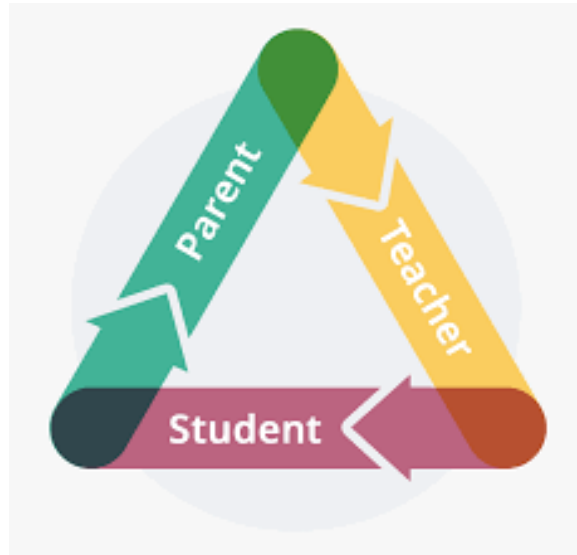


# PARENT-STUDENT HANDBOOK

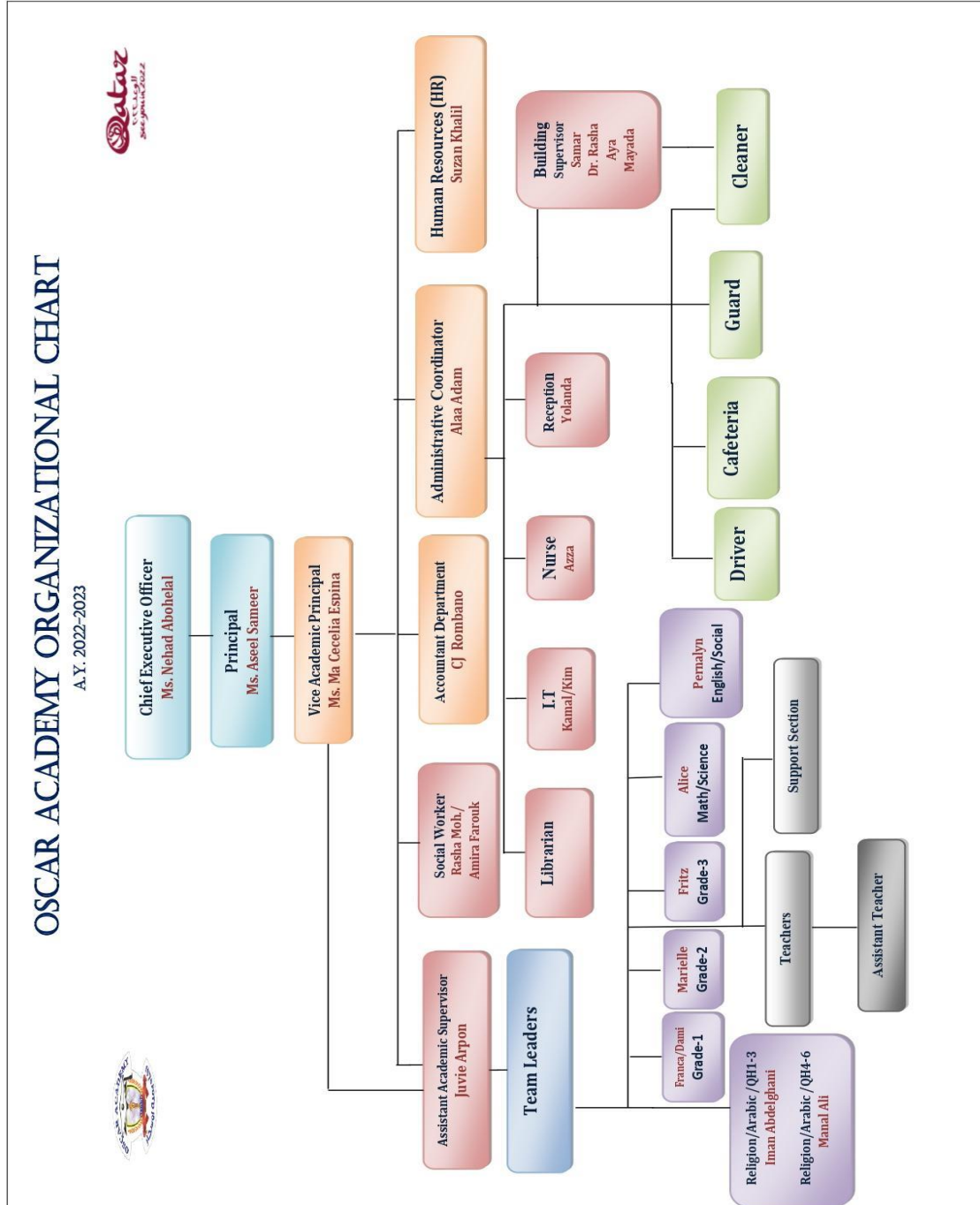
A.Y. 2022-2023



## POLICIES

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## SCHOOL VISION, MISSION & PRIORITIES

### Vision

Oscar Academy aims to provide our students quality educational services and to be motivated to reach their full potentials aligned with National Identity and Islamic practices.

### الرؤية

تهدف أكاديمية أوسكار إلى تزويد طلابنا بخدمات تعليمية ذات جودة تحفزهم للوصول إلى إمكاناتهم الكاملة المتوافقة مع الهوية الوطنية والممارسات الإسلامية.

### Mission

Oscar Academy endeavors towards quality education where students are encouraged to achieve their best potentials morally, socially and intellectually and to be an active member in their community.

### الرسالة

تسعى أكاديمية أوسكار نحو جودة التعليم حيث يتم تشجيع الطلاب على تحقيق أفضل إمكاناتهم معنويا واجتماعيا وفكريا وأن يكونوا عضواً نشطاً في مجتمعهم.

### Priorities for the Academic Year 2022-2023

1. Promote student's personal development, behavior and welfare in a safe environment.  
تعزيز التنمية الشخصية و السلوك الايجابي للطلاب في بيئة آمنة .
2. Improve student's higher order thinking skills by using diversified learning strategies.  
تحسين مهارات التفكير العليا للطلبة باستخدام إستراتيجيات التعلم المتنوعة .
3. Improve students' Arabic and English skills in reading and writing.  
تطوير مهارات الطلاب في القراءة والكتابة للغتين العربية والانجليزية.
4. Promote Qatar Identity among students and teachers.

تعزيز الهوية القطرية بين الطلبة و المعلمين

### Our Values:

|                |           |            |          |
|----------------|-----------|------------|----------|
| Kindness       | اللطف     | Leadership | القيادة  |
| Honesty        | الأمانة   | Truth      | الصدق    |
| Responsibility | المسؤولية | Friendship | الصداقة  |
| Mercy          | الرحمة    | Respect    | الإحترام |
| Loyalty        | الوفاء    | Cooperate  | التعاون  |

## **STUDENTS' AND PARENTS' MORAL CONTRACT (ENGLISH)**

A. Y. 2022-2023

### **School Priorities**

1. Develop student's personal development, behavior and welfare in a safe environment.
2. Enhance student's higher order thinking skills by using diversified learning strategies.
3. Improve students' Arabic and English skills in reading and writing.
4. Promote Qatar identity among students and teachers.

### **My Values Identity Program**

- Promoting the sense of belonging and loyalty to preserve the original principles and values of the State of Qatar.
- Enlightening the school community groups about the importance of the Arabic Language as an identity of the Qatari Society and instilling the Qatari values and heritage.
- Building an integrated role model society which truly understands the national and social responsibility.
- Supporting the practices, initiatives, and activities which promote positive work and making achievement through preserving the identity of the Qatari Society at private schools and nurseries.

### **Code of ethics for students:**

#### **Article 16: Ethical responsibilities of students towards school**

1. Adhere to positive behaviors and deal with everyone in a kind and respectful manner.
2. Comply with school's rules and regulations
3. Interact positively with other classmates during school time.
4. Preserve school property and facilities

### **Code of ethics for parents:**

#### **Article 17: Ethical responsibilities of parents towards school**

1. Spread awareness amongst their children on the importance of education and respect those in charge of the educational process.
2. Show positive manner and behavior and deal respectfully with other school staff.
3. Wear a decent and appropriate outfit while visiting the school.
4. Never abuse your position or your social status to influence school's decisions.

## **BEHAVIOR POLICY**

A.Y. 2022-2023

Oscar Academy sets high standards and expectations through highlighting and praising good behavior. We encourage students to respect themselves, each other, adults and property. Under no circumstances do we use any form of corporal punishment, nor is it our intention that a student is belittled or shamed before their peers. In the case of a particularly serious incident or persistent unacceptable behavior we will always Endeavour to involve parents in resolving the situation. The home /school partnership is seen as vital in establishing and maintaining high standards of behavior and appropriate conduct.

### **1. Behavior for Learning**

#### 1.1 We aim:

- To promote the values of the school and the good behavior of students
- To establish a positive, friendly ethos based on mutual respect and trust
- To ensure students, parents and staff understand and uphold the values and expectations of the school
- To reinforce good behavior for learning through recognition, praise and rewards. To diminish poor behavior by reinforcing positive values, and using sanctions when appropriate. To establish clear routes of communication
- To ensure systems of recording and reporting support the effective implementation of the procedures for rewards and sanctions.

#### 1.2 Our principles are:

- The behavior of students reflects the values upheld by the school community
- The spiritual, moral, social and cultural development of students is demonstrated through their behavior
- Students need clear guidance and consistent consequences
- The partnership between home, school and student is essential to promote positive behavior.

### **2. Scope**

2.1 The Behavior and Sanctions Policy will be applied to all students on school premises, but will also form the foundation for acceptable behavior outside the school where students are in uniform and / or taking part in organized trips and events or where their behavior is violent, illegal, may bring the reputation of the school into disrepute or may place other students at risk.

2.2 By its design the Behavior and Sanctions Policy is intended to describe the acceptable behavior of Oscar Academy students. We expect our students' parents to support and model acceptable behavior themselves.

2.3 If a parent of a student at Oscar Academy displays aggressive, abusive or unlawful conduct towards a member of staff or student, we reserve the right to permanently exclude that parent's child as our responsibility has to be to ensure the safety and well-being of all members of the school.

### 3. Examples and classification of levels of misbehavior

3.1 Examples of misbehavior are given below. The list is by no means exhaustive. Repetition of the same type of misbehavior, lying about misbehavior and failing to comply with instructions when challenged over misbehavior will raise the level. Modifying circumstances will reduce the level.

3.2 Whilst misbehavior outside the classroom may not directly impact on teaching and learning it does damage the ethos and social structure of the school community and is taken just as seriously.

#### **Duties of behavior committee:**

- To monitor the behavior of the students
- To investigate the behavior complaints registered by the parents, students and teachers
- To submit unbiased written behavior report for any incident happened in the school.
- To conduct workshop for teachers to improve students' behavior.
- Maintain the behavior file
- Communicate with the parents regarding any incident
- Communicate with the parents regarding the decision of the committee
- Investigate the incident when reported.
- Motivate students who have improved their behavior
- Maintain the behavior of student
- Monitor behavior of the students
- Counsel students with behavior issues



## INAPPROPRIATE BEHAVIOR

| Level   | Types of behavior  |
|---------|--|
| 1 to 3  | <ul style="list-style-type: none"> <li>Talking whilst the teacher is speaking to the class</li> <li>Failure to complete work to an appropriate standard</li> <li>Not paying attention, talking persistently</li> <li>Inappropriate use of ipads or other educational equipment</li> <li>Not completing sufficient work in class</li> <li>Horseplay and Throwing items across the class</li> <li>Arriving late to class without excuse</li> <li>Shouting/calling out and interrupting teaching and learning</li> <li>Not completing homework, chewing gum</li> </ul>  |
| 4 to 7  | <ul style="list-style-type: none"> <li>Repetition of any Level 1 to 3 behaviours</li> <li>Teasing and taunting classmates</li> <li>Arguing with members of staff</li> <li>Absence</li> <li>Deliberate damage to school property such as graffiti (e.g. On desks)</li> <li>Deliberate damage to textbooks or other students' work</li> <li>Verbal or physical intimidation amounting to bullying both in person and over the internet</li> <li>Behaving in a way that is likely to cause injury to one's self or others</li> <li>Serious, Repeated or extended verbal abuse of another student or member of staff.</li> </ul> |
| 8 to 10 | <ul style="list-style-type: none"> <li>Repetition of any Level 4 to 7 behaviors</li> <li>Racist behavior</li> <li>Serious or repeated physical intimidation,</li> <li>Actual assault/fighting, any sharp object and Petty theft.</li> </ul>  |

## BEHAVIOR RECTIFICATION GRID

| STEPS           | CONSEQUENCES  |
|-----------------|---|
| <b>Level 1</b>  | If an incident of unacceptable behaviour occurs a verbal warning from the teacher will be given teacher should record in the class behavioral tracking record.  |
| <b>Level 2</b>  | If this behaviour occurs again on the <b>same day</b> , verbal warning from building supervisor will be given.  |
| <b>Level 3</b>  | If the inappropriate behaviour continues then the student will be transferred to the social worker and incident will be recorded.   |
| <b>Level 4</b>  | If this behaviour persists then the student will be referred to the social worker and formal letter will be send to parents requesting a meeting between them in school, students will choose the sanction he\she will take.  |
| <b>Level 5</b>  | If the pattern of inappropriate behaviour continues, a formal letter will be sent to parents by social worker requesting a meeting between them in school. The academic principal will be present at this meeting.  |
| <b>Level 6</b>  | If the pattern of inappropriate behaviour continues, a formal letter will be sent to parents by social worker requesting a meeting between them in school A <b>formal written warning</b> will be given to the parents about the child's behaviour.   |
| <b>Level 7</b>  | If the inappropriate behaviour continues further, parents will be phoned to come into school to have a meeting with the social worker. A <b>second formal written warning</b> will be given.  |
| <b>Level 8</b>  | If there is no improvement in behaviour, the school principal will meet again with parents and a <b>third and final written warning</b> will be given.  |
| <b>Level 9</b>  | If there is no improvement in behavior, temporary separation will be given for the students according to the situation form (1-3) days and letter will be send to parents regarding this matter.  |
| <b>Level 10</b> | Continuing misbehavior will result in parents being called to attend a meeting with the social worker and students affairs where a formal letter will be given requesting the student find an alternative school to attend for next year.   |
|                 | <ul style="list-style-type: none"> <li>• It should also be noted that full investigations should be mounted into the all incidents especially when the more serious consequences and stages are being dealt with.</li> <li>• In all cases behaviour committee members should be informed about series incidents during meeting time and take actions and decisions towards these cases.</li> <li>• Study case and individual behavior action plan should be design for the case.</li> </ul> |

## **GENERAL HEALTH, ACCIDENT AND SAFETY**

A.Y. 2022-2023

Supervisors of the School are responsible for implementing the health and safety policy within the school. All staff members will follow the health and safety arrangements in relation to staff, student, and domestic staff under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including students
- Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written safety instructions, warning notices and signs as appropriate
- Minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where school vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used
- No staff member under any circumstances will let the students to sit in his/her car on school trips /any games/any educational trips etc.
- For outdoor activities related to sports/education trips written permission has to be taken from Ministry Of Education

### **ACKNOWLEDGEMENT**

For the record purposes, parents and students are kindly requested to sign acknowledgement that they have read and understands the information mentioned above:

|                              |                              |
|------------------------------|------------------------------|
| Name of the Parent/Guardian: | Signature:<br><br>Date:_____ |
|------------------------------|------------------------------|

# أكاديمية أوسكار Oscar Academy

## عقد الميثاق الاخلاقي ( قيمى ترسم هويتى )

تشكر إدارة وطاقم عمل أكاديمية أوسكار الآباء و الأمهات على الثقة الممنوحة للمدرسة ونأمل بالتعاون في تطبيق السياسات واللوائح المدرسية لما فيه مصلحة الطالب سلوكيا في المقام الأول وتعليميا في المقام الثاني ، ..  
ولنكن معا يدا بيد لتحقيق رؤية دولتنا الحبيبة قطر 2030 والتي تهدف إلى بناء نظام تعليمي يواكب المعايير العالمية ويوفر للطالب تعليم عالي الجودة .

## الطرف الأول أكاديمية أوسكار الابتدائية الطرف الثاني

..... : ولي أمر الطالب/ة  
: الصف  
..... :  
..... : أسم ولي الأمر  
..... : صلة القرابة  
..... : العام الدراسي  
..... : التوقيع

## بنود العقد

### مصطلحات تعريفية:

#### السلوك :

السلوك اللفظي أو الحركي في هذا العقد هو كل ما يصدر عن الطالب / الطالبة أو ولي الامر أو اي مخول بالتواصل مع المدرسة عن الطالب من أقوال و أفعال تجاه العاملين أو الموظفين أو الطلاب داخل محيط الأكاديمية خلال ساعات الدوام الرسمية .

#### السلوك الإيجابي :

كل ما يصدر عن الطالب / الطالبة و أولياء الامور من أقوال و أفعال تجاه غيرهم و يوافق الشرع و الأنظمة و القوانين المعمول بها بالأكاديمية .

#### السلوك السلبي:

كل ما يصدر عن الطالب / الطالبة أو ولي الامر من أقوال و أفعال اتجاه الغير مخالف للأنظمة و القوانين المعمول بها بالأكاديمية ولا يقبله المجتمع .

### أولاً – واجبات المدرسة تجاه الطالب / الطالبة :

- هدفنا إنشاء نظام تعليمي حديث و عالمي يتماشى مع المتطلبات العصرية .
- المحافظة على الهوية و الشخصية الوطنية ضمن أطر تربوية مستمدة من ديننا الحنيف و قيمنا الاصلية للتعامل مع الطلاب .
- بناء كادر و طيفي مؤهل يسعى لبناء مجتمع تعليمي له غد مشرق في نهضة الوطن.
- احترام كرامة الطلاب و عدم المساس بها على أساس لونهم أو عرقهم أو دينهم .
- التمثل للطلاب بالقوة الحسنة في المدرسة .
- القيام بإشراف فاعل على الطلاب أثناء اليوم الدراسي .
- مراعاة الظروف الإجتماعية و الإقتصادية و الأسرية للطلاب .
- جعل البيئة المدرسية مناخاً محبباً للطلاب من خلال ما يقدم من وسائل تدريس متنوعة و أنشطة شيقة .
- توفير الحماية اللازمة للطلاب خلال حضورهم و أنصرافهم من المدرسة و أثناء مزوالتهم للأنشطة
- تبليغ الطلاب بالتعليمات و الأنظمة قبل تطبيقها عليهم .
- توثيق العلاقة بين الأكاديمية و المنزل من خلال الأتصال الدائم مع ولي / ولية الأمر .

### ثانياً واجبات الطلاب و ولي الأمر تجاه المدرسة :

- عدم التأخير و الحضور إلى الأكاديمية و الأنصراف منها في الوقت المحدد.
- عدم الخروج من الأكاديمية أثناء الدوام المدرسي و قبل وقت الأنصراف إلا بعذر مقبول و بإذن من إدارة الاكاديمية .
- عدم الغياب أو الاستئذان إلا بعذر مع ضرورة إحضار بطاقة المواعيد و الإجازة الطبية .
- دخول الفصل في أوقات الحصة و عدم البقاء خارجه بدون إذن أو سبب معلوم و مقبول .
- أن يلتزم الطلاب بأداء الصلاة في الوقت و المكان المحدد .
- أن يلتزم الطلاب بقواعد الأمن و السلامة في المدرسة و خارجها .
- أن يحترم الطلاب جميع منسوبي الأكاديمية من طلاب و إداريين و معلمات و ملاحظات و سائقي الباص و العاملين
- أن يحافظوا على نظافة ممتلكات الاكاديمية و منشأتها .

- في حال إتلاف الطلاب أي من ممتلكات الأكاديمية يتعهد ولي الأمر بتسديد تكلفة ما تم إتلافه.
- أن لا يعرض الطالب أو يجلب مطبوعات ممنوعة و مخلة بالأداب و القيم الإسلامية .
- المحافظة على كتبه و دفاتره و أدواته الدراسية .
- الإلتزام بالزري المدرسي للأكاديمية نظيف ومرتب مع إرتداء حذاء أسود أو أبيض .
- الإلتزام بحضور الطلاب الطابور الصباحي .
- أن لا يحضر الطالب الهاتف النقال أو أي أجهزة غير مصرح بها .
- أن يلتزم الطالب بتوصيل كل ما يسلم من رسائل و إشعارات صادرة من الأكاديمية لولي الأمر .
- أن يحرص ولي الأمر على سرعة الإستجابة في إحضار أية و وثيقة أو إثبات أو شهادة تطلبها الأكاديمية لإستكمال متطلبات ملف الطالب دون تأخير .
- الإلتزام بطابور مغادرة الأكاديمية الخاص بالباصات و عدم التأخير أو التخلف عنه .
- في حال وقوع أي عملية تخريب من الطالب لحافلة الأكاديمية يلتزم ولي الأمر بدفع نفقات ما تم إتلافه. (خاص بطلاب الباصات )
- في حال قيام الطالب بأي تجاوزات سلوكية في الباص تطبق عليه لأئحة الضبط السلوكي و التي تبدأ من:  
( تنبيه شفوي - تنبيه كتابي - إستدعاء ولي الأمر - فصل من الباص ثلاثة أيام - فصل لمدة أسبوع - فصل لمدة عام دراسي كامل - منع من إرتياد الباص نهائياً ) . (خاص بطلاب الباصات )
- تبليغ المدرسة من قبل ولي الأمر بأي حالة صحية طارئة استجذت على الطالب أو عملية جراحية أو حالة اجتماعية في العائلة ( طلاق - وفاه ) .
- تسديد الرسوم الدراسية الخاصة بالمدرسة في الأوقات المحددة و عدم مخالفة سياسة الدفع .

### ثالثاً أخلاقيات الطالب تجاه المدرسة والمنتسبين إليها :

- التقيد بالسلوكيات الإيجابية، والتعامل مع الجميع بأسلوب يسوده اللطف والإحترام .
- الإلتزام بالقوانين المدرسية وسياسية التقييم السلوكي الخاصة بالمدرسة.
- التفاعل والمشاركة مع الزملاء بإيجابية خلال أنشطة المدرسة .
- المحافظة على ممتلكات المدرسة، وحرص على سلامة منشآتها ومرافقها وتجهيزاتها .

### رابعاً أخلاقيات ولي الأمر تجاه المدرسة والمنتسبين إليها :

- توعية الأبناء والبنات بأهمية التعليم ، وضرورة احترام القائمين على العملية التعليمية .
- اظهار السلوكيات الإيجابية والتعامل باحترام مع المنتسبين بالمدرسة .
- التقيد بالهدام المناسب اثناء زيارة المدرسة .
- عدم استغلال المنصب الوظيفي أو المكانة الإجتماعية للضغط أو التأثير على قرارات المدرسة

### سياسة التغذية والأطعمة للعام الاكاديمي

- يستطيع الطلاب إحضار الاطعمة الخاصة بهم من المنزل و أن تكون بكميات مناسبة لأعمارهم وطبيعة أكلهم.
- يستطيع الطالب شراء الأطعمة الصحية من المقصف الموجود في المدرسة.
- عدم ارسال أنواع و كميات كثيرة لحصر الطالب في خيارات محددة.
- تغيير نوع الطعام المرسل من فترة لأخرى حتى لا يشعر الطالب بالملل.
- يسمح للطلاب بتناول الطعام في الوقت المخصص للاستراحة.
- سوف يتم تشجيع ومشاركة الطلاب على تناول الأطعمة بمختلف الطرق المرححة والمشجعة ولكن المعلمة غير مسؤولة على فرض الطعام على الطالب في حالة رفضه للأكل.
- لايسمح بتسخين أي نوع من أنواع الأطعمة في المدرسة.
- في حالة رغبة ولي الأمر في تقديم أي نوع من الأطعمة للطلاب مثل ( الكيك) في الاحتفالات و أعياد الميلاد الرجاء تبليغ السكرتيرة.
- سوف يتم أخذ الأطعمة المخالفة في حال ارسالها مع الطالب واعادتها إلى المنزل مرة أخرى.
- الأطعمة المسموحة و الأطعمة الممنوعة

| الأطعمة الممنوعة                | الأطعمة المسموحة                        |
|---------------------------------|---|
| المشروبات الغازية بجميع أنواعها | السندويشات الصحية                       |
| الحلويات ( العلك /الساكر)       | العصير أو الحليب (علب كرتون أو بلاستيك) |
| ايس كريم                        | نوع من الفواكه أو الخضار (مقطع)         |
| الشيبس بجميع أنواعه             | لين زبادي/ كريم كراميل                  |
| الأطعمة السائلة ( الشوربات...)  | معكرونات / نجتس ( ليس بشكل يومي)        |
|                                 | بسكويت                                  |

## سياسة الرعاية الصحية للعام الاكاديمي

- توضيح الحالة الصحية للطلاب عند التسجيل في حالة وجود أي حالة مرضية معينة أو عمليات قام بها الطالب مسبقاً أمر إلزامي على ولي الأمر (لاتتحمل الأكاديمية مسؤولية أي حالة مرضية لم يتم التبليغ عنها مسبقاً).
- عدم حضور الطالب إلى المدرسة في حال ظهور الأعراض التالية عليه ( حرارة مرتفعة 40 درجة /ترجيع/ اسهال/ اصفرار/طفح جلدي/ احمرار أو انتفاخ في العين / سيلان شديد في الأنف ).
- عدم حضور الطالب إلى المدرسة في حال إصابته بمرض معدي.
- عند غياب الطالب لأكثر من يوم بسبب المرض الرجاء تبليغ الادارة.
- في حال ظهور اي أعراض مرض على الطالب خلال تواجده في المدرسة سيتم التواصل مع ولي الأمر فوراً على الهواتف المذكورة في استمارة التسجيل ويجب على ولي الأمر الحضور لاصطحاب الطالب إذا استدعى الأمر.



