



أكاديمية نهضة  
NAHDA ACADEMY

# Parent Handbook 2019-2020

## Contents

Our Academic Approach and Philosophy	2
Curriculum	2
Teaching Methods	3
Assessments	3
Homework	
Progress Reports	3
Activities and Procedures	4
Admissions	4
Class Placement	4
Withdrawal Policies and Procedures	4
A Typical School Day	5
Arrival and Dismissal	6
Early Arrivals and Late Pick-ups	7
Safety and Security	7
Attendance / Absences	7
After School Activities	7
Uniform / Dress Code	8
Valuables and Belongings	8
Food Policy	
Celebrations	9
Behaviour and Discipline	9
Emergency Procedures	10
Field Trips	10
Guardianship	10
Medical Care	10
General Health Care of Students in School	10
Injury at School	11
Administration of Medicines in School	11
Allergies	11
Transmitted Diseases	11
Head Lice	11
Asthma Inhalers	11
Parent-School Communication	12
Contact Information	12
Enquiries	12
Communication From the School	
Parent Teacher Association	
Coffee Mornings	

## OUR ACADEMIC APPROACH & PHILOSOPHY

Nahda's vision is to create a world-class education within our academy enabling every child to realise, in a happy and safe environment, his/her full potential as a global citizen in harmony with Islamic ethics and Saudi culture. We promote the following values - our **PRIME** values:

**Passion:** We have a deep-rooted ambition, energy and drive to ensure that all students receive the very best education possible.

**Responsibility:** We believe in developing accountability towards self and others.

**Integrity:** We are honest, trustworthy, open and supportive.

**Mutual Respect:** We foster a climate of acceptance to encourage a greater understanding of each other.

**Excellence:** We strive for the highest possible personal achievements.

As members of Nahda Academy, a community of passionate, lifelong learners, we understand the importance of providing our students with the skills required to enter the 21st Century with confidence to successfully secure their future paths and careers. We need to ensure that each and every one of them is empowered to become a morally responsible and emotionally resilient member of society who is armoured with the highest ethics; a natural result of immersion within our Saudi culture and Islamic values.

We are dedicated to providing first-hand experiences, never in isolation but with clear educational purpose and a connection to prior knowledge. As such, our children will develop their sense of curiosity, fuel their creativity and nurture their inquiring and growing mind. Being emotionally literate, they work collaboratively with a spirit of mutual respect, and a strong belief in moderation and tolerance.

These children benefit from a customised, integrated curriculum; a curriculum of much thought and research and will propel our children into the future fully equipped for every situation. Active global citizens who benefit from the security of knowing their true identity as Arab Saudis. We therefore strive to immerse our students in Saudi history, culture, heritage and traditions and link them with their roots, while also giving high emphasis on our Arab identity and language in all aspects of our school's daily life and academic program

## CURRICULUM

Nahda Academy connects the well-established Montessori, English National, and Saudi Arabic and Islamic Curricula, supported by the Jordanian Curriculum, to create what we believe is the ideal combination on which to base our students' learning. Throughout the school, students will be engaged in a wide range of experiences in a child-centred, holistic and safe environment in which they can observe, investigate, predict, question and follow their interests. There are learning environments within and outside of the classrooms to allow the children the flexibility that successful inquiry requires.

All students are immersed in a bilingual environment supported by specialist native language teachers for both English and Arabic. We promote learning experiences where connections are made both within and across subject areas.

## TEACHING METHODS

Teaching methods recognise and reflect that students are individuals with their own aspirations and aptitudes. The school aims to develop each student to his/her full potential

Within any class, the teacher will regularly allocate tasks that are set at different levels of difficulty. The aim is to challenge all students, but at the same time give them work that is within their capabilities so that each student experiences success.

There will be circumstances when all students in the class are given the same task. In these circumstances, teachers will look for, and accept, different levels of outcome based on their knowledge of the individual student's strengths.

## ASSESSMENTS

Teachers will carry out continuous assessment as part of their daily practice to ensure that learning activities are meeting the needs of their students as well as extending and developing their learning.

Assessment information is used to track students' progress, inform planning, direct future teaching and learning activities and for reporting purposes.

## HOMEWORK

At Nahda Academy we believe that education is something that happens both and school and in a child's reality outside of school. We know that research has identified that homework has no effect on student achievement for primary school aged students.

We do, however, encourage students to read each day at home, in order to foster fluency in reading but also a love of reading. The best thing a parent can do to help a child is to be a role model in this regard. Parents who read for pleasure every day in front of their children, will most likely have children who read for pleasure too.

