



A'soud Global School
Family Handbook 2018-19

Engage to learn
Inspire to create
Innovate to develop
Educate to succeed

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WELCOME FROM THE HEADMASTER



Dear Parents,

As the new Headmaster of A'soud Global School it gives me great pleasure to welcome you the AGS community.

This Family Handbook is designed to bring together vital administrative information which parents are likely to want to know.

It should be seen as a supplement to AGS school polices and the standard terms and conditions. Prior to the start of each academic year, you will now receive pre-enrolment information, which will ease the transition into AGS daily life, school routines and the new school year.

We consider that success at school is the result of an effective partnership between home and school and specifically between your child, our staff and ourselves, the parents.

This co-operation and partnership is vital to assist in the creation, development and retention of the school ethos and philosophy which in turn will support your child to do their very best at all stages of their education.

I look forward to working with you and your children over the coming years as we share their many successes.

Kind regards,

A handwritten signature in black ink, appearing to be 'D. Lyon', written in a cursive style.

Mr. Darren J Lyon
Headmaster

2 AGS LEADERSHIP & MANAGEMENT

Senior Leadership Team - Curriculum

Headmaster: Mr. Darren J Lyon
headmaster@agsmuscat.com

Vice Principal: Mrs. Mona Mohammed Al Adawai
viceprincipal@agsmuscat.com

Special Educational Needs and Disabilities Co-ordinator (SENDCo): Mrs Deborah Kennedy
d.kennedy@agsmuscat.org

Head of Early Years and Primary – Appointment Pending

Senior Management Team – Operations and Development

Headmaster: Mr. Darren J Lyon

Vice Principal: Mrs. Mona Mohammed Al Adawai

School Commercial Manager: Mr. Jyoti Prakash

3 AGS SCHOOL STRUCTURE

Children at AGS follow the UK schooling structure which is based on the age of the child. Within this structure, children are taught the curriculum based on their developmental stage, abilities and skills.

Standard Omani Grade System	UK Equivalent	AGS Terminology
KG1	Nursery	Nursery & Early Years
KG2	Reception	
Grade 1	Year 1	Primary School
Grade 2	Year 2	
Grade 3	Year 3	
Grade 4	Year 4	
Grade 5	Year 5	
Grade 6	Year 6	
Grade 7	Year 7	Senior School <i>IGCSE courses commence in Grade 9 and examinations are taken at the end of Grade 10.</i>
Grade 8	Year 8	
Grade 9	Year 9	
Grade 10	Year 10	
Grade 11	Year 11	
Grade 12	Year 12	

At AGS, specialist teaching for Art, Music, ICT and Drama along with Arabic and Islamic Studies takes place from Grade 1. In common with the UK system, the class teacher will usually teach English, mathematics, science and humanities.

From Grade 5, subjects are currently taught by subject specialists.

The first contact for any queries relating to your child's progress at school should be the class teacher. As your child reaches Grade 5, it may be more appropriate to speak directly with subject teaching staff if the issue is subject related.

Where you feel that a discussion with a more senior member of staff may be appropriate, we have **curriculum leads** as follows:

Grade	Curriculum Lead
KG1	Miss Kathryn Jones
KG2	Mrs Gulshan Khan
Grade 1	
Grade 2	
Grade 3	Mr Matthew Lockwood
Grade 4	
Grade 5	Mr Daniel Richardson
Grade 6	
Grade 7	Ms Samantha Armstrong
Grade 8	
Grade 9	

Our class teachers

Phase	Teacher Name	Teacher Email
KG1	Kathryn Jones	k.jones@agsmuscat.org
	Sophie McCleery	s.mccleery@agsmuscat.org
	Rabia Khatun	r.khatun@agsmuscat.org
KG2	Marie Owen	m.owen@agsmuscat.org
	Gulshan Khan	g.khan@agsmuscat.org
	Sally White	s.white@agsmuscat.org
Grade 1	Shummi Begum	s.begum@agsmuscat.org
	Charlotte Machin	c.machin@agsmuscat.org
	Caroline Wood	c.wood@agsmuscat.org
Grade 2	Victoria Brickley	v.brickley@agsmuscat.org
	Eimear Devlin	e.devlin@agsmuscat.org
	Helen Cairns	h.cairns@agsmuscat.org
Grade 3	Lysa Murphy	l.murphy@agsmuscat.org
	Antonia Harrison	a.harrison@agsmuscat.org
	Sophie Foster	s.foster@agsmuscat.org

