



Gharaffa Campus  
Information for parents  
2011 / 2012

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Welcome to Compass International School Doha, a school where we want to make sure that your child and every child is 'Learning Well, Enjoying Life and Exceeding Expectations'.

We know that it is important for your child to settle down quickly in a new school and the aim of this booklet is to give you a general idea of the school and how we hope to work together with you for the education of your child for now and the future.

Your child is genuinely at the heart of our school. We hope that they will quickly feel at ease here and will continue to feel that way throughout his or her time with us. Wherever he or she comes from, your child will be respected and will learn to respect others. Your child will learn well. We will keep you informed about the learning taking place.

Our School is a learning community and we hope that you will be fully involved. Please take a keen interest in your child's school work and keep in regular contact with the teachers. If we work together, your child will benefit.

Our Gharaffa Campus has been really well adapted to provide a conducive and safe environment for our primary school students aged 3 to 11. Pauline Markey, Gharaffa Campus Principal, leads a team of experienced and dedicated teachers and support staff.

Our school is a listening school and we are always ready to listen to any ideas or concerns that you may have about your child or the school in general.

Yours sincerely,

**John Todd**  
Head of School



**John Todd**  
Head of School



**Pauline Markey**  
Gharaffa Campus Principal

## Our group

Compass International School Doha is a part of the WCL Group (please see [www.wclgroup.com](http://www.wclgroup.com)). As well as Compass International School Doha, the WCL Group owns and operates six schools in the United States that provide high quality learning to students of over 50 nationalities. You can find out more by visiting [www.britishschool.org](http://www.britishschool.org). Through another part of the group, Fieldwork Education, we also manage a number of schools around the world, and provide training, development and consultancy to many others. You can find out more about Fieldwork Education at [www.fieldworkeducation.co.uk](http://www.fieldworkeducation.co.uk). Our group has also developed the International Primary Curriculum ([www.internationalprimarycurriculum.com](http://www.internationalprimarycurriculum.com)), currently used in more than 1100 schools in 65 countries benefitting 200,000 students. Through all of these activities, our whole group is committed to improving learning.



**World Class Learning Group**

## Location

The school is situated in the Al Gharaffa district of Doha, close to the newly developed and prestigious Education City.

## Access to school

Our main gates are manned by uniformed security personnel 24 hours per day. Please park cars near the front entrance of the school and bring children inside the main entrance gates. From here, they will be able to go directly to their classrooms. If you wish to contact our School Secretary, please walk to the main entrance of the building. Staff will invite you into the office. You may be asked to identify yourself. Should you wish to see Mr. Todd or Mrs. Markey, please contact the school office so that you can make an appointment.

## Bus service

Our school bus service 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.

## Our staff

<b>Head of School</b>	John Todd
<b>Campus Principal</b>	Pauline Markey
<b>Head of Learning</b>	Arvin Naim
<b>Assistant Principal (Dutch / NTC)</b>	Christa Sterk
<b>English Leader</b>	Margaret Pilkington
<b>Mathematics Leader</b>	David Burt
<b>IPC Leader</b>	Ann Djedid
<b>Early Years 1</b>	Tracey Byrnes Martina Kavanagh
<b>Early Years 2</b>	Camille Harris-Silvera Liz Holloway Raz Akhtar
<b>Milepost 1 (Year 1)</b>	Emma Jones Lauren Durrant Kirstin Oliver
<b>Milepost 1 (Year 2)</b>	Margaret Pilkington Rachel Fathers Trish Taylor (c)
<b>Milepost 2 (Year 3)</b>	Kathryn Watts Nia Charles Lee Cunliffe (c)
<b>Milepost 2 (Year 4)</b>	Ann Djedid David Burt Ray Everest
<b>Milepost 3 (Year 5)</b>	Peter Cowie (c) James Maher
<b>Milepost 3 (Year 6)</b>	Pat Burchell  (c) Milepost Coordinator

