



 **Cambridge**
INTERNATIONAL
SCHOOL FOR GIRLS

Parents' Handbook 2011-2012



We welcome you to The Cambridge International School for Girls, Doha and trust that your association with our school community will be a long and happy one.

Our school has a special niche in Doha: most of our students are Arabic First Language speakers, studying the British Curriculum delivered in English. We offer education for young boys and girls from Kindergarten through to Year 5 while our Secondary section is for girls only. In a brand new purpose-built extension to the school, the Secondary girls work towards achieving IGCSE and A Levels, taught by specialist teachers. We have a rich range of nationalities.

The success of the student-parent-school relationship is only possible with your support and cooperation. We encourage you to become involved in your child's education and the school activities

I am proud to be leading this school on a path of development towards academic excellence and enriched learning to serve our students' future.

Diewthi Chandran
Principal

Essential Information

Principal: Diewthi Chandran

Academic Coordinator: Krishna Kumaresan

Kindergarten Coordinator: Seema Jaffar

How to contact the school:

School switchboard: +974 44659106 / +974 44659093

Fax: +974 44671530

Email: cisg@qatar.net.qa

Website: www.cisgqatar.com

Contact for transport: +974 55826031

Parent Relations Officer: +974 66448994 Email: pro@cisgqatar.com

Term dates and school hours:

2011-12: Term 1: 11th September 2011 – 22nd December 2011

Term 2: 2nd January 2012 – 16th February 2011

26th February 2011 – 31st March 2011

Term 3: 1st April 2011 – 26th June 2011

School begins: 7.15am **School ends: Kindergarten:** 12 noon **Main School:** 1.00pm

Accounts:

Open Sunday to Thursday: 7.00am – 3.00pm

Open Saturday: 8.00am - 2.00pm

Uniforms:

Open Sunday and Wednesday 2.00pm – 5.00pm

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SECTION 1: INTRODUCTION

1.1 PURPOSE OF THE HANDBOOK

The purpose of this handbook is to help you become familiar with the school. This includes:

- Essential dates and hours
- Who to contact for assistance
- How the school operates
- Your supporting role as a parent

Is there anything else you want to know? Please contact the 'Feedback Helpline':

feedback@cisgqatar.com

1.2 MISSION OF THE SCHOOL

The Cambridge International School for Girls, Doha aims to produce:

Happy, creative, ethical citizens who live motivated, fulfilled lives while enriching the lives of others.

We seek to achieve this through:

An enlightened, disciplined and broad education that responds to global changes while retaining essential values.

The Cambridge International School for Girls aims to foster in its students:

Confidence and Humility

Ambition and Compassion

Curiosity and Respect

Vision and Tolerance

ACADEMIC RIGOUR * FLAIR * DISCIPLINE

SECTION 2: JOINING THE SCHOOL

2.1 ADMISSION POLICY

Admission to the school depends upon the available space in the appropriate age group and the school's ability to meet the needs of your child.

Students will not be admitted into a year group outside of their age group unless there are exceptional circumstances.

Priority is given to students who have a sibling attending the school and girls transferring from The Cambridge School. Priority is also given to the children of staff.

2.2 REGISTRATION

These are the steps you need to go through in order to secure a place for your child in the school.

- Collect an application form from the School Registrar or download it from the website.
- The Registrar will check the application form and the availability of a place according to your child's age.
- On payment of the registration and entrance assessment fee, children from Years 1 to 9 sit for the entrance tests. Applicants for Kindergarten will be assessed informally according to set criteria.
- Results of interviews/examinations will be given within a few days and if your child reaches the required standards s/he can join the school.
- Where classes are full you can submit an application to go onto the waiting list.

2.2.1 RE- REGISTRATION

Registration forms along with re-registration fee to be submitted to reserve the seat for the next academic year. The re-registration date will be announced by school in the school portal in third term of the academic year 2011-12. The re-registration fee is not refundable.

Students will lose their seat if failed to submit the re-registration forms and seat will go to a new student. This is applicable for use of School Transport also.

2.3 ENTRANCE EXAMINATION

In order to determine whether your child can benefit from an education at CISG, all prospective entrants Primary and Secondary will be assessed in English and Mathematics. There is a QR400 non-refundable fee for sitting the tests.

All students from Grade 1 and above seeking admission will have to take entrance test in English, Mathematics and Arabic.

For admission to Grade 1 and 2, students need to pass only in English and Mathematics. Test in Arabic will be given to understand the level of knowledge.