	Rachel Edwards	r.edwards@agsmuscat.org
	Aashumi Manazhy	a.manazhy@agsmuscat.org
Grade 4	Matthew Lockwood	m.lockwood@agsmuscat.org
	Laura Buchanan	l.buchanan@agsmuscat.org
Grade 5	Chris Mackin	c.mackin@agsmuscat.org
	Leah Kintis / Laura Groarke	l.kintis@agsmuscat.org l.groarke@agsmuscat.org
	Francis Murphy	f.murphy@agsmuscat.org

Grade 6	Daniel Worth	d.worth@agsmuscat.org
	Daniel Richardson	d.richardson@agsmuscat.org
Grade 7	Becky Yates	r.yates@agsmuscat.org
	Sarah Nicholls	s.nicholls@agsmuscat.org
Grade 8	Sammy Armstrong / Rob Davies	s.armstrong@agsmuscat.org r.davies@agsmuscat.org
	Molly Brennan	m.brennan@agsmuscat.org
Grade 9	Jane Davidson	j.davidson@agsmuscat.org
	Philip Stythe	p.stythe@agsmuscat.org

Subject Specific Teaching Staff

Subject	Teaching Staff		
English	Molly Brennan	Chris Mackin	Jane Davidson
Science	Philip Stythe	Becky Yates	
Mathematics	Frank Murphy	Leah Kintis	Rob Davies
Humanities	Jane Davidson		
Art & Design	Samantha Armstrong	Najla Ayari	
French	Daniel Richardson		
PE	Rachel McArthur	Tim Lansley-Hogg	Daniel Worth
ICT	Rob Davies		
Music	Laura Groarke		
Drama	Sarah Nichols		
Arabic and Islamic Studies KG1 and KG2	Taqwa Al Yahmedi	Kother Hamood Saif Al Amri	
Arabic / Islamic Studies / Social Studies	Fathia Mohammed	Fakhriah Al Hadrami	Ashraf Attia
	Doaa Said	Rhama Al Fahdi	Eslam Abdul Ghani
	Said Shelby		

4 POLICIES

AGS school policies can be found via the parent portal and on the school website. Login in details will be provided once children have started school.

The following documents will be available;

- Admissions Policy
- Attendance and Punctuality
- Complaints Procedure
- Health and Safety Policy
- Safeguarding Policy
- Data Protection Policy
- Curriculum Policy
- Uniform and Appearance Policy

A number of these policies will be reviewed over the first few weeks and months of term.

5. COMMUNICATION

Clear communication between the school and parents is of great importance to AGS. We will be reviewing our various methods of communicating with parents over the opening months of term and will be actively seeking feedback from parents and families.

Our primary mode of communication for key school messages will be via email. A variety of social media will be used for less formal communication. In the case of emergency, the school will be looking at SMS messaging.

5.1 Parents' Consultation Meetings

Parents will be invited to attend their child's new year group meeting in the first term of the year. The curriculum lead and teachers will explain the academic expectations of the year and what areas of the curriculum will be studied. In addition, parents will be invited to meet with teaching staff to discuss academic progress at a later point in the year.

5.2 Parent Workshops

Throughout the course of the academic year you may be invited into school to take part in workshops which we feel will benefit your understanding of your child's development and new school initiatives. We will notify you in advance to ensure you are able to attend.

