



Parent -Student Handbook AY 2024 - 2025

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Our Vision

Raising district children, educationally and morally, with an integrated personality, belonging to their school, homeland and country influencing their society.

Our Mission

Providing a secure environment suitable for the development of the child and providing targeted and encouraging activities for the child to research and explore considering the individual differences among children and preparing him/her to serve their country.

Our Values

Educational values: kindergarten adopts many values that are instilled in the hearts of students, including respect and honesty, loyalty and other values that build the individual to be a good citizen who serves the country.



School Directory



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Facebook: Bright Horizon International Kindergarten

Instagram: [brighthorizonkindergarten](https://www.instagram.com/brighthorizonkindergarten)

Website: brighthorizonkg.qa



Parent Handbook to the Early Years Foundation Stage

We are looking forward to welcoming your child into our caring Kindergarten community. Prepare for the journey ahead using the information in this handbook to help us support your child's transition into Kindergarten. Your child's safety is our first priority.

Our Health and Safety program is focused on the following areas: daily Health Assessments, Class Communities, Minimizing Contact, Physical Distancing, Hygiene Practices, Enhanced Cleaning Program, Training on Health and Safety practices and Masks. In this guide, we would like to share with you information specific to Kindergarten to help support your child's transition into school.

School Information

School Hours

School days are from **Sunday to Thursday at 7:15 AM to 12:15 PM**. This is the daily routine of normal day in our Early Years Foundation Stage.

Morning Procedure:

- The school gate will open at **6:30 AM** and will be closed at **7:45 AM** from **Sundays to Thursdays**.

End of the day procedure:

- The school gate will open at **12:15 PM** and will be closed at **2:00 PM** from **Sundays to Thursdays**.

Please ensure that they are picked up on time. For all Students: from **12:30 PM till 2:00PM** Students must stay in the waiting area, and Parents must pick-up their children from the waiting area.

School Calendar



ACADEMIC YEAR 2024 - 2025

August-24						
S	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
4						

September-24						
S	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
22						

October-24						
S	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
18						

November-24						
S	M	Tu	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
20						

December-24						
S	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
13						

January-25						
S	M	Tu	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
19						

February-25						
S	M	Tu	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
19						

March-25						
S	M	Tu	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
17						

April-25						
S	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
19						

May-25						
S	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
21						

June-25						
S	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
9						

July-25						
S	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
0						

Total teaching days for TERM 1	77
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Total teaching days for TERM 2	104
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Total teaching days in Year	181
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NOTES:	
Staff Joining Date	بدء نواام الهيئة التدريسية والإدارية
First Day for Students	بدء نواام الطلبة
School Holidays	إجازات المدارس
Last day for Students	نهاية العام الدراسي للطلبة
Last day for Staff	نهاية العام الدراسي للموظفين
Assessment	إمتحانات الطلاب
End of Semester Holiday	
Official Holiday	

August 25	First Day for Staff
September 1	First Day for Students
October 27 - 31	Break
November 3	Back to School
December 8 - 12	First Term Assessment
December 18 - 19	Qatar National Day
December 22 - January 2	Winter Break
January 5	Staff Back to School
January 6	Student Back to School
February 11	Qatar Sports Day
March 2 - 4	Spring Break
March 30 - April 3	Eid Al-Fitr
April 6	Back to School
May 18 - 22	Second Term Assessment
June 5 - 12	Eid Al-Fitr
June 19	Last day for Students / Staff

*Subject to change according to the Ministry of Education and Higher Education.

*Dates are subject to change in line with declared official holidays in Qatar.

