Dear Parents

Newsletter for Parents KG to Year 11

1. Welcome & confirmation of the opening of our new Yr 11 Cambridge IGCSE class & new Head teacher appointments

It is with great pleasure that I welcome you once again to a new academic year at Oxford Academy; it is both an honour and a privilege to serve you once again as the school’s Principal. This year we will be opening our year 11 IGCSE class with pupils sitting their final IGCSE examinations next May. These examinations are taken by pupils in international schools around the world and provide a foundation for further study at “A” Level, IB Diploma or University.

We are also delighted to announce the arrival of a number of new and experienced international staff who are joining the school this year. We have a number of new subject teachers joining the upper school to support the expansion of year 11 and 3 new head teachers: Clare Howarth is joining the school as the Head of Foundation, Marius Visser as Head of Primary and Arafat Hingora as Head of Secondary.

2. New opportunities for children to develop leadership, respect and responsibility

To support the school’s vision of creating a community where individuals seek academic, creative and physical excellence we have updated the school’s positive behavior and reward policy and as last year we will be operating a Student Representative Council which will allow pupils to develop leadership skills and recognise their position in the school. We will be expanding our range of after school clubs and societies and develop the range of both educational trips and other extra-curricular activities.

3. Attendance, lateness & Unwell Students

- School Timings

The bell for line-up for pupils rings at 07.30 am. All students at all year levels should have arrived in the playground by this time. Children who arrive after 07.45 must report to Reception in the School’s Front Office to collect a late slip and are recorded as having officially arrived late. This they must do before entering class. Children who habitually arrive late will be sanctioned, so please make the necessary arrangements to ensure a prompt arrival each morning. After roll call Class Teachers and Form Tutors escort their pupils to class for marking class registers.

Please note the start and finish times of the various Year levels:

- Foundation KG & REC, Years 1 and Years 2: Start 07.30 finish 12.55
- Years 3 to 6: Start 07.30 finish 13.55
- Years 7 to 11: Start 07.30 finish 14.00
**Attendance** - Our school runs a very full programme and therefore it is very important that students attend all classes, we therefore expect 100% attendance at school.

Doctors, dentists and other appointments which are not urgent should be made outside of school hours. If this is not possible the school must be informed in **writing 24 hours** before the appointment and it is the responsibility of the student to collect any work they miss, as well as any homework, before leaving school. They must complete this work and hand it in to the relevant teacher as soon as they return.

The school has to comply with Education Law 11/1965, which refers to school attendance and lateness. i.e a student may only be absent from school on medical grounds and then only with a valid medical certificate. Students missing school on non-medical grounds, for example late return from Holiday or leaving early for a holiday, without prior permission will be recorded on the students official school report.

**Unplanned absence**

If your child is for any reason unable to come to school please call the schools office as soon as possible after 07.15 am and advise staff of your child’s name/class. This is important to avoid unauthorised absences being recorded in the class register and consequently appearing on school administrative reports.

**Procedures for students who feel unwell**

If a student feels unwell they must ask their teacher for permission to see the school nurse Ms. Loulou. The nurse will look after them and treat them as appropriate. If the nurse feels that they should go home she will telephone you the parents, explaining the situation and ask for the student to be collected. If she believes that the student needs to go to a Clinic in an emergency, she will take the child there and telephone you to arrange to meet you directly at the clinic. Students do not decide for themselves that they need to go home, our professionally trained and qualified nurse will make that decision.

**Absence due to communicable illness**

If you are aware your child has a communicable illness e.g Chicken pox, please advise the school nurse immediately. This will enable the school to inform you of the number of days confinement from school required by the Ministry of Education.

**Students leaving school early**

We do not allow children to be collected before the end of the school day other than in the following extenuating circumstances:

- Medical emergency – when the school nurse calls a parent and asks for the child to be collected for medical reasons
- Medical appointments that can be scheduled out of school time. In these cases the appointment card should be presented to the School secretary in the School’s Front Office.
- **Family crisis**

Children will only be allowed to leave school for any of these reasons above with the signed permission of the relevant Head teacher. We wish to be very clear that no child will be allowed to leave school early for any other reason. All students should attend up to the last day of each term.

- **Children taking medication.** If your child is taking medication please advise the school nurse and ensure she has all the necessary information to support your child during the school day. The nurse needs your permission to administer medication so please ensure you communicate with her on this matter, whenever there is a need.

4. **School Uniform**

It is school policy that the school uniform must be worn by all students when they are at school or representing the school and is considered to be an essential contribution to the development of a school community spirit.