5.3 Class Teacher Availability

Depending on the age of your age child the class teacher will often be available to speak to you at the beginning or end of the school day. However, they can be very busy or have other

school commitments. If you need to speak in more detail, we will be more than happy to arrange an appointment to discuss your concerns. Please contact the respective teacher or curriculum lead to arrange a convenient time for all parties involved.

5.4 Communication Book

Every child in primary will have a daily communication book. The class teaching assistant will check the book every morning for parent messages for the teacher to review and reply to. Please use the book to write any notes to your child's teacher. It is especially useful for parents of children who travel by bus or are unable to drop off and collect the children at the start/end of school day, thus not having the opportunity to see the teacher very often. The teacher will send home information about the curriculum areas being studied, school events and any detail that he/she feels a parent needs to know about their child. Once a note has been issued by a teacher it is important that you sign/initial it – this ensures that the teacher can monitor what information you have received and can follow it up by another means, if necessary.

In Grades 5 – 9, student diaries are used to record homework and to communicate with parents.

5.5 Newsletters

Parents will receive various school newsletters throughout the year from the class teacher, curriculum leads and the Headmaster. These will be primarily electronic but may also be produced in hard copy.

5.6 Curriculum Overviews

Each child will be given an overview of what is to be studied over the academic year. In addition, we are working to make a weekly curriculum overview accessible to you via a new parental portal outlining what your child has studied each week.

5.7 Email and Facebook

AGS will use email for **ALL** important school circulars and private parent messages. Please monitor the AGS Facebook page for general school updates and day to day information. We will be reviewing parental communication early in the year and will be seeking feedback on the most preferred method of home-school communication.

5.8 Parent Portal

Parents will be able to access all school updates, including attendance, curriculum information, policies, pupil reports and much more. Login details will be sent to parents in due course.

6. SCHOOL RULES - AGS EXPECTATIONS

The school rules are designed to support the Pupil Code of Conduct (see point 8) ensuring all pupils know what is expected on a daily basis. Please follow the guide below;

6.1 Uniform and Appearance

All AGS children are expected to wear the correct uniform, in a smart manner, every day - unless there is a special event in school that states otherwise. Please see the uniform policy for more detail.

The key underpinning principles are:

- Shirts and Polo shirts must be tucked in.
- Ties must be worn correctly and tied to the shirt collar button.
- School shoes must be clean.
- Trainers or trainer style shoes are not permitted
- Long socks must be pulled up.

- Skirts should extend to below the knee.
- Shoulder length hair must be neatly tied back at all times (Head lice prevention)
- Jewellery – **ONE** small stud earrings for girls only.
Wrist watches are allowed. (*Watches of any kind are not permitted to be worn during any public examination*).

No other jewellery is permitted. A pupil will be asked to remove any other items and place them in their school backpack. In the case of a valuable item the teacher will place it in a lockable cupboard for safe keeping until home time. All jewellery (including earrings) must be removed for PE & Games.

- Nail varnish is not permitted.

6.2 Personal items

Children are not permitted to bring personal items from home. They can easily get lost or damaged and cause arguments between friends. Any such items will be placed in the child's backpack. In the case of a valuable item, the teacher will place it in a lockable cupboard for safe keeping until home time. If a child does not follow the rules and continues to bring items from home to school, the item will be confiscated by the class teacher and the parent will be informed.

- Toys are not permitted – unless on a specified day by the class teacher.
- Mobile phones are not allowed.

6.3 Punctuality

All AGS children are expected to arrive every day, ideally by 07:20 at the latest, in accordance with the timetable. Our day starts formally at 07:30 with flag raising after which pupils go to their class for registration with their teacher. Any pupil arriving after flag raising may be marked late. It is vitally important to a child's education that they develop a routine of arriving to school on time.

If pupils arrive late, they will be marked late in the class register, miss the start of a lesson and important learning time which can affect their understanding of what is being taught. It also causes disruption to an already settled class. If lateness is persistent, parents will be asked to meet with the respective Curriculum Lead or Headmaster.