School Timetable

FS 1

Circle Time 7:15-7:30	Period 1	Break	Period 2	Period 3	Break	Period 4	Period 5
	7:30-8:15	8:15-8:45	8:45-9:30	9:30-10:15	10:15-10:45	10:45-11:30	11:30-12:15

FS 2

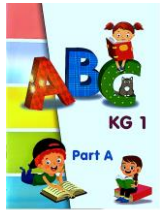

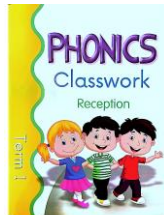
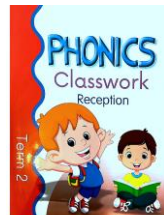
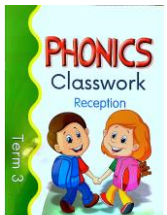
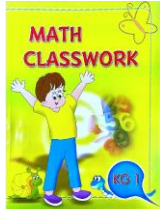

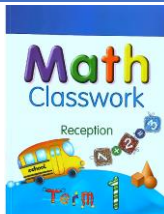
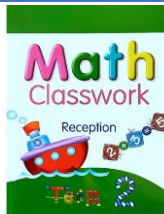
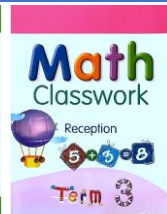
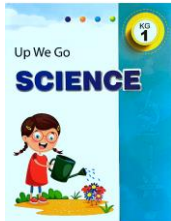
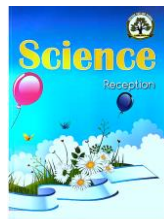







Circle Time 7:15-7:30	Period 1	Period 2	Break	Period 3	Period 4	Break	Period 5
	7:30-8:15	8:15-9:00	9:00-9:30	9:30-10:15	10:15-11:00	11:00-11:30	11:30-12:15

School Uniform

The students are expected to adhere to the complete school uniform.

Boys	Girls
FS1 and FS2	FS1 and FS2
Red Polo Shirt	Red Polo Shirt
Navy Blue Pants	Navy Blue Pants
Black Shoes	Black shoes
P.E.	P.E.
Red T Shirt	Red T Shirt
Navy Track Pants	Navy Track Pants
Sports shoes	Sports shoes
Note: School uniforms can be collected from the school.	

School Books

FS1		FS2		
English	 	English	  	
Math	 	Math	  	
Science		Science		
French		French		
Arabic	 	Arabic	  	

Reservation for the Next Academic Year

The Kindergarten will send the Retainer Fee Forms in the beginning of April every year. If your child will continue with us, please respond to our letter and pay the Retainer Fee which is non-refundable but will be deducted from the first semester tuition fee. This will ensure that a seat is reserved for your child for the new academic year.

New Admission

Admission is open to Students of all nationalities subject to availability of seats. Students taking in new admission will undergo entrance assessment. Based on the record of the previous school, the School reserves the right to either admit or reject the Student.

Withdrawal from School

Students withdrawing from Bright Horizon International Kindergarten need to provide a written letter to the Principal of the school. To secure a progress report/ report card and a reference letter from the school, Students must settle all the outstanding balance and other liabilities. No monetary refund.

Student information data

We ask parents to update with the registration department any information regarding students such as change in the telephone numbers or address. The school will not hold responsible for any changes that might affect the student academic life if the registration department is not informed by contact information changes.

Transportation

The School has bus to pick and drop students to school. Students should be in school before 7:30 AM, as the first period starts at exactly 7:30 AM. Students came late and most of the time was not able to attend the 1st period. Please ensure that your child is prepared ready before the bus arrived.

Communication with Parents

It is important for the school to be in contact with parents' regularly. School communicates with parents or guardians through memos, phone calls, SMS, academic/ behavior reports, emails and Class Dojo. Parents must submit a letter of request to the Administration for any documents or letters needed.

Parents – Teachers Meeting

The school provides the opportunity for the parents to meet the teachers on designated dates. Parents-teachers meeting are held once each semester. It is imperative that all teachers are available on these days to meet with the parents. When you are discussing the students' behavior and academic performance, put points in mind to avoid any embarrassment with parents.

Parents Appointment to Teachers

Parents are not allowed to talk to the teachers with regards to their child unless they have a scheduled appointment signed by the school principal.