**Boys & Girls – School Uniform for all year levels KG to Yr 11 is as follows:**

- White School Polo Shirt with Oxford School Logo
- Navy Blue Pants
- **Black Shoes** with white, navy or black socks

**Boys & Girls – School PE Uniform for all year levels KG to Yr 11 is as follows**

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<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
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<tbody>
<tr>
<td>Navy Blue Track Suit</td>
<td>Navy Blue tracksuit</td>
</tr>
<tr>
<td>Navy Blue School T-Shirt</td>
<td>White trainers with white socks</td>
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<tr>
<td>with Oxford School Logo</td>
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<tr>
<td>White Trainers with White</td>
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<td>socks</td>
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**Please note:**

- Hejabs are to be plain white with no decoration.
- Only plain white or plain navy headbands are to be worn
- Students may only wear the PE uniform when they have a PE lesson timetabled. This includes footwear.
- Correct footwear must be worn – “ballet slippers” are not permitted.
- Sport socks are not allowed except during PE lessons.
- Only plain white T-shirts are to be worn under the school uniform.

4. **Banned items & Anti-Bullying Policy**

Please note the following items are forbidden in school:
- Nuts and any foods containing nuts or traces of nuts e.g Peanut butter and hazelnut chocolate spread
- Wearing of make up, wearing of earrings (except small stud earrings) Wearing of jewellery except a wrist watch
- Canned fizzy drinks
- Dying of hair, Use of gel in hair for boys and girls, Mohican hairstyles for boys
- Chewing gum /bubble gum
- Mobile phones / ipads /laptops **Mobile phones are forbidden to be carried or used in school.**
- MP3 players /ipods/ Nintendo DSs/ PSP etc - bag checks will be conducted and any items confiscated.
- Laser lights / plastic water pistols / Tippex and thinners
- Any offensive article – this includes actual weapons and any item that is a fake weapon or may be used as a weapon or mistaken for one

**Bullying**

The school operates strict anti-bullying policy and does not tolerate any form of bullying either physical or psychological including cyber bullying. If you believe your child is suffering from bullying or is involved in bullying please speak to their class teacher.

**5. Consultation Meetings with Teachers / Year Leaders and Head teachers**

This school will hold its annual Information Open day on Saturday 28 September and a Parents’ evening on Thursday 31st October. We will also be conducting an IGCSE Information evening event, for year 10 Parents in October – further details to follow. Please consult the academic year calendar available from the Schools office for the dates of these events and for dates of other important events during the year. At the Parents’ evening the teacher will have your child’s work available for you to see, along with marks for the class work and homework. You will be able to discuss with the teachers your child’s progress, any target area for improvement, behaviour, punctuality, study skills and so on.

To foster communication during term time please ensure you check and sign your child’s Homework Diary or Homework Planner **every week**. The Diary is an integral part of student planning and organisation and forms a means of written communication between teacher and parent and vice versa.

If you wish to meet with a member of teaching staff other than on the designated Parents’ Evening please make an appointment first through the schools secretary. Appointments to meet with the Head teachers and Principal should also be made through the Schools Main Office.

**6. School security & practice Emergency evacuation drills**

No parent should enter the teaching areas of the school under any pretext during the working day. This helps us to safeguard our students and we ask for your full cooperation and complete compliance in this regard. Each term we will be practicing evacuation drills down on to the school yard, so that students
know how to respond in the unlikely event of us needing to evacuate the school site. We will also wish to practice off site evacuations – we will write and let you know nearer the time when these will be.

7. Lost and Found

Please make sure all your child’s clothing and personal belongings are **clearly labeled** with their name and class / yr level. A lost and found box is located in the Foundation building entrance - all named property items are returned to their owners

8. Bus Children

If your child uses the school bus please ensure they are ready to be collected at their designated pick-up point, promptly in the mornings. Children who are habitually late, delays the arrival time at school for all the children on the bus, so bus drivers have now been instructed to wait not more than 2 minutes at any one pick-up point. Finally, children who may be unwell should remain at home rather than increasing the risk of spreading infection to others using the bus.

9. Assessment, Recording and Reporting

Formal written examinations for all students from year 3 and above are conducted twice yearly. Mid-Year examinations occur in December and assess understanding of the first term’s work, the results of which are recorded in a Mid-Year report issued in January 2014. End-of-year examinations take place in June with a summative assessment made in all subjects, based on examination results and achievement during terms 2 and 3. An End of Year Report will be issued at the end of Term 3 in June 2013. Please note reports are not issued where school fee accounts are outstanding.

10. School fees payment

To avoid the inconvenience of queuing outside the Accounts Office to settle account fees we strongly encourage parents to make tuition fee payments using the schools on-line secure payment portal found on the school website [www.oxford.edu.kw](http://www.oxford.edu.kw). Please also note the school has a new telephone number:

Tel: 22980598

11. Information Open Day  KG to Yr 9 - Sat 28 Sept start 09.30 am

Finally, we would like to invite you to an informal **Information Open Day** to be held at the school on **Saturday 28th September 2013** starting at **09.30** and finishing at **13.00**. This we hope will provide you with an opportunity to meet with your child’s class or subject teachers and to learn more about their programme of study. We also trust it will provide you with an opportunity to ask any questions you may have and so we look forward to meeting with you on this occasion.

Yours sincerely

Mr. Jonathan Shellard

Principal