6.4 Attendance

Children must attend school every day. If a pupil is absent for any reason, a parent/guardian must inform the school on the same day either by phone or email. If a child has been absent for 3 days and AGS has not been contacted, the school will call the parent/guardian to find out why. Important - requested absence must be placed in writing to the Headmaster for prior approval and authorisation. Please note any authorised absences will not result in a deduction in school fees.

6.5 School Nurse - Medical Absence, Appointments and Medications

If a child is ill and will not be attending school, a parent/guardian must inform the school the same day. Please send an email to schoolnurse@agsmuscat.org.

Please try and keep non-urgent medical and dental appointments outside of school hours. This causes disruption to a child's day with the possibility of missing an important assessment. For any child with a chronic illness, time will of course be permitted for absence and medical appointments. We will refer to the medical file presented during the registration process. Please keep the school nurse updated with any changes.

Medication

No medication is permitted to be kept in a classroom due to health and safety regulations without permission from the school nurse. Please follow the guide below;

- I. Inform the class teacher with a written note in your child's communication book or send an email directly to the school nurse.
- II. Take the medication to the school nurse. Give her the times, dates and specific amount/quantity and how the medication needs to be administered.
- III. Collect the medication from the school nurse at the end of the school day.

Exceptions - If a child has a diagnosed medical condition, they may need emergency access to the prescribed medication. We will ask parents to provide sufficient supplies of the medication to be kept in specified school areas in consultation with the school nurse.

Injuries

If a child suffers an injury at school, parents will be informed either by telephone or by note in the planner or via email. Where a head injury occurs during play or sport, parents will be informed and may be asked to collect their child for checking or examination.

6.6 Healthy School Meals and Snack Boxes

We would like our children to understand the importance of living a healthy and happy lifestyle, eating nutritious food and taking regular exercise. This will be supported through PSHE lessons, PE and academic based topic work. The children will have one recreation and one lunchtime slot during the school day.

AGS is committed to providing all pupils with a balanced, healthy school meal every day. Catered meals are provided by Pizza Inn and a copy of the menu will be sent to parents monthly. School lunches are compulsory for all children, unless there is a specific dietary or medical requirement that has been stated on the pupil's medical file. The catering company will adapt and modify food for specific dietary requirements where needed in consultation with the school nurse and parents. The cost of school catering has been kept to a minimum and provides excellent value for money whilst removing any need for the daily preparation of lunches at home. We firmly believe that this will be a real benefit to all families.

We kindly suggest you provide the following every day for your child's morning break, ensuring that snack boxes and water bottles are clearly marked with your child's name and class.

- 1 snack box containing - fruit box, rice cakes, bread sticks, cereal bars with water or unsweetened fruit juice carton
- 1 water flask

Please note - we have children with severe allergies in the school, therefore;

Nuts and shellfish of any kind are not allowed in school.

Parents are kindly requested not to send pork items in their child's snack box

6.7 Birthday Celebrations

Children's Birthdays will be celebrated in class. The teacher will only accept a Birthday Cake or biscuits of a reasonable amount to be given to the pupils during the school day. Sweets, chocolate or doughnuts are not allowed. Please follow this rule as part of promoting a healthy school and in order to avoid your son/daughter being upset.

6.8 Homework

Children will be given homework in Mathematics, Literacy, Science, Arabic and on occasion other curriculum areas at the discretion of the teacher. Children in upper primary and secondary classes will receive homework from most of their class teachers on a weekly basis. There will be homework in Islamic studies for Muslim pupils; the level and amount of which will be age appropriate. The class teacher will set a date for the homework to be completed and handed in. If pupils miss the deadline – age appropriate sanctions will be incurred.

6.9 Behaviour and Manners

The class teacher will revise the school code of conduct regarding behaviour during circle time and PSHE lessons, encouraging all children to follow it. Rewards will be given to pupils who behave well.

Fighting, the use of bad language and bullying are not tolerated in school and will be subject to sanctions. Please refer to the Behaviour Management Policy for more details. We actively encourage all pupils to use good manners at all times, showing kindness, politeness, and consideration to all.