Parties / Treats / Gifts

Celebration of birthday parties or any private parties are NOT Permitted in the school premises. Parents are requested not to give gifts to the teachers. You can however receive appreciation by means of flowers or cards.

Lost and Found Items

There is a designated place for students to retrieve the items that have been lost by them.

Health and Safety

In order to safeguard the students and to keep the environment safe, the following items are banned from Bright Horizon International Kindergarten: toys, matchsticks, cigarette lighters, electronic games, gadgets, and weapons of any kind and sports equipment. If a student brings these or similar items to school, they may be confiscated and kept in the principal's office until a meeting is held with parents. At Bright Horizon International Kindergarten, we promote healthy food for a healthy mind. Please ensure to remind the students to carry healthy food to school. Fizzy drinks, chips, chewing gum, chocolate, nuts and fast food are strictly prohibited.

Break Time

The break time is for 30 minutes. Students have two break time in a day. They can bring a small snack to have in class.

Curriculum

Our British curriculum is based on the Early Years Foundation Stage (EYFS) which is designed to promote and set the standards for social and emotional development. We aim to ensure that the children are happy, confident and self-disciplined individuals, and that each child is able to reach their full potential while they are in our care.

The English Kindergarten's educational experience involves students in a full range of learning activities to achieve the necessary critical and creative skills at their age.

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early year's experts and parents.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about your child's progress through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)" There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development. Children should mostly develop the 3 prime areas first.

These are:

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Home to School Communication

Everyone has a role to play in keeping families safe and reduce the spread of COVID-19. It is the responsibility of parents and caregivers to assess their child for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease on a daily basis before sending them to school. Your child must remain home if displaying any symptoms and not return to school until they have been assessed by a physician or nurse practitioner.

Should your child become sick while at the Kindergarten, you will be contacted and you must have a person available to pick up your child right away.

Should your child become sick while at Kindergarten, you will be contacted and you must have a person available to pick up your child right away.

For the safety of our students and to minimize the amount of materials travelling between home and school, electronic communication through email, class Dojo (Student Portfolios will be available soon) is encouraged. Your child's teacher will communicate their preferred form of electronic communication.

If there is a change in routine or a change at home, please communicate with your child's teachers as these changes may impact your child's day at school.

At this time, if you would like to meet with your child's teacher, please understand that this will take place over the phone, scheduling a meeting or through a virtual meeting until further notice.

How You Can Help Your Kindergarten Child At Home

READ, READ, READ

Reading aloud daily with your child is the most important way that parents can assist the school in developing a love of reading. Families can help at home by reading to and with their child daily. Encouraging them to write and draw. Children model what they see their parents doing. Showing your child that you read and write everyday will display the importance of reading and writing in their life.

MATH

- Teach your child new skills through familiar activities, such as counting spoons at the dinner table.
- Find ways to incorporate math concepts (e.g. measurement, counting, patterns, etc.) and ask them to explain their thinking to you.

Fine and Gross Motor Development

Provide opportunities to engage in indoor and outdoor play and exercise.

- Encourage your child to manipulate small objects whenever possible, including using tweezers to pick up small objects, pouring water, using Playdoh, and using various materials to print and/or colour.
- Whenever possible, promote running, jumping, skipping, hopping, and throwing balls.
- A change of clothes that will be kept in their class. Place clothes in a labeled bag (e.g. a large Ziploc bag).

Develop Personal Safety Skills

Help your child know their family name, address, telephone number and date of birth. Discussing stranger danger always keeps children aware of their surroundings. Encourage a hand hygiene routine of washing hands with soap and water for a minimum of 20 seconds or use of hand sanitizer. Encourage safe respiratory etiquette: coughing or sneezing into their elbow. Using a tissue to wipe or blow their nose, depositing the used tissue in a garbage container and washing hands after tissue use.