From Grade 3 and above; Pass mark in Arabic is set as 40% for Native Arabic Speaking students. For others the test in Arabic is given only to test their level and will not be considered for giving admission.

Native Arab speaking students pass in English and Mathematics and failed Arabic will be given a retest at free of cost within seven days from the date of first examination.

If the student fails in retest as given in clause 4 above will be given admission only if;

The Parent give an unconditional declaration to admit the child to take additional coaching in after school hours at an annual fee of QR 2000/- and agree to pay immediately at the time of admission or undertake to pay before due date set for 1st Term fee of new academic year

If parent, decline to do as above in 5 (1) will not be given admission and the student will be declared as unfit for admission.

A pass in English and Mathematics is compulsory.

2.4 FEES

On application to the school you will be required to pay non-refundable registration and assessment fee. Once your child has been accepted into the school, you will be required to pay in advance the term's tuition fee and a once-off non-refundable cautionary deposit.

If your child uses the school transport, this fee is also due in advance.

Fees may be paid to the Accounts Office during office working hours. (Refer to Section 3.4)

The status of your school fee account is available online. This can be assessed by using your School Parent I.D. It will show the fees paid, fees outstanding and when these are due.

You are responsible for the payment of external examination fee at the time of examination entry and you will be invoiced accordingly.

Failure to have paid both the external examination and the Summer Term fee will result in your child not being entered for the external examinations.

Refer to Appendix 1 for current fee structure.

2.5 SCHOOL UNIFORM

All students are required to wear the school uniform, which should be clean and well presented.

A full list of uniform is found in Appendix 2.

2.6 TEXTBOOKS

On entry to the school and at the end of each Summer Term, parents will receive a list of books required by students for the forthcoming year.

These are available from the school one week before school opens. The bookstore will be open between 2:00pm - 5.00pm (Sunday & Wednesday) and 9:00am to 1:00pm (Holidays).

2.7 SCHOOL TRANSPORTATION

Seats on school buses are available on a first-come first-served basis.

Use of this facility is subject to the fees being paid in advance. There is a 3-day stand-down period between the fee payment and the student using the service. Parents wishing to withdraw from school transport must complete a discontinuation form a month in advance.

The service is only available to and from the designated points. Details of bus routes are available from the Transport Manager.

SECTION 3: SCHOOL HOURS

3.1 SCHOOL DAY

Students should arrive at school between 7.00am and 7.15am.

Registration begins at 7.15am for students.

Lessons for Kindergarten children end at 12.00pm and for other students at 1.00pm.

Students in Years 2-4 are expected to stay until 2.15pm on Monday for Extra-Curricular Activities.

Students in Years 5-13 are expected to stay until 2.15pm on Wednesday for Extra-Curricular Activities.

Students should be picked up promptly following lessons and Extra-Curricular Activities.

3.2 RAMADAN HOURS

The School Day hours will remain the same during Ramadan.

3.3 CALENDAR

The school year is divided into three terms of varying lengths.

Term 1: September to mid-December

Term 2: January to early April

Term 3: April – June

These dates are determined in part by major Islamic festivals.

Please refer to Appendix 3 for the details of this year's calendar.

3.4 WORKING HOURS

Academic staff may be contacted by leaving a message with the Parent Relations Officer between 7.00am and 2.00pm.

Administrative staff are available between 7.00am and 3.00pm Sundays to Thursdays and 8.00am to 2.00pm on Saturdays.

SECTION 4: GENERAL INFORMATION

4.1 ENTERING SCHOOL

All visitors must enter the portacabin and hand their ID to the security guard and receive a visitor's pass. All visitors must sign the entry book. No males are permitted in School before 1.30pm Sunday, Tuesday and Thursday and 2.30pm on Monday and Wednesday.

4.2 COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

If you wish to contact a teacher, the best way to do this is by using your child's Student Planner. This should be checked by you regularly and it is always good to remind your child to show the planner to his/her teacher.

In order to make an appointment to see a teacher, please contact the PRO during school hours.

The weekly Gazette is full of information about the school and the students and is available on the school portal every Thursday afternoon.

The school's website, www.cisgqatar.com provides details about the curriculum and school life.

A calendar of major school events and important dates is sent to all families at the beginning of the academic year and is also available online on the Parent Portal.