7. AGS PUPIL CODE OF CONDUCT

Good behaviour and discipline are key foundations for a good education. Without an orderly atmosphere, effective teaching and learning cannot take place. The Code of Conduct is specifically designed to support a calm and welcoming learning environment for all pupils where they can study without disruption. The Code of Conduct states what behaviour is acceptable and what is not acceptable. Supporting this is a copy of the school Behaviour Management Policy which will be available via the parent portal. All children are expected to make a full contribution to the school and support the positive endeavours of all its members. Rules are essential for the benefit of all in AGS. We try to keep these as simple as possible, but we do expect them to be kept. As parents your support in enabling the children to follow the Code of Conduct is of great importance to the school.

The main rules are:

- Children should behave in a responsible manner and are expected to do what they are told, when they are told, whilst under our care.
- Consideration, courtesy and respect should be shown at all times to everyone.
- Everyone should always try to understand other people's point of view.
- Children are expected to make it as easy as possible for everyone to learn and for the teacher to teach, whether this takes place inside or outside the classroom.
- Children should always show friendship, kindness and care to others.
- Children should be sensible when in school.
- Children should always speak politely to each other and all adults.
- Children should listen, work hard and try their very best at all times.
- Children should listen whenever they are required to – no shouting or screaming.

- The school should be kept clean and tidy so that it can be a welcoming place of which we are proud.
- Children should share school resources and take care of them.
- Children should bring healthy food for break and lunchtimes.
- Children should take pride in their appearance and possessions and have respect for other people.
- Children should remember that the school's reputation depends on the way they behave.
- Children should make every effort to attend every day and be punctual.

These rules are designed for the safety of all children:

- There must be no running in the school building.
- Play fighting is not permitted.
- Children must ask the teachers permission to leave the classroom and state why they need to leave.
- Before or after school, at playtime and lunchtimes, children are not allowed in classrooms unless instructed by a teacher.
- Climbing on walls, gates and fences is not allowed.
- Children must not play on the grass areas unless given specific permission to do so.
- Chewing gum is not permitted in school.
- Abusive language is not acceptable.
- Children should behave appropriately on the school bus to and from school.

Please note - The Code of Conduct is implemented at an age appropriate level and as such our expectations for children are also age appropriate.

8. REWARDS AND HOUSE SYSTEM

Children will be rewarded in all aspects of school life such as academic improvement, great effort and excellent manners. The rewards are varied from superstar stickers to credit badges; please see the Behaviour Management Policy for more details.

8.1 The House System

AGS operates a point reward system via 'Houses'. Any member of staff can allocate 'House Points' to a child they recognise has done something well. This helps to reinforce the school ethos throughout. Points are awarded in a multitude of areas - anything from helping a teacher set up the classroom to a fabulous piece of Prep work. Your child will be placed into one of the following Houses when they start at AGS. They will stay in the same 'House' throughout their time at AGS; siblings will usually be in the same House.

We are currently reviewing our House System and seeking new names for our 4 Houses.

Our House colours are:

Blue Yellow Green Red

8.2 School Council

The school will operate a school council, made up of representatives from each year or form group. Younger children will also have the opportunity to contribute to this group.

There will also be a Head Boy and Head Girl, elected by their peers and staff. The Head Boy and Head Girl will have a number of duties and responsibilities and will represent the students at key events.

8.3 Eco Council

The school will be investigating ways in which we can act responsibly in terms of waste and recycling. An Eco Council will be established to actively promote these schemes and to educate other students, staff and our wider community.

9. CURRICULUM

The time allocated to each subject differs from year to year, but we will ensure that pupils of all ages benefit from high quality teaching and opportunities. Pupils have access to specialist PE and Games teaching from KG. Specialist art, drama, music, ICT and PE are offered from Year 1. Arabic, Islamic Studies and Social Studies are taught by specialist staff throughout the school.