## PROGRESS REPORTS

Parents will receive a written report at the end of each semester. Additionally, parents will be informed of their child's progress and achievements at the Goal Setting Conference, Student Led Conference and Parent -Teacher interviews.

During parent interviews, information will be shared about each child's strengths, development needs and their next steps in learning. Parents will also be given ideas about supporting their child's learning at home.

Parents are welcome to speak with their child's Class Teacher to discuss the child's progress, but we would ask that this is done through a formal request (either in writing, via email or in person). This will enable the Class Teacher to be prepared and has time set aside to meet with you. Drop off or pick up time in the morning and the afternoons is not the right time for updates as the Class Teacher is either preparing for the school day or about to attend an after school appointment on each day of the week. If you would like to make an appointment, please call the school and a suitable time will be scheduled for the meeting.

## Activities and Procedures

### Admissions

Nahda Academy is open for admission to both Saudi and expatriate children. The admission process for Early Years is based on both observation of, and conversation during, practical activities. For Primary aged children, the assessment includes both written and oral assessment in the English and Arabic Language and Mathematics. Oral communication plays a large part in the assessment at all levels and it is important that any child assessed is able to communicate in either English or Arabic as well as display age appropriate social skills. We also have a parent interview a part of our admissions process. Kindly note that at present, Nahda Academy is unfortunately unable to offer admission to children with significant physical and learning difficulties or students with special learning needs.

The decision to grant or deny admission is the responsibility of the Head of School and will be based on all aspects of the admission process.

Applications for admission will be accepted throughout the school year, with the admission process being carried out according to the availability of places in that year group.

### Class Placement

Towards the end of the school year, it is the school's policy to make placements of students in classes for the coming year, according to a set of clear and fair criteria, which include:

- Academic range
- Balance between new and returning students
- Behavioural issues
- Gender (to maintain a balance in the class)
- Size of the class
- Teacher's professional judgement / experience / detailed knowledge of child, considering academic and personal abilities and needs

These recommendations are given very careful consideration by the management. Thank you for your understanding in this regard and please be assured that we always have your child's interests at heart in all such decisions.

### Withdrawal Policies and Procedures

Parents/ Guardians of students leaving Nahda Academy should inform the Admissions Office in writing as soon as they know they will withdraw. This will enable the office to prepare all needed documents in due time. Before such documents are issued, a withdrawal form (check list) will be completed making sure that any school resources have been returned, all outstanding fees have been settled, and relevant documents have been collected. Please check the "Parent Pledge" for additional information.

## A TYPICAL SCHOOL DAY FOR EARLY YEARS STUDENTS

- 8:00 Students arrive
- 8:15 Montessori work cycle
- 9:30 English Phonics
- 10:00 Specialist lesson (eg music)
- 10:30 Snack and outdoor play
- 11:00 Montessori work cycle
- 11:30 Arabic Phonics
- 12:00 Islamic Education
- 12:15 Topic Circle
- 12:30 Montessori work cycle
- 1:00 Story
- 1:15 Lunch
- 1:30 End of the school day

## A TYPICAL SCHOOL DAY FOR PRIMARY SCHOOL STUDENTS (Years 1-6)

- 7:45 Students arrive
- 8:00 Morning assembly
- 8:15 English lesson
- 9:15 Maths lesson
- 10:15 ICT lesson
- 11:00 Snack break
- 11:30 Islamic Education lesson
- 12:15 Arabic lesson
- 1:00 Lunch and play
- 1:45 Arabic Topic lesson
- 2:30 Spelling, punctuation and grammar lesson
- 3:00 After School Activities (optional on Sun, Mon, Wed)

## ARRIVAL AND DISMISSAL

### EARLY YEARS

Pre-Nursery, Nursery, and Reception children start classes at 8:15am and finish at 1:30 pm each day. We have a Stay and Play service for those parents with students in the primary school as well. Early Years children can be supervised until it is time to collect the sibling in the Primary School (not later than 4pm). There is a fee for this service and a maximum number that we can cater for.

### PRIMARY YEARS

The formal school day begins at 8:00 am for all primary year groups, with a short assembly for the primary classes before lessons begin. Children in Years 1 to 6 finish at 3:00 pm. The school is open until 4:00 pm to allow for those children who attend 'after school' activities.

Children should arrive at school between 7:45am and 8:00am, going directly to their classrooms, where the classroom teacher will be there to welcome them.

Children arriving after 8:30 am must report to the Reception office to sign in and receive a late slip before going to their class.

Students are expected to remain at school at all times during the school day.

