



A'soud Global School
Family Handbook

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

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1. WELCOME FROM THE HEADMASTER



Dear Parents,

As the Headmaster of the 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.

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 yourselves, 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,

Lee Davies

Mr. Lee Davies
Headmaster

2. AGS LEADERSHIP & MANAGEMENT

Senior Leadership Team

Principal: Mr. Lee Davies
headmaster@agsmuscat.com

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

Deputy Headmaster: Mr. David Frame
d.frame@agsmuscat.org

Head of Early Years and Primary: Mrs. Stephanie Taylor
s.taylor@agsmuscat.org

Special Educational Needs and Disabilities Co-ordinator (SENDCo): Ms Jane Davidson
j.davidson@agsmuscat.org

Operations and Development

School Commercial Manager: Mr. Jyoti Prakash
j.panda@agsmuscat.org

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	Senior School <i>IGCSE courses begin in Grade 9 and examinations are taken at the end of Grade 10. A' Levels begin in Grade 11 and are examined at the end of Grade 12</i>
Grade 7	Year 7	
Grade 8	Year 8	
Grade 9	Year 9	
Grade 10	Year 10	
Grade 11	Year 11	
Grade 12	Year 12	

At AGS, in the Primary section, specialist teachers support Art, Music, ICT, PE and Drama along with Arabic and Islamic Studies. In common with the UK system, the class teacher is responsible for student welfare, and the teaching of the core subjects, Maths, English and Science and also Foundation subjects such as Humanities.

The first contact for any queries relating to your child's progress at school should be the class teacher. As your child reaches Grade 6 their Form Tutor should be approached unless 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 **Year Group Leaders** as follows:

Grade	Year Group Leader
KG1	Kathryn Jones
KG2	Gulshan Khan
Grade 1	Chelsea Wilmot
Grade 2	Antonia Harrison
Grade 3	Shannon Denman
Grade 4	Laura Buchanan
Grade 5	Martin Craven
Grade 6 and 7	Daniel Richardson
Grade 8, 9 and 10	Nick Makin
Grade 11 and 12	Jane Davidson

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
- Internet and Computer use Policy
- Uniform and Appearance Policy

Policies are reviewed annually to ensure compliance and relevance

5. COMMUNICATION

Clear communication between the school and parents is of great importance to AGS. We regularly review our various methods of communicating with parents to ensure information reaches home on a range of school topics, from curriculum matters to after school activities.

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 uses SMS messaging or will contact you directly by phone.

It is vitally important the school Registrar is provided accurate telephone contact numbers for both parents and accurate, regularly reviewed email addresses to ensure information can reach you, but most importantly so we can reach you in an emergency. Please also remember to update the Registrar if any of these details change in the course of your time at AGS.

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 two parent/teacher meetings in the year.

5.2 Parent Workshops

Throughout the course of the academic year you will be invited into school to take part in information sessions and workshops which we feel will benefit your understanding of your child's learning development and school activities. We will notify you in advance of these events and encourage you 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 directly using their email contact (which will be shared at the start of term or on entry to the school) or Year Group Leader to arrange a convenient time for all parties involved.

5.4 Communication Book

Every child in the Primary section 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 Principal. These will be primarily electronic but may also be produced in hard copy.

5.6 Curriculum Overviews

At the beginning of each term each child will be given an overview of what is to be studied. This will indicate upcoming topics or themes which will help families in their understanding of the themes and topics planned for the academic year.

5.7 Email and Facebook

AGS will use email for **ALL** important school circulars and private parent messages. Parents are also encouraged to monitor our AGS Facebook page for general school updates and day to day information.

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 on entry to the school.

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 or physical education activity*).

No other jewellery is permitted. A pupil will be asked to remove any other items and place them in their school backpack. Teachers and the school cannot be responsible for valuable items.

- Nail varnish is not permitted.
- All jewellery (including earrings) must be removed for PE & Games.

6.2 Personal items

Children are not permitted to bring valuable personal items from home. They can easily get lost or damaged and cause arguments between friends. Any such items found will be placed in the child's backpack until home time. Items deemed dangerous or harmful to themselves or other students will be confiscated by the class teacher and the parent will be informed.

- Toys are generally not permitted to be brought into school – unless on a specified themed day permitted by the class teacher. Parents will be informed in advance.
- Mobile phones are not allowed. If a student require to have a mobile phone for communication with parents after school has finished, it must remain in their bag throughout the day. If a student is found with a phone during school time it will be confiscated and parents will be informed to collect it from reception.