<b>Dutch Teachers</b>	Christa Sterk Wies Selman Melanie Kleijn
<b>Arabic Teachers</b>	Enaam Taweel Mai Alzard
<b>French Teachers</b>	Anniké Taillefer Paula Marsh
<b>EAL Teachers</b>	Lorraine Maher Mike Glover
<b>Physical Education Teachers</b>	Nia Merriman Monique Lee
<b>Special Needs Coordinator</b>	Shama Sher
<b>Music Teacher</b>	Janet Croal
<b>Administration Manager</b>	Judy Mond
<b>Business Manager</b>	Liam Geraghty
<b>Admissions Officer</b>	Sam Ford
<b>School Secretary</b>	Helen Stevenson
<b>School Nurse</b>	Alison Borberg

## Teacher qualifications and experience

We have brought together a team of well-qualified teachers who have experience of teaching and learning in a variety of school systems around the world. Most have been specifically trained to deliver the International Primary Curriculum and we are committed to a programme of Continuing Professional Development for our staff.

## Student numbers

Our growth in student numbers has been considerable and we are constantly reviewing our provision to ensure that the students have the best possible learning opportunities. Currently, we are able to provide education for students aged 3 to 11 at our Gharaffa Campus, and for students 4 to 15 at our Madinat Khalifa Campus.

## Class sizes

We are aware of the impact of class size on student's learning. Except in special circumstances, our maximum class size is 22. This is consistent with the situation in comparable private international schools.

## Facilities available to our students

Our bright and spacious classrooms are well resourced and equipped with the latest technology including interactive whiteboards. There are also extra rooms available for small group activities. These include designated areas for Language, Library, and Information and Communications Technology. In addition to our new temporary classrooms, we have a pool with separate boys and girls changing areas and a multi-purpose activity hall. The students have access to landscaped gardens including a shaded area with age-appropriate play equipment.

## Dutch Language and Culture

We provide up to five hours a week of Dutch language and culture (Nederland Taal en Cultuur – NTC) lessons for students from Dutch and Belgian families. We are working towards all these lessons being held between the time children arrive at school in the mornings and leave in the afternoon. Currently we also arrange Dutch cultural days at weekends. The NTC curriculum is based on the recommendations of Stichting NOB (the foundation for Dutch education abroad) with whom we work closely in order to offer the highest possible quality of education for Dutch students.

In addition, the school offers an after school NTC programme of three hours a week for Dutch and Belgian students who attend other schools in Doha.

## Classes and Mileposts

Our students are placed in classes based on their age at 01 September 2011.

Early Years	Early Years 1	3+
	Early Years 2	4+
Milepost 1	Year 1	5+
	Year 2	6+
Milepost 2	Year 3	7+
	Year 4	8+
Milepost 3	Year 5	9+
	Year 6	10+

## The school day

School starts at 7.30am.

**Students should arrive at school from 7.20am. They will be supervised by staff on arrival.**

<b>7.00am</b>	gates open
<b>7.20am</b>	students move to classrooms
<b>7.30am</b>	lessons begin
<b>9.00am</b>	break (Early Years and Milepost 1)
<b>9.30am</b>	break (Mileposts 2 and 3)
<b>11.30am</b>	break (Early Years and Milepost 1)
<b>12.00pm</b>	break (Mileposts 2 and 3)
<b>1.20pm</b>	Early Years classes finish
<b>1.30pm</b>	end of school day

At 1.30pm teachers will take students to meet their parents in the tent by the main gate.

<b>1.30pm</b>	Extra-curricular activities
<b>2.30pm</b>	Extra-curricular activities end

## Absences

Please notify us by letter, fax, email or telephone, giving brief details of any absences. This will then enable registers to be completed correctly. The School Attendance Policy and requirements can be found at: [www.cisdoha.com/NewsandInformation/SchoolPolicy](http://www.cisdoha.com/NewsandInformation/SchoolPolicy)

## Eating arrangements

Please provide your child with something healthy to eat at break times in a suitable container marked with their name. Please provide drinks in containers other than glass, which can be dangerous. Cold drinks may be brought in flasks, but please make sure that these have foam, rather than glass, insulation. Please notify the school office if your child has any allergy of which we should be aware. Students are allowed to drink water during lessons, so please make sure that they each have a labelled plastic water bottle. Drinking water is available in every classroom.