### PICK UP CARDS

Upon registering for the academic school year, the parent/ guardian of each child will be given a pick-up card. Any person picking up the child at any time (whether parent, guardian, family member, or nanny) must have the pick-up card as identification. The child will NOT be allowed to leave with any person who fails to have the pick-up card.

### LEAVING EARLY

Any parent/guardian who needs their child to leave school early, before the end of a normal school day, must have notified the school through an email before the time of leaving. The child must be signed out at the Reception office by a parent/guardian, after permission has been granted by the Head Teacher. If someone other than the parent/guardian is collecting the student, the school must be informed before the student can leave the school and this someone must have the pick-up card to hand.

### PICK UP AT THE END OF THE DAY

At the end of each school day, parents of Pre-Nursery, Nursery and Reception children should go to their child's classroom to collect them.

Parents / nannies / drivers of Year 1 and Year 2 students are to wait outside the Reception Office in the Primary School under the shaded area. Pick up cards are to be given to the nannies and then the child will be collected from the classroom and brought to the person with the pick up card.

Parents / nannies / drivers of Year 3-6 students are to wait at the back gate, where students will line up. The pick up card is to be shown to the teachers on duty before students will be released through the gate.

## Early Arrivals and Late Pick-ups

Parents picking up their children after dismissal time can register them in the "After School Activities" (ASAs). A schedule of activities can be accessed at the Reception office in either building.

An extra charge will apply for registering in an ASA. Kindly note that the capacity for each activity is limited and we take in children on a first-come first-served basis. ASAs usually run for 10 weeks and there is a cut-off for registration.

## SAFETY & SECURITY

Safety and security are high on our priority list.

The outer school gates will be locked at 8:30am. Parents and other visitors will only be allowed to enter the school premises through the main entrance where a security guard will always be on duty to allow access.

All doors and entrances to the school buildings operate using a special security pass card issued only to designated staff members.

## ATTENDANCE / ABSENCES

Pupils are expected to be in attendance each school day except for a few occasions or circumstances such as illness, family matters or emergencies. It is strongly recommended that travel and vacation plans be scheduled to avoid missing any school days.

In the case of illness or some other unexpected absence, parents are requested to:

- Call the school between 8:15am and 8:45am on the first day of their child's absence
- Give an indication of the reason of the absence and how long it is expected to last
- On the child's return to school, they should bring a note confirming the reason for the absence and medical report if due to illness. This note should be signed and dated by the parent.

## AFTER SCHOOL ACTIVITIES (ASAs)

A range of extra-curricular activities will be available for all students. These will be provided by the core staff, together with the services of specialist partner providers. Activities will include cultural, sporting and arts opportunities in order to meet the interests and abilities of all our pupils.

After school activities will usually be organised in blocks of 10 week cycles throughout the academic year. A list of options for each block with respective fees will be emailed to parents before the block is due to begin. Registration is usually via an online Google form. Payment should be made at either the Early Years or Primary School Reception before the due date to confirm a place in an ASA.

There will be a limited number of places for each activity, and the forms will be processed on a first-come first-served basis.

If a child is signed up for a block of activities and fails to attend, no refund will be given. It will not be possible to join or sign up to any of the activity blocks once it has begun.



Kindly note that if a child exhibits unacceptable behaviour during these activities, the school has the right to exclude him/her.

## UNIFORM / DRESS CODE

Below is a list of all the required uniform for your child for September 2020 and the price (Please note that the price may change).

Trousers Stone	140 SAR
Skulottes Stone	120
Shorts Stone	120
Polo Shirt Burgundy	55
P.E. Shirt White	60
P.E. Short White	40
Hoodie Burgundy	120
Book Bag	60
Swim Bag	50
School Cap	40

Black shoes and white trainers are compulsory items of school uniform. Children will wear black shoes to school each day and will change into trainers for outdoor activities and P.E. Please ensure both sets of shoes are suitable for your child to independently remove and put on.

All clothing and bags brought to school should be named or marked in some way as it is difficult for children to distinguish their own clothing from that of others.

Hair should be neat and tidy, and students are expected to maintain an appropriate level of personal hygiene.

For safety reasons no jewellery should be worn during P.E. lessons and pupils whose hair is below shoulder length must have their hair tied up. Pupils who do not have appropriate clothing and/or footwear will not be able to participate in Physical Education classes.

### Valuables and Belongings

#### **Jewellery**

The wearing of jewellery is discouraged in school as it can easily get lost or add to injuries.