In the primary phase, we follow the IPC (International Primary Curriculum), along with Cambridge mathematics, English and science. From Year 6 we follow the IMYC (International Middle Years Curriculum) again alongside Cambridge mathematics, English and science.

Pupils from Grade 5 are taught by subject specialists.

French is taught to all students from Grade 5 although our intention is to offer this to all pupils from Grade 1. Our intention is to add additional languages as the school expands.

From Grade 9, students follow IGSE courses which include mathematics, English and either Combined Sciences (worth 2 IGCSEs) or Triple Science (worth 3 IGCSEs).

In addition, students can choose up to 4 additional electives.

Arabic students follow the core IGCSE subjects and additionally undertake Arabic, Islamic Studies and Social Studies in line with Ministry of Education requirements.

Our formal curriculum is supplemented by a range of after school ECAs (Extra-Curricular Activities). Some of these are offered by AGS staff at no additional charge whilst others are offered by external organisations at a charge. ECAs commence in October and a list of available activities will be sent to parents in advance.

In addition, the school will offer trips and visits within and beyond school times. These may be local or further afield and will, we hope, offer the opportunity to visit other countries and work with other schools.

10. REPORTS – PARENT/TEACHER MEETINGS

Parents will receive three report cards during the academic year towards the end of every term. There will be one detailed full written report each year.

10.1 Class Teacher and Parent Meetings

Parents will have the opportunity to speak to the class teacher about their child's progress in October / November and again in the summer term of each academic year.

If you are at all worried about your child's development, please contact the class teacher to arrange an appointment at any other time.

11. PUPIL PROGRESS – TRACKING AND ASSESSMENT

Pupil progress will be continually monitored throughout the academic year.

Methods will vary depending on age group;

International Benchmarking

- GL Assessments – Progress Tests in English, Mathematics and Science
- Cambridge IGCSE assessments

Internal Benchmarking

Read, Write, Inc. Assessments

Inspire Maths Assessments

Learning Ladders

EYFS Teacher observations ☑ Continual informal assessment

End of Term tests

IEP's – Individual Educational Learning Plan

Core curriculum internal tracking systems

Spelling/Grammar and mental maths weekly tests.

12. PASTORAL CARE

Within AGS there are a number of trained professionals who deal with pastoral issues and are available to work with children and families where required. When a teacher is concerned about a pupil, parents will always be informed and consulted. Children have PSHE lessons and school assemblies where any issues highlighted by teachers can be addressed. Please see the Safeguarding Policy for more detail.

13. DESIGNATED SAFEGUARDING LEAD (DSL)

The DSL at AGS is the Headmaster. He may be assisted by the senior staff in this role.

14. SENDCo

AGS aims to be an inclusive school and we have a limited number of places available for children who require additional support. We aim to create a sense of community and belonging for all our pupils. We have an inclusive ethos with high expectations, a broad and balanced curriculum for all children and systems for early identification of barriers to learning and participation.

The SENDCo works closely with parents, children and staff to develop an IEP (Individual Education Plan) that supports next steps for learning. This allows all concerned to have a clear picture of necessary steps and how this can be reinforced at home.

The SENDCo is available to parents at any time by making an appointment via the main office.

15. SCHOOL OPENING AND CLOSING TIMES

15.1 Arrival Time

The school gates open at 7:15 am. Pupils must go directly to their classrooms/form rooms. All children are asked to arrive by 7:20 am and must be in school by 7:30 am - this is when the raising the flag ceremony takes place and pupils are formally registered and begin lessons. Students arriving after flag raising will be considered late.

15.2 Late Arrival

Parents of pupils who arrive late must fill in the late arrival sheet located at main reception. The names of pupils who persistently arrive late is monitored and parents will be emailed if the school is concerned.

15.3 Finish Time

KG1 – 1:30 pm

KG2 – 2.00 pm

Grade 1 and Grade 9 – 2:30 pm

Parents may collect the children directly from the classrooms at this time.

Children will be brought down to the main reception for collection.

15.4 Closing Time

The gate for Primary will be locked at 2.15 pm. If you are late collecting your child, please use the main Reception entrance.