**'Oscar Builds Readers and Leaders'**

- لا يجوز ارسال أي نوع من الأدوية في حقيبة الطالب بدون تبليغ الإدارة ( الممرضة/ سكرتيرة) وتوقيع استمارة من ولي الأمر شخصياً لاعطاء الدواء للطالب من قبل الممرضة.
- في حالة الغياب بسبب المرض أثناء الامتحانات يجب إحضار تقرير طبي.
- الممرضة متواجدة بشكل مستمر في المباني لمراقبة الوضع الصحي للطلبة.
- في حالة تعرض الطالب لأي إصابة في المدرسة ( سقوط على الأرض / اصطدام بطالب آخر) تقوم الممرضة بإجراء الإسعافات الأولية و الإشراف على حالته حتى يتم تبليغ ولي الأمر.
- وجود الملف الصحي ضمن ملف تسجيل الطالب أمر بالغ الأهمية.
- وجود كشف عند الممرضة بالحالة المرضية للطلبة (سكري – عمليات – شحنات كهربائية زائدة في الدماغ – نوبات اغماء)
- التعاون مع المدرسة لتجاوز المشاكل الصحية العرضية التي قد تصيب الطالب بما فيه مصلحة الطالب لمتابعة دراسته و أداء واجباته.

**لائحة الضبط السلوكي**  
**التابعة لوزارة التعليم والتعليم العالي**

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| <p><u>تكرار المخالفة للمرة الأولى</u></p> <ul style="list-style-type: none"> <li>- التنبيه الشهي الانفرادي من قبل ادارة المدرسة عند مباشرة المخالفة وبأسلوب تربوي حكيم يعزز السلوك الايجابي</li> </ul> <p><u>تكرار المخالفة للمرة الثانية</u></p> <ul style="list-style-type: none"> <li>- اخذ تعهد خطي على الطالب بعدم التكرار</li> <li>- اشعار ولي الامر بالمخالفة</li> </ul> <p><u>تكرار المخالفة للمرة الثالثة</u></p> <ul style="list-style-type: none"> <li>- استدعاء ولي الأمر للبحث عن أسباب التأخير والتنسيق مع ادارة المدرسة للبحث عن علاج للمشكلة</li> </ul> <p><u>تكرار المخالفة للمرة الرابعة</u></p> <ul style="list-style-type: none"> <li>- طلب ولي الامر، واخذ تعهد خطي بعدم تكرار المخالفة</li> </ul> <p><u>تكرار المخالفة لاكثر من ذلك</u></p> <ul style="list-style-type: none"> <li>- انه يتم احتساب ذلك اليوم غياباً كاملاً للطالب دون عذر واشعار ولي أمره لتسلمه من المدرسة .</li> </ul> | <p>التأخير الصباحي عن أوقات<br/>الدوام المدرسي</p>   |
| <p><u>المخالفة للمرة الاولى</u></p> <ul style="list-style-type: none"> <li>- تقوم ادارة المدرسة بتدوين محضر لاثبات الواقعة</li> <li>- دراسة حالة ووضع الخطة العلاجية لهم وتقديم البرامج الارشادية .</li> <li>- استدعاء ولي الأمر واشعاره بالواقعة والاجراءات المتخذة واخذ تعهد خطي عليه الاعتذار لمن اساء اليهم</li> <li>- فصل الطالب مؤقت</li> <li>- تعهد على الطالب عند العودة من الفصل بالالتزام بالسلوك الحسن</li> </ul> <p><u>تكرار المخالفة للمرة الثانية</u></p> <ul style="list-style-type: none"> <li>- احالة الطالب الي الجهة المختصة واشعار ولي الامر</li> </ul>   | <p>اساعة الأدب مع المعلمين<br/>/ الاداريين / العاملين / الزائرين<br/>بالقول أو الاشارة بحركات مخللة بالادب</p> |
| <p><u>المخالفة للمرة الاولى</u></p> <ul style="list-style-type: none"> <li>- اشعار ولي الأمر وأخذ تعهد خطي بعدم تكرار المخالفة</li> <li>- ضبط الهاتف وتسليمه الى ادارة المدرسة</li> </ul> <p><u>تكرار المخالفة للمر</u></p> <ul style="list-style-type: none"> <li>- اشعار ولي الأمر بمخالفة الطالب السلوكية</li> <li>- أخذ تعهد خطي على الطالب بعدم تكرار المخالفة</li> <li>- مصادرة الهاتف النقال واعادته الى ولي الأمر بشكل شخصي وليس للطالب .</li> </ul>  | <p>احضار الهواتف النقالة<br/>والاجهزة الالكترونية</p>  |

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| <p><u>المخالفة للمرة الاولى</u></p> <ul style="list-style-type: none"> <li>- أخذ تعهد خطي للطالب بعدم تكرار المخالفة</li> <li>- اشعار ولى الامر بالمخالفة والاجراءات المتخذة</li> <li>- الزام الطالب بالتعويض في حالة الاتلاف</li> </ul> <p><u>المخالفة للمرة الثانية</u></p> <ul style="list-style-type: none"> <li>- طلب ولى الامر واخذ تعهد خطي عليه، والزام الطالب بالتعويض في حالة التلف</li> <li>- حرمان الطالب من ركوب الحافلة لمدة ثلاثة أيام ، مع الالتزام بالدوام المدرسي</li> </ul> | <p>عدم الالتزام بقواعد ونظم الحافلات المدرسية</p> |
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| <p><u>المخالفة للمرة الاولى</u></p> <ul style="list-style-type: none"> <li>- تعهد خطي على الطالب</li> <li>- تدوين محضر اثبات بالمخالفة</li> <li>- اشعار ولى الامر خطيا بالواقعة والاجراءات المتخذة</li> <li>- فصل الطالب مدة لاتقل عن ثلاثة أيام ولاتزيد عن خمسة أيام</li> <li>- أخذ تعهد خطي على الطالب عند عودته من الفصل بالالتزام بالسلوك الحسن ، والاعتذار لمن أساء اليهم</li> </ul> <p><u>تكرار المخالفة للمرة الثانية</u></p> <ul style="list-style-type: none"> <li>- فصل الطالب فصل مؤقت مدة لاتقل عن ثلاثة أيام ولاتزيد عن خمسة أيام .</li> <li>- اشعار ولى الامر</li> </ul>  | <p>المشاجرات بالأيدي مع وقوع ضرر</p>   |
| <p><u>المخالفة الاولى</u></p> <ul style="list-style-type: none"> <li>- اخذ تعهد خطي على الطالب بعدم تكرار المخالفة</li> <li>- الزام الطالب بالتعويض عن قيمة ماتم اتلافه</li> <li>- اشعار ولى الامر بمخالفة الطالب السلوكية</li> </ul> <p><u>تكرار المخالفة للمرة الثانية</u></p> <ul style="list-style-type: none"> <li>- أخذ انذار خطي على الطالب بعدم تكرار المخالفة</li> <li>- اشعار ولى الامر بمخالفة الطالب</li> <li>- الزام الطالب بالتعويض عن قيمة ماتم اتلافه</li> <li>- دراسة الحالة ووضع الخطط</li> </ul> <p><u>تكرار المخالفة للمرة الثالثة</u></p> <ul style="list-style-type: none"> <li>- طلب ولى امر الطالب واخذ تعهد خطي عليه</li> <li>- الزام الطالب بالتعويض عن قيمة ماتم اتلافه</li> <li>- فصل الطالب مؤقتاً</li> </ul>            | <p>الاضرار بالبيئة الصفية أو المدرسية ( تمزيق لوحات – الكتابة على الجدران – تخريب الطاولات وغيرها )</p>  |
| <p><u>المخالفة للمرة الاولى</u></p> <ul style="list-style-type: none"> <li>- تنبيه شفهي عند مباشرة الموقف بأسلوب تربوي حكيم</li> </ul> <p><u>تكرار المخالفة للمرة الثانية</u></p> <ul style="list-style-type: none"> <li>- تعهد خطي على الطالب وولى الامر اذا تبين عدم وجود مشكلة صحية ( في حالة النوم )</li> </ul> <p><u>تكرار المخالفة للمرة الثالثة</u></p> <ul style="list-style-type: none"> <li>- دراسة حالة الطالب السلوكية والاجتماعية للمساعدة في تقديم التوجيه والارشاد المناسب</li> </ul> <p><u>تكرار المخالفة للمرة الرابعة والخامسة ( للمعلم الواحد )</u></p> <ul style="list-style-type: none"> <li>- اشعار ولى الامر هاتفياً بالمخالفة والاجراءات المتخذة</li> <li>- اخذ تعهد خطي على الطالب وولى الامر بعدم تكرار المخالفة</li> </ul> | <ul style="list-style-type: none"> <li>- النوم داخل الصف</li> <li>- عدم أداء الواجبات المدرسية</li> <li>- عدم احضار الكتب أو مستلزمات المواد الدراسية</li> </ul> |

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| <p><u>المخالفة للمرة الأولى</u></p> <p>- التنبيه الشفهي للطالب وبأسلوب تربوي حكيم</p> <p><u>المخالفة للمرة الثانية</u></p> <p>تعهد خطي للطالب</p> <p>- اشعار ولي الامر بالمخالفة والتنسيق معه لتعديل السلوك</p> <p><u>المخالفة للمرة الثالثة</u></p> <p>- اخذ انذار خطي على الطالب بعدم تكرار المخالفة</p> <p><u>المخالفة للمرة الرابعة</u></p> <p>- فصل الطالب يوم المخالفة نفسه ، أو اعادته الى منزله لارتداء الزي المدرسي واحتساب ذلك اليوم غيابا كاملا دون عذر، والاهتمام بالمظهر العام .</p>   | <p>- عدم الالتزام بالزي المدرسي</p> <p>- عدم الاهتمام بالمظهر العام</p>  |
| <p><u>المخالفة للمرة الاولى</u></p> <p>- تنبيه شفهي من ادارة المدرسة عند مباشرة الموقف بأسلوب تربوي وتعزيز السلوك الايجابي</p> <p>- اشعار ولي الامر بالمخالفة والاجراءات المتخذة والتنسيق معه لتعديل السلوك</p> <p>- اخذ تعهد خطي على الطالب بعدم تكرار المخالفة</p> <p><u>تكرار المخالفة للمرة الثانية</u></p> <p>- تقوم ادارة المدرسة بتدوين محضر لاثبات المخالفة</p> <p>- استدعاء ولي الامر واشعاره واخذ تعهد خطي عليه بعدم تكرار المخالفة</p> <p>- انذار خطي للطالب بعدم تكرار المخالفة</p> <p><u>تكرار المخالفة للمرة الثالثة</u></p> <p>- طلب ولي الامر واخذ تعهد خطي</p> <p>- فصل مؤقت لايتجاوز 3 ايام</p> | <p>- اثاره الفوضى داخل الصف والمدرسة ( العبث بالماء- الصوت العالي- العبث بالاجهزة- الحديث الجانبي مع الزملاء )</p>   |
| <p><u>المخالفة للمرة الأولى والثانية</u></p> <p>- التنبيه الشفهي الانفرادي من قبل المعلم مباشرة وبأسلوب تربوي حكيم يعزز السلوك الايجابي</p> <p><u>تكرار المخالفة للمرة الثالثة</u></p> <p>- اخذ تعهد خطي على الطالب بعدم تكرار المخالفة</p> <p>- اشعار ولي الامر والتنسيق معه لتعديل السلوك</p> <p>- فصل الطالب بما لايتجاوز ثلاثة ايام</p>   | <p>- التأخير عن الحضور في الوقت المحدد لبدء الحصة الدراسية</p> <p>- الخروج من الصف أو الدخول الى الصف دون استئذان</p> <p>- تناول الاطعمة أو المشروبات أثناء الدرس دون استئذان</p> <p>- المقاطعة المستمرة غير الهادفة لشرح المعلم</p> |

### ملحوظة هامة :

- هذه السياسة مطابقة لسياسة الضبط السلوكي التابعة لوزارة التعليم والتعليم العالي
- يرجى من ولي الأمر أن يأخذ في الاعتبار كل ما ذكرناه سابقاً ويتعاون معنا لتحقيقه داخل الحرم المدرسي
- في حال عدم رد ولي الامر على الهاتف من قبل المدرسة سوف يتم حرمان الطالب من الدخول في اليوم التالي الا بدخول ولي أمره
- يمنع منعاً باتاً تحدث ولي الامر مع أى من الطلاب أو أولياء الامور عن أى مشكلة أو ملاحظة داخل الحرم المدرسي والتوجه مباشرةً الى الاخصائية الاجتماعية .
- يمنع منعاً باتاً تجاوز أولياء الامور لسياسة الاكاديمية والتنشهير أو القذف بأى من أعضاء الهيئة الادارية أو التدريسية عبر وسائل التواصل الاجتماعي .

اسم ولي الامر / .....

التوقيع / .....

### سياسة الغياب

2022/2023

جزاءات غياب الطلبة طبقاً للقرار الوزاري رقم 23 لسنة

2014

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| إذا تجاوز مدة غياب الطالب (7 أيام تدرس) متصلة أو غير متصلة بدون عذر مقبول من بداية العام الدراسي (يحرم من اختبار التقييم الأول)   |
| إذا تجاوز مدة غياب الطالب (10 أيام تدرس) متصلة أو غير متصلة بدون عذر مقبول من بداية العام الدراسي (يحرم من اختبارات الفصل الدراسي الأول)  |
| إذا تجاوز مدة غياب الطالب (13 يوماً تدرس) متصلة أو غير متصلة بدون عذر مقبول من بداية العام الدراسي (يحرم من اختبار التقييم الثالث)  |
| إذا تجاوز مدة غياب الطالب (15 يوماً تدرس) متصلة أو غير متصلة بدون عذر مقبول من بداية العام الدراسي (يحرم من اختبار نهاية العام الدراسي)<br>ويسمح له بدخول اختبار الدور الثاني بواقع 100% من النهاية العظمى للمواد |

## سياسة الحافلة المدرسية للعام الأكاديمي 2023/2022

(خاص بطلاب الباصات)

حفاظاً على ممتلكات المدرسة وأموال الدولة وللحد من تخريب الطلاب للباصات المدارس فإنه يتوجب على ولي الأمر التوقيع عليها والالتزام بها .

**في حالة وقوع أي عملية تخريب فإنه سيتم الآتي :-**

- يلزم ولي الأمر بدفع نفقات ماتم إتلافه .
- يحرم الطالب من استخدام الحافلة لمدة أسبوعاً كاملاً .
- في حال تكرار عملية التخريب ( يحرم الطالب نهائياً من ركوب الحافلة ويتكفل ولي الأمر بتدبير مواصلات لنجله )

**أتعهد بالالتزام بالنظم والقوانين المعمول بها عند صعود إلى الحافلة كما أتعهد بالقيام بالآتي :-**

- 1 - عدم التأخر في ركوب الحافلة فالمدرسة غير مسؤولة في حالة تأخر الطالب .
- 2 - احترام سائق الحافلة والمشرفة وعدم التطاول عليهم بالقول أو الفعل .
- 3 - عدم التطاول بين الطلاب بعضهم البعض داخل الحافلة المدرسية بالقول أو الفعل لاي سبب من الاسباب
- 4 - التزام الهدوء وعدم التحدث بصوت عال وعدم إزعاج الزملاء .
- 5 - المحافظة على نظافة الحافلة والمقاعد وعدم تخريبها أو الكتابة عليها .
- 6 - عدم إخراج الرأس والأيدى من النوافذ .
- 7 - إبلاغ المدرسة في حالة حدوث أي مشكلة أو شجار بين الزملاء .
- 8 - الجلوس بالهدوء وعدم التنقل بين الكراسي أثناء سير الحافلة .

- 9 - عدم رمى فضلات الأكل وزجاجات المياه فى الحافلة .
- 10 - عدم الوقوف على الكراسى أوفى الممر .
- 11 - عدم الوقوف بالقرب من الباب أو بقرب السائق .
- 12 \_ عند النزول من الحافلة عدم الوقوف أمام الحافلة أو خلفها والابتعاد عنها كلياً

وفى حال عدم التزام الطلاب بسياسة الحافلة المدرسية يحرم الطالب من استخدام الحافلة حتى نهاية العام ولم يتم استرداد رسوم الحافلة حسب سياسة الحافلة المدرسية الموقع عليها ولى الامر

### توصيات عامة :

- الحرص على إرتياد المكتبة و الإستفادة مما تحتويه من كتب و معارف .
- إقامة علاقات طيبة مع الزملاء و المعلمات و جميع منسوبي الأكاديمية .
- الحرص على النظافة الشخصية ( الشعر - الملابس - الجسم ) الحرص على تناول وجبة الإفطار .
- النوم المبكر و عدم السهر .
- الحرص على عدم إرسال طلاب السيارات الخاصة مع السائق بمفردهم .
- التزام سائق السيارة أو من يقوم بتوصيل الطلاب بالدخول من الباب المخصص للدخول و الخروج من الباب المخصص للخروج .
- إلتزام من يقوم بتوصيل الطلاب بعدم نزول الطالب عند الباب الخارجي لسور الأكاديمية للحفاظ على سلامة الطالب .
- إلتزام من يقوم بتوصيل الطالب بعدم السرعة و التمهّل عند مدخل باب الأكاديمية .
- الإلتزام بكل السياسات المرسلّة من قبل الأكاديمية والمتابعة المستمرة مع المدرسة فيما يخص الأمور التعليمية والسلوكية للطلاب .

### تنبيهات قبل التوقيع على العقد :

- العقد و ما حوى من نظم و قوانين ملزم للطلاب و ولى الأمر في حال توقيعه.
- يجب قراءة العقد قبل التوقيع عليه من قبل الطالب و ولى الامر .
- حرر هذا العقد من نسخة واحدة فقط تحفظ في ملف الطالب بعد التوقيع عليها وتم إرسال نسخه الكترونية لوللى الأمر على ( class dojo ) ووسائل التواصل الخاصة بالمدرسة .

## إقرار الطالب / الطالبة و ولي الأمر

|  |                              |
|--|------------------------------|
| أنا الطالب / الطالبة :<br>بمدرسة :<br>بالصف :  | خاص<br>بالطالب/ة             |
| أنا ولي أمر الطالب / الطالبة الموضح أسمه و بياناته أعلاه قد إطلعت على لائحة السلوك الداخلي لأكاديمية<br>أوسكار و بناء عليه أتعاون مع إدارة الأكاديمية لتحقيق أهدافها و مساعدة أبنني / إبنتي ليكون طالب ملتزم بالقواعد<br>السلوكية المطلوبة<br>الإسم :<br>التوقيع :<br>رقم هاتف المنزل :<br>العمل :<br>الجوال : | خاص<br>بولي أمر<br>الطالب /ة |

## شاكرين تعاونكم الدائم معنا

إدارة الأكاديمية  
قسم الأخصائية الإجتماعية

A.Y. 2022-2023

### Aim:

To follow countries vision 2030 and Ministry of Education vision and Mission

To show school's loyalty towards the country

To ensure that all the different nationalities respect and follow the tradition and culture of the Qatar and respect Islamic practices (School vision)

To get familiar with Qatar's heritage and history (Historical places, Royal family, Money etc)

To train to respect other cultures and point of views.(School mission)

### Policy

- All the staff signs the moral contract which state that all staff must respect tradition culture and religious values of Qatar.
- School organizes different activities to promote previous aims. Such as inviting Qatar National day
- Arabic, Religion and Qatar History teacher explain to and emphasize on respecting the country values and traditions
- Teachers have given a dress code which reflects respect to the Islam as a Qatar religion.
- National Anthem of Qatar is being memorized by all the and recited in the morning assembly thrice a week by the student with hoisting of Qatar's flag.
- National Anthem is recited before any activity arranged by the school.
- Qatar History subject is offered in Arabic as well as in English for non native speaker. Exam has been conducted for Qatar History as any other subject.
- Qatar National day is celebrated where school is decorated with flags of Qatar and the projects done by in Qatar History. from all nationalities in the school and teachers are encouraged to wear something that represents Qatar to celebrate Qatar's national day. perform different activities that represent Qatar by songs, speeches and small traditional performances.
- Competitions are organized within the school by Arabic, Religion and Qatar history teachers about Qatar
- are asked to make projects in Qatar History regarding Qatar and are appreciated by certificates and projects are given marks.
- are encouraged to join Qatari organization like Qatar scout and Girls guide.
- School ensures to participate in almost all the activities organized by Ministry of Education or any other government agency.
- Partnership with some of government organization to organize different activities in the school

Team responsible:

- School Scout and girls guide in charge
- Arabic, Religion and Qatar History teacher and social



**Oscar Academy**  
Under the Supervision of Ministry of Education and Higher Education

عطاء متزايد... وثقة تتجدد

A. Y. 2022-2023

*'Oscar Builds Readers and Leaders'*



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Evidences: Refer to Qatar National Identities file

## **STUDENT'S ADMISSION POLICY**



A.Y. 2022-2023

## **REGISTRATION PRECEDURE**

- Check the availability of the seat in the school.
- Check the Qatar ID of the parents and the applicant. **No admission will be done without Residence permit.**
- **Meeting of parents with Academic Supervisor/Social worker (if required after the entrance exam).**
- **Inform parents about the school system and curriculum If the applicant is coming from school with different curriculum than British curriculum.**
- **Fill the Registration form.**
- Check the age of the student according to Ministry of Education requirements. Age will be calculated from the original birth certificate. If this is not available, than will be calculated from the passport.
- Payment of entrance test fees.
- Conduct the entrance test.
- If entrance test is satisfactory provide parents with the application form. Parents have to submit application form with the following documents. **Application form will not be accepted if any of the following documents is missing.**
  1. Applicant Qatar ID
  2. Applicant passport copy
  3. Applicant residence permit
  4. Parents Qatar ID
  5. Parent passport copy
  6. Parents residence permit
  7. Birth certificate
  8. Health record from Hammad hospital- KG to Grade 2
  9. Behavior report from previous class- Grade 2-6
  10. Report card of last class attended from previous school from Grade 1-6
  11. 6 Passport size photograph
- Academic Supervisor/Registration officer will check that all the documents are attached with the application and then sign on the application form.
- Medical file will be checked by the nurse and sign.
- Social worker will call the parent if they are living separate or child is not living with the parents.
- Social worker/Academic Supervisor will interview applying for grade 3-6
- Parents will pay the registration fee and the required fee.
- **Parents have to sign fees policy, Absentees policy, Promotion policy, General Rules and procedures.**

## Exemption in admission for getting low marks in entrance exam

### Medical Exemption:

- Any student with medical history if does not perform well in the entrance exam will be given consideration.
- A parent has to submit the supporting documents.
- Approval from the principal/Academic principal.