English Spoken in School

At British School while we embrace multi-culturalism, English is the language of instruction in all classes therefore, English should be the only language spoken in the school premises. However, the exception is in Arabic and Islamic Studies class. Although Students obviously feel more comfortable speaking in their first language, this will not help them in becoming more competent in speaking and functioning in English. This certainly must be one of the objectives that non-native English speakers have in choosing to attend Bright Horizon International Kindergarten.

School Supplies

In the beginning of Academic Year, we request parents to provide their child's school supplies that we have attached in the welcome letters sent during the first day of class.

1. All the supply items that you will send to school MUST be labeled with your child's name and to be used by him/her in class throughout the year (These must be sent as soon as possible).
2. Welcome letters will be given out on September, together with the supply list needed.
3. All the work sheets, revision sheets and tests/quizzes must be kept in the relevant subject folder.

Classwork

It is imperative that the Students work with their Teachers in class either by writing notes in the notebook or solving worksheets or completing any given assignment.

Homework

At the end of every week the Students will be provided with a Homework Schedule. All homework sheets or schedule will be uploaded on Class Dojo. Parents are expected to follow up with their children. Homework can be the basis for class follow-up and discussion, and/or can provide reinforcement of information and ideas introduced in class. Homework promotes individual responsibility, independent practice; good work habits and serves as a means and source of parental involvement. Homework on weekends is to be expected.

Extended assignments and long-range projects will often require weekend work. Sometimes tests may be given on Sunday; hence studying over the weekend may be necessary and should be expected.

Projects

The Students will be assigned one project a semester relevant to their curriculum throughout the academic year. All projects will be done in class and graded. Materials needed should be bought within the project week due date.

School Activities

Sports Day

The School organizes Sports Day once a year. Teachers are expected to cooperate with the management and encourage Students to participate.

Qatar National Day

The School also celebrates Qatar National Day with our Students and Teachers. On this occasion, Students and Teachers can wear their Qatar National Costume and enjoy traditional activities.

Other Activities

The School arranges several activities throughout the year.

Study Guide

Study Guide will be provided a week prior to the exams. Study Guides are the lessons included in the monthly tests and final exams.

Assessment

Assessment, evaluation and reporting are used throughout the teaching-learning cycle in order to compile clear, accurate and timely information on student progress and proficiency. They enable teachers to determine how activities and strategies are working and if any changes are required in programming to assist children to achieve the learning expectations for kindergarten.

In Bright Horizon International Kindergarten, student's on-going Formative assessment and on the summative assessment and that's how evaluate and track the progress of our students. On-going formative assessment will take place while observing our children as they act and interact in their play, everyday activities and planned activities, and learn from parents about what the child does at home. Summative assessment by assessing the students with a formal way of testing at the end of each term.

Progress Report

Monthly, the Students receive a progress report stating their performance in the test. This provides a very good indication of the areas a Student needs to improve, and corrective measures can be taken.

Report Cards

Report Cards are provided twice a year, at the end of each semester exam. On the stipulated dates, Parents/ Authorized persons are requested to collect the report cards from the School. Students with outstanding payments WILL NOT RECEIVE THE REPORT CARDS until parents settle the dues with the Accountant.

Awards/Certificates

Awards/certificates are a tool for motivation. It is important that all students are given an award/certificate at least once during the academic year. Every student with excellent academic performance will receive an award/certificate. Monthly and end of semester award/certificate are suggested for all class for overall class performance, effort, and for individual subjects. Teachers are expected to submit the names of the deserving students to the administration office for approval.

Discipline

The disciplinary policies listed below are to be followed.

Discipline is the training that develops self-control, orderliness, efficiency and character. Basic to all discipline is the principle of respect – respect for one's self, for others and for all children.

- Students are expected at all times to behave obediently and respectfully towards the teachers and other staff members in school.
- They are to show gentleness and courtesy towards their fellow students. Screaming and noisy behavior is not allowed.
- Parents are expected to co-operate with the school by enforcing self-control and discipline by maintaining a positive encouragement to their child/children's academic progress.

