



LEARNING WELL, ENJOYING LIFE, EXCEEDING EXPECTATIONS

EARLY YEARS

Welcome and Information Pack for Parents 2010 -2011

Compass International School Doha

An international school located in the State of Qatar owned and managed by Education Overseas Qatar LLC (CR No. 33520)

PO Box 23479, Doha, State of Qatar

Phone: +974 4877445 (Gharaffa Campus)

+974 4114288 (Rayyan Campus)

Fax: +974 4877446

Web: www.cisdoha.com

Email: info@cisdoha.org



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EARLY YEARS INFORMATION

Welcome to Early Years at Compass International School Doha, Qatar.
More details about the school can be found on the website: www.cisdoha.com

Early Years 1 – children whose 4th birthday fall between 1st September and 31st August

Early Years 2 – children whose 5th birthday fall between 1st September and 31st August

Timings: 7:30 am until 1:15 pm Sunday to Thursday.

Doors to the Early Years Department open at **7:20 am** and **1:15 pm** (please remain in the tent until this time to avoid congestion in the Early Years Department).

Staggered Entry: The first week of the Autumn term school start dates will be staggered for Early Years 1 students

Children should be brought in and collected by an adult each day.

Absence :

If your child is absent from school for any reason, please inform the Class Teacher or call the school office. This should be done before the event in the case of a planned absence (e.g. holiday / visit to the dentist). For sickness, or other unplanned absences, please send an explanatory letter when your child returns to school.

Where a parent needs to take a student out of school for an extended period of time, permission should be sought in writing from the Principal in advance.

Uniform:

Details can be also found on the school website: www.cisdoha.com

Uniform can be ordered from the UK online <http://www.s-i.org.uk/cisd> and can be delivered to the school or home.

Our school uniform to be worn by all students is as follows:

- Polo shirts (with school logo) *yellow*
- Trousers/shorts/skirts *navy blue*
- School cap (with school logo)
- Fleece tops
- Reading Bags – for letters, communication book and library books.
- PE Bags – for swimming clothes
- Students should wear black sandals or shoes, and white socks.

All clothing and equipment should be named so that mislaid items can be returned easily

- We operate a **NO HAT - NO PLAY** policy.
- **No trolley bags are permitted in school.**

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Physical Education (P.E.)

- P.E. kits – students should come to school wearing their kits on P.E. days.
- Yellow school P.E. T-shirts and navy blue school shorts
- Plimsols or trainers

For safety reasons, all jewellery must be removed – including earrings.

Swimming

- Boys should wear either trunks or swimming shorts.
- Girls should wear a one piece swimming
- Please bring a towel and pool side shoes: flip flops, Crocs etc. in the school P.E. bag

All clothing and equipment should be named so that mislaid items can be returned easily

Snacks

Early Years 1 children have 2 half hour sessions/ Early Years Two have 2 - 15 minute sessions to eat their snacks each day.

Please provide your child with something healthy to eat at break times, in a small lunch bag marked with their name. **No chocolate, crisps, sweets or fizzy drinks.** Please provide drinks in containers other than glass, which can be dangerous. Students are allowed to drink water during lessons, so please make sure that they each have a labelled plastic water bottle. A drinking water cooler is available in the classrooms.

Allergies: Please notify the school office if your child has any allergy of which we should be aware.

Breaktime

Children have 2 half hour breaktime sessions each day to play out. Early Years1 children play in a separate outdoor play area. Early Years 2 children play in the main playground with Milepost 1 children. During the hot times of the year these breaktime sessions will be indoors or may take place in the school hall.

Toileting Policy for Early Years Children – see policy document

Our expectation is that Early Years children are toilet trained before starting school. This includes them:-

- Knowing when they have to go to the toilet and use words to describe what they need to do and how to get help.
- Having a routine of pulling down their pants, using the toilet, wiping, flushing and washing their hands. We realise however that accidents will happen occasionally. Please help by providing clothes which are easy to pull on and off and **a spare set of clothes.**

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Swimming

Our expectation is that all Early Years children will take part in swimming lessons. It is an important part of the curriculum. If you think your child is too sick to swim then they are most likely too sick to come to school. For other medical reasons e.g. ear infection, please provide a medical note from a doctor if your child should not go in the water. If they forget to bring their swimsuits, we have spare kit which we can let them wear for the lesson.