### Sibling Exemption

- A child did not perform well in the entrance test and has siblings in the school. Consideration will be given to the child after parents signing the undertaking.
- Admission will be given on probation that child will show improvement in his first term.
- Approval from the principal/Academic principal.

### Family issues Exemption

- If a child going through some family issues such as split of family, Death of any parent/close family relative etc and did not perform well in the entrance exam. Consideration is given to that child.
- Approval should be taken from the principal/Academic Principal.

### Interview Procedure:

- Grade 3 to 6 for admission must meet the social worker for an interview.
- Social worker will ask the question regarding different behavior situations.
- Social worker will submit her report to Academic Supervisor to sign.
- After that student will be given offer of admission.
- If there is any student with behavior issue social worker will meet the parents to discuss that issue before granting admission.

## Registration Performa

1. Student name: \_\_\_\_\_ 2. Class:

According to the passport

**3. Date of birth:**

|  |  |  |  |  |   |   |  |  |
|--|--|--|--|--|---|---|--|--|
|  |  |  |  |  | 2 | 0 |  |  |
|--|--|--|--|--|---|---|--|--|

**4. Age:**                      Years                      months                      days

**5. Age according to SEC:**      Yes                       No

**6. Is child coming from British curriculum**                      Yes                       No

If Q6. is "No" than mention the curriculum. \_\_\_\_\_

**7. Interview with the parents:**      Good                       Satisfactory                       No interview

**8. Entrance exam result:**                      Good                       Satisfactory                       Fail

**Documents Checklist:**

|                            |  |
|----------------------------|--|
| Applicant Qatar ID         |  |
| Applicant passport copy    |  |
| Birth certificate          |  |
| Applicant residence permit |  |
| Parents Qatar ID           |  |
| Parents residence permit   |  |
| Behavior report            |  |
| Medical file For Kg to 2   |  |

**Academic Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

**For accountant only:**

**Amount paid for entrance exam:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

**Accountant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note: Payment for entrance exam is not refundable and it's not a guarantee for admission.**

Student's Name \ الإسم \_\_\_\_\_ Grade الصف \_\_\_\_\_





|   |
|---|
| SEXالجنس : Female: انثى Male: <input type="radio"/> ذكر |
| Student's Qatar ID Number\الرقم الشخصي للطالب\          |
| Child's HC Number\الرقم الصحي للطالب\                   |
| Date of Birth\تاريخ الميلاد:                            |
| Nationality\الجنسية:                                    |
| First Language\اللغة الأم: Non-native speaker           |
| Religion\الديانة:                                       |
| Name of Child's Sponsor\اسم كفيل الطالب :               |
| Sponsor's Qatar ID Number\الرقم الشخصي للكفيل\          |
| Sponsor's Relationship to Child\العلاقة الأسرية\        |
| Educational Attainment\المستوى الثقافي لولي الأمر :     |
| Profession/Job: المسمى الوظيفي                          |
| Name of Company\اسم الشركة                              |
| Company Address\العنوان                                 |
| Mobile Number\رقم الهاتف للتواصل                        |
| P.O Box Number\صندوق البريد                             |
| Work Phone Number\رقم هاتف العمل                        |
| Residential Area\منطقة السكن: Albaladya البلدية:        |
| Name\الاسم المخول بالتواصل معه في حالة الطوارئ          |
| Relationship to the child\علاقته بالطالب                |
| Mobile number\رقم الجوال                                |

ذلك يتحمل ولي الامر اي معلومات غير صحيحة .

|             |       |           |
|-------------|-------|-----------|
| _____       | _____ | _____     |
| Father Name | Date  | Signature |
| _____       | _____ | _____     |
| Mother Name | Date  |           |
| Signature   |       |           |

## Family Information

### Fathers Details

|   |  |
|---|--|
| Father's Name: (الأب) إسم ولي الأمر                   |  |
| Educational Attainment:<br>المستوى الثقافي لولي الأمر |  |
| Profession/Job: المسمى الوظيفي                        |  |
| Name of Company اسم الشركة                            |  |
| Company Address العنوان                               |  |
| Mobile Number رقم الهاتف للتواصل                      |  |
| P.O Box Number صندوق البريد                           |  |
| Work Phone Number رقم هاتف العمل                      |  |
| Email Address الإيميل                                 |  |

### Mothers Details

|   |  |
|---|--|
| Mother's Name: اسم الأم                 |  |
| Educational Attainment: المستوى الثقافي |  |
| Profession/Job المسمى الوظيفي           |  |
| Name of Company اسم الشركة              |  |
| Company Address العنوان                 |  |
| Mobile Number رقم الهاتف للتواصل        |  |
| Work Phone Number رقم هاتف العمل        |  |
| Email Address الإيميل                   |  |

\_\_\_\_\_  
Father Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mother Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### Guardian Details الشخص المخول بأخذ الطالب (Fill this part only if applicable)

|               |  |
|---------------|--|
| Name:         |  |
| Mobile Number |  |



|         |  |
|---------|--|
| Details |  |
|---------|--|

### Home Address:

|   |  |
|---|--|
| Residential Area منطقة السكن:<br>السكن: |  |
| Home Phone # هاتف المنزل #              |  |
| Name and Street # اسم الشارع            |  |

### Emergency Person Information معلومات الشخص المخول في حالة الطوارئ

|  |  |
|--|--|
| Name الاسم                               |  |
| Relationship to the child علاقته بالطالب |  |
| Mobile number رقم الجوال                 |  |
| Landline Number الرقم الثابت             |  |

## AGREEMENT

I hereby authorize Oscar Academy to send my child to an authorized person in behalf of us for any circumstances that we cannot come to take our children. As parents we need to call the school first, and the person who will take our child will provide his/her Qatari ID and comply the other information and procedure needed.

\_\_\_\_\_ Father Name

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\_\_\_\_\_ Mother Name

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**Pleas indicate if you need the school bus service .limited seats are available.**

**The transport Dept. Will contact you.**

برجاء التأكيد اذا كنتم بحاجة لإستخدام الحافلة المدرسية , حيث تتواجد لدينا أماكن محدودة . سوف يقوم مسؤول قسم التوصيل بالتواصل معكم

**Transportation المواصلات**

School Bus باص المدرسة

Private Vehicle تنقل خاص

بيانات منطقة السكن ( تفصيلي مرفق خريطة المنزل )

**معلومات شخصية ( سرية ) Personal Information**

Please note that the information stated in this form is private and only authorized person is allowed to view and is handled with full confidential.

- Is there any a special marital case or situation with the parents?

هل يوجد حالة اجتماعية معينة في عائلة الطالب ؟ Kindly tick if applicable:

Divorced طلاق

Widowed أرمل

- Is the child living with guardian? Yes  No

If Yes, Kindly specify the relationship of the guardian to the child

هل يعيش الطالب في غير منزل والديه ؟ الرجاء ذكر المكان

جميع المعلومات المذكورة في هذه الوثيقة سرية ولا يتم الاطلاع عليها إلا من قبل المدرسة .

Father Name

Date

Signature

Mother Name

Date

Signature

### Health Information

Child's HC Number : الرقم الصحي للطالب /

| <u>Kindly tick yes/no</u>   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| Is the child wearing eye glasses? الطالب يرتدي نظارة طبية?  |            |           |
| Does the child have any assistive device such as hearing aid, wheelchair, and crutches? هل يعاني الطالب من اي امراض سمع او حساسية                     |            |           |
| Does the child have any allergies If yes specify: هل لدى الطالب أي نوع من أنواع الحساسية الرجاء ذكر النوع   |            |           |
| Does the child have any dietary requirements or preferences? Specify: هل لدى الطالب أي متطلبات غذائية خاصة الرجاء الذكر                               |            |           |
| Does the child have any febrile convulsion or epileptic seizure? هل لدى الطالب أي نوبات صرع أو تشنجات   |            |           |
| Did the child already experience chicken pox? الجدري  |            |           |
| Did the child already experience measles? العضلات   |            |           |
| Is the child already vaccinated? تطعيمات  |            |           |
| Is there any surgery or surgical procedures the child has undergone?  |            |           |
| Does the child have any speech disabilities? صعوبات تخاطب   |            |           |
| Does the child have any hearing disabilities? صعوبات تعلم   |            |           |
| Does the child have any learning disabilities?  |            |           |
| Is the child diabetic? أي نوع السكري? Specify which type: _____   |            |           |
| The student received the COVID-19 vaccine DATE : _____  |            |           |
| Has the student ever been infected with the Corona virus? هل اصيب الطالب من قبل بفايروس كورونا  |            |           |
| For Diabetic child please specify what are the medical needs we need to give to the child: في حالة وجود مرض السكري الرجاء ذكر العلاج المتبع مع التالي |            |           |
| Does the child have any other heart related diseases? أمراض قلب   |            |           |
| Does the child have any kidney related illness? أمراض كلي   |            |           |
| Does the child have any food restrictions? حساسية طعام Specify: _____   |            |           |



|  |  |  |
|--|--|--|
|  |  |  |
| If there is any other medical conditions that needs attention please specify:<br>إذا كان هناك أي حالات طبية أخرى تحتاج إلى اهتمام يرجى التحديد |  |  |
| Daily Medication هل يوجد علاج يومي يأخذه الطالب / الرجاء ذكر العلاج و السبب  |  |  |

|             |      |           |
|-------------|------|-----------|
| Father Name | Date | Signature |
|-------------|------|-----------|

**Interview with Parents**

| Application's language information<br>معلومات عن لغة الطالب   | English<br>الإنجليزية                                 | Arabic<br>العربية  | French<br>الفرنسية | Others<br>أخرى | Specify<br>حدد |
|---|---|--|--------------------|----------------|----------------|
| 1. What language did the application speak first?<br>ماهي اللغة الأم للطالب ؟   |   |  |                    |                |                |
| 2. What language does the family speak most at home?<br>ماهي لغة الحوار بين العائلة في المنزل   |   |  |                    |                |                |
| 3. What language do the applicants parents speak to the applicant most of the time?<br>ماهي اللغة التي يتحدث بها الأب و الأم مع الطالب أغلب الوقت |   |  |                    |                |                |
| 4. What language does the applicant speak to his /her parents most of the time?<br>ماهي اللغة التي يتحدث بها الطالب مع الام اغلب الوقت ؟          |   |  |                    |                |                |
| 5. What language does the applicant speak to his /her sibling most of the time?<br>ماهي اللغة التي يتحدث بها الطالب مع اخوانه اغلب الوقت          |   |  |                    |                |                |
| 6. What language does the applicant speak to his /her friends most of the time?<br>ماهي اللغة التي يتحدث بها الطالب مع اصدقائه اغلب الوقت         |   |  |                    |                |                |
| <b>المهارات اللغوية للوالدين / Parents language skills</b>  |   |  |                    |                |                |
| 7. Can the applicant's father speak English?<br>هل يجيد الأب التحدث باللغة الانجليزية ؟   | yes/ نعم<br>Fluent / بطلاقة<br>No لا<br>Limited محدود | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |                    |                |                |
| 8. Can the applicant's father read /write English?  | yes / نعم<br>Fluent / بطلاقة                          | <input type="checkbox"/><br><input type="checkbox"/>   |                    |                |                |

|     |   |  |        |
|-----|---|--|--------|
|     | هل يجيد الاب القراءة و الكتابة باللغة الانجليزية ؟  | No لا <input type="checkbox"/>           |        |
|     |   | Limited محدود <input type="checkbox"/>   |        |
| 9.  | <b>Can the applicant's mother speak English</b><br>هل تجيد الام التحدث باللغة الانجليزية ؟                    | yes / نعم <input type="checkbox"/>       |        |
|     |   | Fluent / بطلاقة <input type="checkbox"/> |        |
|     |   | No لا <input type="checkbox"/>           |        |
|     |   | Limited محدود <input type="checkbox"/>   |        |
| 10. | <b>Can the applicant's mother read / write English?</b><br>هل تجيد الأم القراءة / الكتابة باللغة الإنجليزية ؟ | نعم <input type="checkbox"/>             | yes /  |
|     |   | بطلاقة / <input type="checkbox"/>        | Fluent |
|     |   | No لا <input type="checkbox"/>           |        |
|     |   | Limited محدود <input type="checkbox"/>   |        |

\*is your child right or left handed ? هل الابن / ابنتك أيمن أم أيسر ؟

Right ايمن / left ايسر

\*Other Comments ؟ ملاحظات أخرى ؟

\_\_\_\_\_ Father Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
\_\_\_\_\_ Mother Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**Registration Performa**

1. Student's Name: \_\_\_\_\_ 2. Class: \_\_\_\_\_  
2. Date of \_\_\_\_\_ Birth

3. Age: Years \_\_\_\_\_ months \_\_\_\_\_ days \_\_\_\_\_

4. Age according to MoE: Yes  No

5. Is child coming from British curriculum: Yes  No?

If Q6 is "No" then mention the curriculum. \_\_\_\_\_

6. School Name \_\_\_\_\_

7. Interview with the student: Good  Satisfactory  No interview

8. Entrance exam result: Good  Satisfactory  Fail

First Language: \_\_\_\_\_

9. Religion: \_\_\_\_\_

9. Nationality: Qatari  Non Qatari

10. Coupons (MOE)  Private

| Sibling's Details تفاصيل الأشقاء |            |              |
|----------------------------------|------------|--------------|
| Name الاسم                       | Grade الصف | Branch الفرع |
|                                  |            |              |
|                                  |            |              |



|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Documents checklist

|                   |                             |                                  |
|-------------------|-----------------------------|----------------------------------|
| ID card for child | 6 photos                    | Parents passport                 |
| Child's Passport  | Behavior report/Report Card | Parents Qatar ID                 |
| Birth Certificate | Medical file (3-6)          | Sponsors letter of Employment    |
| Pass Certificate  |                             | Clearance Letter from old school |

**Registrar's Signature / توقيع المسجل** \_\_\_\_\_ **Date** \_\_\_\_\_

**MoE System administrator (NSIS)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic supervisor Head** \_\_\_\_\_ **Date** \_\_\_\_\_

|   |
|---|
| <p><b>For Accountant only:</b><br/> <b>Amount paid for entrance exam:</b> _____ <b>Receipt:</b> _____<br/> <b>Amount paid for other Fees:</b> _____ <b>Date:</b> _____<br/> <b>Accountant Signature:</b> _____ <b>Date:</b> _____</p> |
|---|

**Note: Payment for entrance exam is not refundable and it's not guarantee for admission.**

To: All Parents,

**Subject: New Registration**

Kindly be informed that all newly registered students are required to submit all mentioned documents below **before May 31, 2022**. Those who fail to submit the following documents are subject **for cancellation**. Thank you for your cooperation.

Required Documents

- **Behavior Report**
- Report Card from previous school. (paper stating that the child **passed the previous school year 2021-2022**)
- Copy of ID card for parents and child
- Copy of Passport for child and parents
- 6 personal photos
- Copy of child's Birth Certificate
- Letter of **Employment from a child's sponsors workplace**.
- Medical file (3-6 years old) and Vaccination card.
- **Clearance Paper from the Financial Department of previous school.**

## Administration

الى السادة أولياء الامور الكرام

### الموضوع : التسجيل للعام الاكاديمي القادم 2022-2023 الطلاب المستجدين

- نفيدكم علماً بأنه لن يتم تأكيد تسجيل أي طالب (مستجد) الا في حالة إستكمال الاوراق الرسمية قبل 2022/5/31 و غير ذلك يعتبر تسجيل الطالب لاغياً إذا لم تستكمل الاوراق التالية :
- شهادة حسن سيررة و السلوك من المدرسة السابقة.
  - الشهادة الدراسية للمرحلة الصفية الحالية للطالب للعام الاكاديمي 2021-2022 (تم اجتياز المرحلة بنجاح) حتى يتم قبوله في المرحلة الصفية التالية للعام الاكاديمي 2022-2023 .
  - شهادة إخلاء طرف من قسم المالية في المدرسة السابقة .
  - الملف الصحي للطالب من عمر (3- 6 سنوات ) بالاضافة الى اي شهادات طبية للطالب بطاقة التطعيم .
  - شهادة لمن يهمله الامر من جهة عمل ولي الامر .
  - شهادة الميلاد الاصلية بالاضافة الى صورة .
  - إقامة كل من (الطالب – الاب – الام) سارية المفعول.
  - جواز السفر الاصيلي و صورة منه لكل من (الطالب – الاب – الام).
  - 6 صور شخصية .

## الإدارة / قسم التسجيل

### شروط و ضوابط الالتزام بالقسائم التعليمية

- اسم الطالب : \_\_\_\_\_ الصف : \_\_\_\_\_ المجموعة : \_\_\_\_\_
- 1- يحق للطالب القطري المتمتع بنظام القسائم التعليمية المقدمة من وزارة التعليم و التعليم العالي ( اذا كان ولي امر الطالب لا يتقاضى بدل تعليم لأبنائه من مكان عمله)
- 2- اذا كانت الرسوم اعلى من قيمة القسيمة يتعين على ولي الامر دفع الفرق بمبلغ الزيادة .
- 3- القسيمة التعليمية تشمل الرسوم الدراسية و رسوم الكتب و المواصلات فقط و تقسم على قسيتين ( فصلين دراسيين فصل أول و فصل ثاني ) .
- 4- يستحق الطالب قسيمة واحدة عن كل فصل دراسي بالمبلغ المخصص لهذا الفصل و لا يحق له الحصول على قسيمة أخرى إذا انسحب من المدرسة الى مدرسة أخرى .
- 5- اذا كان الطالب مسجل في مدرسة مشاركة في نظام القسائم و انتقل الى فرع اخر لنفس المدرسة لا يوجد فيها قسائم فإنه لا يستحق قيمة القسيمة .
- 6- كل طالب مستجد عليه أن يقوم بدفع الرسوم التالية :

| الرسوم                             | المبلغ         | الوصف  |
|------------------------------------|----------------|--|
| رسوم الاختبار                      | 500 ريال قطري  | تدفع لمرة واحدة عند التسجيل ( و هي غير مستردة في حالة الانسحاب )   |
| رسوم التسجيل                       | 1575 ريال قطري | تدفع لمرة واحدة عند التسجيل ( و هي غير مستردة في حالة الانسحاب )   |
| رسوم الزي المدرسي                  | 800 ريال قطري  | سنوية ( و هي غير مستردة في حالة الانسحاب )   |
| رسوم حجز المقعد (طالب مسجل من قبل) | 2000 ريال قطري | تدفع في بداية شهر مارس من كل عام دراسي وتخضم من رسوم الفصل الدراسي الاول و هي مستردة في حالة إسترداد قيمة القسيمة من الوزارة و غير مستردة في حالة إنسحاب الطالب من المدرسة . |

**'Oscar Builds Readers and Leaders'**

- 7- على كل ولي امر ( الاب و الام ) تقديم شهادة لمن يهमे الامر من مكان عمله حديثة الاصدار في بداية شهر سبتمبر من كل عام موضح فيها انه لا يتقاضى بدل تعليم لأبنائه .
  - 8- اذا كان الاب او الام لا يعمل/لا تعمل إحضار شهادة لمن يهमे الامر من وزارة التنمية الاجتماعية تفيد ذلك .
  - 9- اذا كان الاب متوفي ارفاق شهادة الوفاة .
  - 10- اذا كان الاب او الام منفصلين احضار شهادة تفيد ذلك .
  - 11- اذا كانت الام غير قطرية يجب توقيع التعهد الخاص بذلك في الاكاديمية مع ارفاق صورة البطاقة الشخصية للام .
  - 12- لا يحق لولي الأمر بمطالبة المدرسة بإرجاع أي مبلغ مدفوع في حال إنسحاب الطالب من المدرسة أو تغيبه أو سفره لأي ظرف كان .
  - 13- كل ولي أمر يتأخر بإحضار الاوراق الثبوتية المطلوبة من جهة عمله أو ما يخص التسجيل عن الفترة المحددة لا تشملها القسائم التعليمية .
- و بناءً عليه أقر أنا الموقع أدناه بصحة البيانات الواردة بهذا التعهد و كما أنني أتعهد بالتزامي بكافة الشروط و الضوابط طبقاً للقانون رقم 7 لسنة 2012 بالإضافة الى سياسة المدرسة بخصوص القسائم التعليمية .

اسم ولي الامر : \_\_\_\_\_ الرقم الشخصي : \_\_\_\_\_  
رقم التواصل : \_\_\_\_\_ جهة العمل : \_\_\_\_\_  
توقيع ولي الامر \_\_\_\_\_ التاريخ \_\_\_\_\_

**شروط و الالتزامات ( القسائم التعليمية )**

- اذا كان الطالب مستجد في الاكاديمية يتم سداد كل من رسوم :
  - الاختبار 500 ريال قطري يدفع لمرة واحدة فقط عند التسجيل ( لا تغطيها القسيمة التعليمية ) .
  - رسوم التسجيل 1575 ريال قطري يدفع لمرة واحدة فقط عند التسجيل ( لا تغطيها القسيمة التعليمية ) .
  - الزي المدرسي 800 ريال قطري تدفع سنوياً ( لا تغطيها القسيمة التعليمية ) .
  - وهذه الرسوم الإضافية تدفع من قبل ولي الامر ولا تشملها القسيمة التعليمية .
  - رسوم الكتب 1700 ريال قطري تدفع مقدماً للمدرسة و عليه وجب على ولي الامر سداد قيمة الكتب كاملة و في حين استلام قيمة القسيمة الاولى و الثانية يتم استرداد المبلغ 1700 ريال قطري .
  - الرسوم الدراسية المدفوعة مسبقاً من قبل ولي الامر يتم استردادها في حين استرداد قيمة القسيمة من وزارة التعليم و التعليم العالي .
  - رسوم حجز المقعد للطالب 2000 ريال تدفع سنوياً في بداية شهر مارس من كل عام حسب سياسة التسجيل في الاكاديمية و اذا تم دفعها من قبل ولي الامر يتم استردادها من قيمة القسيمة الاولى في حالة صرفها من وزارة التعليم و التعليم العالي .

- رسوم المواصلات للاتجاه 3150 ريال قطري مقسمة على الفصل الدراسي الاول 1575 و الفصل الثاني 1575 ريال قطري . ( تغطيها القسيمة التعليمية )
  - رسوم المواصلات للاتجاهين 4200 ريال قطري مقسمة على الفصل الدراسي الاول 2100 و الفصل الثاني 2100 ريال قطري . ( تغطيها القسيمة التعليمية )
- و بناءً عليه أقر أنا الموقع أدناه بصحة البيانات الواردة بهذا التعهد و كما أنني أتعهد بالتزامي بكافة الشروط و الضوابط طبقاً للقانون رقم 7 لسنة 2012 بالإضافة الى سياسة المدرسة بخصوص القسائم التعليمية .

اسم ولي الامر : \_\_\_\_\_ الرقم الشخصي : \_\_\_\_\_  
رقم التواصل : \_\_\_\_\_ جهة العمل : \_\_\_\_\_

اسم الطالب : \_\_\_\_\_ الصف : \_\_\_\_\_ المجموعة \_\_\_\_\_  
توقيع ولي الامر \_\_\_\_\_

التاريخ \_\_\_\_\_

## STUDENTS' WITHDRAWAL /CANCELLATION

A.Y. 2022-2023

The reasons for withdrawal by the school management can be categorized as follows:

## Fee Defaulters

When a student's fee for one billing period is outstanding after the due date, his/her name will appear on the fee defaulter's list. If the security deposit is adequate to cover the fees until the next billing then the student can be accommodated otherwise he/she has to be withdrawn. Fee is due after the first to tenth of every month.

## Long Absence

If a student is absent from the school for 15(fifteen) days without application or any intimation to the school, the social workers should try to find out the reason by telephone, but if there is no response then she sends a final notice. Finally, the student must be withdrawn

All the other formalities will remain the same except for the application for withdrawal from the parents.

## Misconduct

The management may withdraw/expel a student because of his/her behavior or attitude. One or more information slips /warning letters should have been given in the past and they should be filed in the personal file of the student. At the end of the academic session termination can be done, If parents misbehaved with any Oscar Academy staff / Spread or post negative or abusive statement about the school. School will inform the parents of this intention with a prior notice. Official letter will be send to the parents for not renewing the registration of the student.

All other formalities are the same. No fee needs to be paid by the parents after the date of the expulsion i.e. no notice period will apply here.