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 Year Group Lead or Principal.

6.4 Attendance

Children must attend school every day. If a pupil is absent for any reason such as illness, 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. **Any requested absence must be placed in writing to the Headmaster for prior approval and authorisation before the leave dates.** Please note any authorised absences will not result in a deduction in school fees.

6.5 School Nurse - Medical Absence, Appointments and Medications

The school nurse can be contacted by telephone via the school number or by 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 directly telephone or by note in the planner or via email depending in the severity. Where a head injury occurs during play or sport, parents will be informed directly by phone and with a supporting note describing the incident. Parents 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.

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 items such as - fruit box, rice cakes, bread sticks, cereal bars with water or unsweetened fruit juice carton
- 1 reusable metal water flask topped with water

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

Nuts and shellfish of any kind are not allowed in school. Students must not share or swap food items at any time in school.

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

Lunches can be either a packed lunch brought from home or students can receive a hot lunch from the school catering provider. Details of the hot lunch will be provided prior to starting school for your consideration. If a packed lunch is brought to school it must be in a re-sealable plastic container and must be of a healthy menu. Chocolate, cold pizza, burgers and fries, sweets etc. are not appropriate and must not be brought in. Teachers will conduct periodic inspections of packed lunches to ensure healthy items are being brought to school. We will inform you if we feel some items are inappropriate and suggest some alternatives.

6.7 Birthday Celebrations

Children's Birthdays may be celebrated in class. The teacher will acknowledge the special moment for them. However we cannot accept a birthday cake, sweets, chocolate, doughnuts or takeaway meals to be shared to the pupils during the school day. They are not allowed. Please follow this rule to ensure children with allergies are not isolated or put at risk in such events and as part of promoting a healthy school. Please advise your son/daughter this will

be the case in order to avoid your son/daughter being upset and keep any food associated with this celebration at home.

6.8 Homework

Children will be given homework at the discretion of their 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 remind students of the school code of conduct regarding behaviour during circle time / form time and PSHE lessons, encouraging all children to follow it. Rewards will be given to pupils who behave well.

The use of bad language, fighting 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:

- 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 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 behave in a responsible manner and are expected to follow all instructions whilst under our care.
- 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 during lessons.
- 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.
- 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.

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

8.3 Eco Council

The school continually looks at ways in which we can act responsibly in terms of waste and recycling. An Eco Council regularly meets 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 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 6 are taught by subject specialists.

French is taught to all students from Grade 4.

From Grade 9, students follow IGCSE courses which include mathematics and English as core subjects. In addition, students can choose up to 6 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.

In Grade 11 students choose from a range of options a maximum of four A' Level subjects.

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 two interim report cards during the academic year towards the end of term one and term two. There will be one detailed full written report at the end of 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 November and again in March of each academic year.

If you are at all worried about your child's development outside of these times you are encouraged to 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 but include;

International Benchmarking

- GL Assessments – CAT 4, Progress Tests in English, Mathematics and Science
- Cambridge IGCSE and A' Level assessments

Internal Benchmarking includes

Read, Write, Inc. Assessments

Inspire Maths Assessments

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 Principal. 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.

15.4 Closing Time

The collection gates will be locked at 2.45 pm. If you are late collecting your child, please use the main Reception entrance and enquire at reception to collect you child.

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 a private contractor. 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. If you would like to use school bus transport, please ask for the company details from the Registrar.

Key Features of AGS School Transportation:

- 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 to 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.

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 can stay and be supervised by AGS teaching assistants 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. If you would like to avail this service please complete the form available with the Registrar.

18. EXTRA-CURRICULAR ACTIVITIES (ECA)

The school offers a wide and varied programme of activities for pupils. The programme will start at the beginning of October in term 1 and a week after the start of term two and three. A full schedule of activities will be sent to parents for students to select their options prior to the start of the ECA's each term. Please note that some ECA's incur a charge, either due to materials and resources used during the sessions or because they are provided by a private organisation. These charges are clearly marked on the selection form so you are aware before making your choices.

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. Information on how to be a part of the PTA will be circulated at the start of each year or on joining.

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. There is a Parent Governors position also on our governing body. From time to time we will invite applications to join the board when a parent member leaves.

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 or accountant Mr.

23. MISCELLANEOUS

Lost Property

Please ensure that all items of clothing, bags and lunchboxes are clearly marked with your child's name 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 3 upwards are expected to bring their own pencil case with basic stationary items. Children in the earlier years may do so if they wish, but teachers will have the required materials in class.

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