



مدرسة السعد العالمية

A'soud Global School

School Handbook

for Parents

2023/24

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Principal's Welcome:

Dear Parents,

We are looking forward to welcoming your child back to school from **Monday, 4th September**.

The following guide provides you with essential information to prepare you and your child for the return to school. We remain committed to implementing the highest standards and will continue to evaluate our systems and processes and respond accordingly to ensure all students and staff are safe and well. High standards of Health and Safety and providing a meaningful and dynamic high quality learning experience are non-negotiables.

We are a genuinely multicultural international school, and we teach an international curriculum authored by the Cambridge University in the UK. Our teachers are all UK trained and experienced in delivering this curriculum following the latest pedagogy practice from the UK. Your son/daughter will receive a diverse and exciting curriculum experience from highly trained professionals. I am sure they will enjoy their time in AGS as a result.

I am sure there will be additional questions that you will have that are not answered in this booklet. In that instance, please email the school administration who will direct your question to the appropriate person to answer your query.

On behalf of the entire team at AGS, we look forward to welcoming you to our new academic year.

Yours sincerely,

Mr Lee Davies

Principal

Before School Starts:

All parents are required to complete the following before your child/children can start in the school. Your cooperation in its completion is very much needed and appreciated:

1. State your intentions re: Return to school
2. Sign the AGS Parent School Contract

Return to School

We have strict expectation on Uniform and punctuality. Students are monitored for their appearance and their timeliness. Whilst We appreciate that there are times when an item of uniform needs and emergency wash or a traffic accident delays a drop off, being smartly dressed in the correct clothes and being in school at the correct time are important life lessons. We also appreciate that as a parent it is your responsibility to ensure these two things are met on a daily basis. We will contact you if we feel you are letting down your children to see how we can support in addressing any concerns.

Arriving at School/Drop Off:

School Start Times

Year Group	Arrival	School begins	Collection from
KG 1	7.45am – 8.00am Outside class doors Use Gate 1 to enter	8.00am	12.15pm – 12.30pm Outside Class doors Use Gate 1 to exit
KG 2	7.45am – 8.00am Outside class doors Use Gate 1 to enter	8.00am	1.15pm – 1.30pm Outside Class doors Use Gate 1 to exit
Grade 1 and 2	7.30am – 7.45am Outside class doors Use Gate 4 to enter	7.45am	3.05pm – 3.15pm Outside classroom doors Use Gate 3 to exit Parent/nanny must collect
Grade 3 and 4	7.30am – 7.45am Outside Stairs Use Gate 4 to enter	7.45am	3.05pm – 3.15pm Outside Shaded Playground Use Gate 3 to exit
Grade 5 and 6	7.30am – 7.45am Outside Stairs Use Gate 4 to enter	7.45am	3.15pm – 3.30pm Wait at Gate 3 Students use Gate 3 to exit
Secondary Grades 7 - 12	7.30am – 7.45am Outside Stairs Use Gate 4 to enter	8.00am	3.15pm – 3.30pm With siblings in G3 - 6 Wait at Gate 3 Students collect G3-6 siblings and exit via Gate 3 No siblings in Primary Wait at Gate 1 Students use Gate 1 to exit

Parents:

You will understand that we have a collective responsibility as a community to keep everyone safe. Please follow the above timings. **Only one adult per family** should come onto school site during morning drop off and pick up to minimise congestion.

Arriving at School/Drop Off:

Gates and Parking:

Parents are to park in the marked parking bays or safely on the streets around the school to keep the roads clear for residential traffic/emergency vehicles.

BUSES will enter the front inside parking as and students will enter school through a dedicated 'bus children' entrance door. If you require bus transport please see our school administration.

Primary and Secondary children Grades 1 – 12 are to enter the school through Gate 4 only. Only in Grade 1 and 2 can a parent/adult accompany a student into the school.

In order to access school, all students and parents/drivers/nannies must wear their lanyard.

If a student arrives without their lanyard they will not be able to enter school.

The drop off has been designed to create a one-way flow for parents and students around the school to avoid congestion. Please follow the signs and advice provided by all our staff members including our security team.

Kindergarten Drop-off

Please enter, wearing your lanyard, Gate 1 and walk round to the outside classroom doors. Please then exit through Gate 1.

Primary School Drop-off

Only parents of children in Grade 1 and 2 will be permitted to enter the campus, wearing your lanyard, through Gate 4. Please proceed to the outside doors of the Grade 1 and 2 classrooms where the children can be handed over to the teachers and teaching assistants safely. Parents will then leave the school premises via Gate 4.

Children in Grade 3 – 5 will independently (without a parent) enter through Gate 4 and proceed to their classrooms via the appropriate stairwell. Should you wish to speak to your child's class teacher or a member of the Leadership Team, an appointment must be made either via Reception or alternatively contact the member of staff directly through email. Do not enter the student areas.

Secondary School Drop-off

Secondary students will enter the campus independently through Gate 4. They will then make their way to the sports hall for the assembly. Should you wish to speak to your child's form tutor/teacher or a member of the Leadership Team, you will need to make an appointment through Reception or alternatively contact the member of staff directly through email.