The wearing of a watch is acceptable for pupils who can tell the time. Pupils who have pierced ears must wear studs as opposed to hoops or dangly earrings

Necklaces, rings, armbands and bracelets are not suitable for wearing in school.

Nail polish is not allowed to be worn in school.

#### **Mobile Phones and Electronic Games**

Students must not bring mobile phones or electronic games into school. Any mobile/ electronic game found with you child without permission, will be taken to the Headteacher's office where it may be collected by the parent.

Please note that Nahda Academy accepts no responsibility for any valuables brought into the school.

## FOOD POLICY

### Nahda Academy is Nut free

We are very serious regarding our nut-free policy at school.

It is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction to some of the children at school. We are asking your help to provide the pupils with a safe school environment.

Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any peanut or nut containing products to school with your child that will be eaten in the classroom.

For further elaboration, the “Nut-Free Policy” means that the following items should not be brought into school:

- Packs of nuts
- Peanut butter sandwiches
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

## CELEBRATIONS

Having the children’s safety and best interests at heart, we would like to set some guidelines for birthday celebrations at school. These precautions are being taken because an allergy to nuts, depending on the severity of the allergy, can result in a student having to be taken to hospital.

In order to avoid any allergic reactions among some of our students, we kindly ask you to observe the following:

- Please only send in cupcakes that have no icing, colouring or nuts.
- It would be helpful if you could send in an ingredient list of what is in the cupcakes so we can ensure no child has an allergic reaction. -
- We will be unable to accept cakes that need to be cut due to safety precautions.
- Please send in any cupcakes with your child first thing in the morning. The admin staff will arrange for the cupcakes to be taken to the class at snack time.

## BEHAVIOR AND DISCIPLINE

Positive Behavior Management is a vital component in helping Nahda Academy to achieve its Vision, Mission and Core Values. Our policy provides pupils with the boundaries and rules they need in order to fulfil their potential and contribute to the wellbeing of others.

Discipline is essential to good learning situations. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility and pupils, teachers and parents all have an important part to play in achieving this. The rules of the school are of a common-sense nature and bear in mind the interests and safety of all concerned.

Nahda Academy is totally opposed to bullying of any kind. There is a distinction between acts of bullying and incidents which, although not to be encouraged, are commonplace where groups of children play together.

Incidents affecting the emotional and physical wellbeing of any child will be dealt with immediately using appropriate and effective strategies.

## EMERGENCY PROCEDURES

If there is an emergency which closes the school during the day, the school will telephone the emergency contact number provided for each child to arrange for them to be collected from school. It is vital this number is kept up-to-date and any changes should be notified to the school, in writing, immediately.

## FIELD TRIPS

Various field trips and educational visits will be offered to students during the course of the school year. 'Hands on' experiences greatly enhance a child's education whilst also helping to make connections between learning in school and interacting with the local community.

Staff members and approved volunteers will provide the necessary supervision in line with Nahda's policy which complies with international standards.

Parents/guardians are required to sign a permission slip allowing their child to participate in field trips and educational visits.

Students cannot participate in field trips unless they have the written permission of their parent/guardian. Since the written parental permission is a legal requirement, we ask for your co-operation in ensuring that the signed slips are returned promptly.

Parents will be given as much notification as possible with regard to any visits that may affect their child, along with all relevant details and applicable costs.

All Field Trips will begin and end at the school. We kindly request that parents arrange to have their children at school to begin the Field Trip and the Field Trip will not officially end until all Students have returned with their teacher to the school.

## GUARDIANSHIP

If parents leave home temporarily and leave their child(ren) in the care of someone else, it is required that parents notify the school giving all dates, names, numbers and pertinent information in advance.

## MEDICAL CARE

### General Health Care of Pupils in School

The school employs fully qualified Health Care Personnels. Should any student be taken ill or have an accident whilst in school, a doctor/nurse will attend to their needs.

There is a clinic in each building, where students will be taken to treat any injuries or where they can rest, under supervision, if they are unwell until they are either well enough to return to the classroom or it can be arranged for someone to collect them and take them home.

## Injury at School

During morning and lunch breaks, play areas will be supervised by staff on a rotational basis.

If any student has an accident in the playground, they will be treated by the doctor or the nurse and parents will be given a minor injury letter which will inform them of the nature of the injury and the treatment, if any, that has been received and at what time.

Parents will be notified immediately by telephone of any serious injuries.

## Administration of Medicines in School

If any pupil needs to take any form of medication, either on a regular basis or on a short-term basis, this will be administered by one of the school nurses.