## Failed twice in a class

A student is withdrawn if he/she is required to repeat the same class twice.  
All the other formalities are the same.

## RE-ADMISSION PROCEDURE

If a student is withdrawn by the school management for one of the following reasons:

- Fee defaulter
- Prolonged absence without notice
- Parents

Then the child can be re-admitted within 30 days of the withdrawal date by paying the following

- Re-registration fee ( as detailed in the fee structure)

b) All previous outstanding dues.

A student who was withdrawn at the parent's request may not be re-admitted by the above procedure. A fresh application for admission must be submitted. If there was some genuine reason, then prior written approval from the Principal is to be sought. Readmission fee for all categories will be registration fees.

### **CANCELLATION/CLOSING FILE BY THE PARENTS**

- If parents have not registered for the next session or child has finished grade VI the Student Affairs will close the file
- If the parents want to cancel the child file they will fill a cancellation form available at reception
- Form will be send to Student Affairs.
- Student Affairs will check the dues of all the payments with the accountant.
- If dues are cleared and the reason for cancellation is transferring the child to another school within Qatar Student Affairs will request for acceptance letter from that school from the parents.
- After submission of acceptance letter Student Affairs will hand over the file to the parents.
- Follow Ministry of Education in all updates and rules related to students cancellation policy.

## **DIAGNOSTIC & ENTRANCE TEST**

### **GUIDELINES and POLICY**

*Diagnostic test and Entrance Test are a pre-evaluation that enables the teachers to learn the extent of the student's subject-matter knowledge. In other words, it is used to*



determine the extent of a student's knowledge and to identify any potential learning gaps.

### **Aims:**

1. To gather adequate information about the prior knowledge that students have of a subject and create an action plan that fills in any knowledge gaps.
2. To increase teacher's awareness of the subjects that should not be covered and the ones that should. In addition, they get the option to clear up any misunderstandings before starting a learning activity.
3. To increase the efficiency and effectiveness of the teaching and learning process by focusing on the material that needs to be taught and learned. It improves learning for everyone by bringing students and teachers together on the same page.
4. To determine the appropriate learning support for individual student who present with learning difficulties.

### **Procedure:**

1. Diagnostic Tests are designed according to the standards of the UK curriculum and school for each year level in English, Math and Arabic.
2. Assessment Committee will evaluate and review the diagnostic test every end of the year. Revisions are made at the end of the semester for approval by the SMT and for implementation of the next academic year.
3. Diagnostic Test will be administered by the subject teachers twice in the Academic year. Pre-Diagnostic Test at the beginning of the 1<sup>st</sup> semester and Post Diagnostic Test at the beginning of the 2<sup>nd</sup> semester.
4. Each Diagnostic Test Results will be analyzed by the IT Department and the SMT will make their recommendations based on the result and share to the teachers.
5. Teachers will design an action plan based on the result of the test. Lessons and strategies used in the class will be design in consideration to the strength and needs of our students.
  1. Pre and Post Diagnostic Tests results will be compared to monitor the progress of our students.

## **STUDENT'S UNIFORM POLICY**

A.Y. 2022-2023

### **Aim**

To have a clean and tidy appearance of the at all times.

### **Policy**

All must wear full and correct school uniform when attending school.  
The correct kit must be worn for all PE or sports activities.

Shirts need to be tucked in and are allowed to wear plain white vests or round-necked t-shirts underneath.

**Uniform-Boys**

Blue pants/short

White shirt with lines

School logo on the pocket

Black/white shoes

Black/white socks

Navy blue or black cardigan in winter

**P.E Uniform-Boys**

Light blue polo T-shirt

Blue tracks

White or black trainers

**Uniform-Girls**

Black checked pants/skirts

White shirt with lines

School logo on the pocket

Black/white shoes

Black/white socks

Navy blue or black cardigan in winter

**P.E Uniform-Girls**

Light blue polo T-shirt

Blue tracks

White or black trainers

In school long hair must be tied back in science laboratory, art room and in the PE. Excessively long, beaded, outrageously styled, shaven, dreadlocks or dyed hair is not permitted. Minimum hair length is a number 2 cut. Make-up and nail varnish are not permitted.

Jewelry:

with pierced ears may wear one set of plain, small stud type 'sleepers' only. They should not wear rings, bracelets, necklaces, or other visible jewelry. Excessive jewelry will be confiscated and parents will be

**APPRAISAL POLICY FOR 100% ATTENDANCE FOR STUDENTS**

A.Y. 2022-2023

### **1. 100% attendance monthly.**

- Child name displayed on the building notice board
- Thank you SMS to the parent for sending child to school everyday

### **2. 100% attendance for each term.**

- A certificate of appreciation given in higher achiever(top 10) ceremony
- Child name displayed on the building notice board
- Invitation to the parent to attend the ceremony
- A certificate of thanks to the parent
- Name of the student with picture on the face book/website
- A breakfast with the principal.

### **3. 100% attendance in a year.**

- A certificate of appreciation for full attendance.
- SMS of Thank you for parent.
- A certificate of appreciation for the parents.
- A gift from the management for attending school for whole year
- Name of the student with picture on the face book/website

## **ABSENTEES POLICY FOR THE STUDENTS**

A.Y. 2022-2023

The Oscar Academy believes that any child missing a single class losses a lot. We follow a strict absentee's policy according to which a child must have **90%** attendance in a year. The breakup of leaves is as follow

**If a student is absent for 4 days from September to October.**

- Building supervisor will notify to social worker.
- Social worker should inform the administration.
- Social worker should call the parents.
- Verbal warning should be given.
- Inform parents that a student will not be allowed to sit for first monthly exam if he/she is absent for 7 days before the exam
- A promissory notes from parents that child will be regular.
- **If a student is absent for 5 days from September to October.**

- Building supervisor will notify to social worker.
- Social worker should inform the administration.
- Social worker should call the parents.
- Written warning should be given.
- Inform parents that a student will not be allowed to sit for first monthly exam if he/she is absent for 7 days before the exam
- A promissory notes from parents that child will be regular.

**If a student is absent for 7 days from September to November. (Before the start of the exam)**

- A student will not be allowed to sit for November monthly exam.

**Student absent for 8-9 days from September to December.**

- Building supervisor will notify to social worker.
- Social worker should inform the administration.
- Social worker should call the parents.
- Discuss and for out the reasons for the absence.
- Inform parents that a student will not be allowed to sit for first semester exam if he is absent for 12 days before the exam
- A promissory notes from parents that child will be regular.

**If a student is absent for 12 days from September to December. (Before the start of the exam)**

- A student will not be allowed to sit for December Semester exam.

**Student absent for 14 days from September to March.**

- Social worker should inform the administration.
- Social worker should call the parents.
- Discuss and for out the reasons for the absence.
- Inform parents that a student will not be allowed to sit for first semester exam if he is absent for 16 days before the exam
- A promissory notes from parents that child will be regular.

**If a student is absent for 16 days from September to March. (Before the start of the exam)**

- A student will not be allowed to sit for March monthly exam.

**If a student is absent for 18 days from September to May. (Before the start of the exam)**

- A student will not be allowed to sit for Final exam.

Any student absent due to illness should provide a medical certificate from Hammad hospital or health centers.

**Long Leave/vacation**

- As a school policy, it's not encouraged to take a long leave or vacation.
- In case of emergency one week can be availed after the approval from the management.
- Any student absent from the school more than 9 days without approval from the management will not be allowed to sit in the class without management and parents meeting.
- Long leave/vacation is strictly discouraged / rejected during the exam.
- **After 15 consecutive days of absence without approval the child name will be cancelled from the system and can only be reentered by paying registration fee again.**
- **School will not be responsible for the completion of missing work due to long absence.**

**Absentees from examination**

- are not allowed to take leave during the exam session.
- Any student sick during the exam should provide medical certificate from Hammad hospital or a health centre.
- No re-exam will be taken without a medical certificate from Hammad hospital or a health centre

Student Name: \_\_\_\_\_

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

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Approval for long Absence**

|                                |               |
|--------------------------------|---------------|
| <b>Name of student:</b>        | <b>class:</b> |
| <b>Sec:</b>                    |               |
| <b>Requesting person name:</b> | <b>Date:</b>  |

|  |   |   |                                       |
|--|---|---|---------------------------------------|
| <b>Type of absence (Please tick the box)</b> | <b>Medical</b> <input type="checkbox"/> | <b>Vacation/travelli</b> <input type="checkbox"/> | <b>Other</b> <input type="checkbox"/> |
| <b>If other specify</b>                      |   |   |                                       |

**Parents reasons for this absence:** \_\_\_\_\_



Parents Name: \_\_\_\_\_

Signature: \_\_\_\_\_

For office use only.

|  |                                 |                              |
|--|---------------------------------|------------------------------|
| Duration of<br>Absence:  | From :                      to: | No of school days<br>missed: |
| Total absences of the student until this request:<br>(To be filled by the class teacher) |                                 |                              |

Academic Supervisor  
comments': \_\_\_\_\_

Approved

Not Approved

If not approved  
(Reason) \_\_\_\_\_

Parents undertaking

I, \_\_\_\_\_ parent  
of \_\_\_\_\_ understand that my child will  
miss \_\_\_\_\_ days. I will take full responsibility that I will complete the  
missing work including worksheets and H.W with my child.

Parents Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: Parents are requested to attach the following documents:

- Medical file if applicable
- Tickets if applicable

## ABSENTEES POLICY FOR THE STUDENTS

A. Y. 2022-2023

The Oscar Academy believes that any child missing a single class losses a lot. We follow a strict absentee's policy according to which a child must have 90% attendance in a year. The breakup of leaves is as follow

If a student is absent for 4 days from September to October.

- Building supervisor will notify to social worker.

- Social worker should inform the administration.
- Social worker should call the parents.
- Verbal warning should be given.
- Inform parents that a student will not be allowed to sit for first monthly exam if he/she is absent for 7 days before the exam
- A promissory notes from parents that child will be regular.
- If a student is absent for 5 days from September to October.
- Building supervisor will notify to social worker.
- Social worker should inform the administration.
- Social worker should call the parents.
- Written warning should be given.
- Inform parents that a student will not be allowed to sit for first monthly exam if he/she is absent for 7 days before the exam
- A promissory notes from parents that child will be regular.

If a student is absent for 7 days from September to November. (Before the start of the exam)

- A student will not be allowed to sit for November monthly exam.

Student absent for 8-9 days from September to December.

- Building supervisor will notify to social worker.
- Social worker should inform the administration.
- Social worker should call the parents.
- Discuss and for out the reasons for the absence.
- Inform parents that a student will not be allowed to sit for first semester exam if he is absent for 12 days before the exam
- A promissory notes from parents that child will be regular.

If a student is absent for 12 days from September to December. (Before the start of the exam)

- A student will not be allowed to sit for December Semester exam.

Student absent for 14 days from September to March.

- Social worker should inform the administration.
- Social worker should call the parents.
- Discuss and for out the reasons for the absence.
- Inform parents that a student will not be allowed to sit for first semester exam if he is absent for 16 days before the exam
- A promissory notes from parents that child will be regular.

If a student is absent for 16 days from September to March. (Before the start of the exam)

- A student will not be allowed to sit for March monthly exam.

If a student is absent for 18 days from September to May. (Before the start of the exam)

- A student will not be allowed to sit for Final exam.

Any student absent due to illness should provide a medical certificate from Hammad

hospital or health centers.

#### Long Leave/vacation

- As a school policy, it's not encouraged to take a long leave or vacation.
- In case of emergency one week can be availed after the approval from the management.
- Any student absent from the school more than 9 days without approval from the management will not be allowed to sit in the class without management and parents meeting.
- Long leave/vacation is strictly discouraged / rejected during the exam.
- After 15 consecutive days of absence without approval the child name will be cancelled from the system and can only be reentered by paying registration fee again.
- School will not be responsible for the completion of missing work due to long absence.

#### Absentees from examination

- Students are not allowed to take leave during the exam session.
- Any student sick during the exam should provide medical certificate from Hamad hospital or a health centre.
- No re-exam will be taken without a medical certificate from Hamad hospital or a health centre.

## **STUDENTS' LATE ARRIVAL POLICY**

A.Y. 2022-2023

- Student coming after 7:25 a.m will be consider late. main gate to classes will be close and student will enter to social worker office.
- Student will report to social worker.
- Social worker will write the name in lateness book.



- Social worker will issue a blue card for lateness.
- Child will give the blue card to the building Supervisor.
- Teacher and building supervisor will mark student late.
- SMS will be send to the parent immediately after first lateness.
- Official letter is send after six lateness in a month. Parents will be asked to meet social worker after six lateness to sign a undertaking.
- No appreciation certificate is given to the child for 100% attendance, if child has 3 lateness or more.
- ' lateness will be added to the student monthly behavior report.
- **Early out Policy**
  - Only parent or guardian can pick the child for early out
  - Child name should be written in reception for early out
  - Early out is only allowed for following reasons:
    1. Child has a medical appointment. Parent has to submit a copy of appointment before or after the appointment.
    2. Child is sick d parent need to pick the child.
    3. Sudden emergency in the family( approval from the Academic Supervisor/Principal is required).
  - Record of early out is analyzed monthly to see the habitual .
  - If any child is going more than two times in a month, social worker should have a meeting with the parent showing school concern.

### **Late pick up policy**

- All parents must pick their child by 2:30 p.m
- A phone call should be made starting from 2:15 to the parent.
- Any child picked after 2:30 p.m name should be noted in late pickup book.
- Late book should be analyzed weekly.
- Any parent picking late more than two times in a month a notice letter should be given to the parents.
- If child is picked late continuously management has a right to cancel the registration of the child.

## **COMMUNICATION POLICY WITH THE PARENTS**

A.Y. 2022-2023

### **Purpose:**

An effective communication helps any organization to achieve its mission. Parent involvement in character building and development of child.

### **Ways of communication:**

Lesson diary

Notices

Emails  
Telephone  
SMS

Facebook  
Website  
Meetings

### Lesson diary:

- Daily communication between parents and teacher.

### Notices:

- For any announcement from the management notices are send to parents in Arabic and English

### Emails:

- Parents can send their comments, request and complains through email addresses  
**Oscar.parentrequest@hotmail.com**

### Face book:

- Parents are communicated about child achievements through Face book by uploading pictures of different activities as well as parents' comments are replied.

### Telephone:

- Parent can register request, complain or suggestion through telephone.
- Parents are informed through telephone call about child if require
- **Website:**
- Exam related material is uploaded on website
- ' achievements pictures are uploaded on website

### Meetings:

- Parent can meet social worker, Academic supervisor or Admin. Supervisor from 7 to 2p.m. from Sunday to Thursday
- Parents can meet teacher from 1:15 to 2:00p.m from Sunday to Thursday after appointment through phone call

### SMS

- For any announcement SMS is used to communicate with parents
- Broadcast
- Class Dojo

## PARENT'S COMPLAINT POLICY

A. Y. 2022-2023

Parent can register complains or grievances through:

- Lesson diary
- Phone call

- Written complaint/suggestion
- Through email
- By SMS

Complains will be divided in following categories

- Academic
- Behavior
- Facilities
- Transport
- Fees/payments
- others

After dividing the complains are sent to the concerned person. Concern person will sort the complaint according to the urgency of the matter. Each complain must be answered or solved within two days of the complaint.

To cater parents' complaints and grievances following procedure is followed:

- A call to reception by parent to note down the complaint or a written complaint in the reception.
- Direct approach of the parents to the social worker or the Academic supervisor.
- Complaints regarding academic issues are handed over to academic supervisor.
- Non academic complains are forwarded to the social worker.
- For any type of complain the concern person is being called and matter is investigated. For any corporal punishment complain CCTv camera is reviewed, and an appropriate action is taken.
- Parents are communicated by the social worker about the investigation and action.

## **ANTI BULLYING POLICY**

A.Y. 2022-2023

### **Aim:**

At Oscar Academy are encouraged to actively participate in a learning environment, where each individual is supported, respected as unique and where every effort is made to develop knowledge and skills appropriate to their needs.

### **Types of behaviour considered as bullying:**

- Humiliation; including name-calling, reference to academic ability, physical appearance etc.
- Intimidation; including aggressive use of body language and threats, including demands for money.
- Verbal abuse, anonymous or otherwise.
- Physical abuse or threatened abuse.
- Aggressive or obscene language specifically directed at an individual or group.
- Offensive joke; whether spoken, photographic, or by email, text messaging, or other electronic means e.g. "social networking sites".
- Victimization; including very personal remarks.
- Exclusion and isolation.
- Intrusion through interfering with personal possessions.
- An attack by rumour, gossip, hint or ridicule on any individual's reputation.
- Persistent attempts to undermine the authority or knowledge of others through repeated questioning/commenting.

### **Indications of Bullying/Behaviour – Signs and Symptoms**

- Anxiety about travelling to and from School
- Unwillingness to go to School.
- Avoiding certain days or lessons.
- Uncharacteristic nervousness in class
- Punctuality problems.
- A reluctance to take part in previously enjoyed activities.
- Deterioration in educational performance, loss of concentration and loss of enthusiasm and interest in school.
- Reluctance and/or refusal to say what is troubling him/her.

### **Bullying Rectification Grid**

| Steps | Consequences |
|-------|--------------|
|-------|--------------|

|          |  |
|----------|--|
| Level 1  | If an incident of bullying occurs a verbal warning from the teacher will be given teacher should record in the class behavioral tracking record.   |
| Level 2  | If this bullying occurs again on the <b>same day</b> , verbal warning from building supervisor will be given.  |
| Level 3  | If the inappropriate bullying continues then the student will be transferred to the social worker and incident will be recorded .  |
| Level 4  | If this bullying persists then the student will be referred to the social worker and formal letter will be send to parents requesting a meeting between them in school, will choose the sanction he\she will take.   |
| Level 5  | If the pattern of bullying continues, a formal letter will be sent to parents by social worker requesting a meeting between them in school. The academic principal will be present at this meeting.  |
| Level 6  | If the pattern of inappropriate bullying continues, a formal letter will be sent to parents by social worker requesting a meeting between them in school<br>A <b>formal written warning</b> will be given to the parents about the child's behavior of bullying. |
| Level 7  | If the bullying continues further, parents will be phoned to come into school to have a meeting with the social worker. A <b>second formal written warning</b> will be given.  |
| Level 8  | If there is no improvement in behaviour, the school principal will meet again with parents and a <b>third and final written warning</b> will be given.   |
| Level 9  | If there is no improvement in behavior regarding bullying, temporary separation will be given for the according to the situation form (1-3) days and letter will be send to parents regarding this matter.   |
| Level 10 | Continuing bullying will result in parents being called to attend a meeting with the social worker and affairs where a formal letter will be given requesting the student find an alternative school to attend for next year.                                    |

- It should also be noted that full investigations should be mounted

into the all incidents especially when the more serious consequences and stages are being dealt with.

- In all cases behavior committee members should be informed about series incidents during meeting time and take actions and decisions towards these cases.
- Study case and individual behavior action plan should be design for the case.

## **STUDENT'S MONTHLY PROGRESS REPORT POLICY** **(Academic and Behavior)**

Parent's involvement is a significant factor in both accelerated and sustained ' academic and behavior performance in the school. It plays a strong partnership between parents and school to motivate and improve their child's learning progress.

Monthly Progress Report is designed to promote student's engagement, support and improve the likelihood of school.

**Purpose:**

- To strengthen the partnership and involvement of parents in their child's daily learning.
- To motivate and parents in the school's learning achievement.

**Policies:**

- Student's Monthly Progress Report must be accurate and true based on student's daily academic and behavior performance.
- Team Leaders must ensure that results of quizzes in all core and minor subjects are being revised before uploading.
- Comments posted in the report must be encouraging and must motivate to improve themselves in both academic and behavior aspect.
- Social Workers must input their comments as well to ensure that student's behavior underperforming are being addressed and well taken-cared of.
- SMT must revised all the reports and affix their signature as approval of the report.
- Monthly Progress Report must be distributed and discuss to and parents every end of the month to ensure the monitoring of student's academic and behavior progress.

Example of Monthly Behavior Report

Teacher's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**Monthly Behaviour Report**

MONTH \_\_\_\_\_

|                    |                     |                       |
|--------------------|---------------------|-----------------------|
| <b>Name:</b> _____ | <b>Class:</b> _____ | <b>Section:</b> _____ |
|--------------------|---------------------|-----------------------|

| Scale        |                  |             |                       |
|--------------|------------------|-------------|-----------------------|
| E- Excellent | G - Good         | A - Average | N - Needs Improvement |
| Always       | Most of the time | Sometimes   | Rarely                |

| Subject      | Socialises with other | Shows respect for property | Behaves responsibly | Concentrates and work independently | Follow instructions | Teachers' Name |
|--------------|-----------------------|----------------------------|---------------------|-------------------------------------|---------------------|----------------|
| English      |                       |                            |                     |                                     |                     |                |
| Math         |                       |                            |                     |                                     |                     |                |
| Arabic       |                       |                            |                     |                                     |                     |                |
| Science      |                       |                            |                     |                                     |                     |                |
| Soc. Studies |                       |                            |                     |                                     |                     |                |

**Teacher's Comment:** \_\_\_\_\_

**Social worker's comments:** \_\_\_\_\_

**Parent's Comment:** \_\_\_\_\_

**Parent's Name & signature:** \_\_\_\_\_

Homeroom Teacher

Social Worker's

Signature

Date: \_\_\_\_\_

## VALUES PROGRAM POLICY

### My Value Draw My Identity

**First: The values:**

Based on the vision and mission of the academy and in order to achieve school priorities, ECA department is keen to adopt the best value curriculum offered in the



educational arena and presented to in the form of suspense, fun and activity within the educational, healthy and active environment through life skills classes in the following manners:

### **Character Building Series**

It is educational series designed to build and develop the personality and to produce balanced personality through the adoption of a system of internationally accepted standards (Building system) and placed in an interesting educational template and in the environment that commensurate with the age characteristics and builds multiple intelligences and higher-order thinking skills.

### **Second: Activities and Events:**

The skills and value department offers set of different activities, events and program that supports the vision, mission and educational outputs of the academy, and are summarized in the following;

- Celebration of Islamic and national events: Eid Al- Adha, Qatar National Day.
- Camps that help in achieving the vision and mission of the school and support the values of the school and school routine, and apply it in a healthy and balanced atmosphere and that we live with it during the year.
- Recreational and educational trips.
- Provision of extra-curricular activities for talented .
- Activating social events and international days: such as Teachers Day- Environmental Day – Healthy day.
- Call presenter from community institutions to promote school values.
- Monthly competitions and activities aligned with (Tarbeya Center) calendar.

### **Third: The evaluation and motivation method:**

The Department devised a unique method of motivation and honoring by collecting points on a Oscar star Book. The evaluation includes several aspects:

- Interaction and participation
- Achieving the objectives of the curriculum
- Cleanliness and discipline
- Compliance with classroom rules
- Solve the activities of the book with distinction

The collect these points which are collected later and added to the class chart. At the end of each, the ECA Committee chooses the best class and most of them combine points to receive a special prize.

## **CHILD PROTECTION POLICY AND PROCEDURES**

A. Y. 2022-2023

### **Vision:**

We, in OSCAR, have a primary responsibility for the care, welfare and safety of our

students, and we will carry out this duty through our pastoral care guidelines, which aims to provide a caring, supportive and safe environment. Any concerns regarding abuse or its types will not be ignored by anyone who works in our school.

### **Objectives:**

- 1) All our staff has been subject to appropriate background checks and they have also adopted a *Code of Practice* for our behavior towards our students.
- 2) The purpose of the following procedures on Child Protection is to protect our students by ensuring that everyone who works in our school – teachers, nonteaching staff and volunteers – has clear guidance on the action which is required where abuse or neglect of a child is suspected.
- 3) Staff will liaise with parents to ensure that there is trust and understanding of any situation. Our *School Prospectus and Code of Good Practice* includes guidance for parents on how to make known to our staff any concerns they may have about the safety of their child or any other child in our care.

### **Principles of Child Protection:**

- 1) Creating a 'child safe' and 'child friendly' organization- in relation to environmental safety as well as protection against forms of abuse.
- 2) The welfare of children is of paramount importance.
- 3) A proper balance must be struck between protecting children and respecting the rights and needs of parents, careers and families.
- 4) Children have a right to be heard, listened to and taken seriously.