If you would like to make a comment about the school to the Taleb Group, you are invited to email them at feedback@cisgqatar.com

SECTION 5: HOW TO HELP YOUR CHILD BECOME A BETTER STUDENT

Please see Code of Conduct and School Rules in Appendix 4.

Students should bring the correct books and equipment each day.

5.1 ATTENDANCE AND PUNCTUALITY

Punctuality is an important value for all students to learn. Students must learn that regular and punctual attendance at school is essential if they are going to experience success in their studies.

Students should attend school every day and arrive at school and lessons on time. Students may not leave the school during lesson time without the written permission of the Principal.

Please do not take holidays in term time.

If your child is absent from school, please leave a message with the PRO: pro@cisgqatar.com

If you know in advance that your child is going to be absent, please provide written notification to the Principal.

If your child is absent from school, you may be phoned by the PRO as a follow-up check.

5.1 .1 LATE POLICY

SCHOOL POLICY ON LATE COMERS

This order is issued to control the students' habit of late coming and to make it effective, the following procedures are to be implemented with immediate effect.

Students who come:

1.A) 1st Time before 7.45 am.- Student will take a late card from the security office and go to class.

B) 1st Time after 7.45 am : Student will be detained at the Portacabin or in reception and will be allowed to go to class only in the second period with a late card from the security Office.

In both cases Student's name, class and reporting time will be recorded in the late register kept at the Porta cabin. PRO will send SMS and then call the parent to inform them on his wards late arrival.

2. A. 2nd Time before 7.45 am: .- Student will take a late card from the security office and go to class.

B. 2nd Time after 7.45 am : Student will be detained at the Portacabin or in reception and will be allowed to go to class only in the second period with a late card from the security Office.

In both cases Student's name, class and reporting time will be recorded in the late register kept at the Porta cabin. PRO will send SMS and a letter to the parent followed by a call informing on the repetitions of late arrival and that it should not be repeated.

3. A) 3rd Time before 7.45 am: Student will take a late card from the security office and go to class.

B) 3rd Time after 7.45 am: Student will be detained at the Portacabin or in reception and will be allowed to class only in the second period with a late card from the security Office.

In both cases Student's name, class and reporting time will be recorded in the late register kept at the Porta cabin. PRO will call the parent to come to school and sign a declaration within 24 hours ensuring that the child may not be late again or they will be suspended for one day.

4. 4th and subsequent Time in a month, student will not be allowed to enter school.

Note :

1. Late arrival on account of Emergency cases with supporting documents will be excluded from the above

2 Late arrival will be counted on a monthly basis.

Key stage 4

Students are required to complete 80% of annual attendance as per CIE Board's recommended time required for course completion or the school may, at the Principal's discretion, not enter the student for the CIE examinations.

5.2 PERSONAL BELONGINGS

In addition to books, students are expected to bring to school basic equipment such as pens, pencils, rulers and so on.

Students must not bring electronic equipment into school. This includes cameras, mobile telephones, iPods and MP3 players.

Any student found with a camera or a mobile telephone in school will have it confiscated. Parents will be asked to collect the mobile phone from School at the end of the academic year and sign a declaration that this will not recur.

All personal items should be clearly named.

Secondary students may rent lockers for a QR 50 deposit and QR 150 per term.

5.3 CODE OF CONDUCT

It is the right of every individual and group at the school to have a peaceful and dignified existence, without being hindered by the behaviour and attitude of others. Please see Appendix 4.

5.4 SCHOOL RULES

Our school rules protect the safety and welfare of the students. We expect you to be familiar with them and assist us in implementing them fully. Please refer to Appendix 5.

5.5 SECONDARY DETENTION POLICY 2010-11

Reasons for Detention:

Incorrect uniform

Homework/set work not done

Lateness to class

Skipping a class
Continued disruptive or inappropriate behaviour

Venue: Library (CISG); Classrooms (TCS)

Applicable to: Years 5 -12

Person In charge (Academic): Secondary CAL s (CISG) as per Duty roster; Teachers (TCS)

Days: Sunday to Thursday

Time: 1: 00pm to 3:00pm

Note: Students on Homework Detention may leave school after finishing their homework/set work. A minimum of 30 minutes must be completed. Other students in detention are expected to sit and work or read quietly.

