



PRIMARY
PARENT HANDBOOK
2017 – 2018

Welcome from the Head of Primary

Dear Parents,

Welcome to the Primary Section of our community school; a world school where the two Niles meet.

At KICS we value the contribution every child brings to our school which makes our school a happy and harmonious place to learn and work. Learning is our core purpose and we champion learning within a safe and happy school environment where people are helpful, considerate and respectful of each other. Positive relationships and attitudes are very important to create a cohesive community between our children, parents and staff.

In the Primary section we are lifelong learners and a culture exists in which learning together becomes an enjoyable and fulfilling experience for all. We are preparing children to be active participants in an inquiry based learning process, to develop their thinking skills and to be independent learners. Every child can do amazing things and it is our job to help make this potential a reality. With an excellent education, every child has the freedom to choose their own future.

Our [Primary Years Programme](#) is a curriculum framework of purposeful, structured inquiry that promotes meaning and understanding and challenges students to engage with nationally and globally significant ideas. It is designed from LK- Year 6 and focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. We encourage the children to ask questions that they care about in order to seek answers they want to know. Our role is to guide the children in finding answers themselves and encourage new questions along the way.

Early Years classrooms support children's problem solving skills and nurtures their creativity, as well as providing rich opportunities for their developing imagination. We make sure that the children get the most out of the learning environment as well as focus on the development of strong literacy and numeracy skills.

My expectations of the students, in terms of their achievement and behaviour, are very high. I expect all members of the primary section and its community to uphold the values of respect, tolerance, courtesy and cooperation. Your support in reinforcing high expectations is very much valued.

We welcome parents as partners so that, together, we can promote high standards of learning, behaviour and attitudes to enable every child to be the best that they can be. We also welcome your involvement in all aspects of the school life.

I look forward to a happy and successful relationship with you over the coming year.

Please feel free to contact me if you have any questions or if you want to find out more about the Primary section.

Best regards,



Head of Primary
maria.gebrial@kics.sd

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THE KICS MISSION

KICS empowers students to act creatively, positively and responsibly in a changing world.

How: Our students are inspired to be productive and principled world citizens by developing the values, skills, knowledge and commitment to think creatively, reason critically, and communicate effectively.

What: KICS provides an academically rigorous, globally relevant and well-balanced educational programme. KICS develops a strong sense of personal identity, responsibility and compassion in building a community where home and school work together to realize each student's full potential.

Curriculum Overview

KICS Primary Section follows the international, transdisciplinary PYP curriculum programme offered by the International Baccalaureate (www.ibo.org) from Little KICS to Year 6.

The International Baccalaureate Learner Profile

“The IB Learner Profile is the IB mission statement translated into a set of learning outcomes ... The aim of all IB Programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.” (IB, 2006)

Disposition	Description
Inquirer	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinker	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicator	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Balanced	We understand the importance of balancing different aspects of our livesintellectual, physical, and emotionalto achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-taker	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

A. Whole School Information

Organization and Structure

It takes teamwork, a shared sense of mission and a sustained focus on student learning for a school to offer a world-class education. At KICS we do this through a number of teams that collectively work hard to ensure that your child is supported in their learning.

The *School Leadership Team* oversees the direction and development of the school as a whole.

The SLT comprises the following personnel:

School Principal Mr. Peter Round peter.round@kics.sd	External Affairs Director Mrs. Reem Bashir reem.bashir@kics.sd
Head of Primary Ms. Maria Gebrial maria.gebrial@kics.sd	Head of Seniors Mr. Andrew Hodgkinson andrew.hodgkinson@kics.sd

Other administrative Staff:

Finance Manager Ms. Amna Khalid Yagoub amna.khalid@kics.sd	School Registrar Mrs. Shaza Bushara shaza.bushara@kics.sd
Director of HR & Support Services Mrs. Sally Abdelmoneim sally.abdeloneim@kics.sd	Site Manager Mr. Ahmed Makkawi ahmed.makkawi@kics.sd

KICS School Week

The school week begins on Sunday and ends on Thursday. Our weekend is Friday and Saturday.

KICS Academic Year

The following are the key dates for this academic year. Please be aware that changes can happen to the calendar, hence a full detailed school events calendar can be found online at www.kics.sd. Parents are strongly encouraged to review it carefully and to make note of the events that involve their children.