### **Definition of the terms:**

1. **Child:** Refers to any human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier.(Unicef)
2. **Child protection:** According to Unicef, Child Protection refers to preventing and responding to violence, exploitation and abuse against children
3. **Child protection Policy:** A broad term which encompasses philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm.

### **What counts as a Child Protection concern**

The types of significant harm may experience are classified as abuse by adults, abuse by peers and self-harm.

1. **Abuse by adults:** this includes the different forms of abuse such as Physical abuse, Emotional abuse and neglect.

**Physical Abuse:** physical injury to a child, whether deliberately inflicted or knowingly not prevented, which includes physical punishment, beating, hitting, slapping,

punching or  
others.

**Emotional abuse:** happens when a child's needs for affection, approval, consistency and security are not met.

Examples include being shouted at, being critical of and having inappropriate expectations of a child.

**Neglect** can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

**Note:** *Oscar respects the culture and customs of Qatar. It also recognizes the limitations in addressing child protection issues while governed by Qatari law and support systems. The school shall be guided by the advice of the Ministry of Education in all serious cases of abuse.*

- Abuse by Peers:** refers to physical abuse among peers, gang violence and bullying. This can include taunting, name calling, cyber bullying, blackmailing, etc.

### **Bullying:**

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our school. All staff need to be vigilant at all times to the possibility of bullying occurring, and must take immediate steps to stop it from happening. Parents of all children involved will be personally contacted immediately after bullying behavior is identified (see also Behavioral Management policy). Any complaint by a parent that their child is, or may be, bullied will be fully investigated by the designated teacher for child protection, and team action will be taken to protect the child. A parent making a complaint about bullying will have a personal response from the designated teacher within one week of making the complaint, indicating the investigation which has been carried out and the action being taken.

### **Domestic abuse and the impact on children:**

Although a child may not be physically abused, they can experience significant harm in other forms. A child can experience emotional abuse by overhearing or witnessing adults fighting. This can have a huge emotional and psychological impact on a child.

Children love and look up to their parent's; when their loved ones become verbal or physical towards one another this impacts the child's stability. It affects their self-esteem, their self-confidence, they may become aggressive, have temper tantrums. Some children internalize their worries and become reclusive or turn to self-harming or develop

Eating disorders. The most common behaviors linked to hostile home environments are anger, anxieties and depression in children.

### **Absenteeism:**

It is in every child's best interest that they attend school every day. Parents need to be made aware that allowing a child to miss school is depriving them of a better education. Every effort should be made by staff to communicate with parents where the child's attendance in school is less than satisfactory.

### **Understanding changing behaviors:**

A change in a child's behavior can be linked to numerous causes. The main goal of the teacher/ parent is to understand these changes in behavior and engage in open communication to address such changes. It is helpful when parents and teachers communicate to see if there is an explanation for the changes in the child. Open communication between home and school will often allow a quicker solution to the problem.

A child's aggressive or withdrawn behavior in school can be linked to parenting styles, poor behavior management strategies at home, modeling behavior that they are exposed to or being a victim of abuse. Such behaviors must be addressed immediately to educate the child about acceptable and appropriate behavior to match a situation.

### **Procedure for reporting disclosed (or suspected) child abuse**

Teacher/ Form Tutor records the information; shares  
The information with School Social Workers.

School Social Workers to assess the situation and if  
Allegation is of serious concern then the information  
Is passed on to SMT

SMT to decide on action plan which will be reviewed  
And monitored. Parents are contacted and informed at  
this stage.

Relevant staff informed and action plan is reviewed. If  
Ineffective, then information is passed to Principal.

---

If child is at serious risk of harm, Principal to inform  
CEO/Board of Trustees

must always be encouraged to speak to their class teacher/school social workers if they are experiencing or in fear of experiencing any form of abuse. If parents are concerned for the wellbeing of their children they can inform the class teacher or make an appointment directly with the school social workers by contacting them.

**Guidelines for recording disclosed information:**

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly. The teacher's prime responsibility is to help the child keep away from experiencing more harm. Hence teachers can recommend that the student remove himself/ herself from the situation.

***Remind the child that the situation at home is not their fault; the child is not to blame. If the situation is at school, immediate action should be taken to protect the child.***

**When a student speaks to a teacher about his concern the teacher must:**

Listen carefully and let the child tell you what happened in his/her own time.

Not use probing or leading questions that are led by assumptions. Use short open ended questions that the child can expand on.

Reassure the child that he/she is not to blame for what happened (or is happening).

Let the child know he/she is very brave to tell you about it. They will feel better for simply talking. Try to stay calm and not let the child see if you are shocked.

Inform the child what action as a teacher you will do next. (Follow the procedure for reporting information)

**Record keeping:**

Allegations of harm made by children will be recorded by staff and noted in their pastorals. This information will be passed on to the School Social Workers who will maintain the student's child protection file. The student's school file will be alerted that there is further information in the child protection file held by the School Social Workers.



The designated Child Protection Person at Oscar Academy is the school social workers.

**Child Protection Committee:**

- Principal
- Social Workers
- Academic Vice Principal
- Affairs Admin
- Building Supervisor
- School Nurse

-----*Every child is important. Reach out before it's too late.* -----  
-----

**STUDENT'S APPRAISAL POLICY**  
A. Y. 2022-2023

**Aims:**

- To appreciate and celebrate achievement and outstanding performance in class and school in general.

- To encourage all to achieve their best potentials morally, spiritually and intellectually.

**Target:**

All of Oscar Academy

**Types of Appraisal**

| Academic   | Non- Academic                |
|--|------------------------------|
| Top 10 Achievers per class                       | Stars of the Week            |
| Academic Excellence by subject                   | Best Artist                  |
| Spelling Bee both English and Arabic             | Oscar Star Program           |
| Math Spelling Bee                                | Best Class                   |
| Academic Achievement for Underperforming student | Talented                     |
| Best Essay Writer                                | Show and Tell Best Performer |
| Best Story Teller                                | Prayer Organizer             |
|  | Value Achievers              |
|  | Quran Competition            |
|  |                              |

**Ways of Appraisal Announcement:**

- Thru facebook
- Broadcasts
- Honor Board
- Sending appreciation cards to parent

**Appraisals appreciations:**

- Certificates
- Free trips
- Trophies
- Medals
- Free coupons
- Educational gifts

**Committee:**

- SMT
- Team Leaders
- Teachers
- Social Workers
- Building Supervisors

**HOMEWORK POLICY**

A. Y. 2022-2023

Homework is any work or activity which are asked to do outside lesson time either on their own or with parents. Homework should not prevent from participating in any

activity in school such as sport, music or clubs of any kind. Equally, should plan such activities to allow time to complete homework.

### **The purpose of homework -**

- To encourage to develop the confidence and self-discipline to work on their own, an essential skill for adult life.
- To consolidate and reinforce skills and understanding.
- To extend school learning, for example through additional reading.
- To enable to devote time to particular demands such as project work.
- To support the home/school relationship.

### **The amount of homework**

The school does have a fixed homework timetable with time allocated for different subjects on different evenings. will need to learn to manage their time so that they do some homework each evening.

As a general principle, teachers will usually set substantial homework tasks to be completed for the next day, but will give at least two days. The time devoted to homework should increase as the student progresses through the school.

should have homework every day for English and Math, along with any one other subject which should take between 30 minutes to one hour for each subject.

are encouraged in addition, to read as widely as possible around their chosen subjects to broaden their knowledge.

Note, please, that apart from this, may have to use some time during the weekends or some extra time during exam periods.

### **Types of homework**

Homework might include such things as:

- Writing assignments.
- Learning assignments.
- Preparing an oral presentation.
- Reading in preparation for a lesson.
- Finding out information/researching a project.

It is important that should have frequent and increasing opportunities to develop and consolidate their competencies as independent learners.

### **Organization of homework**

All should have a Personal Organizer/Diary which they should carry with them at all times to record their homework. Tutors and parents are asked to check these on a daily basis.

### **Non-completion of homework**

When homework has not been done, appropriate action will be taken by the teacher.

This could mean the deduction of points for lateness or, could mean that the student will receive a zero for that particular assignment. Teachers have to write the failure to complete in diary and will consult the social worker and parents when there is a persistent or worrying problem with homework. If a student is found to have plagiarized



or cheated, the homework will be given a “0”.

### **School's responsibilities**

- The subject teacher is responsible for setting appropriate homework and marking it regularly.
- S/he should keep to the guidelines of time per subject and year as set out above.
- S/he should check that are recording details of homework set in their diaries and should allow time in the lesson for to do this.
- Teachers have to correct and hand back homework within a reasonable time
- Substantial homework tasks should be set to ensure that there is more than one night in which to do it. This allows to plan their time, participate in out of school activities if they wish, and still be able to do their homework.
- Teachers should also allow homework time to prepare for tests.
- No homework should be set in the week before exams to allow to organize their revision time effectively.
- Homework must never be used as a punishment.

### **Parents' role in homework**

- Parents should support with their homework but accept that their role will become less and less important as become more responsible and independent.
- Parents should try and provide a suitable place where can work.
- Parents should encourage to meet homework deadlines.
- If parents feel that insufficient or too much homework is being set, they should contact through lesson diary the subject teacher or the class teacher who will investigate the situation.
- Parents should make it clear to that they value homework and support the school in explaining how it can help them to progress.
- Parents should encourage and praise them when homework is completed.

## **PARENTS' VOLUNTEER POLICY**

A.Y. 2022-2023

The school has established a policy in support of parents (and other adults)

improve parents involvement in school life.

Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.

- A consent form will be sent to all the parents for volunteer services.
- School will select the volunteer on its need. In case of large number of request chance will be given to new volunteer in the next activity.
- Volunteers are expected to follow school rules and policies during his/her volunteer period.
- Volunteer will sign the log book as soon as entered the premises.
- Volunteer must inform the management at least two days before if he/she want to cancel his/her appointment.
- Volunteer will stay with the assigned staff and place.
- Volunteer will ensure safety and security of the along with the staff.
- Volunteer is not allowed to take the picture of the staff or on his/her mobile or camera.

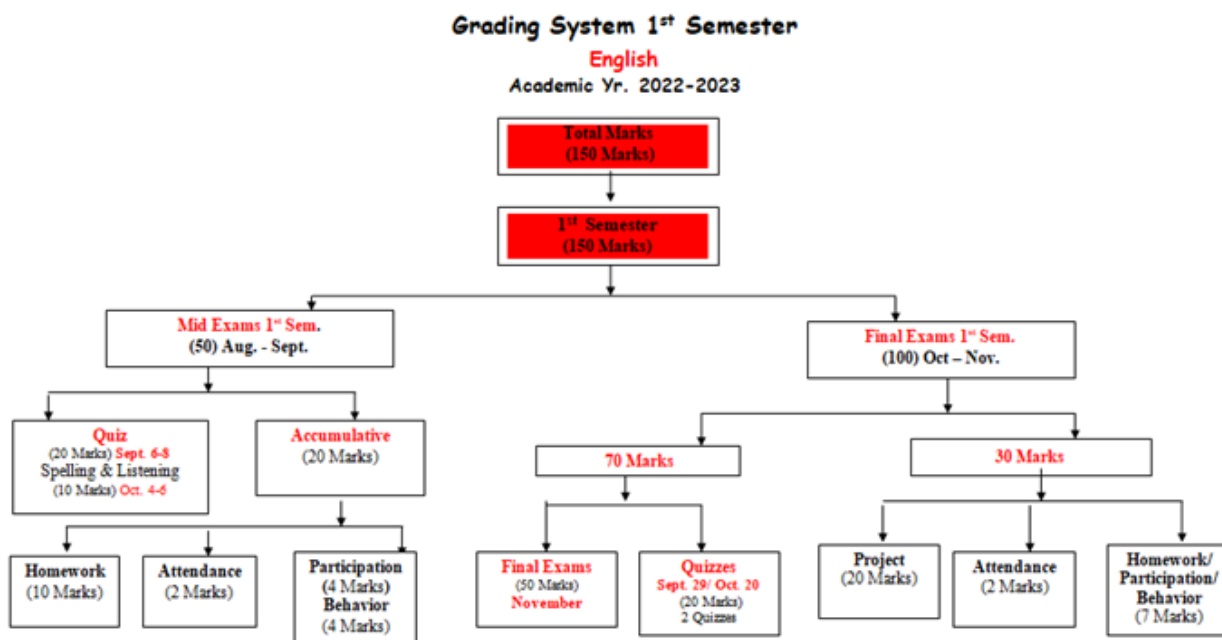
## **Examination Policy (Assessment Policy)**

### **Exam System**

- \* The school session has been divided into two (2) terms :
  - First term from August to November
  - Second term from January- June

\* Each term has two exams, however for this Academic Yr. 2022-2023, our Mid-Exams written marks (30 marks) will be taken from the quizzes conducted in the First Semester instead due to the shortage of time and to give way for FIFA WorldCup.(Please see below.)

1) Monthly Exams



2) Second Monthly Exams (2nd Semester)

3) Final Semester Exams (1<sup>st</sup> and 2<sup>nd</sup> Semeste

**Distribution of Marks for the Second Monthly, and Final Semester Exams**

| Subject                            | Monthly October | Semester December | Monthly March | Final June |
|------------------------------------|-----------------|-------------------|---------------|------------|
| English                            | 50              | 150               | 50            | 150        |
| Math                               | 50              | 150               | 50            | 150        |
| Science                            | 50              | 150               | 50            | 150        |
| Social                             | 50              | 150               | 50            | 150        |
| Arabic                             | 50              | 150               | 50            | 150        |
| Religion                           | 50              | 150               | 50            | 150        |
| Religion in English for non native | 50              | 150               | 50            | 150        |
| Road to Success for Non Muslim     | 50              | 150               | 50            | 150        |

|                            |    |    |    |    |
|----------------------------|----|----|----|----|
| Computer                   | 50 | 50 | 50 | 50 |
| Q. History                 | 50 | 50 | 50 | 50 |
| French( from grade 3 to 6) | 50 | 50 | 50 | 50 |
| Art                        | 50 | 50 | 50 | 50 |
| Physical Education         | 50 | 50 | 50 | 50 |

**\*Arabic, Religion and QH Exams are patterned according to the guidelines set by the MOEHE.**

**\*Other subjects like English, Math and Science are based according to the standards by the Uk curriculum****Type of Exams:**

### Formative Exams:

The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by teachers to improve their teaching and by students to improve their learning. Formative assessments are generally *low stakes*, which means that they have low or no point value.

- Quizzes
- Spelling
- Mental math
- Oral
- Small competitions among students groups

### Summative Exams:

The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark.

Summative assessments are often *high stakes*, which means that they have a high point value.

- Diagnostic test
- Monthly exam
- Semester exam
- Projects
- Dictation
- Oral Exam
- Mental Math

### International Exams:

It is important for us to evaluate student level with international exam and analyze the results to improve the weaknesses if any.

- Students participate in TIMSS/PERLS when ever conducted to compare the level of students in Math and English

- Students also participated in **Granada Learning (GL Exam)** .GL Assessment is the **leading** provider of **formative** assessments to UK schools, as well as providing assessments for overseas ministries and British, bilingual and international schools in over 100 countries worldwide. This exam provides us analysis to check the level of student in English and compare to other countries.

### **Academic Result**

Academic result is send to the parents after each exams followed by the parents' teacher meeting to discuss the progress of the student. (Except for Final Exams)

### **MONTHLY AND SEMESTER EXAM REPORT CARD:**

Monthly and semester report card has marks from the exam and class accumulative marks added together.

### **Final Exam Report Card:**

The final report card reflects the overall performance of a child throughout the year. It includes the marks from first semester as well as second semester. The child is graded on combine marks of both the semester.

### **Behavior Report**

Monthly Behavior Report is given to Parents every month to to sign and write comments if there is any concern during the Parent's-Teachers conference.

### **Class Accumulative Marks:**

Class accumulative marks are included in monthly as well as semester exam. The accumulative marks are distributed among the following:

- Quizzes
- Projects
- Dictation
- Oral exam
- Mental math
- Spellings
- Class participation
- Homework
- Discipline
- Attendance

### **Absentees:**

For any student absent from the exam following policy will be followed.

- No special exam is given without approval from the school.
- Student absent due to medical reason must provide medical certificate from Hammad hospital. Rexam will be conducted for the student
- A student travelling for emergency must get the approval from the school. Rexam will be conducted for the student

## **Collection of Examination paper**

- Teachers and coordinators will be sent a memo regarding exam paper with due date.
- Coordinator will check the exam paper and email it to academic Supervisor. Academic Supervisor will check the exam paper and give the feedback for changes to coordinator if any changes required.
- Coordinator will make the desired changes and send the paper back to the Academic Supervisor.
- Final paper will be printed and filed.
- Teachers will be called to make an answer key for all the papers.
- After answer key is made, changes will be made for any mistake if found in the paper.
- Paper will be printed again after changes for photocopying.
- Photocopy will be made and paper will be sealed in envelopes in the presence of Academic Supervisor.
- Papers will be locked in Academic Supervisor office. Keys will remain with the Academic Supervisor

## **Distribution and collection of Exam papers on Examination Day:**

- Teachers will be assigned with an exam room in a duty paper.
- Exam paper distribution is assigned to the committee.
- Papers are distributed 10 mins before the exam to the building Supervisors.
- Papers are collected as soon as it is finished.
- Building Supervisor will count the papers and hand over to exam committee.
- Papers will be counted again in presence of Academic Supervisor in her office. Papers will be shifted to checking room.

## **Monitoring Of Examination:**

- Examination committee will take a round during exam to monitor exam.
- For any issue regarding exam paper Academic Supervisor should be called.
- Academic Supervisor will resolve the issues.
- If subject teacher is required, she/he can be called after informing the exam committee.

## **Checking Procedure:**

- Teachers will be assigned with checking and rechecking.
- Teachers will use red pen for checking and green pen for rechecking
- After rechecking coordinators and Academic Supervisor will recheck randomly papers.

- For any dispute in checking or answer Academic Supervisor decision will be final.
- Marks will be recorded in accumulative by the subject teacher.
- After checking procedure exam will be shifted to exam room.

### **Exam And Promotion Policy**

In consonance with the Ministry of Education and Higher Education requirements, following promotion policy is recommended for promulgation at this institution.

1. A student securing at least 50% in each subject and 50% in aggregate will be promoted to next grade.
2. Any student missing any term due to late admission, approved medical leave as per policy, will be given consideration accordingly.
3. Students who failed in two or more subjects will be given re-test in the given subjects. A letter to this effect will be issued to the parents. The promotion to the next grade will only be granted after fulfilling the given criteria.
4. A students having less than 90% attendance will not be allowed to take the Final Exam.
5. A student who passed in Accumulative but absent during the final exam will not be promoted unless approved by the Principal/ Academic Principal.
6. Retake exam will be given for failing students or absentee with approval for final examination.
7. School will not conduct any early exam unless approved by the principal/ Academic principal.
8. Special exam for absentees due to health reasons will be given consideration upon submission of Medical Certificate from Hamad Hospital only.
9. Student will not be allowed to continue an exam if he does not allow the behavior and exam rule policy during the exam.

### **EXAM AND PROMOTION POLICY**

A. Y. 2022-2023

In consonance with the Ministry of Education and Higher Education requirements, following promotion policy is recommended for promulgation at this institution.

1. A student securing at least 50% in each subject and 50% in aggregate will be promoted to next class.
2. A student failing in more than two core subjects (English, Math, Science, Social, Religion and Arabic) will not be promoted to next class.
3. The student missing any term due to late admission, approved medical leave as per policy, the following terms will be given weight age accordingly.
4. failing in two or more subjects will be offered re-test in the failing subjects. A letter to this effect will be issued to the parents. The promotion to the next class will only be granted after fulfilling the above given criteria.
5. A student having less than 90% attendance will not be allowed to sit for final exam.
6. A student passed in accumulative but absent from final exam will not be promoted until unless approved by the principal/Academic Principal.
7. Student pass in all the subjects cannot repeat the class.
8. Retake exam will be conducted for fail student or absent with approval in Final examination.
9. School will not conducted any early exam unless approved by the principal/Academic Principal
10. Only medical from Hammad hospital is accepted to make a re exam for absent student.
11. Student will not be allowed to take an exam if he does not follow behavior policy and exam rule policy during the exam.

### **Reviewing of exam papers by Parent**

- Parents can review exam paper of their child after exam.
- Request should be given in written after within one week of the result. No request will be entertained after one week.
- Academic Vice Principal will check and review all the papers.
- Parents will be invited between 1:00 p.m to 2:00p.m only to review the papers within two days of the request in the library.
- For any errors or issues parents will write the comments. Academic Supervisor will discuss the issues with the respective teachers.
- Final decision will be communicated to the parents.
- No mobile phones are allowed in the library during exam paper reviewing.





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- No photocopy /picture of the paper is allowed.
- For any change in result, new result card will be issued after approval from the princi

**EXTERNAL EXAM POLICY**  
**GL / TIMSS / PIRLS**  
A. Y. 2022-2023

### **Objectives:**

GL , TIMSS and PIRLS standardised assessments, backed up by cross-school reporting, helps school groups to ensure consistency across the group, benchmark standards internationally and identify areas for improvement.

The data from our assessments of ability, attainment and progress provides an individual profile of each student supporting the setting and evaluation of personalised measures of progress. Our cognitive ability assessments are not curriculum-dependent which enables fair comparisons, regardless of the relative strengths of cohorts, the impact of prior teaching or the make-up of your group.

Our assessment of student attitudes enables leaders to identify areas of concern such as student dis-engagement or those at risk of underachievement. The data can be analysed at school level down to the individual student, allowing the early identification of appropriate interventions.

### **Aim:**

- Provides a robust, reliable, external measure of the overall school group performance
- Gives a comparison across schools to identify good practice and identify areas for improvement
- Helps ensure consistency regardless of location, curriculum or cohort variation
- Helps leaders to identify future resource and support needs
- Supports accreditation processes

### **Target:**

Grade 3 to 6 students

### **Subjects:**

Core subjects

\*Duration of Exams

## **STAR OF THE WEEK** **POLICY AND SELECTING CRITERIA**

A. Y. 2022-2023

The Star of the Week program was established with the purpose of celebrating

individual academic achievement as well as recognizing who model superior character and citizenship.

### **Policy**

- Name of the child should be given to building supervisor every Tuesday by 9:00a.m in given form.
- Student should be selected who fulfills at least one attribute from each criterion below.
- Supervisor should submit the name to the Academic supervisor by 9: 30 to arrange for the certificates
- Certificates will be distributed to the on Thursday in the morning assembly
- Social worker will invite the parents to attend the assembly by calling them on Tuesday.
- Building supervisor will display the star of the week photos and description on display on in each building on Thursday.

### **Criterion for selection**

#### **Academic Performance:**

Academic performance means that a student is working to their full potential (not necessarily achieving a high grade).

- Recognize ' grades, effort and willingness to participate in class.
- Is he/she a diligent student? Effort recognized by completing his/her assignments on time, showing strong effort to learn the subjects
  - show progress and improvement in subject areas.
- Demonstrates outstanding class participation and works well in peer groups.
- Demonstrates responsibility through project work
- Displays exceptional citizenship by his/her willingness to help fellow classmates
- Puts forth genuine academic effort
- Respectful to peers and teachers

#### **Responsibility/Work Ethic:**

- All assignments are completed on time to the best of the student's ability.
- All assigned homework, projects, papers, books, binders, etc. are brought to class on time and when required.
- have good attendance.
- Student demonstrates excellent behavior inside and outside the classroom, is well mannered, and respectful to peers and teachers.
- Shows exemplar character through his/her compassion, honesty, trustworthiness, responsibility, optimism, and loyalty in creating a positive school environment.
  - Overcomes physical obstacles.
- Accountable for own actions and demonstrates self-control
- Is reliable • Honors his/her word and commitments
- Comes prepared for class with a positive outlook.

#### **Citizenship/Character**

- make contributions to the community through service and volunteering.
- Assists others in need.
- Demonstrates respect for self and others.
  - Shows kindness and consideration
- Expresses gratitude • Demonstrates good sportsmanship
- Honors others property.
- Follows the golden rule
  - Is courteous and polite to all
  - Listens to others
- Cooperative with peers and avoids blaming others

### **Leadership**

- display exemplary leadership skills.
- show positive attitude toward classmates, school staff, learning and school.
  - demonstrate appropriate behavior.
- Demonstrates leadership with honesty.
- Represents the school with dignity and respect for others.
- Accepts leadership.
  - Does his/her best to make the school better?
- Demonstrates leadership qualities by modeling examples of personal responsibility, fairness and good citizenship. • Demonstrates attributes of fairness and caring toward peers and staff.
  - Contributing to class discussion and motivating others to participate is important.
  - Leads by example.