Hygiene:

We ask that if your child is not feeling well, please keep them at home. We respectfully request this to keep our community healthy and avoid any spread of infection. If your child is unwell, please inform the school at the earliest opportunity.

Uniform:

School uniform must be worn by all students. Students will need to be provided with clean uniform every day. It is imperative that parents recognise the importance of ensuring children's uniform is washed thoroughly and each day they wear clean uniform. On days your child has PE they must come to school in PE uniform. If they have swimming it is sensible to wear their swimsuit under their uniform and have a change of underwear in their swim bag to change into after the swim lesson.

To purchase Uniform items, parents must complete the new online form (link forwarded to parents) to order what they require. (A sizing guide is also visible when clicking the link) When the items are ready for collection, a member of the Uniform Shop team will contact you directly. On arrival at school please proceed to accounts, pay the invoice, and collect the items.

Please ensure that all school items are clearly labelled with your child's name.

Movement Around the Campus:

Primary School

Movement will be limited. Class teachers dedicated to each group will lead the learning for most of the day. Specialist subject teachers, wherever possible, will come to the children's classroom to deliver the learning or the class will be escorted to a nearby specialist room by their teacher. Students will enjoy a supervised lunch and will then be escorted to their outdoor area for a period of break time play.

Secondary School

Students will have a Form room as a base and will then move to different classrooms for each of their specialist lessons. They will have a space inside their form room where they can safely leave personal items and exercise books they do not immediately require. They are expected to return to this area periodically during break times to swap books to ensure they are ever carrying all of their books to every lesson. At the end of the day it is the student's responsibility to ensure they have the correct books for their homework tasks.

We expect all secondary students to behave responsibly and independently. Staff will be around corridors during movement times to ensure students are reminded of this. If students do forget what our expectations are, we will speak to them individually to remind them. If there continues to be an issue, you will be asked to come to school to discuss your child's continued poor behaviour.

Equipment:

Students will require the usual stationery for school and must keep these items with them in their school bags. They shouldn't share items with other students or expect other students to supply them. It is the student's (parent's) responsibility to ensure they have the right books and the right equipment each day for school.

Personal laptops/iPads will not remain in school. These need to be taken home and brought to school daily. However, AGS is not responsible for any damage or loss to these items howsoever caused and are the responsibility of the student.

School Bags

NO WHEELIE bags of any kind. We provide a suitable school bag through our uniform shop.

Primary

Students in Grades 1-5 should bring their school bag each day containing the following items clearly marked with your child's name and class

- Water bottle
- Healthy packed lunch
- Pencil case with stationery: HB writing pencils, erasers, pencil sharpener, glue stick, scissors, colouring pencils.
- Correct school books for the day (which you have already collected from the school)
- Reading folder (will be provided by the school)
- Personal headphones or earphones (we advise these are not expensive or branded)
- Ipad or Laptop (Grade 3 – 6)
- Hat for outdoor play

The school bags will remain under the child's desk during the school day. Wheelie bags are not permitted for health and safety reasons.

Secondary

Students in Grade 7-12 must ensure they bring the correct books for the lessons they have on their timetable each day. They must also bring a laptop or iPad or similar each day also to work on with a personal set of headphones.

Headphones for ICT Learning

All students from Year 1 upwards, should have a pair of headphones as part of their standard uniform. These can be in ear or over ear type headphones- we recommend choosing an appropriate pair for your child. For Primary, headphones must be securely stored in their bags.

Lunchboxes/Water Bottles:

Water Bottles

We ask you to ensure that your child has an appropriately sized water bottle to carry enough water to last them the whole day. This is especially important during the hot weather and when children have PE. In emergencies, bottled water can be provided by school if needed.

Lunchboxes

Students in all Grades must bring a healthy packed lunch in a suitable container each day. The schools canteen will remain closed for now. When organising a packed lunch for your child, please be sure that they can open containers and packaging independently – teachers will not be able to assist. Practising this skill at home will ensure that your child has a smooth and happy snack and lunch time.

We will be offering a canteen service in due course. More details of this will be shared when finalised.

Emergency Collection/Procedures:

In the event of an emergency collection from school, parents are requested to phone the school in advance to notify the Main Reception. **Parents can only enter the school premises via security at Gate 2.** Your child will then be brought to Main Reception by a member of staff to handover to you and for you to complete signing out procedures.

If you are contacted by the Nursing Clinic and informed that your child needs to go home, please follow the same procedure. Enter via Gate 2, Main reception where one of our school Nurses will hand over your child and support with signing out procedures.

In the unlikely event of a Fire or Lockdown, the preservation of student and staff health and safety will be paramount. In the case of a fire alarm, children will stand at the fire assembly points supervised by staff.

We will inform you that such an event has occurred so you can monitor your child's health after and if any signs appear we recommend that the normal procedures are followed, and the student is kept home as required.

Leaving School/Pick Up:

Kindergarten

KG1 Please enter Gate 1 at 12.15 and collect your son/daughter from the outside classroom doors. Please then leave through Gate 1. The gate will be locked at 12.30pm prompt. If you arrive late you must go to the reception to collect your child.