## Medical appointments

If students have a medical appointment in school time, please let us know in writing or by email and, if necessary, arrange for them to be collected from school.

## Extra curricular activities

At the beginning of each term, students and parents will be given information about the extra-curricular activities (ECAs) available for the term for children in Early Years 2 to Milepost 3. Each term the activities change depending on staff availability. All activities aim to start in week 3. Most of the activities will be run by school staff as a normal part of the school programme. We hope that all students will participate in at least one activity every week. Some optional programmes, where specialist instructors are required, may involve an additional cost. ECAs run from 1.30pm – 2.30pm.

## School uniform

We believe that a school uniform actively helps to support our school ethos. The practical design and colours of our uniform also project an image that encourages smartness and generates a pride in appearance.

All students must wear the full school uniform and use the School Bag

**Polo shirts (with school logo)** *yellow*

**Trousers/shorts/skirts** *navy blue*

**School cap (with logo)** *navy blue*

**Plain black sandals or shoes**

**White socks**

All school uniform plus Reading Bags, PE Bags and fleece tops may be purchased from our uniform suppliers, **Schoolwear International**, through their website on [www.cisdoha.com](http://www.cisdoha.com)

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

The new School Bag has been designed to carry all the things your child will need at school

Trainers, open or plastic shoes are not permitted.

Students should not bring valuables into school and we cannot be responsible for items lost on school premises.

Jewellery, nail varnish, lipstick or other makeup are not permitted. Mobile phones and other electronic devices are not appropriate for use during the school day.

## Physical Education (P.E.)

Yellow school PE T-shirts and navy sports shorts should be worn plus pumps / plimsolls / trainers.

PE kits should be kept in labelled PE bags. For safety reasons, all jewellery must be removed – including earrings. Long hair must be tied back.

## Swimming

Boys should wear either navy trunks or swimming shorts. Girls should wear a one piece navy swimming suit. Please bring a towel and flip-flops or crocs.

Swimming is a compulsory part of the school curriculum and students will only be excused with a doctor's note.

## International Primary Curriculum

The International Primary Curriculum is one of the first whole-school curricula to be based on recent evidence about the brain and the impact this evidence is having on classroom learning. Our curriculum has been specially designed to enable teachers to plan effective and exciting learning experiences for your children.

At the very heart of the IPC is a clarity about what students should learn. There are learning goals, or standards, for all of the subjects of the curriculum. There are learning goals for student's personal development. Uniquely, there are learning goals for the development of students' international understanding. The learning goals for each subject – language arts, mathematics, science, history, geography, art, music, society, physical education, second language, information technology and technology - have been especially designed to help teachers plan effectively and to provide you and your children with clear guidelines about the progress they are making.

The programmes for English and Mathematics follow the National Curriculum for England (Renewed Framework) adapted for the international setting in our school. They offer a high degree of challenge and connectivity to the IPC units of work. Full details of the curriculum standards for all subjects are available on the school's website: [www.cisdoha.com](http://www.cisdoha.com)

Dutch speaking students follow a first language Dutch programme and all other students receive French lessons. All students will also learn Arabic and about Arabic culture. Islamic Studies will be offered to all Islamic students. Support is offered for students whose first language is not English.

## Assessment

Assessment forms an integral part of the learning process at Compass International School. It is a continuous process and informs learning, ensuring that student's individual needs are met. We believe that parents play a vital role in their child's learning and hold termly Parent Consultations. We produce a written report in Terms 1 and 3 which gives details of your child's progress and achievements. In Term 2, each child is encouraged to reflect on their learning and parents are invited in to witness these Presentations of Learning. We also keep records on all of our students about such matters as health, sight, hearing, speech, general character and social skills.

## Learning at home

We will give students some additional tasks to either investigate, or complete at home every week. They will also bring home reading books. You are invited to comment in the Communication Books provided. Please ensure that your child has a school book bag. Any school letters will also be placed in these bags, so please check book bags daily.