Procedure

1. Teachers have to write the students' names in the register kept in the Library before 2pm. (Teachers must not take the register out of Library.)
2. Librarian will take a copy of the current day's page and give it to the PRO for contacting parents.
3. PRO will make sure that parents are given 24 hour's notice. Any changes to assigned Detention times are at the Principal's discretion.
4. Students have to finish their homework and submit to the Librarian before leaving. Teachers will collect the following day.
5. Students are not allowed to talk /relax during their detention.
6. Attendance will be marked by the Librarian who will inform the PRO regarding any absence.

Policy

- 1st time fault → warning
- 2nd time → 1 day's detention
- 3rd time → 2 day's detention
- 4th time → 1 week's detention
- More may lead to suspension.
- Absence during detention with no written reason from the parent → double detention.

5.5.1 PROMOTION POLICY

1. KG to Year 2 all students will be promoted automatically
2. From year 3 onwards:
Students with less than 75% attendance will not be allowed to appear in Final examination and they have to repeat the year. Absence with medical certificate will be treated as present to calculate the percentage.

A: Consider 75% of the following assessments:

- a) Year 3 - 60% CA, 40% examination
- b) Year 4 to 6 -50% CA , 50% examination
- c) Year 7 to 8 -40% CA, 60% examination
- d) Year 9 -30% CA, 70% examination
- e) Year 10 to 12 - 20% CA, 80% examination

(Note: Remove Home work component from Continuous Assessment (CA))

B: 10% for Attendance (Leave with medical certificates & 3 days per term are condoned, if any student skip any of the periods during day , it will be considered as full day absence). This year 2011-12, attendance will be considered from 2nd October 2011.

C: 10% for Home Work

D: 5% for Behaviour (Behaviour grading will be based on student wise record available with Teacher/Counsellor)

3. Cumulative mark of the above total (A+B+C+D) will be taken as Final Grade for the year in the following pattern:

Years 3 to 9 - Averages of all terms i.e. 33 1/3 % of each term

Year 10 - 25% of Term 1, 25% of Term 2 and 50% of Term 3

4. The marks as arrived in step 3 above will be the Final mark for the year

5. Promotion Policy:

A student will be promoted to higher grade from Year 3 if

- a. The student score 40% minimum mark in each subject except, Art, Music, PE , French and Arabic (see point b below)

and

- b. The student scored 50% marks in aggregate excluding Arts, Music, PE, French and Arabic.
Note : Marks as arrived in points 2 above

6. If an Arabic student score below 40% in Arabic, the student should take retest. If the student fails in retest also, he/she should continue in the same year level or will that he/she has to take extra coaching from School in Arabic during after school hours by paying an advance annual fee of QR 2000/- immediately after the final result is announced in the retest. If the parent is not willing to opt any of these choices, he can take Transfer Certificate and the Re-registration fee paid if any will be refunded.

SECTION 6: WHAT YOUR CHILD IS LEARNING

6.1 CURRICULUM

The curriculum is modelled on the National Curriculum for England and Wales with the addition of Arabic and Islamic Studies. Kindergarten (KG) follows the Early Years Foundation Stage and Primary and Secondary follow the British Curriculum.

Toward the end of Year 9, students will make some choices about subjects for the International General Certification of Secondary Education (IGSCE) offered through the Cambridge International Examinations Board (CIE). After IGCSE, students will continue to study Advanced Supplementary (AS) and Advanced Level (A level) subjects, mainly through CIE. These qualifications will enable them to gain entry into most worldwide universities.

Separate information booklets and consultation evenings will help students and parents to become familiar with the content of these courses and choose the subjects best suited to their abilities and career aspirations.

The school provides additional lessons in English and Arabic for students requiring extra assistance. These are costed separately and are available in 10 lesson blocks.

6.2 LESSON OVERVIEW

What your child will study each term is available on the school website. You can use this information to support your child's learning by encouraging him/her to undertake research, wider reading or visits in association with the current topics.

6.3 EXTRA-CURRICULAR ACTIVITIES (ECA)

Learning beyond the classroom helps to build areas of special interest and fosters wider learning opportunities. ECA at CISG is compulsory, with Years 3-4 on Monday and Years 5-10 on Wednesday. A programme is available on a termly basis. Parents are expected not to make other arrangements on these days.

6.4 EDUCATIONAL VISITS

Educational visits form an integral and important part of the educational process and are planned into the curriculum; a visit is often the basis of a series of lessons.

Every step is taken to ensure good organisation and safety on these trips. Parents will be informed well in advance of any special arrangements or resources required.

Parents will sign and date a permission slip. No child may attend without parent permission.

Visits will normally be self-financing with a nominal charge for transport costs.