## **SUPPORT POLICY**

A. Y. 2022-2023

### **Purpose:**

- To increase the level of the student who needs support in core subject (Arabic, Math, English)
- To support Non native by offering subjects in English.( Qatar History and Religion)
- To offer support to Non- Muslim in religion by offering a substitute subject( Road to success)

### **Identifying a support student**

|                         |   |
|-------------------------|---|
| Underperforming student | <ul style="list-style-type: none"> <li>• Conduct the diagnostic test in September to identify the struggling .</li> <li>• Collect fed back about support from the teachers by the beginning of October.</li> <li>• Analyze student's performance in class through quizzes, H.W, C.W and participation.</li> </ul> |
| Non-Native Speaker      | <ul style="list-style-type: none"> <li>• Child nationality is confirmed from the data given by affair department</li> </ul>   |
| Non-Muslim              | <ul style="list-style-type: none"> <li>• Child religion is confirmed from the data given by affair department</li> </ul>  |

### **Procedure for underperforming student :**

- Make an action plan for the support lesson in Arabic, Math and English.
- Inform social worker to call parents to discuss the student and support lesson.
- Take parents consent for the support lesson.
- Make schedule for the teachers and pre pare list for attendance.
- Teacher submits the booklet/worksheet for the support lesson.
- Start the classes and monitor them.
- Take feed back after Monthly exam from the teachers about the progress.
- Analyze ' marks in exam.
- Make decision on the continuation of the classes.
- Give appreciation certificate to the .
- Get feedback from the parents, teachers and .
- Management takes decision on continuation of classes.

### **Procedure for Non-native**

- Teachers are selected who can teach Religion in English and Qatar History
- Annual plan is laid down for each subject.
- Timetable is assigned to the teachers.
- A fixed place is allocated to the teachers.
- Quizzes, worksheets and exam are designed in each subject according to the set standards.

### **Procedure for Non Muslim :**

- Teachers are selected who can teach Road to success
- Annual plan is laid down for the subject.
- Timetable is assigned to the teachers.
- A fixed place is allocated to the teachers.
- Quizzes, worksheets and exam are designed in each subject according to the set standards.

### **Monitoring Committees**

| position            | Role   |
|---------------------|--|
| Principal           | <ul style="list-style-type: none"> <li>• To monitor the overall procedure</li> </ul>   |
| Academic Supervisor | <ul style="list-style-type: none"> <li>• Implement the identification procedure for underperforming student</li> <li>• Identify Non-native</li> <li>• Identify Non Muslim</li> <li>• Design the action plan</li> <li>• Monitoring worksheet and curriculum</li> <li>• Communicate and follow up with social worker for underperforming student .</li> <li>• Make a timetable and assign teachers for each support, assign the class/place</li> <li>• Inform the building Supervisor about the student, teachers and the place.</li> <li>• Check the Annual plan</li> <li>• Analyze the performance after exam for the underperforming student</li> <li>• Analysis of exam result.</li> </ul> |

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|                  |  |
|------------------|--|
|                  | <ul style="list-style-type: none"> <li>• Give feed back to the principal.</li> </ul>   |
| Subject teachers | <ul style="list-style-type: none"> <li>• To monitor the progress in class</li> <li>• To communicate with support teachers on regular basis about the requirements of underperforming student .</li> </ul>  |
| Social worker    | <ul style="list-style-type: none"> <li>• To communicate with parents about the support program for the underperforming student .</li> <li>• To take consent from the parents if required.</li> <li>• To communicate parents about progress or issues in the support program</li> </ul> |
| Coordinators     | <ul style="list-style-type: none"> <li>• Monitor the support teachers and the efficiency of the program</li> <li>• Submit feedback and suggestions for the improvement of the program.</li> <li>• Revise curriculum</li> <li>• Analysis of exam result</li> </ul>                      |

**Resources**

| Type of support         | Resources  |
|-------------------------|--|
| Underperforming student | Support Booklet according to their underperforming studentnesses |
| Non Native speaker      | Q. History in English (Books from MOE)                           |
| Non Native speaker      | Religion in English (Islam My Deen by Eclipse publishing Co)     |
| Non Muslin              | Road to success by Eclipse publishing Co                         |

**ONLINE TEACHING POLICY (CLASS DOJO)**

***GUIDELINES and POLICY***

A. Y. 2022-2023

Aim:

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- To establish more effective communication links with parents.
- To enhance and support learning.

*We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, we have introduced Class Dojo in Years 1 to 6. Class Dojo is a communication application (app) which connects parents, teachers and .*

*Teachers use it as a communication platform, to encourage children and to get parents engaged in their children's learning. It has a reward component (used for owl merits) and a communication system. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared. Teachers can create engaging content including videos and interactive tasks for children to complete as part of their home learning.*

*We encourage our to post any evidence of work they are proud in their respective class dojo account and responding to tasks and feedback from their teacher. Parents can be kept informed of class events and see evidence of their child's work and learning environment. They can communicate with teachers via 1:1 messaging.*

**Teacher's Responsibilities:**

- a. Teachers are expected to access their Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com) and also download the free app onto their laptop; iPad or school's desktop.
- b. Teachers are encouraged to post updates on their class page regularly. The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher and school. The following should be a minimum though:
  - \* regular reminder posts about home learning deadlines and/or other important class events  
such as trips or assemblies 2 maximum.
  - \* weekly celebrations of work should be shared either individually to parents or via the class  
newsfeed only.
- c. All teachers are required to answer all parent's queries from 7:00Am to 2:30PM Sundays to Thursday.
- d. Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service, or get into lengthy discussions. If a message from a parent requires more than a simple response then a phone discussion is more appropriate or a meeting to be scheduled by the Academic Team.



- e. Teachers must make themselves fully aware of the children who do not have permission to have their photographs shared on Class Dojo, and ensure that these children do not appear on Class Dojo.
- f. Teachers are NOT allowed to change any password or username in the Class Dojo without permission from the higher admins.
- g. Sending photos or any unofficial letter or memo to parents are strictly prohibited. If needed, the teacher MUST seek approval from the VP or Principal.

### **Parents' Responsibilities:**

- a. Agree to follow the rules and policies in using class dojo.
- b. If you have any questions, queries or concerns, do feel free to message your child's teacher on Class Dojo and they will also keep in touch with you via Class Dojo. You can still leave messages at the front office, send e-mails and communicate with the school in the same ways you use to. If a matter cannot be easily resolved via the messaging service the class teacher will arrange a phone call or meeting.
- c. In order to maintain the well-being of our class teachers, as well as ensuring they have a work life balance, we ask that you bear in mind that though teachers can be messaged by you at any time, they will not respond back to the message during the 'quiet hours' and weekends. However If it is an urgent concern or query, please do send the message to the Academic Vice principal.
- d Parents must be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed/blocked and the service may be removed if necessary.
- e. Parents must ensure that their child uses Class Dojo safely and support them in uploading evidence of learning.

#### **Note:**

**In case of any queries and assistance, kindly contact the IT Department at 300090337.**

## **QUESTIONNAIRE POLICY**

A.Y. 2022-2023

#### **Aims:**

- To ensure that stakeholders are aware in all school life and activities.
- To assess and evaluate school's efficiency in decision makings and programs.

## Target:

- Parents
- students
- Teachers

## Implementation:

- A meeting will be conducted by the SMT to gather all the concerns and surveys to be conducted.
- Send the questionnaire to the targets thru electronic or manual.
- Building supervisors will collect all the questionnaires from the and submit it to the SMT for analysis.
- SMT will make the analysis of the questionnaires and make recommendations to be implemented.

## Kind of Questionnaire

### Academic

- Teacher Performance
- Students Performance
- Support Classes

### General

- School Vision and Mission and Priorities
- School Activity
- Qatar Identity

Time: End of each Semester or after each activity

## Committee:

- SMT
- Social Workers
- ' Affairs
- Building Supervisors

## **DEAR PROGRAM POLICY**

*(Drop Everything and Read)*

To improve skills in reading fluency both for English and Arabic and **supporting the UK Reading Curriculum Standards to achieve for all grades**, the Drop Everything and Read (DEAR) Program is continued in the School Program. In strict implementation

of the said activity, the following regulations are bound:

2. Homeroom teachers should gather their respective at 7:00-7:25 am to read fiction or non-fiction texts from the Library or any planned online reading materials as per UK Curriculum support.
3. The activity shall be taken two days in a week; every Mondays and Thursdays.
4. A worksheet must be answered by the reflecting the elements of the short story or the reading texts.
5. The evaluation of ' progress in Reading shall be undertaken by the Homeroom Teacher once a month starting the second semester.
6. Teachers and who religiously carry over the DEAR Program shall be rewarded with gifts and certificates monthly every First Week of the next month. Homeroom teachers shall give a copy of their Best Dear Readers to the Academic Supervisor for appraisal purposes.

**MONITORING and EVALUATING:**

- Admin supervisors and Building supervisors are responsible in monitoring the activities done by all the teachers during this program.
- Academic Team evaluates the effectiveness and implementation of the DEAR Program in each class.
- Analysis of ' results in Reading Comprehension in GL Exams at the key stages and Internal exams are strictly monitored by the SMT.

**UK Reading Standards:**

| <b>Grade</b>          | <b>Standards</b>  |
|-----------------------|---|
| <b>Grade 1:</b>       | <p><b>Develop pleasure in reading, motivation to read, vocabulary and understanding by:</b></p> <ul style="list-style-type: none"> <li>• Becoming very familiar with key stories, fairy stories and traditional tales, retelling them and considering their particular characteristics.</li> <li>• Being encouraged to link what they read or hear read to their own experiences</li> </ul>   |
| <b>Grade 2:</b>       | <p><b>Develop pleasure in reading, motivation to read, vocabulary and understanding by:</b></p> <ul style="list-style-type: none"> <li>• Becoming increasingly familiar with and retelling a wider range of stories, fairy stories and traditional tales</li> <li>• Being introduced to non-fiction books that are structured in different ways .</li> </ul>  |
| <b>Grade 3 and 4:</b> | <p><b>Develop positive attitudes to reading, and an understanding of what they read by:</b></p> <ul style="list-style-type: none"> <li>○ listening to and discussing a wide range of fiction, poetry, plays, non-fiction and reference books or textbooks</li> <li>○ reading books that are structured in different ways and reading for a range of purposes</li> <li>○ using dictionaries to check the meaning of words that they have read</li> </ul> |

|                              |  |
|------------------------------|--|
|                              | <p>increasing their familiarity with a wide range of books, including fairy stories, myths and legends, and retelling some of these orally.</p> <p><b>Understand what they read, in books they can read independently, by:</b></p> <ul style="list-style-type: none"> <li>○ checking that the text makes sense to them, discussing their understanding, and explaining the meaning of words in context</li> <li>○ asking questions to improve their understanding of a text</li> <li>○ drawing inferences such as inferring characters' feelings, thoughts and motives from their actions, and justifying inferences with evidence</li> <li>○ predicting what might happen from details stated and implied</li> </ul>  |
| <p><b>Grade 5 and 6:</b></p> | <p><b>Maintain positive attitudes to reading and an understanding of what they read by:</b></p> <ul style="list-style-type: none"> <li>• continuing to read and discuss an increasingly wide range of fiction, poetry, plays, non-fiction and reference books or textbooks</li> <li>• reading books that are structured in different ways and reading for a range of purposes</li> <li>• increasing their familiarity with a wide range of books, including myths, legends and traditional stories, modern fiction, fiction from our literary heritage, and books from other cultures and traditions</li> <li>• recommending books that they have read to their peers, giving reasons for their choices.</li> </ul> <p><b>Understand what they read by:</b></p> <ul style="list-style-type: none"> <li>• checking that the book makes sense to them, discussing their understanding and exploring the meaning of words in context</li> <li>• asking questions to improve their understanding</li> <li>• drawing inferences such as inferring characters' feelings, thoughts and motives from their actions, and justifying inferences with evidence</li> <li>• predicting what might happen from details stated and implied</li> </ul> |

## **MENTAL MATH POLICY**

A.Y. 2022-2023

### **Rationale**

In modern society, the development of mental computation skills needs to be a goal of any mathematical program for two important reasons. First of all, in their day-to-day activities, most people's calculation needs can be met by having well developed mental computational processes. Secondly, while technology has replaced paper-and-pencil as

the major tool for complex computations, people still need to have well developed mental strategies to be alert to the reasonableness of answers generated by technology.

## Definitions and Connections

**Fact learning** refers to the acquisition of the 100 number facts relating to the single digits 0-9 in each of the four operations. Mastery is defined by a correct response in 3 seconds or less.

**Mental computation** refers to using strategies to get exact answers by doing most of the calculations in one's head. Depending on the number of steps involved, the process may be assisted by quick jottings of sub-steps to support short term memory.

**Computational estimation** refers to using strategies to get approximate answers by doing calculations mentally.

develop and use thinking strategies to recall answers to basic facts. These are the foundation for the development of other mental calculation strategies. When facts are automatic, are no longer using strategies to retrieve them from memory. Basic facts and mental calculation strategies are the foundations for estimation. Attempts at estimation are often thwarted by the lack of knowledge of the related facts and mental math strategies.

## Practice and Reinforcement

Once a strategy has been taught, it is important to reinforce it. The reinforcement or practice exercises should be varied in type, and focus as much on the discussion of how obtained their answers as on the answers themselves.

The selection of appropriate exercises for the reinforcement of each strategy is critical. The numbers should be ones for which the strategy being practiced most aptly applies and, in addition to lists of number expressions, the practice items should often include applications in contexts such as money, measurements and data displays. Exercises should be presented with both visual and oral prompts and the oral prompts that you give should expose to a variety of linguistic descriptions for the operations. For example,  $5 + 4$  could be described as: • the sum of 5 and 4 • 4 added to 5 • 5 add 4 • 5 plus 4 • 4 more than 5

## Response Time

- **Basic Facts** In the curriculum guide, fact mastery is described as a correct response in 3 seconds or less and is an indication that the student has committed the facts to memory. This 3-second-response goal is a guideline for teachers and does not need to be shared with if it will cause undue anxiety. Initially, you would allow more time than this as they learn to apply new strategies, and reduce the time as they become more proficient.

- **Mental Computation Strategies** With other mental computation strategies, you should allow 5 to 10 seconds, depending on the complexity of the mental activity required. Again, in the initial stages, you would allow more time, and gradually decrease the wait time until attain a reasonable time frame. While doing calculations in one's head is the principal focus of mental computation strategies, sometimes in order to keep track, may need to record some sub-steps in the process. This is particularly true in computational estimation when the numbers may be rounded. may need to record the rounded numbers and then do the calculations mentally for these rounded numbers. In many mental math activities it is reasonable for the teacher to present a mental math problem to , ask for a show of

hands, and then call on individual for a response. In other situations, it may be more effective when all participate simultaneously and the teacher has a way of checking everyone's answers at the same time. Individual response boards or student dry-erase boards are tools which can be used to achieve this goal.

### **Parents and Guardians: Partners in Developing Mental Math Skills**

Parents and guardians are valuable partners in reinforcing the strategies you are developing in school. You should help parents understand the importance of these strategies in the overall development of their children's mathematical thinking, and encourage them to have their children do mental computation in natural situations at home and out in the community. Through various forms of communication, you should keep parents abreast of the strategies you are teaching and the types of mental computations they should expect their children to be able to do.

### **Guidelines**

- 1.) Mental Math is every once a week.
- 2.) need to bring their booklet according to the Mental Math Schedule.
- 3.) It has three (3) parts, Listening Part, Written Part and Problem Solving.
- 4.) The Mental Math Booklet must be answered only in school under teacher's supervision.

### **Committee:**

- Academic Supervisor
- Team leaders
- Teachers

## **SPELLING GUIDELINES AND POLICY**

A. Y. 2022-2023

### **AIMS:**

- To provide children with spelling strategies that can support their everyday writing.

- To provide children with the necessary experiences in order to develop their spelling skills.
- To equip children with a range of phonological options to be able to select appropriate spelling and common spelling patterns, through a variety of teaching strategies.
- To ensure that have a secure grasp of grammar knowledge and can demonstrate a secure grasp of linguistic skills both orally and in written work.
- To ensure that are able to react to punctuation when reading; and are able, in writing, to use punctuation devices correctly and consistently (according to age expectations).
- To support the UK Spelling curriculum and provide the skills needed for the GL Exams.

### **IMPLEMENTATION:**

Below are a few ways in which spellings are implemented into activities that are used in our classroom. It has been found that children learn to spell better, quicker and more easily if they are given short but enjoyable activities during spelling period. Some are more suited to particular year groups, but others can be used in every class.

- Rhyme – if they can spell mouse, they should be able to spell house.
- Write the word with different coloured pens to break it into sections. This will help to teach the students to learn to spell in 'chunks' rather than 'letter by letter'.
- Use different coloured post-its (one for each word). This will help students visualise the word when they are trying to recall it.
- Write the word in booklets, finger paint etc. – helps form memory hooks.
- Use big paper and big felt pens – not always a jotter.
- Chant the syllables e.g. Wed-nes-day, emphasising the tricky bit. Use actions for each syllable.
- Draw a picture to help with a word e.g. big elephants can always understand small elephants = because.
- Make the word into a picture e.g. bed could be drawn to look like a bed.

### **Home Learning:**

Children need regular spelling practise at home as well as at school. Spelling practice is included in Home Learning activities. Every week are given tricky words to practice, these are sent home to read and play games with. In Key Stage 1 and 2, students take home weekly spellings; these are the words that students find particularly difficult, but also link to the common exception words outlined in the UK National Curriculum appendices for their current year group.

### **Guidelines:**

- Spelling class is conducted once a week in all the classes in a 45 minute period.
- Correct pronunciation of words is conducted through on-line learning to ensure that the learned the correct accent and pronunciation.
- were provided Spelling Booklets to be answered during the entire class with activities to support ' understanding about the words they learnt.



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- Weekly Spelling Quiz is given to all to ensure the knowledge and skills learned by the are applied and effective.

## **GIFTED AND TALENTED POLICY** **A.Y. 2022-2023**

### **Purpose**

- To ensure that all gifted and talented are challenged and supported to reach

رسالتنا تهدف نحو جودة التعليم حيث يتم تشجيع الطلاب على تحقيق أفضل إمكاناتهم معنويا واجتماعيا وفكريا وأن يكونوا عضوا نشطا في مجتمعهم.

Our Mission is to endeavors towards quality education where students are encouraged to achieve their best potentials

[www.oscaracademyqatar.com](http://www.oscaracademyqatar.com) Mobile: 30386600/30389900 Office: 44710060/44163950



their maximum potential

- To identify and record gifted and talented in our school, including those who may have the potential, but currently underachieve.
- To increase awareness of the differing needs (both intellectual and social) of these amongst staff and parents and offer relevant support.
- To develop a range of appropriate strategies and programmed to support our gifted and talented within an ethos of high expectations.
- To provide enrichment and extension opportunities and to develop core competencies amongst our gifted and talented .
- To support staff development through relevant training and resources.
- To support in their social, moral and emotional development.
- To ensure the accurate assessment and tracking of gifted and talented on a regular basis so that focused interventions can be used to support progress.
- To develop links with other schools and agencies to help the development of these .

### Definitions

Gifted and talented are those who have abilities in one or more domain, developed to a level significantly ahead of their peers within the school, or who have the identified potential to develop these abilities to such a level.

These domains may include:

- **Intellectual** (linguistic, mathematical, specific academic subject)
- **Creative** (problem solving, scientific, technical)
- **Social** (personal, interpersonal, leadership qualities)
- **Physical** (sports, dance, movement)
- **Artistic** (art, music, drama)
- **Practical** (technological and 'hands-on')

Oscar Academy will use a range of identification strategies and criteria including:

- Teacher assessment and professional judgment supported by checklists (checklists of characteristics - generic and subject-specific) and referrals.
- Evidence from ' work
- Evidence from out of school activities
- Internal observation and monitoring
- Parent, peer and self-nomination

### In class (most of these benefit most in some way)

- Differentiation: class work, homework, questioning, etc.
- Enrichment: e.g. visiting experts, open ended tasks, more searching questions, challenging dialogue, etc.
- Providing opportunities for problem solving and investigation in order to develop reasoning and thinking skills (Explorer thinking tools)
- Teaching higher order thinking and problem-solving skills

- Providing opportunities for and supporting the development of independent research and study skills
- Providing challenges within specific subject areas
- Providing opportunities to 'take risks' in their learning
- Providing varied and flexible learning groups, especially enabling gifted to work with others of like ability and having opportunities for independent study and research
- Developing meta-cognitive skills; reflection, self-evaluation, self-criticism, involvement in directing own learning, etc. In school
- Setting, acceleration, fast-tracking, curriculum compacting
- Working with older , mentoring
- Withdrawal groups (within/across years) and, as appropriate, individuals.
- Specialist teaching.
- Offering a broad and balanced range of Extra Curricular clubs and activities
- Links between the two campuses
- Celebrating outstanding achievement
- Supporting aspiration to elite universities Out of school
- Links with other schools
- Musical, drama and sporting opportunities
- Events and competitions, e.g. Reading and Art Competitions.
- Learning beyond the classroom, such as in the community.

## **Roles and Responsibilities**

### **Principal**

- The Principal has overall responsibility for the strategic and operational implementation of the policy across the whole school.
- S/he ensures that the policy fully supports the school's strategic priorities and, with periodic review and fine-tuning, provides a clear road-map for continuing school improvement, and embodies best international practice.

### **Vice Principal**

- Ensure that all Faculty staff are fully aware of gifted and talented individual learning needs
- Ensure that appropriately challenging academic targets are set for gifted and talented
- Provide and support opportunities for Inset and collaboration on gifted and talented provision within the Faculty
- Develop the subject curriculum and scheme of work to provide for opportunities for gifted and talented to be appropriately challenged.
- Support the provision of subject related enrichment opportunities for gifted and talented .
- Ensure consistency of implementation across the schools.
- Monitor the extent to which the policy is fit for purpose, taking account of ' needs, the school's strategic direction and best practice internationally.

### Team Leader of ECA;

- Create a database of gifted and talented drawing upon all the different forms of identification
- Monitor and track their progress
- Work with Progress Leaders to coordinate and put in place appropriate interventions for gifted and talented and evaluate the effectiveness of such intervention
- Work with the Academic Board to coordinate the provision of enrichment opportunities for gifted and talented
- Support staff through Inset and collaborate with Faculties in developing provision for gifted and talented .
- Keep staff informed of research, innovative practice and resources on effective teaching of gifted and talented .
- Ensure gifted and talented are set appropriate targets through the academic review process
- Put in place appropriate interventions, both academic and pastoral, for gifted and talented .
- Building aspiration amongst gifted and talented to enable them to aim for academic excellence, elite universities and challenging career paths.

### Teachers

- Ensure they are aware of gifted and talented in their class and their individual learning needs
- Provide appropriate provision for gifted and talented within the classroom, ensuring stretch and challenge
- Providing opportunities for problem solving and investigation in order to develop reasoning and thinking skills (Explorer thinking tools)
- Set homework that is appropriately challenging

### Parents

- Through the Community News ensure the school is aware of any achievements of their children outside of school by sending News letters or reports.
- Meet with the relevant member of staff to discuss the progress and achievement.

## **CHALLENGING COMPETITION POLICY** **(Promoting Higher Order Thinking Skills)**

### Purpose:

- To improve ' higher order thinking skills by using diversified learning strategies.
- To develop ' critical thinking skills by all grades.

### Guidelines:

- Questions will be sent thru what's up broadcast every THURSDAY by the building supervisors and will be posted on the wonder wall board.
- Building supervisors will collect all the answers from the every Monday.
- Answers will be evaluated by the committee every Tuesday according to the criteria set.
- Rewarding the winners who meet the criteria will be conducted every Wednesday during the Assembly and the best answer will be posted on the wonder wall board and on the What's up Broadcast.