## Learning beyond the classroom

We give students the opportunity to learn beyond the classroom through a programme of field trips that are connected to IPC units. In addition, residential opportunities offer students new and exciting challenges in a safe and controlled environment. Year 3 camp overnight in school. Year 4 undertakes a two days camping programme within Qatar and Year 5 a similar 3 day experience. Year 6 venture overseas for an outdoor activity programme at Fujairah in the UAE. All these trips incur additional charges.

## Sports activities

Students will participate in a variety of sporting activities. All students are expected and encouraged to participate in these activities to enhance general fitness and also to introduce them to concepts such as team building and social interaction with students from other schools. At times, students will be selected for competitive events at the discretion of the PE Department.

## Admissions

Our intention is for Compass International School Doha to be as inclusive as possible. Students are assessed on the basis of current school reports, but may be asked to attend the school for an individual assessment.

Decisions about the admission of students whose first language is not English or of children who have special educational needs are taken by the Head of School in the light of this policy. Such decisions are based on the extent to which the school is able to meet your child's needs.

In all cases we do our best to be sympathetic and helpful and do whatever is possible to enable us to admit all children whose needs we can meet.

Parents who wish their child to be admitted to Compass International School Doha are invited to visit the school before filling in the Application Form.

## Parental involvement

At Compass International School Doha, we believe that good home / school co-operation is essential for the benefit and welfare of the students in our care. As far as possible, our door is 'always open' to parents. However, we would like you whenever possible to make an appointment to see the Head of School, Campus Principal, or other members of staff.

Our School Consultative Group (SCG) meets regularly and involves elected parents and staff members as well as school administrators. The SCG provides a forum for all members of the school community to bring forward ideas, suggestions and concerns.

All students are issued with a Communications Book. A Class Parent Representative is elected to assist the teacher and to further improve communication. The Class Representative forwards a weekly email from the class teacher with the week's learning targets.

We expect parents to assist with their child's education by ensuring that children eat well, get enough sleep, and attend school punctually every day. This is conducive to the best possible learning conditions for students.

## Our expectations of pupils

We like to think of discipline in terms of self-discipline. In order to foster this, we attempt to provide the children with a safe, reliable, happy and consistent background within which he or she may achieve success. The Compass Code of Conduct has been developed to be positive, always stressing the good or safe way in which to behave. Students are recognised for following the Code of Conduct during weekly assemblies.

## Registration

To register your child for a place at the school, please:

- Read through the Application Form carefully. It is available either from our website ([www.cisdoha.com/Admissions](http://www.cisdoha.com/Admissions)), or direct from the School Office.
- Complete the form and return it to the school ([admissions@cisdoha.org](mailto:admissions@cisdoha.org)) along with a copy of your child's most recent school report.
- An application fee of QR 550 is required when submitting the completed forms.

You are most welcome to complete the form in school and our Admissions Officer will guide you through the process, whether you are paying the fees directly or via your company.

Our Primary School Tuition Fees are QR 59,125 per annum. A one-off Development Levy of QR 7,360 is also charged, as well as a QR 3,680 deposit. The deposit is refundable if the student has been at the school for at least one year and gives a full term's notice of withdrawal.

## Term dates

### Term 1 (2011)

Sunday 11 September	Term Starts
6 - 10 November	Eid Al Adha
Thursday 15 December	Term Ends

### Term 2 (2012)

Monday 02 January	Term Starts
19 - 23 February	Half Term Holiday
Tuesday 03 April	Term Ends

### Term 3 (2011)

Sunday 15 April	Term Starts
24 May / 27 May	Half Term Weekend
Thursday 28 June	Term Ends

## Further information

This booklet aims to provide an overall picture of life at Compass International School Doha. Information is correct at time of printing, but certain aspects of the contents will change from time to time.

If you require any further information, please do not hesitate to contact us.

Please visit our website at [www.cisdoha.com](http://www.cisdoha.com) for more information.

# Learning Well, Enjoying Life, Exceeding Expectations

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