6.5 COMMUNITY LINKS

The school takes part in selected inter-school events:

- Participation in the Model United Nations

- Curriculum-based competitions with other schools within the Taleb Group

6.6 HOMEWORK

Homework refers to any work which students complete outside lesson time. Homework consolidates skills and understanding covered in class. It may include exercises and additional reading and research related to current class work. It encourages students as they get older to develop the confidence and self-discipline needed for independent study.

Students record their homework each day in their Planner. Parents are asked to sign this Planner regularly. It should be used to establish a communication channel between home and school. In Primary, books will also be sent home for signature weekly, showing us you have seen your child's work.

We ask parents to:

- Check planners and the portal to keep track of your child's homework;
- Ensure homework is completed on time and ready in bags for the next day;
- Assist children with homework wherever possible and discuss their ideas;
- Encourage and praise your child when they have completed their homework.

6.7 HOMEWORK DETENTION

If your child's homework is not complete or not submitted on the due date, they will be given a homework detention. Parents will be notified at least 24 hours in advance of the detention so that alternative pick-up arrangements may be made. Please see Appendix 5 for details.

SECTION 7: HOW WE ACCESS AND COMMUNICATE YOUR CHILD'S PROGRESS

7.1 MARKING AND CONTINUOUS ASSESSMENT

The school uses both ongoing assessments and examinations at the end of units of work and the end of the term. Continuous assessment is carried out through grading class work, short tests, assignments and projects. In Primary, books will be sent home weekly for your signature.

7.2 SCHOOL EXAMINATIONS

There are termly examinations for Years 3-12. Years 11 and 12 also sit “mock” Cambridge examinations during the spring term. Please refer to the Calendar for dates.

7.3 EXTERNAL EXAMINATIONS

Year 11-12 students undertake external IGCSE and A Level examinations in their chosen option subjects; CISG is an approved CIE Examination Centre. Entry is dependent upon set criteria such as regular attendance at school, consistent application to work and proven success in termly examinations. The final decision about entry rests with the Principal.

7.4 WRITTEN REPORTS

Reports are uploaded onto the portal at the end of each term.

7.5 PARENTS’ CONSULTATION EVENINGS

Parent-Teacher consultation sessions take place soon after the reports are uploaded onto the portal. Parents are notified through the Gazette of these dates and times.

SECTION 8: CARE OF STUDENTS

The Assistant Principal has overall oversight of the students’ Pastoral Care. The Counsellor provides individual support and assistance for students with learning or personal issues.

8.1 THE ROLE OF THE CLASS TEACHER/FORM TUTOR

In the Kindergarten and Primary sections, each student has a class teacher and in the Secondary section, a form tutor. In the Primary section, this teacher is responsible for teaching most subjects. Children will be taught in Arabic and Islamic Studies by the Specialist teacher.

The Class Teacher / Form Tutor is responsible for the day-to-day oversight of your child. This is the person you should contact first if there is a general matter you want to discuss regarding your child. If the issue is purely academic, then the subject specialist who teaches your child may be the more appropriate person.

In the Secondary section, tutor time is an important part of the school routine. Class Teachers and Form Tutors help students to understand more about:

- the work they do in school;
- experiences they have had in school;
- their relationships with others;
- the choices they have to make - those that affect their future and those of values and standards.

8.2 HEALTH AND WELFARE

All parents must advise the school if your child has any medical issues. A full-time Nurse is in charge of first aid. If a student is unwell, they will be sent to the Nurse. In the case of severe illness or accident, the Principal will be informed.

No student is sent home ill without the Principal's approval.

If your child requires outside medical attention, we will advise you of this. Should you then decide to take your child home, we will ask you to sign a disclaimer to the effect that you are taking responsibility for the situation.

In the case of an emergency, the Principal will call for an ambulance. All effort will be made to contact you. Meanwhile, a member of staff will accompany your child to the hospital.

The Nurse is the only member of staff who may administer any form of medication. The only treatment available from her is antacids, paracetamol, strepsils, buscopan, antidiarrhoeals and Claritin (all within sedation).

Please do not send your child to school if s/he is ill, has head lice or is exhibiting any flu symptoms.

If your child suffers from conditions such as epilepsy, asthma and diabetes s/he will be placed on the medical register and supervised treatment given as necessary.

8.3 STUDENT'S RECORD

You are able to access all relevant data pertaining to your child through the Education Home Management System for which you have your specific ID.

