards will be best achieved through the full commitment of all students, staff and parents to the following agreed principles and practices:

1. All students will be expected to wear full school uniform from the beginning of term and at all times when involved in school business, including on trips to and from school.
2. Footwear must be suitable for healthy bone development and should be appropriate for everyday wear in the school. Considerable movement, both indoors and outdoors is necessary, including the use of several staircases. Shoes must therefore have flat or very low heels and be securely fastened at all times. T-band strap leather shoes are recommended. **No 'TOMs' or casual trainer style shoes are to be worn under any circumstances.**
3. Jewellery should be restricted to wearing a wrist watch and one pair of stud earrings. Any additional jewellery worn to school will be confiscated and kept in the school safe and returned according to the following:

Offence	
1st	Parents/student must collect: <b>at the end of the school day.</b>
2nd	Parents/student must collect: <b>at the end of the school week</b>
3rd	Parents/student must collect: <b>the end of the school Month</b>
4th	Parents/student must collect: <b>at the end of the school term.</b>
5th	Parents/student must collect: <b>at the end of the school year.</b>

4. Hairstyles which are extreme in style are discouraged. Hair accessories should be simple and unobtrusive. Long hair must be tied back for reasons of safety and hygiene, with plain blue, black or white headbands Fashion hair dye is not permitted. Hijabs should be plain black, blue or white, with no embellishments.
5. All clothing and other items should be clearly marked with the student's name. The school holds no liability for lost or stolen clothing or other items of equipment.
6. School bags should be of a reasonable size in order to carry any school kit or books. Large trolley-like bags can cause accidents on staircases and in crowded corridors and are therefore discouraged.

Students must observe and meet the requirements of the uniform list as shown in the following table. Our aim is simply to give all students the opportunity to look both smart and appropriately dressed for school. The school will take action when students do not adhere to our school uniform code. **In the event of a student arriving to school inappropriately dressed, the parents will be contacted to bring the correct uniform, if they are unable to then they will be invoiced for a new**



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**uniform, or the student will be sent home.** School blouses and skirts must be free of any stains or unsightly marks. Any student arriving in blouses, skirts or dresses not provided by the school will not be permitted to enter the building.

School Uniform	
Summer Uniform	Winter Uniform
<b>Year 7-10</b>	
Long navy skirt	Long navy skirt
Striped blouse	Striped blouse
White socks	Navy /Blue/Black tights or socks
Black all-leather shoes with strong support	Blue jumper
	Navy Blazer
	Black all-leather shoes with strong support
<b>Year 11 &amp; 12</b>	
Long black skirt	Long black skirt
White blouse	White blouse
White socks	Black/ Navy tights or socks
Black all-leather shoes with strong support	Black jumper
	Black Blazer
	Black all-leather shoes with strong support
<b>PE uniform</b>	
Navy long pants	Navy long pants
Navy T-shirt	Navy T-shirt
White sports socks	Navy Blazer
Trainers	White sport socks
	Trainers



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### Personal possessions and valuables

The school cannot accept responsibility for students' personal possessions and valuables unless individual arrangements are made with a member of the teaching staff; only be allowed in special circumstances.

Students should ensure, whenever possible, that their property is not left unattended. Only necessary money should be brought to school and large sums in payment for visits, other events or purchases should be given to their Form Tutor.

### Electronic Equipment

I-pods, MP3 players, electronic games, cameras, mobile phones, laptops, etc. are not allowed in school at any time. **Any technology brought in to school without permission or not handed over to the school shall be confiscated and kept in the school safe for one academic term, in accordance with the Ministry sanctions.**

### School Equipment

It is the responsibility of the student that all textbooks and exercise books are well looked after and to cover them as soon as possible with clear transparent cover. If a textbook is damaged or lost, a replacement textbook must be purchased.

Students are expected to be ready for learning and have full equipment for all their lessons. Some subjects such as DT/HE, DT, science lessons may require particular equipment and the student will be informed in advance what equipment they must bring for the next lesson,

All other (basic) equipment which students must have with them at all times are:

Pens, Pencils, Ruler, Rubber, Sharpener, Scientific calculator, Colouring pencils, Whiteboard marker, Maths set, Glue and Scissors.

### Nurse

A 'nurse pass' from the teacher is required for any student who feels ill and needs to visit the school nurse. Upon returning to class, the nurse will write the time the student left her office. Students must proceed directly to their scheduled lesson.

### After school activities

Only students who are registered for an after school activity or club are permitted to remain in school after 2:45pm. Any student found not following this policy will be sanctioned following the discipline system.



### Bus students

All students who are registered to take the school transportation must board their relevant buses immediately after school at 2:15pm. While on the bus, students must refrain from any eating, drinking, abusive language, teasing or racist remarks and must remain seated at all times. Under no circumstances is a student permitted to ask the bus driver to make any stop other than scheduled.

1. Any violation from this policy will result in a written warning which must be signed by the parents. This will be kept on record in the student file.
2. Repeat behaviour could result in suspension / revocation of school transport facilities.