### Rubrics:

- Content and depth of Answer
- Creativity (for those with art-inclusive challenges)
- Organization of ideas
- Punctuality of Submission

### Committee:

Academic Vice Principal  
Building Supervisors  
Team Leaders

## **AFTER SCHOOL CLUB GUIDELINES and POLICY**

A.Y. 2022-2023

Our vision for OSCAR ACADEMY reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Islamic Values and MOEHE Regulations, it is driven by our desire to offer the best possible education for our students in partnership with parents, and the local community. Oscar Academy will be a centre for learning where children:

- Nurture and prioritise wellbeing and development.
- Believe in themselves and in each other.
- Discover their own strengths and become successful lifelong learners.
- Achieve more than they ever thought possible.

We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs from Drama and Debate, Arts and Craft, Sports and Gymnastic Club, Math and Chess Club, Robotics club and others.

**AIMS:** •Preparing, implementing and following up on plans for talented students (Standards 4.2.1) \*Enables children to discover, nurture, achieve and enjoy a range of activities and pursuits that will help them choose leisure activities in the future.

- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.
- Taking into all out students individual differences in all activities (Standards 4.2.1).

**GENERAL PROCEDURES:** CLUB Leaders and Admin supervisors are responsible for managing the After-school Club program and works closely with SMT , curriculum leads; dedicated teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club service.

#### **ORGANISATION OF CLUBS:**

- After-school activities usually run from 12:30 PM to 1:15 PM every Thursday.
- Each club runs for one term.
- A new programme of clubs is offered in the beginning of each school year according to

the feedback of our students' survey.

**SUPERVISION AND SAFETY:**• The SMT and club leaders will ensure that all children leave the building safely as per the arrangements with the teachers and admin supervisor.

• Students will be guided by their respective class teacher and admin supervisors to the allocated place for club activity.

• A 'first-aider' and the school NURSE will always be on school premises for the duration of the club session.

• In case of fire, the children will be led on to the school field where the club leader will check the attendance file.

### **MONITORING AND FEEDBACK:**

To ensure we continue to offer a high quality and relevant range of after-school clubs we encourage parents to complete a short questionnaire with their child following their attendance at a club. Completed questionnaires should be returned to the School. All feedback is carefully considered and taken into account when decisions are taken about clubs provision for the next semester or academic year. Teachers questionnaires conduct each semester.

## **TRIP POLICY**

A. Y. 2022-2023

School Organize academic and non-academic trips throughout the year.

These trips are selected as a support to enhance learning process.  
Following procedure should be adopted for school trip and visits.

- Visit/ trip should be approved by the principal.
- Visit/trip approval from the Ministry of Education.
- Cost of the trip should be finalized.
- A consent form with the details and cost of the trip should be send to the parents for signature.
- Signed consent should be filed with social worker for references.
- **No student is allowed to accompany trips without written consent.**
- Teachers should be assigned two days before the trip for the duty with all the rules and regulations of the trip.
- Staff is not allowed to take their children on a trip unless they are studying in Oscar.
- Ratio of student to teachers should be 1:10
- Attendance sheet should be handed over to the teachers. Teachers must take the attendance before and after the trip.
- Contact numbers of the should be handed over to the teachers.
- A nurse with first aid box should accompany the trip .
- Trip risk assessment should be filled by the place of the visit and trip coordinator
- Spelling Exams is given during the Mid and Final Semester Exams to check ' knowledge and skills they learned from the spelling period.

### Committee:

Academic Supervisor  
English Team Leaders  
Spelling Teachers

## SCIENCE LAB POLICY

A.Y. 2022-2023

### Aims:

- a. **Enhancing mastery of subject matter.**

Laboratory experiences may enhance student understanding of specific scientific facts and concepts and of the way in which these facts and concepts are organized in the scientific disciplines.

**b. Developing scientific reasoning.**

Laboratory experiences promote student's ability to identify questions and concepts that guide scientific.

**SCHOOL SCIENCE LAB SAFETY GUIDE :**

The following information is intended as a guideline for Administrators and teachers in providing for the safe storage and use of potentially hazardous chemicals and substances in academic science settings. It is commonly held that, any effective safety program requires strong support from top and middle management. This is equally true in an academic setting. Administrative personnel must agree to, and support, the safety program by providing necessary resources, by assuring that the appropriate faculty and are assigned authority and responsibility, by training them to know their responsibilities, and by holding them accountable for their safety responsibilities.

**LABORATORY POLICIES:**

- The laboratory is organized and designed to offer a fair opportunity to anyone who is interested and willing to devote the considerable time and effort to achieve basic discoveries in the life sciences.
- It is essential that all involved in laboratory activity fulfill their assigned obligations with efficiency and reliability.
- Teachers and participate in the general care and maintenance of the laboratory. Efforts are made to make sure that no individual is burdened disproportionately. The laboratory room is to be kept clean and orderly at all times. Teachers and are expected to adhere to the suggested elements of an effective lab safety program include:
- The Science department should be responsible for the administration of the Lab safety program. Standard safe laboratory practice requires adoption of specific rules and procedures.
- The name of the contents and the appropriate hazard warning shall be prominently displayed on all primary and secondary containers.
- Eating, drinking, application of cosmetics, and storage of food or beverages is prohibited in the lab.
- Unauthorized experiments are prohibited. • Appropriate clothing must be worn, including a protective apron or lab coat.
- Personnel are required to wash hands, face, and arms before leaving the laboratory.
- The conducting of experimentation alone in the laboratory is prohibited.
- No materials, equipment, or chemicals may be removed from the laboratory or lab storage without specific permission and supervision of the SMT.



- k. Any laboratory sessions should be recorded to indicate the date, topic, teacher, and those in attendance.
- l. Electrical machines and equipment must be properly grounded to prevent potential shock hazards.

**Science teachers are responsible for the following:**

- a. Setting a good example by: observing rules, procedures and recommendations; using required personal protective equipment; and by promoting safety.
- b. Continually watching for unsafe conditions. Conducting frequent and comprehensive self-inspections.
- c. Performing corrective follow-up action promptly and effectively.
- d. Enforcement of rules and procedures and discipline where appropriate.
- e. Review of all lab experiments for safety prior to implementation.
- f. Prohibiting the use of lab-ware as food or beverage containers.
- g. Maintaining precautions, emergency procedures, and postings in conspicuous locations.
- h. Safety practices and special facilities to be considered at laboratories and lab storage facilities.

**Science Lab Committee:**

SMT  
Academic Supervisor  
Team Leaders  
Science Teachers  
Building Supervisors

## **SCHOOL'S PLAYGROUND GUIDELINES and POLICY**

***"Creating a Safe, Respectful and Responsible Playground"***

## Aims:

1. To ensure the safety of the students and staff while on the ground.
2. To create a safe, respectful and responsible playground.
3. To maintain a good and safe environment for playing.

| Our School Rules  | Be Safe   | Be Responsible   | Be Respectful   |
|-------------------|---|--|---|
| <b>Cafeteria</b>  | <ul style="list-style-type: none"> <li>* Walk quietly</li> <li>* Stay in you assigned area</li> <li>*Keep your food to yourself.</li> </ul>                       | <ul style="list-style-type: none"> <li>*Wait patiently in your line for your food.</li> <li>*Clean up all your trash.</li> <li>*Stay in your place until break time finished.</li> </ul> | <ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Follow directions</li> <li>*Keep your hands and feet to yourself.</li> </ul>                         |
| <b>Playground</b> | <ul style="list-style-type: none"> <li>*Walk to and from to assigned area.</li> <li>*Stay in assigned area.</li> <li>*Keep hands and feet to yourself.</li> </ul> | <ul style="list-style-type: none"> <li>*Use bathroom and get water before the bell.</li> <li>*Bring all the things and equipments needed.</li> </ul>                                     | <ul style="list-style-type: none"> <li>*Follow the rules of the game.</li> <li>*Play fairly.</li> <li>*Observed sportsmanship.</li> <li>*Everybody can play.</li> </ul> |
|                   |   |  |   |

## Playtime Rules

- Be polite to all children and adults – don't hurt each other's feelings.
- Find a teacher or admin to help you sort out problems that you can't – don't become a 'policeman plod'.
- Be gentle – don't hurt anyone.
- Be honest – don't cover up the truth.
- Walk away from wind-ups – don't get involved.
- Play well with others – don't spoil each other's games.
- Line up safely and calmly – don't continue playing in the line.
- Keep your hands and feet to yourself – don't lift people up, kick, pull or headlock others.

## Procedures at Playtime

Playground Duty Playtime starts at 7:30 AM until 12:00 PM. Teachers on duty must be out at that time.

- Teacher circulates and carries a whistle.

- One member of the support staff (Assistant teacher) on the quiet side.
- School Nurse and teacher are responsible for administering first aid.

It is the responsibility of the teachers or admin on duty to reinforce the playground rules and safety rules. Teachers must make sure that they do not have drinks on the playground with them; in the interests of Health and Safety.

### **End of Playtime:**

- Teacher on duty blows the whistle (ONE LONG whistle) at the end of the lesson (3 minutes before end of playtime) or likewise during break.
- Staff on duty makes sure that the children STOP playing and eating, get a DRINK of water (no milk) and go to the TOILET and/or LINE UP.
- The teacher on duty ensures that each line is calm, orderly and quiet.
- The teacher on duty ensures that no children are left unsupervised in the playground as the classes go in. It is important to note that playtime finishes promptly regardless of the time assembly finishes.

## **CANTEEN POLICY AND PROCEDURE**

A.Y. 2022-2023

- Canteen will be open three times in a day during the break time of the classes.
- Canteen in charge will ensure that all the items are fresh and had expiry date.
- Canteen in charge will ensure that canteen is clean and tidy all the time.
- Canteen in charge will ensure that items are being purchased on time.

- School follows no nut policy. Any item with nuts should be submitted to the management.

**Procedure:**

- All students from grade 1 and 2 must be accompanied with teacher or assistant teacher.
- Assistant teacher/teachers make sure that students are buying in a queue.
- All duty teachers during break must ensure smooth transition of students from classes to the canteen.
- Two teachers should be assigned near the canteen for break time of grade 3 to 6
- Duty teachers ensure that students are buying in queue.
- Duty teachers ensure that buying procedure is fast and students leave the place as soon as they buy.

**Supervision:**

- School Nurse is responsible cleanliness, hygiene of canteen everyday at 8:00 a.m.

School Nurse is responsible to check the expiry date of given food item selling in the canteen, keep record of the expiry dates of all the items and notify accountant if any food item is expired.

## **STUDENT'S BUS POLICY**

A.Y. 2022-2023

Aims:

**The following rules apply to students who ride buses:**

1. The bus driver is in complete charge of the students on his/her bus. Students are expected to obey promptly and without question or comment.
2. Students must not be late to ride the bus. The bus cannot delay its regular schedule to wait for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. Students are to remain in their seats while the bus is moving.
5. Unnecessary conversation with the bus driver is prohibited.
6. Students must not at any time extend arms or heads out of bus windows. Students should never throw anything out of bus windows.
7. Students are not permitted to smoke or chew tobacco on the bus.
8. Students must observe instructions from the driver when leaving the bus.
9. The driver will not discharge students from the bus at places other than their regular bus stop at school without proper authorization by parents, school principals, or the director of transportation.
10. Any damage to a bus by a student must be paid for by that student.
11. Parents are not allowed to enter the bus or shout on any driver or bus helper.

#### Bus Driver Responsibilities:

- They are responsible for maintaining the vehicles.
- Drivers are to leave school early as per their schedule.
- It is the driver's responsibility to ensure safety and security of the students.
- The driver must never leave the keys in the Bus if there are any students still present in the bus in case he has to leave for any reasons
- The driver must be respectful to students and parents.
- Under no circumstances the driver should take things in their hand they must report to school and let their in charge to settle the issue.
- Driver should try and follow the ethical and moral values to set good example for students.

- Must not use their mobile phone whilst driving.
- Before moving the bus he must ensure that everybody is seated and door is closed.

He should not allow the students to cross the road alone he must drop students nearer to their homes.

- All drivers must leave all the buses in the school after drop all students every Thursday or end of schooldays.
- Send all videos and pictures if bus is empty everyday.
- Clean the bus after all the students drop in the school.

#### Bus Assistant Responsibilities:

- Bus assistant is wholly responsible for same pick and drop of a child.
- Bus Assistant will collect the students from the parents/outside the house in the morning

- Bus assistant ensure that student is sitting in his/her assigned place.
- Bus assistant will ensure the child has fastened his/her seat belt.
- Bus assistant will ensure the cleanliness and discipline of the bus.  
For any issues inform the Academic supervisor/Social worker.
- Bus assistant will take the attendance of the students in the morning and afternoon.
- Bus assistant will ensure that all the students are going towards their classes in the morning.
- Collect the students in afternoon from the classes.
- Handover the student to the parents in the afternoon or make sure that child has enter the compound. In case if he/she has to cross the road assist them to do so.
- Check the buses in the morning and afternoon after all the students leave the school. No student is left behind.
- In case of emergency call the bus supervisor immediately or school principal, parents or guardians when drop the students.
- Send all pictures and videos of bus if bus is empty everyday.
- Assist the student with school bag.

## خدمة الباصات المدرسية

### نبذة عن خدمة الباص في اكااديمية اوسكار

الباص المدرسي هو العمود الفقري في وسائل النقل حيث يعتمد عليه العديد من الطلاب في الاكاديمية وتشكل انظمة الباص الموثوقة والمخطط لها بشكل جيد احد اسس الجودة في النظام المدرسي الجيد وحرصا على ان يلبي نظام الباص المدرسي متطلبات المجتمع ، نجهد لتلبية الحاجات الفردية للطلاب الذين يستقلون الباص في مجتمعنا ، وذلك عبر تكييف الاستجابة لمختلف الحالات المحتملة منطلقا ، لنقدم بالتالي خدمة نوعية وبذلك نكون قد ساهمنا في زيادة عدد الاشخاص الذين يستقلون الباص ، وفي تخفيف الاكتظاظ والتلوث ، والحد من الحوادث والحالات العرضية ، وجعل المساحة المدرسية منطقة امنة مع عدد اقل من السيارات الخاصة التي تنقل الطلاب من والى الاكاديمية .

المناطق التي تصل لها باصات اوسكار :-

الوكرة / الوكير : ازدان (2/5/6/7/8/9/10/18/22/23/24/30/31/37) – وما حولها .

منطقة عين خالد / غنيم الجديد / المرة / اسباير زون / السد / بن محمود / الوعب / مشيرب الدوحة / بن عمران / مدينة خليفة / المرخية / الغرافة / المنتزة / المطار القديم / الثمامة ( وما حولها / بروة سيتي / ابو هامور / انصار جاليري / السيلية / معيذر / معيذر الجنوبي / دوار الفروسية / الريان .

\*\* حيث تم تقسيم المناطق وتوزيعها على النحو التالي :

| رقم الباص | المنطقة المقصودة   |
|-----------|--|
| 1         | السيلية / المرة / المعارض  |
| 2         | معيذر / معيذر الجنوبي / دوار الفروسية / الريان                                       |
| 3         | المنتزة / المنصورة / النجمة  |
| 4         | منطقة عين خالد / العزيزية  |
| 5         | بروة سيتي / ابو هامور / انصار جاليري / مسيمير  |
| 6         | بن عمران / مدينة خليفة / المرخية / الغرافة   |
| 7         | الوكرة / الوكير : ازدان (2/5/6/7/8/9/10/18/22/23/24/30/31/37) واحة ازدان – وما حولها |
| 8         | السد / بن محمود الوعب / مشيرب الدوحة   |
| 9         | الثمامة / المطار القديم / نعيجة  |
| 10        | أبو هامور / عين خالد   |

يرجى رسم خريطة تقريبية لموقع البيت مع ذكر العنوان كاملا

### رسوم المواصلات :

- خدمة الباصات هي خدمة إضافية تقدمها الاكاديمية لولي الامر و هي إختيارية .
- رسوم الباصات تدفع مقدماً عند بداية كل فصل دراسي .
- رسوم الباصات غير مستردة في حالة استخدام الباص لفترة مؤقتة أو السفر أو أي ظرف آخر .



-في حالة إنتقال ولي الامر من منطقة سكن الى منطقة أخرى غير المذكورة في استمارة التسجيل في الباص و لا تغطي باصات المدرسة المنطقة يتم إبلاغ ولي الامر و إسترجاع قيمة الباصات ( قبل الاستخدام )  
-تقوم سياسة النقل المدرسي من وزارة التعليم على البنود التالية يرجى التقيد بها واتباعها للمحافظة على سلامة الطلاب :

-ان يكون الطالب جاهزا كليا قبل موعد حضور الباص بوقت كافي .  
-يمنع الاتصال بسائق الباص مباشرة حفاظا على سلامة الطلاب ويمكن التواصل مع المشرفة.  
-تسليم الطالب باليد وعدم السماح له بالخروج او الوقوف بمفرده في الخارج صباحا وظهرا .  
-عدم ارسال الطالب في الباص في حالة المرض او الارهاق او البكاء الشديد .  
-سوف تقوم مشرفة الباص بالاتصال بولي الامر بدقائق قبل وصول الباص لتتيح لهم الفرصة للانتظار مع الطالب بالخارج.

-سوف يقوم الباص بانتظار الطالب لمدة دقيقتين فقط بعد الوصول للمنزل وان تاخر الطالب اكثر سوف يواصل الباص جولته دون الرجوع الى نفس الطالب مهما كان السبب .  
-في حالة تغيب الطالب او قدومه مع ولي الامر في الفترة الصباحية يرجى ارسال رسالة نصية للسائق او مشرفة الباص اما في حالة رغبة ولي الامر في اخذ الطالب بنفسه فيرجى تبليغ الادارة او مشرف الباصات قبل الساعة 12 .

\*الطريق ملك للجميع لذلك فان مواقيت الباص غير ثابتة كليا وهي خاضعة لظروف الطرقات.  
\*يرجى التواجد دائما في المنزل واستلام الطالب باليد وقت وصوله كما انه غير مسموح لمشرفة الباص بالصعود للطوابق العليا لا يصلح الطالب ، كما ان السائق ملزم بتوصيل الطالب الى مكان واحد ثابت طول فترة التسجيل في الباص ولا يسمح بتغيير مكان توصيل الطالب دون الرجوع الى ادارة المدرسة .  
\*في حالة الرغبة في تحويل السكن يرجى اخطار الادارة على الاقل اسبوعين قبل ذلك ليتم دراسة امكانية نقل الطالب ، المدرسة غير مسئولة عن توفير الباص اذا كان مكان السكن الجديد بعيدا او غير مناسب لرحلة الباص .

\*يتحمل ولي امر الطالب تكاليف اتلاف او تخريب داخل الحافلة قد يتسبب بها الطالب ويحرم الطالب من استخدام الحافلة لمدة يومين في حالة المشاغبة او اتلاف اي شئ بالباص وفي حالة تكرار المخالفة يحرم الطالب من خدمة الباص نهائيا دون استرجاع اي مبالغ من الرسوم المدفوعة .

\*المشاغبة والاعتداءات اللفظية والفيزيائية وعدم تعاون من ولي الامر يعرض الطالب للفصل من الباص كما ان للادارة الحق في عدم التجديد لاي طالب في الباص لاسباب سلوكية او لوجستية .  
\*في حالة وجود اي شكاوى او استفسار او طلب يتعلق بالباص يرجى الاتصال على الارقام التالية :

30046222-44710060-30389900-30386600-30046448

\*يمنع منعاً باتاً على اولياء الامور الصعود للحافلة وابداء اي ملاحظة لاي طالب اخر او الصراخ وفي حالة حدوث امر مماثل سوف يفصل الطالب مباشرة من الباص .

جاء التوقيع بعد قراءة السياسة والرغبة في تجديد في الباص ثم ارسالها للمدرسة للاحتفاظ بها في ملف الطالب :

الى الامر : ..... الصف : ..... التوقيع : .....

قام التواصل : .....

التاريخ : ..... اسم الطالب : .....

المنطقة : .....

## OA School Bus Service

The school bus is the backbone of transportation as it is adopted by many students in the academy. A reliable and well-planned Bus System constitutes as one of the foundations of good quality school system. Adapting to the response of the various potential situations from a starting point, providing quality service. Thus we have contributed in increasing the number of people in the bus, reducing overcrowding, pollution, reducing accidents and accidental cases, and making the school space a safe area with fewer private cars that transport students from and to the academy.

Areas of Destinations of Oscar Buses:

Al-Wakra / Al-Wukair: Ezdan (2/5/6/7/8/9/10/18/22/23/24/30/31/37 - and its surroundings.)

Ain Khaled Area / New Ghoneim / Al Murra / Aspire Zone / Al Sadd / Bin Mahmoud / Al Waab / Msheireb Doha / Bin Omran / Khalifa City / Al Markhiya / Al Gharrafa / Al Montazah / Old Airport / Al Thumama (and around it / Barwa City / Abu Hamour / Ansar Gallery / Al Sailiya / Muaither / Al Janoubi Muaither / Al Equestrian Roundabout / Al Rayyan.

Bus Designated Destination:

Bus 1: Al Sailiya / Al Murra / Al Muared

Bus 2: Muaither / South Muaither / Equestrian Circle / Al Rayyan

Bus 3: Al-Muntaza / Mansoura / Al-Najma

Bus 4: Ain Khaled / Azizia

Bus 5: Barwa City / Abu Hammour / Ansar Gallery / Mesaimmer

Bus 6: Bin Omran / Khalifa City / Al Markhiya / Al Gharafa

Bus 7: Al Wakrah / Al Wukair: Ezdan (2/5/6/7/8/9/10/18/22/23/24/30/31/37) Ezdan

Oasis

Bus 8: Al Sadd / Bin Mahmoud Al Waab / Msheireb Doha

Bus 9: Al-Thumama / Old Airport / Nuaija

Bus 10: Abu Hamour / Ain Khaled

Kindly DRAW a map of your house location with the full address.

Transportation Fees Guidelines:

- Bus service is an optional service provided by the academy for parents.
- Bus fees are paid in advance at the beginning of each semester.
- Bus fees are not refundable if the bus is used for a temporary period, travel or any other circumstance.
  - \* In the event that the guardian moves from one area of residence to another that is not mentioned in the bus registration form and the school buses do not cover the area, the parent will be notified and the fees not used will be refunded (before use).
- The student must be fully prepared before the bus arrives.

- It is forbidden to contact the bus driver directly in order to preserve the safety of students, instead communicating to the bus supervisor is highly appreciated.
- Handing over the student by hand and not allowing him to go out or stand alone outside in the going to school and coming home.
- Not to send the student in the bus in case of illness, exhaustion, or intense crying.
- The bus supervisor will contact the parent a few minutes before the bus arrives to give them the opportunity to wait with the student outside.
- The bus will wait for the student for only two minutes after arriving home, and if the student is late, the bus will continue its tour without returning to the same student, for any reason.
- In the event that the student is absent or comes with the guardian in the morning period, please send a text message to the driver or the bus supervisor. If the guardian wants to take the student by himself in going home, please inform the administration or the bus supervisor before 12 o'clock.
- The road belongs to everyone, so the bus timings are not completely fixed and are subject to road conditions.
- Please always be at home and take the student by hand at the time of his arrival. The bus supervisor is not allowed to go up to the upper floors to take the student. Drivers will take the student to the destination mentioned in the registration form all through-out the bus service period. It is not allowed to change the place of the student's destination without informing the school administration.
- In the event of a desire to transfer of residence/house, please notify the administration at least two weeks before that, to study the possibility of transferring the student. The school is not responsible for providing the bus if the new place of residence is far away or not suitable for the bus trip.
- The student's guardian bears the costs of damage or sabotage inside the bus that caused by the student. The student will be prohibited from using the bus for two days in the event of disturbance or damage anything in the bus.
- Disturbance, verbal and physical assaults, and lack of cooperation from the guardian exposes the student to dismissal from the bus. The administration has the right not to renew any student on the bus for behavioral or logistical reasons.
- It is strictly forbidden for parents to get on the bus and make any note to any other student or shout, and in the event of a similar matter, the student will be dismissed directly from the bus.
- In the event that there are any complaints, inquiries, or requests related to the bus, please call at 44170060-30389900-30046448

Kindly affix your signature if you want to avail or renew the bus service and send it back to the school to be kept in the student's file:

Guardian: ..... Grade: ..... Signature.....  
Contact numbers:.....  
Date: ..... Student name: .....  
Bus: .....Region.....