SEMESTER 1	
13 th August	Semester One Begins
3 rd – 7 th September	School Holiday
10 th September	Back to School
29 th October – 2 nd November	School Holiday
5 th November	Back to School
14 th December	Last day of Semester One
17 ^h Decemeber 2017 – 4 th January 2018	WINTER VACATION
SEMESTER 2	
7 th January	Semester Two Begins
8 th February	Teacher PD day- No school
11 th February	Back to School
11 th -18 th March	School Holiday
19 th March	Back to School
1 st April	Easter Holiday
8 th April	Easter Holiday
31 st May	KICS Academic Year Ends

Special School Events

We hope that you will join us at the many occasions when year groups or the whole of the KICS community get together to celebrate significant dates or achievements. Dates of such events will be communicated to you via the twice-weekly Primary Bulletin.

KICS Class Parents

An important aspect of our school's commitment to home-school partnership is the role of the Class Parent. Each class has at least one parent volunteer who acts as liaison between the school, class teacher and parents. They are particularly active in:

- welcoming new families to the class,
- arranging social events for the parents of children in the class and Year group, and
- supporting the Class teacher.

If you would like to become a Class Parent please make your interest known to Mrs. Maria Gebrial Head of Primary Section.

Child Protection at KICS

KICS is committed to child protection and is a proud supporter of the Association of International Schools in Africa (AISA) Child Protection network.

Our Child Protection at KICS [Information for Parents 2017-18](#) booklet is available on the school website.

This booklet contains information on: -

1. Child Protection at KICS
2. KICS Board Child Protection Policy
3. KICS Child Protection Team
4. Child Protection Education at KICS
5. What Do We Mean By Abuse and Neglect?
6. What Happens When Suspected Abuse and Neglect is Reported?

If you would like any further information about child protection at KICS please contact Mrs. Tanya. Mrs. Tanya is the Child Protection Officer. Her email address is tanya.abdalla@kics.sd

Guidance Counselling at KICS

The role of the Guidance Counsellor is to support students facing challenges that are beyond the normal day-to-day social and emotional issues young people face that are dealt with by your child's Homeroom Tutor (Seniors) or Class Teacher (Primary). These issues may include some of the following: - relationships with classmates and adults, the challenges of moving to a new school or leaving KICS and family matters e.g. coping with illness, separation and loss.

The Guidance Counsellor is Ms. Lyla. All conversations with her are in confidence. However, it may be that she needs to speak with another adult in order to best support a student. If this is the case, Ms. Lyla will talk to the student first about who she may need to speak to in order to best support the student. The most important thing to remember is that if a student is worried or anxious about something and feels that they need some extra support, they are encouraged to talk to someone. This person maybe a parent, family member, friend, teacher and/or Ms. Lyla. If a student would like to meet with her, they can either speak with their Homeroom Tutor first (Seniors) or Class Teacher (Primary) or see Ms. Lyla directly in her office in the Senior Section next to the Modern Language classrooms. Ms. Lyla's email address is lyla.philip@kics.sd

Transitions at KICS

KICS has a Transition Programme to support students and their families arriving, transitioning within, and leaving KICS. All KICS teachers are experienced and can provide support and guidance to students and their families who are transitioning. They are also provided with additional support from the Head of Section and the Guidance Counsellor, if needed.

B. Primary School Structure

The Primary Section Offices

The offices are open from 7:30 am – 3:30 pm every school day. Please contact the Office Managers, either in person, email or by phone, on any matters relating to general day-to-day events and particularly:

- Changing your child's travel arrangements **by 9:00am on the day**
- Arranging appointments or parent teacher conferences