The gate for Grade 3 to Grade 8 will be locked at 2.45 pm. If you are late collecting your child, please use the main Reception entrance.

15.5 Late collection charge

If your child is not collected within 15 minutes of the allotted departure time, a charge of 2.5 OMR will be incurred per 30 minutes' late arrival. Children who are in Primary will be sent to stay and play (see point 15). The charges will be added to the following terms school fees.

FURTHER INFORMATION REGARDING GATE LOCATIONS WILL BE PROVIDED IN THE PRE-ENROLMENT INFORMATION.

16. TRANSPORTATION

The AGS school bus service is operated by Said Saud Saif Trading LLC. Each bus is allocated a bus company monitor who is responsible for making sure the children are safe, following the correct procedures and of course, wearing the seatbelt at all times.

Key Features of AGS School Transportation:

- Every bus will carry the AGS logo
- Buses have a stop arm that is released when the door opens
- Buses have an emergency exit to the rear
- Buses have several internal and external cameras
- Patrol button (child wake-up button): before the driver can switch off the engine, he must go to the rear of the bus and push the patrol button or the turning light will flicker and there will be sound warning. During this period, the driver can check if there is any child left inside. After the driver pushes the button, the light and sound will be off
- Buses have air conditioning and are fitted with 3-point fastening seatbelts
- Two fire extinguishers are located within each bus.

If you are interested in your child using the bus service and for more details, please speak to the school registrar.

17. STAY & PLAY Exact start date to be confirmed.

Nursery, Reception, Grade 1 and Year 2 pupils Operating from 1:30 pm to 2:30 pm, pupils will be supervised by AGS teaching assistants and staff until their older sibling's finish school. There is a weekly charge of 5 OMR for this service. There will be drinks and a small snack provided during this time.

18. EXTRA-CURRICULAR ACTIVITES (ECA)

The school offers a wide and varied programme of activities for pupils. The programme will start at the beginning of October; a full schedule of activities will be sent to parents at the beginning of the academic year.

19. SCHOOL EVENTS

AGS will host events in school throughout the academic year. These will range from charity events to class assemblies which parents will be invited to attend. It gives the pupils a chance to develop their confidence and organisational skills and show off their talents within our supportive school community.

20. PARENT TEACHER ASSOCIATION

AGS has a very active PTA. This group is responsible for organising parent social events, school fund raisers, activities for pupils etc. All parents are actively encouraged to help where they can and support the PTA in its events.

21. GOVERNING BODY

AGS has a number of school governors. Their role is to provide support and perspective on a whole range of school issues. Governors represent the parent company/investors of AGS, parents, teachers and the local community. We are very fortunate that our governors are willing to give up their time and knowledge to help AGS in its pursuit of excellence.

22. FINANCE

Fee payments and additions can be made in person at the cashier's office or via bank transfer (details are supplied on all invoices). Please make sure that any payments via bank transfer include the invoice number. Any outstanding school fees or queries regarding payments please see the School Commercial Manager, Mr. Prakash - jyotiprakash@agsmuscat.org

23. MISCELLANEOUS

Lost Property

Please ensure that all items of clothing, bags and lunchboxes are clearly marked to prevent personal belongings going missing. It is especially important to label items of clothing such as blazers as these are easily misplaced and difficult to identify without a name label.

School cannot take responsibility for lost items. On many occasions, items of clothing are taken home by other children mistakenly and are then returned a few days later. Please be patient – school will always try and help you locate any lost items.

Stationery

Pupils from Grade 5 upwards are expected to bring their own pencil case with basic stationary items. Children in the earlier years may do so if they wish.

24. SCHOOL CONTACT

Address:	Telephone:	+968 2442 3952
AGS – A’Soud Global School Plot no. 151, Phase 1 Wadi Al Bahais, Al Seeb, Muscat, Sultanate of Oman.	Email:	info@agsmuscat.org
	Website:	www.agsmuscat.org