In case of emergency we must have all your contact details. Please assist us by ensuring that you provide us with any change of communication details so that we can update our records.

8.4 THE ROLE OF THE STUDENT COUNSELLOR

The School Counsellor assists students who appear to be having learning, emotional or behavioural issues.

8.5 HEALTHY EATING

Students are encouraged to eat sensibly and drink plenty of water during the school day. Water fountains are to be found around the school. Students may also purchase water from commercial dispensers at a cost of QR1. The Canteen is open at break times to provide cold snacks and drinks.

Fizzy drinks, cans and glass bottles are not allowed in school. Birthday cakes, chips and party food are also not permitted.

SECTION 9: THE ORGANISATION AND STAFFING OF THE SCHOOL

9.1 OWNERSHIP OF THE SCHOOL

CISG is owned by the Taleb Group of companies. They also own The Cambridge School (TCS) and The Doha Modern Indian School (DMIS).

9.2 THE PRINCIPAL

Taleb Management is represented at the school on a day-to-day basis by the Principal, Ms Diewthi Chandran who can be contacted on principal@cisgqatar.com

9.3 THE SCHOOL STRUCTURE

The school is organised into three sections: Kindergarten, Primary and Secondary. The Cambridge International School for Girls also has a Sixth Form for A level students.

Boys and girls are taught together up to Year 4. From Year 5, classes are for girls only. There is a Head of Kindergarten and a Head of Primary assisted by Literacy and Numeracy Coordinators and year level Coordinators.

The subjects in Secondary are led by Curriculum Area Leaders who report to the Academic Coordinator and Principal.

The school also has Heads of House for the four Houses: Eagles, Hawks, Falcons and Kestrels.

9.4 SENIOR AND MIDDLE MANAGEMENT

The Senior Leadership Team (Principal, Academic Coordinator, Head of Kindergarten Assistant Principal and Head of Primary) determine and oversee school policies and their implementation and manage the day-to-day running of the school.

The primary responsibility of middle managers (Coordinators and Curriculum Area Leaders) is to lead the teaching and learning in their section of the school or subject team and to support the personal development of students in their care.

9.5. STUDENTS' LEADERSHIP AND MANAGEMENT ROLES

A small number of prefects including a Head Girl and Deputy Head Girl are chosen each year from the students in Years 10 and 11. Their role is to model good personal and academic qualities, assist the staff with specific duties and represent the student body and the school at specific functions.

House Captains and Sports Captains lead competitive student activities in their House – Falcon, Hawk, Eagle or Kestrel.

Students will also be nominated for School Council to represent student views and concerns regarding school procedures. School Council may also organise student activities. This body has an important role to play to ensure that students are included in decisions that affect them.

The Assistant Principal has oversight of the Student Leadership group.

SECTION 10: HOW PARENTS CAN HELP THE SCHOOL

10.1 PARENT INVOLVEMENT

The school warmly welcomes suggestions and help from parents.

Parents may be asked to come into school to contribute to the topics studied in the classroom or to speak to older students about career choices. Parents may also like to assist A-Level students by offering them work experience in Year 12.

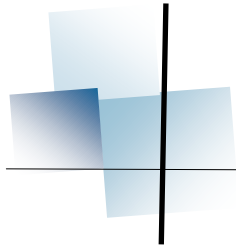
10.2 HOW TO EXPRESS YOUR OPINIONS ABOUT SCHOOL

We very much value your opinion and you may wish to use the suggestion box in the school entrance. We also invite your opinions via questionnaires and forums. Parents can also communicate via the email address set up for this purpose.

Please inform us when any member of staff “goes the extra mile” for you.

If you have any concerns please let us know straight away. We will respond within 24 hours and work together with you to resolve the matter speedily.

If you feel the matter has not been satisfied, please make a formal written complaint to the Principal or to Management through the feedback email.