Entry and Dismissal Routines

- Students using school bus transportation will be greeted by staff and walked to and from the bus at arrival and dismissal times.
- Parents dropping off their child are asked to adhere to the designated drop off and pick up areas outlined by the Kindergarten.
- Please adhere to physical distancing guidelines, keep your Mask on and MUST show EHTERZ. For our dear parents, students and staff safety parents that will not show EHTERAZ will not be admitted to the Kindergarten.
- At this time, parents are not permitted to enter the school building when dropping off or picking up children.

Attendance

Regular attendance emphasizes the importance of learning and establishing good routines and attitudes for future years of schooling and eventually employment. Punctuality is also important. It helps your child settle in for the school day. There are also some valuable learning activities that are completed in the first ten minutes of the school day.

Early Dismissal

Students who want to leave the school during school day needs to take permission from the school Principal. Students must obtain written permission and signed by the Parent or Guardian before leaving campus prior to the regular dismissal time. Students who are ill are expected to consult the school Nurse. The Parent/ Guardian should fill the “Early Dismissal Form” at the Reception. Parents must not send their child/children to school if he/she feels sick.

Morning Tardiness

All Students must be present at school before 7:15 AM when the morning starts. Parents should take into consideration the traffic jam and distance from the house. The lack of attendance in the morning assembly is an indication of the lack of respect for the School rules and regulations.

Number of Tardiness	Procedure
1	Verbal Warning
2	First Warning Letter
3	Second Warning Letter
4	Meeting with the Guardian/ Parent
5	Student will not be allowed into the School

GROOMING

- Students should attend school in full school uniform. In case the uniform is ruined or damaged, etc. students will be asked to acquire a new one.
- Girls with medium/long length hair are expected to have their hair tied at all times.
- Boys must always have their hair cut short.

GUM

Chewing gum is **NOT** permitted in the school premises.

MOBILE PHONE POLICY

Mobile phones and personal listening devices are strictly prohibited. If a student brings or uses his/her mobile or any personal listening device to school, it will be confiscated till end of the academic year.

ELECTRONIC GADGETS

Students are prohibited from bringing any electronic gadgets to school eg. iPad, iPod etc.

BULLYING / HARASSMENT

Successful schools are built on a foundation of mutual trust and respect. Any action that causes a person to feel threatened, belittled, afraid, ashamed, angry, or hurt will be deemed to be harassment. It is not acceptable to pick on each other, call someone inappropriate names, push and shove, hide things, or tease someone. Behavior of this nature is considered bullying and will not be tolerated. Bullying and harassment are considered major infractions of the discipline code.

Five steps to stop bullying/harassment:

- Tell the person to stop. Keep calm. Walk away. Do not laugh or play along.
- Ignore it and walk away, if it happens again.
- If it happens a third time, ask an adult for help.
- Help others.
- Tell someone.

DISCRIMINATION/ DISCRIMINATORY REMARKS

The Bright Horizon International Kindergarten welcomes students from all nationalities. It gives equal opportunities to students irrespective of gender, religion or color. One of our values is respect, hence we forbid students from using any kind of discriminatory remarks towards their fellow mates, teachers or anyone

WARNING LETTERS

A warning letter is a form of communication between the school and the parent. Students may receive a warning letter if he/she causes an infraction or struggling academically. Parents are required to sign the warning letter and return it the following day



I hereby read, understood and accepted all the school rules and regulations mentioned in this handbook. I agree to maintain involvement with my child's education to the best of my ability. If any obstacle or extenuating circumstances hinder or prevent me from my full commitment, I will be held liable for any action my son or daughter may cause. These rules and regulation are as per the School Policy and from the Ministry of Education and Higher Education.

Contents	Read and Checked	Signature
Need to Know		
Curriculum		
Discipline Protocol		

Student's Name: _____

Class: _____

Date: _____

Parent's Name

Parent's Signature