### Bags, Scan and Locker Checks

To ensure safety, security and an enjoyable learning experience for all, frequent random checks of students will be conducted, which could include searching student bags and lockers. Only learning related materials are allowed to be brought into school. Random scans for electronic devices will be conducted at any time during the school day.

### Internet abuse

Uploading images of any student /staff taken at school premises without written permission from the Principal/Vice Principals is not allowed. Any deviation from this policy could result in suspension from school, or expulsion, depending on the severity of the offense and at the discretion of head of school

### Homework

Homework will be set on education

- Parents/ students to check education regularly

Work beyond the classroom, including at home, is designed to be empowering and to both accelerate academic progress and embed wide-ranging learning skills

### Purposes of homework:

- Allow practice and consolidation of work done in class
- Allow extension and development work to take place
- Allow preparation for future class work
- Offer access to resources not available in school
- Develop skills in research
- Provide the opportunity for individual, independent work



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- Provide evidence for the evaluation of teaching
- Allow assessment of student's progress and mastery of work
- Train students in planning and organising time
- Develop good habits and self-discipline
- Encourage ownership and responsibility for learning
- Provide information for parents
- Provide the opportunity for parental co-operation and support
- Create channels for home – school dialogue
- Assist parents in enhancing academic progress
- Build learning power

Our experience tells us that the most effective approach is for students to develop their personal expectation of an amount of work each afternoon/evening, incorporating a reflection on their ongoing learning. This builds effective and valuable independent learning skills and is a prime purpose of homework.

If no homework is to be set in any subject for any reason on a particular occasion then students are expected to review their work from the day/week and up to that point in time in preparation for future assessments, including tests. Students should record this activity in their diary and are expected to complete all homework set.

## Rewards

At ESG we consider it very important that praise and rewards should have a considerable emphasis within school, thus students will achieve recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort, good behaviour and adherence to the code of conduct. The attention to our students is not limited to those whose academic work is outstanding or to those whose behaviour is consistently poor.

It is expected that good standards of behaviour will be encouraged through the consistent application of our code of conduct supported by a balanced combination of rewards and sanctions within a constructive school ethos.

House points, leading to merits, will be awarded to students for many different types of positive achievement:

1. Excellent effort in class
2. Participating well during the lesson
3. Improvement
4. Excellent work
5. Helpful in and out of class
6. Positive attitude around school, etc.



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During the course of the year, certificates will be awarded to students who obtain the highest merits in their year groups.

Bronze, silver, gold and platinum merit certificates will also be awarded as students accumulate a set number of merits, with trophies being awarded to those who excel beyond platinum awards.

### **Academic Reports**

Two end-of-term and two progress reports are issued within the academic year to provide meaningful feedback to parents as to students' progress.



## Sanctions

Sanctions are designed to offer student reflection of poor behaviour, and how improvement will positively impact on their learning.

Students have the right to expect fair and consistently applied sanctions for poor behaviour and which make a clear distinction between serious and minor infringements of the code of conduct.

An appropriate sanction is one which is designed to put matters right and encourage better behaviour in future.

All sanctions except verbal warnings are recorded in pastoral files.

### Section (1): Minor incidents

Incident
Lack of work
Lack of equipment
Disruption
Lateness: _____ minutes
Not following teachers instructions
Untidy uniform
Speaking in Arabic
Caught in the wrong place
Low level bullying
Noisy/Misbehaving in corridor
Confiscation of _____
Other :



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Section 2: Serious incidents: Can result in an automatic suspension  
Persistent concerns for minor incidents can also result in a suspension.

<b>Incident: more serious incidents</b>
<b>Incident listed in Section</b>
Persistent Bullying
Damage to School Property
Dangerous behaviour
Fighting / play fighting*
Forging signature of parent /Member of Staff *
Physically / verbally* threatening / assaulting* parent / Member of Staff*
Inappropriate language
Theft
Truancy
Lost whole school report
Chewing gum
Dishonesty/ being untruthful
Other:

### Outline for sanctions for poor behaviour

The (new) discipline policy

A total of 3 (Minor incidents) behavioural concerns received by head of school will automatically result in a strike being issued.

The strike sheet must be signed by parents and brought in the next morning.

Once this has been done the student will be monitored for a minimum of a week, on whole school report to ensure that the student learns from their mistake.

If the student demonstrates while on the whole school report that they can be trusted after securing good reviews from all staff who teach them, then they will be taken off report.

Students who show no or little improvement on the whole school monitoring programme will eventually have to sign a behavioural contract with the school in order to continue at the school.

For more serious concerns, an automatic suspension will be issued and parents will be invited in to discuss the schools concerns.



## Encouraging positive behaviour: week monitoring reports

1. **Green weekly Report:** 3 Concerns reported :  
The student to be monitored by the form tutor
2. **Yellow weekly Report:** Failure to show improvement:  
The student is monitored by the Faculty Head.
3. **Red weekly Report:** Failure to show improvement:  
The student to be monitored by Head of school
4. Behaviour contract signed and agreed by student/guardian, student, head of school & principal

Parents will be invited in to discuss how the school can support their child in meeting the schools expectations from students by Head of school.