APPENDICES

APPENDIX 1: SCHOOL FEE FOR THE ACADEMIC YEAR 2011-12

CAMBRIDGE INTERNATIONAL SCHOOL FOR GIRLS

SCHEDULE OF SCHOOL FEE FOR ACADEMIC YEAR 2011-2012

Particulars				QR
Assessment Fee (non – refundable) – one time				400
Registration (non – refundable) – one time				400
Caution Deposit (refundable – interest free) - one time				500
Re-registration Fee (non-refundable) – for existing students payable before 30-05-2011	QR 2000/-	(will be adjusted against 1 st term Tuition fee)		
Advance tuition Fee (non refundable) – payable at the time of new admission before 1 st term)	QR 2000/-	(will be adjusted against the 1 st term fee)		
SCHOOL FEE				
Year	1 st Term (incl of basic uniform, books and photo package)	2 nd Term	3 rd Term	Yearly School Fee
KG1	4646	4111	4111	12868
KG2	5765	5140	5140	16045
Year 1	6975	6179	6179	19333
Year 2	7250	6179	6179	19608
Year 3	7405	6179	6179	19763
Year 4	7315	6179	6179	19673
Year 5	9604	8073	8073	25750

Year 6	9469	8073	8073	25615
Year 7	11748	10147	10147	32042
Year 8	11608	10147	10147	31902
Year 9	11698	10147	10147	31992
Year 0	12952	11261	11261	35474
Year 11	11662	11261	11261	34184
Year 12	14926	13393	13393	41712
Year 13	13763	13393	13393	40554
Transport Fee	Khurtiat and other far areas		QR 2100	
	Other areas		QR 1225	
Locker Rent	QR50 per Term and refundable deposit QR50/-			
School fee Cut off Dates	KG1 to Year 10		Years 11-13	
Payable on or before – 1 st Term	28 August 2011		28 th August 2011	
Payable on or before – 2 nd Term	16 th December 2011		16 th December 2011	
Payable on or before – 3 rd Term	16 th March 2011		15 th February 2011	
Notes				
➤ A 2# discount is offered on yearly tuition fee, is payment is made in full in advance before the beginning of the academic year.				
➤ A sibling discount on tuition fee is available for the third and subsequent children studying in the school. 3 rd child is 15% 4 th child 25% and 5 th child above 35%				
➤ School fee are non-refundable and non-transferable				
➤ A late fee of QR50/- will be charged per week in case the payment is not made on due date.				
➤ Payment by debit / credit cards is accepted subject to an additional charge of 1% on debit cards and 2% on credit cards. No charges on Assessments fee and registration fee.				
➤ Parents are expected to ensure prompt payment of each installment of fees. Failure to pay promptly will invalidate all discounts. If tuition or transport fee are not paid within due date, the school reserves the right to exclude the child from school, not permit him/her to avail the school transport				
➤ One months notice, prior to the commencement of the new term is required for withdrawal of the child from the school / discontinuation of school transport irrespective of the month in which the child is admitted / withdrawn or stops using school transport, fees for the full				

Term needs to be paid.
➤ Tuition fee will not be refunded after the commencement of the Term.
➤ School fee are subject to annual review and may be increased subject to the approval from the Supreme Educational Council
➤ Parents are to sign a Fee Declaration Form at the beginning of each school year
➤ The Caution Deposit is refundable within 30 working days from the date of submission to TC request along with the original receipt.
1) Book cost does not include cost of Arabic book
2) For new students in Year11 will follow Year 10 costs
3) For new students in Year 3 will follow Year 12 uniform cost includes cost of one blazer

School fee are subject to yearly review and may be increased subject to the school management applying to the Ministry of Education.

2. One month's notice (before the 5th of the month) is required for processing a Transfer Certificate for students withdrawing from the school. Fees need to be paid for the whole term irrespective of the month in which students leave.

3. Transportation charges should be paid in advance of the term. Students have to obtain a bus pass to use school transportation. In case of discontinuation of the transport facility, fees will not be refunded.

4. Corporate payees (e.g. QP, Ras Gas, QAFCO, Oryx, etc) have to pay for the admission fee, registration fee, books and the caution deposit.

5. Term 3 tuition fee for Year 11,12 and 13 students have to be paid by 2nd April 2010. Students who wish to take IGCSE and AS/ A Level examinations have to pay examination fee separately. Students who have not paid the 3rd term fee will not be registered for the IGCSE or AS / A level examinations.

APPENDIX 2: SCHOOL UNIFORM

All students are required to wear school uniform, which should be clean and well presented

Boys

- Regulation shorts or trousers
- Regulation short or long sleeved open necked shirt
- Plain black shoes and white socks
- Regulation school colour sweater
- Jewellery – watch only

Girls

- Regulation skirts (long or knee length) or trousers
- Regulation short or long sleeved open neck shirt
- Plain black shoes and white socks
- Regulation school colour sweaters
- Hair adornments should be black, blue or white
- Jewellery – one pair of studs and a wrist watch
- No cosmetics, nail vanish or make up
- Scarves must be white, cream, black or school colour

PE KIT

- Regulation school House shirts and P.E trousers
- Swimming costume, a towel and a swimming cap is also required
- Students from Year 5 must wear the normal uniform to school every day and change into PE kit during PE lessons only.

