

THE ENGLISH SCHOOL FOR
GIRLS

2018 - 2019



**Key Stage Two
Guide for Parents**

General School
Rules & Regulations



Key Stage Two Guide for Parents

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The English school for Girls Key Stage Two Parents Guide

Dear Parents and Pupils

Welcome to Key Stage Two: Years 3 to 6. Below is the information, you will need to help you in school over the next few years. Please take the time to read this information. It is very important that you know what the expectations of the children will be when they are at school.

Attendance

Children need to come to school on time, every day. Each hour the children miss is an hour that puts their education and progress behind. Children need to arrive at school on time (7.45a.m.). If they are late it doesn't just effect that child's education, it interrupts the teaching that is happening and isn't fair on the rest of the class. It is also important that they are picked up on time (2.20pm).

It is important that children come to school having had a good night's sleep and a full stomach from their healthy breakfast. If children are tired or hungry it will affect their ability to learn.

Food and Drink

Please send your child to school with a healthy snack for snack time. They also need to have some fruit for their lunch. Chocolate, sweets, cakes, fries, burgers, ketchup and fizzy drinks will not be allowed.

Uniform

Please ensure your child wears the correct uniform to school each day. Please also make sure that the pupils wear PE uniform on days when they have PE only.

Girls are not allowed to wear jewellery, make up or nail varnish. Earrings must be studs. Long hair must be tied back with blue or black plain bobble. No elaborate or sparkly Alice bands, bobbles or 'scrunchy' bands.

Primary School Uniform

Summer Uniform	Winter Uniform
Year 1-3	Plaid ESG Pinafore (below knee)
Plaid ESG Pinafore (below knee)	White ESG blouse



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White ESG blouse

White socks

Navy tights

All Black sturdy shoes (no ballet slippers)

ESG Blue jumper (no writing/symbols)

Navy jacket (no writing/symbols)

All Black sturdy shoes (no ballet slippers)

Year 4-6

Plaid ESG skirt (below knee)

Long plaid ESG skirt

White ESG blouse

White ESG blouse

White socks

navy tights

All Black sturdy shoes (no ballet slippers)

ESG Blue jumper

Navy jacket (no writing/symbols)

All Black sturdy shoes (no ballet slippers)

PE uniform

Navy long pants

Navy long pants

White ESG T-shirt

White ESG T-shirt

White sports socks

Navy jacket (no writing/symbols)

All Black Trainers

White sport socks

All Black Trainers

Hijabs

Hijabs should be plain black, white or navy with no sparkles, glitter, logos, patterns or adornments.

Timetables



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Copies of timetables will be supplied as soon as possible for you to see which days PE is held for each class and also the time available for meetings.

Lines of Communication

Please put anything urgent on Eduration. We will also contact you via this method so please check Eduration daily. A meeting time has been appointed during school hours for any matters that require further discussion. Please phone school to make an appointment as teachers will not be able to see you without an appointment.

Curriculum

The children will be taught English, Maths and Topic, History, Geography and Science) by the class teacher. They will then be taught Art, PE, DT, Drama, ICT, French, Arabic and Islamic by specialist teachers. In Years 5 and 6 the children will do Kuwait Social Studies with the class teacher.

We are following the New National Curriculum of 2014. Please refer to **Appendix 1**

Please refer to the Curriculum Information on Eduration for information about what your child is doing each week.

We can't stress the importance of speaking in English for the pupils. The more experience they get at speaking English, both at home and at school, the better their chances of making progress.

Children will receive weekly tests in Spelling and/or Maths. Children who are absent without a doctor's note will not be able to re-sit the test and will receive a zero.

Homework – your child's class teacher will set homework according to the following timelines:

Year three = 15 minutes of reading and 25 minutes of other academic areas , 20 minutes of Arabic or Islamic studies per day.

Year four = 15 minutes of reading and 30 minutes of other academic areas , 25 minutes of Arabic or Islamic studies per day.

Year five = 15 minutes of reading and 35 minutes of other academic areas , 30 minutes of Arabic or Islamic studies per day.

Year six = 15 minutes of reading and 60 minutes of other academic areas , 45 minutes of Arabic or Islamic studies per day. This homework will go in your child's homework diary with the deadline for when the homework has to be handed in.

Reading

We will be using the Oxford Reading Tree programme. It is important that you support their child with their reading at home. The pupils should be able to read the ORT books



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independently. If they get to a word that they don't know it is important to encourage the child to sound out the word using the letter sounds not names. The children may also bring home books that they cannot read independently. These are their free choice books and they are to be read with their older brothers or sisters or parents. As your child gets older they are given more free choice books and less ORT books.