KG 2 Please enter Gate 1 at 1.15 and collect your son/daughter from the outside classroom doors. Please then leave through Gate 1. The gate will be locked at 1.30pm prompt. If you arrive late you must go to the reception to collect your child.

Primary School

Grade 1 and 2 collections will be made through the external doors to the classrooms from 3.05pm – 3.15pm. This is the reverse of the drop-off procedure. Please use Gate 4 only

Grade 3 and 4 collections will start at 3.05pm and students will be ready for collection from the shaded playground. Entry for parents will be through Gate 4. You must follow the one-way system to reach the pick-up area. (Please pick up any grade 1 and 2 siblings from the classrooms first). You must exit through Gate 3.

Grade 5 and 6 will be led down to the shaded playground to collect and Grade 3 and 4 siblings and then will be led out to the parent waiting area at Gate 3. Grade 5 and 6 students are then free to leave the school premises to meet you.

Gate 4 will close at 3.30pm prompt. If you arrive after this time you must collect your child from the Reception.

Secondary School

Students will leave the school site starting at 3.15pm. They will use the stairs to reach the shaded playground area.

Senior students can collect younger siblings in Grade 3 – 6 and exit the school.

Senior students can leave through either Gate 1 or Gate 3. Please ensure you pre-arrange with your son/daughter which gate they should use to meet you. It is suggested that if you do not have any Primary siblings to use Gate 1 as this will be less busy.

Grade 1 and 2 students must be always collected by an agreed responsible adult (parent/guardian/driver) and not an older sibling/student in the school.

Inclusion:

The Achievement Centre

The Achievement Centres for both primary and secondary is there to support the individual and specific learning needs of our students. If you think your son/daughter would benefit from receiving such support, please contact Reception to make an appointment to meet our lead inclusion teacher.

Learning Support Assistants / Shadow teachers

Students who receive support from a 1:1 LSA may continue to do so. The Learning Support Assistants must be registered with our Achievement Centre before they start work with any student.

Library:

The school library collection is managed by our librarian. This is not kept in one room but is located at different areas of the school in age-appropriate settings. Books can go home for students to enjoy and continue their reading development. When they return them to school, books will be returned to the bookstore by the teachers where the librarian will check them in and arrange for them to be sanitised before they can be reused.

In Primary, the class teachers will always support students in their book selections.

In Secondary, book selection will be made during specific English lessons where individual titles can be discussed with their English teachers.

Educational Visits:

During the year a range of educational visits will be arranged to support in your child's curriculum or personal learning. These will be age appropriate and may involve the opportunity to travel overseas. There may often be additional costs involved. Teachers will always provide ample notice for when trips are happening so any costs can be budgeted for. A parent permission slip will always be requested before any child attends any off-campus activity. If you do not return such a slip in time, we will not be able to allow your child to attend an external trip for health and safety reasons.

Every time a trip is organised a full risk assessment is conducted to minimise any change of an accident or incident. However, no matter how much preplanning is conducted sometimes things can happen which are totally outside any member of staff's control or can be reasonably expected to foresee. With please bear this in mind that if staff act in accordance with approved risk assessments and expected behaviours there is still a remote chance of an accident to happen. In these cases, once it is proven that staff conducted themselves in accordance with approved procedures, staff and the school cannot be held liable for such incidents and accidents. With this in mind we still believe the additional educational and personal development benefits are worth the arranging of trips and activities outside of the school campus.

PE/Swimming/ECA:

PE

Every student at AGS will continue to receive PE provision in school. To ensure safety of all, lessons are always supervised by qualified staff. Students must come to school dressed in their PE uniform on the days they have PE in their timetable.

PE is considered an essential activity to promote healthy lifestyles and proper growth development. PE lessons are compulsory for all students unless a detailed doctor's report is provided. We remain committed to students maintaining active and healthy lifestyles and many sporting opportunities will be given during curriculum lessons and during after school activities (ASA's)

Swimming

All students will be offered swimming lessons in curriculum PE during the year. Your child will be informed when it is their turn to receive their curriculum lesson time. Detailed instruction of what to bring/wear will be provided by the Head of PE, Miss Mc Arthur.

If you require further swim development for your son/daughter all year round we recommend they join the after-school swim programme managed by the Nautilus Academy where all levels of ability are catered for including joining the race squad, the AGS Dragons. More details can be obtained from our school administration.

ECAs

AGS offers a free teacher led internal ECA programme for our students after school. These range from sporting, academic, and personal growth activities. Details of these clubs are shared at the start of each term for sign up. Where an activity uses additional resources, a small charge may be requested – not for the teacher’s time, but for the resources consumed – e.g., Cookery club. Exact details will be shared in the details provided at the start of each term.

Visitors:

All visitors to the school **MUST** have a prearranged appointment.

External visitors will not be allowed on site, aside from permitted entry to the Main Reception area. Visitors must leave full contact details including ID in our Visitor Log at security **BEFORE** entry is permitted.

Transportation:

Information about our school bus services are available with our school administration. The most popular areas of Muscat are covered. Please ask the school administration for more information.