Medical matters and School Nurse

We do have a nurse at school and a sickroom with a bed. Please make sure that your child is fit and well enough to cope with a busy day in Early Years. Do not send your child to school if they are feeling ill in the morning, have a temperature, or have vomited. If a child gets hurts or feels ill at school then they will be checked by the nurse. If she feels they are too sick to remain at school, parents will be informed to come and collect the child. Please make sure the school knows your emergency contact number. Please inform the school about any health, allergy or medical issues concerning your child.

Curriculum

Compass International School follows the International Primary curriculum (**IPC**)

At the very heart of the **IPC** Early Years is clarity about what children should learn. The learning of children aged 3 - 5 is described in 4 strands:

- Independence and Interdependence
- Communicating
- Exploring
- Healthy living

Full details regarding the Early Years Curriculum can be found on the school website.

The units of work

The programme consists of units of work, each based on a theme chosen to appeal to young children
Early Years 1: Sand and Water; Let's Pretend; Clothes; Changes; Bears; Food; Up and Away.
Early Years 2: Treasure; Plants and Flowers; Animals; Shopping; Going Places/Transport

These units of work give teachers the framework to design classroom activities for their children that let them achieve the learning outcomes and have fun. Each **IPC** Early Years Unit usually lasts between four and five weeks. An Entry Point activity sets the scene and an Exit Point gives the children an opportunity to celebrate and reflect on their learning.

Our first Unit in **Early Years 1** in September will be “**All about me**”.

Our first Unit in **Early Years 2** in September will be “**Family and Friends**”.

There will be opportunities for the children to go out of school on organised trips and visits which enhance and are relevant to their areas of study. We seek parental permission for these.

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Children in Early Years 1 will begin learning letter sounds with our Jolly Phonics programme, learn to form letters and numbers and in the Summer term the teacher will assess whether individual children are ready to start the on the school's reading scheme: **Oxford Reading Tree**.

A weekly letter will be sent to you outlining briefly the learning taking place in class each week.

Specialist subjects

All students including Early Years will learn Arabic and about Arabic culture.

Dutch students will have daily Dutch lessons with Dutch speaking teachers.

Music lessons will be taught by a Music specialist.

P.E. lessons will be taught by a P.E. specialist.

Library

Each week the children will choose a book from our school library to enjoy at home. Please teach your child to take care of this book and bring it to school in their reading bag.

Assembly

Children attend a weekly assembly to celebrate the learning that has taken place in school in their own and in other classes. We award certificates linked to the Personal Goals and a child from each class is chosen to receive the award. Recognition is also given to students who have followed the Compass Code of Conduct, or have a birthday to celebrate. Parents are invited to attend the assembly.

Communication

Early in the term we will invite parents into class for an information morning and a chance to meet other parents.

Each class in school elects a class parent who liaises with the class teacher and informs the rest of the class parents by email of the weekly learning, current events or news. Please let your class teacher know if you would like to offer to be the class parent.

If you would like to come into school or class to help, please inform your class teacher or your class parent.

We will need volunteers to come with us to help on trips and also to help the children change on the days the children have swimming lessons in Early Years One in the first two terms.

Your class teacher is always there to greet you and your child in the morning and at home time. Each term there will be an opportunity to discuss your child's progress at formal parents meetings.

During the second term the children will have an opportunity to present examples of their learning to you. We call these 'Presentations of Learning'.

You will also receive two written reports during the year, giving details of your child's progress and achievements. A report is sent in Term 1 and in Term 3.

We operate an open door policy at Compass whereby we are happy to discuss aspects of your child's learning at anytime. We do have regular contact with parents and carers during drop off and collection

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time, but we ask that if you wish to discuss an aspect of learning at length that an appointment is made at a mutually beneficial time.

Bus Service

We recommend Early Years 1 children are brought in and collected by a parent or authorised carer each day during the first term. We do have a school bus service which is operated by Trilogistics. Each bus has an adult monitor to supervise the students. For further information, please contact the School Office or contact the Trilogistics Coordinator in the gatehouse at the school.

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Toileting Policy for Early Years Children – June 2010

Most early years children can manage the basics of independent toileting.

Our expectation is that Early Years children are toilet trained before starting school.