Grade Reporting

Grade reporting is completed 4 times a year. Mid-Year (January) and End of Year (June) reports are given in hard copy. There are two interim reports given via Edunation. The Grading scheme for ESG is as follows:

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

Holiday Absences

If you need to remove your child from school for any reason please provide a medical certificate. If your child will be gone for personal reasons please have a letter signed by MOE submitted to the school. Please keep in mind that any learning lost through missing school will be detrimental to your child's education. All work missed needs to be made up after returning to school.

BIRTHDAY CELEBRATIONS

- All Birthdays for the week can ONLY be celebrated on Thursday.
- Only cupcakes are allowed for celebration. No other additional items allowed.
- Individual cupcakes should be delivered to the office, not directly to the classroom. These are to be collected by the teacher at break time only.
- Parents may give a camera to the teacher/assistant to take a photograph, but they may not go to the classroom themselves.
- Celebration can ONLY take place during break time.
- Birthday celebrations are allowed for **only KG-Y3.**

Rewards (Merits)

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



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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.

Merit 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.

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.

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.

The basis of the Discipline and Behavioural Policy revolves around 'strikes' and 'merits', with suspension for more serious acts.

Should a student receive an informal warning, strike or merit, the parent will be notified via Education.

In more serious cases, parents will receive notification directly from the Teacher/Head of Section via Education.



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After three 'level one' transgressions, a letter will be sent home to parents, along with a request for a meeting. In the case of Level two or three transgressions a letter will be sent home to parents, along with a request for a meeting, either verbally or in writing.

Level one transgression:

Item	Transgression	Item	
1	Using inappropriate language	13	Failure to complete work without good reason
2	Dishonesty / being untruthful	14	Refusal to follow class seating plan
3	Eating in class	15	Speaking Arabic in non-Arabic lessons
4	Homework not handed in	16	Persistent / irrelevant talking in class
5	In corridor without permission	17	Purchasing food from tuck shop outside normal break time
6	Incorrect / inappropriate uniform	18	Misbehaving in playground / at lineup
7	Late for start of class without permission	19	Having a mobile phone / camera / ipod or any other recording or digital device
8	Make-up /nail varnish / jewellery	20	Chewing gum at any time on the school premises
9	Long hair not tied back		
10	No/incorrect equipment (subject specific)		
11	Misbehaving / disrupting class		
12	No text/ workbook / exercise book		

Level two transgression:

Item	Transgression
1	Absent from class without permission
2	Changing settings on computers in ICT labs
3	Copying during an assessment
4	Disrupting a lesson which impacts on learning
5	Pushing / jostling / arguing with another student
6	Misbehaving / disrespect on the bus
7	Repeated misbehaviour during assembly and line-up

Level three transgression:

Item	Transgression
1	Bullying / fighting / antagonising / instigating a fight
2	Causing serious chaos within the class / school that endangers health and safety
3	Serious disrespectful behaviour towards a member of staff
4	Vandalism of any kind to school property
5	Unauthorised uploading or sharing images taken at school
6	Disrespectful / abusive behaviour on a school trip
7	Leaving school without permission and without parents' knowledge



Disciplinary Reports

1. **Daily Report:** Any student accumulating too many negative comments/strikes/ will be put on daily report.
2. **Subject Report:** the student is monitored by the Faculty Head.
3. **Time Card:** the student is monitored for lateness to lessons.
4. **Section Head Report:** Failure to improve on Daily report or as required by Section Head.

End of School Day

Bus Students

Bus students should line up at the rear gate at 2:20 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 2.30pm, will leave through the reception area. Parents/drivers should pick students up promptly at 3.30pm. Any students who are consistently late being collected will not be allowed to continue with extracurricular activities.

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.



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- 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.

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:

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.

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.

I will only use the equipment if there is a class/subject leader in the classroom.

I will only use e-mail or the internet when a teacher has given permission.

I will only go to internet websites as directed by my classroom leader.

I will not give my personal details such as name, address, telephone number or photograph to anyone on e-mail or the internet.

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.

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.



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I will notify the class/subject leader immediately if I accidentally access an inappropriate website or if I feel unsafe

I will notify the class/subject leader immediately if there are any problems with the equipment

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:**

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.

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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.

Parent:	Student:
Name : _____	Name : _____
Signature : _____	Signature : _____
Date: _____	Date: _____
Form / Class: _____	



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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)