UNIFORM DETENTION

Students who are not wearing the correct uniform and who have been warned once already will be put into a one-hour uniform detention.

Parents will be notified 24 hours in advance and will be expected to make arrangements for picking up their children afterwards.

APPENDIX 3: SCHOOL CALENDAR 2011-12

Winter Term One (September – December 2011)

Staff Return :	Sunday 4 th September 2011
Students (KG1, Years 10,11,12 & 13) return	Sunday 11 th September 2011
Students (KG2, Years 5,6,7,8 & 9) return	Monday 12 th September 2011
Students (Years 1,2,3,4) return	Tuesday 13 th September 2011
Eid Al Adha : (Tentative)	4 working days in Nov 2011
Qatar National Day:	Sunday 18 th December 2011
Last working day for students:	Thursday 15 th December 2011
Last working for Teachers:	Thursday 22 nd December 2011

Spring Term Two (January – April 2012)

Staff and Students return:	Monday 2 nd January 2012
Mid Term Break:	Fri 17 ^h – Saturday 25 th February 2012
Staff and Students return:	26 th February 2012
Last working day for Students:	Monday 26 th March 2012
Last working day for Teachers:	Thursday 29 th March 2012

Summer Term Three (April – July 2012)

First working day Students / Teachers:	Sunday 1 st April 2012
Easter holidays:	Fri 6 th – Mon 9 th Apr 2012
Last working day for Students:	Tuesday 26 th June 2012
Last working day for Teachers:	Thursday 5 th July 2012

APPENDIX 4: CODE OF CONDUCT

Every member of the school community should be

- Considerate
- Courteous
- Cooperative
- Friendly
- Hardworking
- Honest
- Responsible
- Well-presented

In practice, this means

- Being punctual
- Speaking courteously
- Wearing the correct uniform
- Being prepared for lessons and submitting all homework
- Moving around school in an orderly manner
- Ensuring the school is litter free
- Bullying will not be tolerated in the school in any form

APPENDIX 5: SCHOOL RULES

- Students are expected to behave in a respectful manner towards others, including teachers, at all times.
- Students must be in school no later than 7.15am – there is a lateness detention
- Students must be punctual in arriving at lessons – there is a lateness detention
- Students who arrive late must obtain a late-entry slip in order to be allowed into class and a lateness detention may apply
- Students must complete all homework by the due date or face a homework detention after school
- Students must wear the correct uniform or risk a homework detention
- Students who leave a lesson for any reason must be in possession of a pass from the teacher
- Students must be well behaved on the bus and must accept the authority of the driver and the conductor
- Students must have an appropriate school bag, equipment, books required for the day, student planner, PE kit as required.
- Cameras, mobile phones, walkmans, MP3s, iPods and personal stereos are not to be used in school. If found they will be confiscated.
- Valuable items must not be brought into school. The school will not be responsible for these items
- No obscene literature or bad language will be tolerated within the school premises
- Students must not damage the plants and trees inside the school grounds
- Chewing gum is not permitted within school
- Students from Year 5 upwards must bring their PE kit to school in a bag and change out of the school uniform for the PE lesson
- Hairstyles must be appropriate: gel and spiked hair are not acceptable.
- Personal cleanliness and hygiene is expected
- Glass containers may not be brought into school
- Smoking will result in expulsion from school
- Students must line up in a quiet and orderly manner before being allowed to enter a room

- Students will not be allowed to leave school during class hours. In the case of an emergency, written permission must be sought from the Principal.
- Parents must inform the Parent Relations Officer (PRO) if their child is going to be absent from school
- Applications for extended absence from school must be submitted in advance to the Head of Section who will refer it to the Principal for consideration
- Students must go to the Nurse if they feel unwell. Students cannot go home without the permission of the Nurse and Principal
- Cheating is unacceptable and any student using unfair means to undertake a test / examination will be removed and a zero grade awarded
- Library books must be returned on time. Students will be asked to pay the replacement cost if the library book is lost or not returned
- Any damage to school property will be charged against the Cautionary Deposit.
- Inappropriate behaviour such as bullying or verbal/ physical aggression will be dealt with as a serious infringement of CISG's Code of Conduct