Wherever possible, parents are requested to ask for prescriptions which can be administered outside of the school day, i.e. in the morning and evening. Where this is not possible, parents are required to complete a signed 'Authorization to Administer Medication' form which should be handed in to the class teacher together with the necessary medication.

Any medication should be clearly marked with the pupil's name and will be kept in a secure place within the medical room.

Some students may have long-term medical conditions such as diabetes which may require on-going support and, if their conditions are not properly managed by taking regular medication in school, their access to education could be limited. In these instances, parents are requested to give as much information as possible to the school to help manage the student's condition and ensure they receive the best care and support possible.

## Allergies

All parents will be asked to complete a medical form and it is important that the school is given full and detailed information about any allergies or intolerances affecting their child.

Some students may have conditions which could require occasional staff intervention such as severe allergic reactions leading to anaphylaxis shock. Staff will be given specific training to deal with any such issues.

## Transmitted Diseases

Students who develop a contagious, transmitted disease must be kept off school until they are cleared by a doctor that they are no longer contagious. These include common ailments such as impetigo, conjunctivitis, chicken pox, measles, etc.

Any student who is off school because of sickness or diarrhea should not be sent back to school until 48 hours after the symptoms have passed.

## Head Lice

Parents are asked to please check your child's head regularly for head lice – weekly is the recommended schedule. Notify the school immediately if there is any evidence of head lice and treat with one of the products available at your local pharmacist.

## Asthma Inhalers

If your child needs to use an asthma inhaler, parents should make sure that a spare inhaler is supplied to the school. This can then be kept in the medical room in case your child's inhaler is lost or misplaced.

# Parent-School Communication

## CONTACT INFORMATION

### **Address:**

Nahda Academy Mohammed ibn Abdul Aziz Street / Hail - Street – Al Andalus,  
Jeddah 23326 – KSA

### **Telephone:**

+966 12 6621656

### **E-mail:**

[nahda@nahda-academy.edu.sa](mailto:nahda@nahda-academy.edu.sa)

### **Website:**

[www.nahda-academy.edu.sa](http://www.nahda-academy.edu.sa)

### Enquiries

If you have an urgent enquiry on any matter concerning your child or the school, please contact the School Office either in person, by email or by telephone.

The school landline (+966 12 6621656) and official email ( [nahda@nahda-academy.edu.sa](mailto:nahda@nahda-academy.edu.sa)) are the only means of communication to be used by parents. The school mobile number will be cancelled. To that end, all communication via the school mobile number used earlier (calls- SMS – WhatsApp messages) will not be received.

The school has appointed a fully dedicated communication officer to receive your land-line calls and emails who will be responsible to channel your enquiries/requests to the responsible person and address them at the soonest possible. Depending on the nature of your enquiry/request, if no-one suitable is available to deal with you immediately, your contact details will be taken, and the appropriate person will contact you at the earliest opportunity.

Please bear in mind the appropriate person may not always be available but the school will do all it can to answer your query as soon as possible

For any urgent or notifications, the school will send them out through an outsourced SMS service provider that does not technically accept replies.

It is vital that the school has a contact number for every child of someone who can be reached in an emergency. This will be asked for during the admissions process, but it is very important that these details are kept updated. Any changes should be reported to the school immediately, in writing, stating the name of the child, the name of the contact and the change to the contact details.

Please allow us to emphasise again that it is crucially important that you notify the school immediately of any changes to your address, telephone number or email.

## COMMUNICATION FROM THE SCHOOL

Various forms of communication from the school will include:

- A school e-Newsletter which will be sent via email - usually twice per month. This will give a brief on what went on at Nahda in the past month, and detailed information about school events and activities in the coming month.
- A Topic Overview for each 6 week work cycle will be sent home on the first day of the new Topic. This contains an overview of what the students will be learning about in each subject.
- A Weekly Overview for each Class will be sent via Class Dojo. This will be sent home at the end of each school week, outlining information about learning engagements in that specific Year/ Class. This is meant to be a brief snapshot of what children did in class.
- Ad hoc email shots and SMS messages for important school/ class announcements and reminders.
- SMS messages for urgent or important notifications.
- The school website which will be updated on a regular basis with news and events and parents are encouraged to log on to see what is happening and to keep up-to-date with the school life.

## PARENT TEACHER ASSOCIATION

The first meeting of the Parent Teacher Association will take place in February 2020. We envisage monthly meetings from then on.

## COFFEE MORNINGS

Each month we schedule an informal opportunity for parents to come to school and chat with the Head of School and other leaders available at that time. Usually it is in the Early Years building one month and in the Primary School the next month.