## Expulsion

Repeat offensive behaviour could result in expulsion from school and the records will be forwarded to the Kuwait Ministry of Private Education.

## End of School Day

### Bus Students

Bus students should line up at the rear gate at 2:15 pm and proceed directly to their buses.  
No bus student is allowed to purchase food from the tuck shop at the end of the school day as food is not permitted in the buses.

### Non School bus students

At 2.20pm students who travel by car should leave by the main gate.

### Late Students

Any student who has not been collected by 2:40 pm will be escorted to the designated area to wait with the member of staff on duty.

## Students Attending Extra-Curricular Activities

Students participating in extra-curricular activities/clubs, which begin at 2.45pm, will leave through the reception area. Parents/drivers should pick students up promptly at 3.45pm. Any students who are consistently late being collected will not be allowed to continue with extracurricular activities.



### Education Outside of the Classroom

Trips are an important part of student's education, as they provide hands-on understanding and reinforce topics taught in the classroom.

Trips are planned throughout the school year to correspond with topics being taught across all areas of the curriculum. 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, signed by their parent by the due date, or are not dressed in the appropriate school uniform for the trip.

### Student Code of Conduct

All members of the English School for Girls' community have rights and responsibilities as partners in education and should follow practices which demonstrate respect for the laws and regulations of our society.

The school recognises the following appropriate behaviours, which make the school a safe and effective place of learning, and which brings credit to the school and individuals.

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



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### Cyber-safety Agreement for Students

This document guides students in the safe responsible use of ICT equipment, the internet and e-mail. All students/parents will have a copy of, and understand the Information and Communication Technology Policy prior to signing this document.

Read this sheet carefully

- It is to be signed by both the student and the parent
- A copy is to be kept by the school
- A copy is to be given to the student and parents

I promise to do the following:

1. I will not share my login or password details with any other person. I understand that I may lose the right to use a school computer if I break this rule.
2. I will use the ICT equipment at school only for school work. ICT equipment includes: computers, the internet, digital cameras, video cameras, CD and DVD equipment, printers and other electronic equipment used in the school.
3. I will only use the equipment if there is a class/subject leader in the classroom.
4. I will only use e-mail or the internet when a teacher has given permission.
5. I will only go to internet websites as directed by my classroom leader.
6. I will not give my personal details such as name, address, telephone number or photograph to anyone on e-mail or the internet.
7. I will not give personal details of any other person such as name, address, telephone number or photography to anyone else on e-mail or the internet.
8. I must be sensible when using the Internet and other communication technologies. I know that I must not do anything that would hurt me or anyone else.
9. I will notify the class/subject leader immediately if I accidentally access an inappropriate website or if I feel unsafe
10. I will notify the class/subject leader immediately if there are any problems with the equipment
11. To reduce the likelihood of the spread of viruses I will always check with my class/subject leader before I use a portable file storage device such as flash memory, CD's or DVD's

I understand that if I break this agreement in any way I may lose the right to use the computer or any electronic equipment at school.

I understand that my parents/caregiver will be notified and disciplinary action may be taken against me.

I have read and understood this agreement.

**Name:** ..... **Class:** .....

**Signature:** ..... **Date:** .....



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Dear Parents,

Kindly complete and acknowledge the below acceptance form and return to your daughter's Form Tutor within one school day of receipt. Please ensure that you have read through all contents of the handbook with your daughter before signing, and that you understand fully our student code of conduct.

.....

## Acceptance Form

I, \_\_\_\_\_ the parent/legal guardian of \_\_\_\_\_ form/class \_\_\_\_\_ have read this document, and hereby acknowledge that we understand the rules and regulations mentioned in this student handbook.

I accept full responsibility that my daughter will comply with all the school policies of the English School for Girls and the Ministry of Private Education.

<b>Parent:</b>	<b>Student:</b>
<b>Name :</b> _____	<b>Name :</b> _____
<b>Signature :</b> _____	<b>Signature :</b> _____
<b>Date:</b> _____	<b>Date:</b> _____
<b>Form / Class:</b> _____	



**Student Contact Form**

Dear Parents,

Please complete the form below and return to your daughter’s Form Tutor tomorrow.  
This will allow us to have student data on both the Ministry School Register and Statistic Register.

**Student's full name** (as show on the birth certificate):

\_\_\_\_\_ Class : \_\_\_\_\_

**Address:**

Area: \_\_\_\_\_ Block: \_\_\_\_\_ Street: \_\_\_\_\_ House No: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Father's Mobile: \_\_\_\_\_ Mother's Mobile: \_\_\_\_\_

**Father's Details :**

Name : \_\_\_\_\_ Nationality: \_\_\_\_\_

Email address : \_\_\_\_\_ Occupation : \_\_\_\_\_

**Mother's Details :**

Name: \_\_\_\_\_ Nationality : \_\_\_\_\_

Email address: \_\_\_\_\_ Occupation : \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship : \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile Phone : \_\_\_\_\_

I verify that the information provided above is true and accurate.

Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father / Mother / Legal Guardian ( Circle applicable )