This includes them:-

- Knowing when they have to go to the toilet and use words to describe what they need to do and to get help.
- Having a routine of pulling down their pants, using the toilet, wiping, flushing and washing their hands. We realise however that accidents will happen. Please help by providing clothes which are easy to pull on and off and a spare set of clothes.

Our Teaching

Toileting for early years children is more about learning hygiene and socially appropriate behaviour. Our Teachers and Learning Assistants are aware of the children's needs and their "hanging on" signals like leg crossing, fiddling and restlessness. Often a reminder about the toilet is often all that is needed.

If they do have an occasional accident we will not make a fuss but will be discreet (ie not make a public display of them but do it privately) and help them clean up and put on dry/clean clothes.

We encourage them to wash their hands after using the toilet and do incorporate this in the social, personal and health education.

We give opportunities throughout the day to visit the toilets as a group.

Whilst our staff will help children who have occasional 'accidents', we do expect children to be toilet trained as a condition of entry to the school.

The school will:-

Keep all, toilets open and available to children throughout the school day.

Ensure that all toilet areas have properly maintained supplies at all times of water, soap, hand drying facilities and toilet tissue, provided at a convenient height.

Ensure toilet facilities provide visual privacy for the user.

Implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.

Actively consult and involve the children in managing the toilets (via the School Council).

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23 May 2010

Dear Parent,

Re: School Uniform

Many of you have raised concerns about our school uniform and I have been working with a committee of parents to try and resolve the issues. The major concerns with the current supplier were quality, price and availability.

We have looked at a number of different suppliers to ensure that we found a company who could deliver on time with uniform that was the same colour from year to year and represented value for money. We were not able to find a local supplier who could offer a satisfactory service. We have therefore chosen to work with Schoolwear International from the UK and full details of their services are on the letter overleaf.

Our committee of mums, lead by our SCG Chair, Jeannette Verspui, has spent considerable time trialling uniform samples with their children and lots of washing and ironing has been done to ensure that colours remain the same, stains wash out and the clothes stay in shape. I would like to thank all the mums (and their children) who helped with this.

The new uniform can only be purchased online and you can go directly to the site at:

www.s-i.org.uk/cisd

or enter the site via the link on the school website: www.cisdoha.com

Not all uniform items are yet available on the site, but everything will be ready in the next few weeks. A full set of the uniform will be available in school soon for sizing purposes.

Yours sincerely,

A handwritten signature in blue ink that reads "John Todd".

John Todd
Head of School

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May 2010

Dear Parent,

Schoolwear International is very proud to have been selected to provide the school uniform garments for the Compass International School in Doha. Schoolwear International provides its service to schools all over the world and is staffed by highly experienced professionals in the schoolwear business.

We promise that we will work hard to provide you with the garments you need; we aim to keep excellent stock at all times but ask for your patience when we do have to get new stock in or when our suppliers themselves occasionally run out of stock.

We aim always to keep you fully informed of what we are sending and when. If you ever have any questions, please e-mail us at info@s-i.org.uk. For your convenience, we operate a 'back order' system which means that anything you have ordered, but which is not immediately available, is retained on the system for fulfillment as soon as stock becomes available.

A 'size set' of the uniform garments is available at school for you to try on your child so that you can be sure you are ordering the right size.

Your new 'virtual school shop' is a simple transactional website which you reach through the school's website (www.s-i.org.co.uk/cisd). There you will be able to place your order in complete confidence and for the full range of garments you may need supported by a completely secure credit/debit card payment system. The first time you place an order, you will need to register as a user. This just means that we have all your address details ready for whenever you next visit.

I warmly invite you visit the shop and have a browse around to get a feel for it; the sizing chart may help, there are full details of returns and exchanges, and so on. If you feel the site could be improved in any way, do please let us know.

The standard delivery is a weekly delivery to the school, each individual order packed and marked with your name. There is a £8.50 charge for this service regardless of the size of your order. You can collect it from the school office when it is convenient to you; we will e-mail you to let you know it is on its way. In this way we hope to provide the safest and surest delivery for your purchases. During holidays, you may wish to have the delivery made to your home. In this case please select the delivery method you would like at checkout. For this service, the weight of your purchases is used to calculate the real shipping cost.

If ever we fail, myself and my team ask that you let us know immediately and we commit ourselves to do our very best to put matters right.

Yours sincerely,

Graham Michelli
Director

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