## **SCHOOL CLINIC POLICY**

A.Y. 2022-2023

Oscar Academy has one full time nurse during the school year. Our school nurses goal is to provide and maintain a quality service and holistic care to all our and staff. We also follow the Ministry of Public Health's requirements during the whole school year.

### **Nursing Services**

- Assessment and initial treatment of acute health problems, illnesses and injuries within the scope of nursing.
- Emergency care and first aid treatment.
- Proper management of student's chronic health problems (such as diabetes, heart problems, asthma, etc.)
- Initiate health programs to adhered by Supreme Council of Health (such as dental hygiene awareness, MMR Vaccinations)
- Offering frequent informative presentations on pertinent issues.
- Routine Health Screening for all .
- Annual Vision Test for Grades 1, 3 and 5.
- Annual BMI for Grades 1 to 6.
- Ministry of Public Health and other private clinics are welcome to conduct check up and other medical procedure with the permission of our principal and the parents of the .

### **Important School Clinic Guidelines**

- Administration of Medication during school hours (authorized by the Ministry of Health and by the parents.)
  - No medication shall be administered without any permission or consent from the parent. If the student needs to bring medication to school, the following procedures need to be followed: Permission/consent from parents.
  - Reason for taking medication.
  - Dose of the medication as per doctor's prescription.
  - Route of administration of the medication.
  - Time of administration of the medication.
- All medications must be given to the school nurse. are not allowed to keep the medicines in their bags or self-administer any medication.

- The school nurse should be notified by the parents when a child is taking medications.
- The medication should be in the original container and properly labeled. A consent note signed and dated by the parent must accompany the medication and clearly mention the name of the child, name of the medication, dosage and time to be given.

## Head lice Policy

Head lice inspection is carried out by the school nurse every term of the school. Parents will be informed when the health screening will be done. If a child has live head lice or eggs, parents will be notified and the child will be sent home to start the treatment to prevent infestation. The student will be excused in their class for two days for the treatment of lice. The student will be checked after treatment to monitor if the lice/nits are still present. Head lice inspection will also take place AS NEEDED anytime during the school year.

## Sick

Prevention and control of contagious diseases is an important part of children's health. Parents know their children best and should use good judgment on whether to send their child to school or not. After consultation with a doctor, please consider the following:

1. If your child is having a fever or flu, KEEP your child at home. The child should be fever free for 24 hours before returning to school.
2. Children should be free of vomiting and diarrhea for 24 hours before returning to school.
3. Children with thick nasal discharge and/or constant coughing should remain home.
4. Children diagnosed with conjunctivitis or with draining, itching, red eyes should remain home until the acute phase is over (24-48 hours).
5. Children diagnosed with Upper Respiratory Tract Infection/Streptococcal Throat Infection should remain home until the acute phase is over (24-48 hours).
6. If your child is diagnosed of or suspected to have the following communicable diseases, please notify the school nurse: chickenpox, Hand, foot and mouth disease, measles, and other viral illnesses. The child must stay home and should consult a doctor. A medical certificate or doctor's note is required.

## Healthy Snacks and Lunches

With the parents' help, we encourage the not to send unhealthy snacks with them like chips, candies or lollipops, chocolates & other junk foods.

## Nut Free School

Oscar Academy is a nut and peanut free school. It means **NO** nuts or any peanut products (e.g. cakes, muffins, nutella, and any food that contains nuts) is allowed in school. Some of our have severe allergic reaction to nuts and to be able to prevent such allergic reactions, must adhere with this rule.

## Injuries/Emergencies

When injuries happen, we do first aid and assessment (TRIAGE) to know if we need to bring the student in the hospital. After assessing, our social worker/Nurse will call the parent of the student to explain the incident.

Whenever a student visits the clinic, details will be written in the clinic's record book.

## Procedure followed for sick

If a student is sick, the following should be done:

1. Check the student's vital signs.
2. Assess if the student can still continue to go to class.
3. Social worker /Nurse call the parents of the student to inform about their child's health situation.
4. If the parents still haven't come to pick their child, the student will remain in the clinic to rest. However, if the student insists on going to the class, round the clock check up for the student is done for follow up.
5. The nurse informs the building supervisor about the student's current health situation, then the teacher so they do not have to look for the student outside.
6. If the student needs to be brought to the hospital, the nurse accompanies the student in the school bus and in the hospital until the guardian/parent of the student arrives and the student is stable.
7. Letter for the parent will be provided by the nurse to inform the parents that the student had visited the school clinic for the specific reason.
8. The student who visited the clinic at least three times a week for the same reason will be asked to visit their doctor to provide a medical certificate that the student is not suffering from any underlying disease.

## **SOCIAL MEDIA POSTING POLICY**

### **Guidelines**

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, school activities or affinity web site, whether or not associated or affiliated with Oscar Academy as well as any other form of electronic communication.

The same principles and guidelines found in Oscar Academy policies and three basic beliefs apply to the activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects school administrator, teachers, students, people who work on behalf of Oscar Academy.

### **Know and follow the rules**

Carefully read these guidelines, the Oscar Academy ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **Be respectful**

Always be fair and courteous to fellow teachers, parents, students, or people who work on behalf of Oscar Academy. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage school admin, teachers, students or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, disability, religion or any other status protected by law or school policy.

### **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Oscar Academy, fellow teachers, parents, students, or people working on behalf of Oscar Academy.



## **Post only appropriate and respectful content**

- Maintain the confidentiality of Oscar Academy trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, exams, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Oscar Academy website without identifying yourself as a Oscar Academy associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Oscar Academy. If Oscar Academy is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Oscar Academy fellow teachers, parents, students, or people working on behalf of Oscar Academy. If you do publish a blog or post online related to the work you do or subjects associated with Oscar Academy make it clear that you are not speaking on behalf of Oscar Academy. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Oscar Academy".

## **Safe School Internet**

IT providers to put systems and processes in place, including reframing the way we provide our suite of online safety and security services. We've wrapped the most important elements and recommended settings into one easy to implement baseline level of protection called **SAFE & SECURE INTERNET. (Included- Managed Network internet connection, Web Filtering, Firewall, DNS Threat Protection, DDoS Protection)** Referred to **CLOUD Company**.

## **Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your principal or consistent with the School Social Media Policy. Do not use Oscar Academy email addresses to register on social networks, blogs or other online tools utilized for personal use.

## **Retaliation is prohibited**

Oscar Academy prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action.

|                   |                                    |
|-------------------|------------------------------------|
| Facebook User ID  | Oscar Academy International School |
| Instagram User ID | Oscar Academy School               |





## Consent Form

Upon being awarded a place for my child at Oscar Academy, I hereby undertake and agree that:

عند تسجيل ابني/ ابنتي في أكاديمية أوسكار، أتعهد وأوافق على ما يلي:

1. My child shall be subject to abide by the rules and regulations and behavior code of OscarAcademy as described in the student-parent handbook.
2. Providing the school with any update of student data or in the event of a change in the health or social status of the family or regarding the student.
3. The school has the right to change the type of teaching provided according to the prevailing general conditions and according to the ministry's circulars. This does not prevent the student from paying any expenses.
4. I will pay all fees, billed in advance prior to the commencement of the term to which they apply – failure to do so could result in my child being refused admission to class, reports not being handed to parents and re-enrolment for following year being rejected.
5. Late Fee: Outstanding dues will be systematically reported to the (ministry of education and higher education) and may be liable for late fees.
6. I will pay the requested non-refundable as mentioned in the fees lists.
7. I will pay in full term fees required, even if my child attends less than a full term.
8. I absolve the school from any responsibility for any loss of valuables.
9. I will give the school at least six weeks written notice (to the attention of the Head of school) of my intention to withdraw my child, citing the reason for the withdrawal.
10. I understand that the contract is for a full academic year from September to June.
11. Report cards, Leaving certificates and transcripts, predicted grades and recommendation letters will be withheld until all the school fees are settled in full.
12. I understand that my child's name will not be deactivated from the (ministry of education and higher education) student information system until all due fees are paid upon him/her leaving the school; I also understand that if my child's name is not deactivated by the school, he/she will not be able to register in any school in Qatar.
13. Registration Fees, Seat Reservation fees and Extra fees are nonrefundable. Please refer to our Tuition and Fees refund policy guidelines.
14. I absolve Oscar Academy, its employees and its agents from any responsibility for :
  - The loss of valuables
  - Accidents or mishaps occasioned by participating in normal school activities including organized sports, gymnastics, informal play and practical work.
  - The welfare and safety of my child outside the official timetabled day.
  - Oscar Academy will not accept responsibility for the safe delivery and collection of children to and / or from school unless you have contracted the school transportation service.

**CANCELLATION OF REGISTRATION:** The school reserves the right to verify any information provided and to require further evidence. Where fraudulent or deliberately misleading or incorrect or incomplete information has been supplied and that information has led to a place being offered which would not otherwise have been offered, the School reserves the right to cancel the admission.

**WAITING LIST:** I hereby acknowledge that I have been informed by the Admission's office that my child has been placed on the waiting list; I understand that there are no assurances that my child will be granted a seat at Oscar Academy and I am aware of the school's waiting list policy.

**PHOTO RELEASE – PARENTAL CONSENT:** I have no objection of having my child's photo used in Oscar Academy informative/promotional material, on the school's website, local and international newspapers, magazines.....

I \_\_\_\_\_, parent of \_\_\_\_\_ hereby declare that I accept the above undertaking and that any tuition fee paid by myself toward said student education is forfeit upon payment and nonrefundable, in any form or for any reason, as payment implies a contract for service between the school and the parents to provide teachers and facilities for the whole of an academic term, a commitment that cannot be terminated at a moment's notice.

عند تسجيل ابني/ ابنتي في اكااديمية اوسكار ، أتعهد وأوافق على ما يلي:

1. أن يلتزم ابني/ ابنتي بالقوانين، والقواعد ولوائح السلوك في اكااديمية اوسكار ، كما هو موضح في كتيب الطلاب- اولياء الامور.
2. تزويد المدرسة بأي تحديث بيانات للطلاب أو في حالة حدوث تغيير على الحالة الصحية أو الاجتماعية في العائلة أو فيما يخص الطالب .
3. للمدرسة الحق في تغيير نوع التدريس المقدم حسب الظروف العامة السائدة و حسب تعاميم الوزارة وهذا لا يمنع من تسديد أي مصروفات على الطالب .
4. سأقوم بدفع كافة المصاريف الدراسية، قبل موعد الاستحقاق المحدد - عدم استيفاء ذلك يؤدي الى رفض تسجيل ابني / ابنتي في الصف، وعدم استلامي للتقرير المدرسي، ورفض تسجيل الطالب/ الطالبة في الصف التالي للعام الدراسي المقبل.
5. الرسوم المتأخرة: سيتم اعلام وزارة التعليم و التعليم العالي عن الحسابات المتأخرة بانتظام وقد تخضع لرسوم تأخير.
6. سأقوم بدفع رسوم تسجيل ابني/ ابنتي الغير مستردة كما هو مبين في الرسوم المعتمدة.
7. سأقوم بدفع مصاريف الفصل الدراسي كاملا، حتى في حين عدم حضور طفلي للفصل الدراسي بأكمله.
8. لا أحمل المدرسة اي مسؤولية في حال فقدان اي مقتنيات قيمة.
9. سأخطر المدرسة خطيا قبل مدة ستة اسابيع على الأقل ( موجهها الخطاب الى عناية مديرة المدرسة) بنيتي عن سحب ابني/ ابنتي، موضحا سبب سحب الطالب/ الطالبة.
10. انني اتفهم بان هذا العقد للعام الاكاديمي كاملا من شهر سبتمبر الى شهر يونيو.
11. سيتم تعليق التقارير المدرسية وشهادة انتهاء قيد في المدرسة والتقارير المدرسية الرسمية ، وخطابات التوصية الى حين دفع كافة المصاريف الدراسية.
12. انني اتفهم بانه لن يتم شطب اسم ابني / ابنتي من قاعدة بيانات وزارة التعليم و التعليم العالي في حال عدم سداد كافة المصاريف الدراسية حتى في حال عدم حضور الطالب، كما انني اتفهم بانه في حال عدم شطب اسم ابني / ابنتي من قبل المدرسة، فانه لن يتم تسجيله/تسجيلها في اي مدرسة اخرى في قطر.
13. ان رسم التسجيل ورسم حجز المقعد والرسوم الاضافية غير قابلة للاسترداد. يرجى معاينة السياسة والاجراءات المتبعة لاسترجاع الاقساط والمصاريف الدراسية.
14. أعفي اكااديمية اوسكار و موظفيها و و كلانها من اي مسؤولية عن :
  - الحوادث الناجمة عن المشاركة في الأنشطة المدرسية بما في ذلك الأنشطة الرياضية المنظمة و الجمباز و الالعاب الغير رسمية و الأنشطة العملية .
  - رفاهية و سلامة ابني / ابنتي خارج يوم الجدول الرسمي . \*فقدان الاشياء الثمينة .
  - لن تقبل اكااديمية اوسكار المسؤولية عن تسليم و تجميع الطلاب الى / أو من المدرسة الا في حالة التعاقد مع خدمة النقل المدرسي .
  - قائمة الانتظار- اقرار: افيد بانني قد اعلمت من قبل مكتب التسجيل في اكااديمية اوسكار بانه قد تم وضع اسم ابني/ ابنتي على قائمة الانتظار وانني على علم بانه لا يوجد اي تأكيد من قبل ادارة المدرسة بانه سوف يتم منح ابني / ابنتي مقعدا بالمدرسة، كما انني على اطلاع بسياسة المدرسة الخاصة بقائمة الانتظار في حالة عدم دفع الرسوم المستحقة من تاريخ إستحقاقها.
  - نشر الصور- موافقة ولي الامر: ليس لدي اي اعتراض على نشر صورة ابني / ابنتي في مواد ترويجية / اعلامية تابعة للمدرسة، او على الموقع الالكتروني للمدرسة، او الصحف المحلية والدولية ، او المجلات.
- الغاء التسجيل: لدى المدرسة الحق من التأكد من صحة المعلومات المقدمة، وطلب المزيد من الادلة. تحتفظ المدرسة بالحق في الغاء التسجيل عند تزويدها بمعلومات مزورة او مضللة عمدا او معلومات غير صحيحة او غير كاملة والتي على اساسها تم حجز مقعد للطالب.
- عدم تعاون ولي الامر في كل ما يخص الطالب و عدم الالتزام بتسديد رسوم كل فصل دراسي قبل بداية الفصل الدراسي سينجم عنه عدم استمرارية الطالب للعام الاكاديمي في المدرسة

أنا \_\_\_\_\_ ولي أمر الطالب \_\_\_\_\_ في الصف \_\_\_\_\_  
أصرح بأنني اوافق على التعهد المذكور اعلاه وان اي رسوم دراسية دفعتها من اجل دراسة الطالب/ الطالبة هي غير قابلة للاسترداد في اي شكل من الاشكال او لاي سبب من الاسباب، فدفع الرسوم هو بمثابة عقد خدمة بين المدرسة واولياء الامور لتوفير مدرسين ومرافق للفصل الدراسي بكامله، وهو التزام لا يمكن انهاءه في اي لحظة.

-----:Phone number -----رقم التواصل PARENT'S Name اسم ولي الأمر  
-----: PARENT'S SIGNATURE-----التوقيع#IDرقم البطاقة الشخصية

Father Name  
Mother Name

Date  
Date Sign

Signature

## **COMPUTER LABORATORY GUIDELINES & POLICIES**

A.Y. 2022-2023

1. Computer Teacher shall closely monitor the conduct of their while they are inside the laboratory. The teacher shall not be allowed to leave the class during the teachers' assigned laboratory hours. In the exceptional event that the teacher must leave the class, the Computer Teacher must inform IT in charge.
2. The student must check the computer unit and its components attached before using it. The student must immediately inform the Computer Teacher if there's any defect, error or damage observed at the computer (hardware/software) assigned or if there are any missing peripherals (mouse, keyboard, etc.). The Computer Teacher should immediately report the incident to IT Department.
3. are not allowed to bring bags, food and beverages inside the laboratory. Chewing gum, eating, drinking, littering is prohibited inside the computer laboratory.
4. Users are responsible for saving their documents on their own flash drives, any information saved or installed on the systems hard drive will be deleted once the Computer is rebooted (restarted).
5. No one is allowed to alter or delete configuration settings of any computer laboratory equipment. Tampering, deleting or modifying settings, IP Configuration, system parameters, or system files stored in the hard disk are strictly prohibited.
6. No student or personnel shall be allowed to attach or detach any peripheral to and from any IT equipment or devices without explicit permission from the IT in charge. Users are not allowed also to attach personal devices in any computer laboratory's network without permission from IT Department.
7. Accessing Hate/Discrimination, torrent and other unsafe sites is strictly prohibited.
8. Users are not allowed to install, update or download any software in any computers inside the laboratories. It is also prohibited the users to boot from any bootable devices to run software in any computers in the laboratory. In cases that there is need to install, update or download software or boot from other device the Computer Teacher must seek for the approval of the in charge of IT Department.
9. Playing games are not allowed inside the computer laboratory, this includes video games, card games and other games. However in cases of the topic is related to games the Computer Teacher must informed.
10. Anyone who is causing disturbance, trouble and exhibiting hostile or threatening behavior will

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be requested to leave the computer laboratory.

11. Printing of manuscripts, business letters, banners, personal documents and research works are not allowed in the laboratory. Only the printing of program listings is allowed using the laboratory printer.

12. Proper computer laboratory etiquette must be observed;

1. Ensure that no trash is left behind.
2. Turn-off computer units and arrange the computer peripherals (mouse, keyboard and headset) after use.
3. Wearing of hats/caps inside the laboratory is not allowed.
4. Chairs must be returned properly to its original places
5. Orderly dismissal must be observed by the Computer Teacher and the class.

13. Theft, vandalism, or abuse in any form is a offense and shall be dealt with accordingly. Willful violations of the above provisions shall constitute disciplinary actions. Violators of these guidelines may be subject to any, but not limited to, the following sanctions:

1. warning
2. temporary or permanent suspension of computer laboratory privileges
3. dismissal from the school

## **LIBRARY POLICY**

رسالتنا تهدف نحو جودة التعليم حيث يتم تشجيع الطلاب على تحقيق أفضل إمكاناتهم معنوياً واجتماعياً وفكرياً وأن يكونوا عضواً نشطاً في مجتمعهم.

Our Mission is to endeavors towards quality education where are encouraged to achieve their best potentials

[www.oscaracademy.com.qa](http://www.oscaracademy.com.qa) Mobile: 30386600/30389900 Office: 44710060/44163950

A.Y. 2022-2023

### **Aim:**

The School library aims to provide a wide range of good quality books and other learning resources to support the curriculum needs of all students and teachers. Provide a resource, which enables children to gain the library and research skills they need to become independent learners. Develop a wider knowledge, tolerance and understanding of other traditions and cultures.

### **Policy:**

- The Librarian is responsible for monitoring and overall running of the library.
- The Librarian will manage and organize the day to day running, development and promotion of the Library within , ensuring effective services to all students and staff.
- The Librarian is responsible for selecting and processing resources through the system, keeping resources accessible to all users, updating displays and making sure that the library runs smoothly.
- The Librarian work closely with the English/Arabic Subject teacher to ensure the resources ordered are in line with the English action plan.
- Teachers are responsible for bringing their students into the library and taking them back to their classroom. Whilst in the library, teachers and / or Teacher assistants will be responsible for students at all times.
- The librarians work very closely with the teachers to make sure that the library has suitable stock for all levels of our students.
- The Librarians are open to suggestions over the resources and any other matters from the staff and students.
- All students are required to return their previous book / s they have borrowed before they can take any other book.
- If a book is lost or damaged while on loan, the replacement cost will be charged accordingly. Staff can access the library at any time.
- Students can access the library with their class teacher or a TA during allocated periods in school time or in the break time.
- The Librarian is responsible for the re-shelving of returned books and to help students and teachers to find the books they are looking for.
- The Librarian will work very closely with all teachers to decide on which stock should be replaced annually.

*'Oscar Builds Readers and Leaders'*

- When selecting resources, the following considerations will be followed:
  - They should be appropriate to the age and ability level within the college standard.
  - Cater for and extend the students' interests both at school and outside school.
  - They should be cost effective – value for money.

**Security / Health and Safety:**

- No food or drink is allowed in the library.
- In case of any fire event on Campus everyone will come out of the library and walk to the ground in front of library.
- The Librarian will check the library for any children. If children are present the Librarian will accompany them to the muster point and ensure they are handed over to their teacher.

**Accident procedures:**

In the case of an accident, students will be seated in a safe place away from the accident area, the teacher or the librarian will stay with any injured child whilst other students are sent to gain assistance from the school nurse.

The nurse will alert the emergency services if necessary, parents / guardians will be contacted and a member of staff will remain with the child at all times.

The incident will be reported on an accident form, which is then given to the principal.

**Censorship**

**All the books and reading resources have been revised that it's according to the tradition culture of the country. Any book does not reflect anything against religion or have political materials**

If there is any complaint, concern or objection from parents toward any material offered from the library the following procedure will apply:

- Listen to the parental concerns and ask them to complete the challenged Material Form
- Explain why the material was purchased.
- Show review sources of the material (if available).
- If the parent is not satisfied with the explanation, refer the matter to the principal.

**CHALLENGED MATERIAL/S** (Request for reconsideration of a book and/or other materials)

Please indicate the type of material:

*'Oscar Builds Readers and Leaders'*

**Book** \_\_\_\_\_ **DVD** \_\_\_\_\_ **Magazine** \_\_\_\_\_ **Journal** \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if Known) \_\_\_\_\_

Request made by \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Which part of the material do you object? Please give references/examples.

1. What do you feel might be the result of reading or using this material? \_\_\_\_\_

2. For what age group would you recommend this material? \_\_\_\_\_

3. Is there anything of value in this material? \_\_\_\_\_

4. Did you read/review all or part of the material? \_\_\_\_\_

5. Are you qualified of the judgment of the material by literary critics? \_\_\_\_\_

6. What would you like Oscar Academy to do about this material? \_\_\_\_\_

Withdraw it from my child \_\_\_\_\_

Withdraw it from all as well as my child \_\_\_\_\_

7. In its place, what material of equal literary quality would you recommend as a substitute? \_\_\_\_\_

سياسة الصلاة

### 'Oscar Builds Readers and Leaders'

#### مقدمة :

الصلاة عماد الدين، وفريضة رب العالمين، ومعراج المؤمنين، من حافظ عليها كانت له نوراً وبرهاناً ونجاة يوم القيامة والصلاة علامة على الصلة بين العبد وربه .  
ومن هذا المنطلق ومن منطلق رؤية ورسالة أكاديمية أوسكار في تعزيز الهوية الوطنية والممارسات الإسلامية تم تنظيم برنامج الصلاة اليومي ( صلاة الظهر ) داخل الحرم المدرسي.

#### الأهداف :

- 1- تفعيل شعائر الدين الإسلامي تعزيزاً للهوية الوطنية والقيم الإسلامية.
- 2- تكوين فئاعة لدى الطالب عن أهمية الصلاة وسبب وجوبها على المسلم في وقتها.
- 3- تعويد الطلاب المحافظة على الصلاة في وقتها ( بتطبيق برنامج الصلاة اليومي ) .
- 4- تصحيح الأخطاء الشائعة في الصلاة من خلال ( التطبيق العملي للصلاة والوضوء )
- 5- تعويد الطلاب على ترديد بعض الأدعية والأذكار التي تقدم في خاطرة بعد الصلاة.
- 6- الإهتمام بالمرحلة العمرية التي يمر بها الطلاب ( من خلال محاضرات توعوية للأمهات ) .

#### الإجراءات :

- حرصت الأكاديمية على تشجيع الطلاب على الصلاة من خلال :
- 1- تخصيص وقت للصلاة من الساعة الثانية عشرة وخمس دقائق إلى الساعة الثانية عشرة وعشرون دقيقة وذلك من يوم ( الأحد - إلى الأربعاء ) من كل أسبوع.
  - 2- تخصيص ساحة خاصة لإقامة شعائر الصلاة تسع لجميع الطلاب.
  - 3- تذكير الطلاب وتوجيههم للسلوك الجيد وحسن الخلق بعد الصلاة.
  - 4- قراءة أذكار ما بعد الصلاة.
  - 5- تعزيز الطلاب المؤدين للصلاة بشكل جيد.