Primary Years Programme Teaching Faculty

Head of Primary Maria Gebrial maria.gebrial@kics.sd		PYP Coordinator Carolyn Acorn carolyn.acorn@kics.sd	
Infant Section Office Manager (0183215261) Amira Swar amira.swar@kics.sd		Junior Section Office Manager (0183215258) Rula Ghazal rula.ghazal@kics.sd	
Little KICS	Jeanette Sy - LKA jeanette.sy@kics.sd Shahd Nasr - Class 1B shahd.nasr@kics.sd Nasra Mahmoud nasra.mahmoud@kics.sd	Steffi James- LKB steffi.james@kics.sd Asha Idriss asha.idriss@kics.sd	
Reception	Christopher Fadera- Reception A christopher.fadera@kics.sd Hiba Elhaj- Reception A hiba.elhaj@kics.sd	Safaa Abdelmagid Reception B safaa.abdelmagid@kics.sd Lydia Fareed- - Reception B lydia.fareed@kics.sd	Sara Shishaytu sara.shishaytu@kics.sd
Year 1	Kelly Anderson- Class 1A kelly.anderson@kics.sd Eman Izzet - Class 1A Eman.Izzet@kics.sd	Lucy Hall-Patch- Class 1B lucy.hallpatch@kics.sd Ledi Caslli- Class 2B ledi.caslli@kics.sd	
Year 2	Whitney Warren- Class 2A whitney.warren@kics.sd Suha Kamal – Class 2A suha.kamal@kics.sd	Katherine Mcloughlin- Class 2B katherine.mcloughlin@kics.sd Huda Khalid huda.khalid@kics.sd	
Year 3	Stephanie Groshell- Class 3A stephanie.groshell@kics.sd	Joanne Butler- Class 3B joanne.butler@kics.sd	Tayseer Osman- Year 3 tayseer.osman@kics.sd
Year 4	Molly Unerseher- Class 4A molly.unterseher@kics.sd	Brian McDaid- Class 4B brian.mcdaid@kics.sd	Manal Mohyeldin- Year 4 manal.mohyeldin@kics.sd

Year 5	Erica Zent - Class 5A erica.zent@kics.sd	Zachariah Groshell- Class 5B zachariah.groshell@kics.sd	Seham Angelo- Year 5 seham.angelo@kics.sd
Year 6	Darwin Balog-ang Class 6A darwin.balogang@kics.sd	Siobhan Barker - Class 6B siobhan.barker@kics.sd	
Arabic Teachers	Randa Saeed randa.saeed@kics.sd	Wadiaa ElSharief wadiaa.elsharief@kics.sd	Sawsan Abdelmagid sawsan.abdelmagid@kics.sd
	Rogaya Ibrahim rogaya.ibrahim@kics.sd	Nawair Elsharif nawair.elsharif@kics.sd	
P.E. Teachers	Gilbert Kaburu gilbert.kaburu@kics.sd	Wendy Bekkenk (Sem 1) wendy.bekkenk@kics.sd Meghan Cannon (Sem 2) meghan.cannon@kics.sd	Simona Schiava simona.schiava@kics.sd
	Carolyn Acorn carolyn.acorn@kics.sd	Gerben Silvis- ODE and Athletic Director gerben.silvis@kics.sd	
Music Teacher	Jacklyn Nguyen jacklyn.nguyen@kics.sd		
Art Teacher	Kezia Otoa kezia.otoa@kics.sd	Durrar Hassan durrar.hassan@kics.sd	
SSS Teachers	Carly Morris- Head of SSS Department carly.morris@kics.sd	Sabina Slezak sabina.slezak@kics.sd	
	Fadwa El Masri fadwa.elmasri@kics.sd	Christopher Daly (Kip) christopher.daly@kics.sd	
	Suna Daoud suna.daoud@kics.sd		
Primary Librarians	Mal Arnold mal.arnold@kics.sd Pilar Paz pilar.paz@kics.sd	Library Manager: Jeanette Brooker jeanette.brooker@kics.sd	
Resource Teacher	Saima Sardar saima.sardar@kics.sd		

The Role of the Class Teacher

For all the day-to-day welfare and learning of students, the ***most important contact person is your child's class teacher***. Please speak with the class teacher in the first instance for any concerns.

The Role of Specialist and Support Teachers

Music, PE, Art and Arabic are taught by specialists. In addition, other specialists work in the Student Support Services department (SSS) in the areas of English as an Additional Language (EAL).

The KICS School Libraries

The libraries are of great importance to all students and are wonderful places to visit! They are open every school day and students are encouraged to come in from 7:30 am to 3:30 pm. Parents are also welcome to use the library with their child before and after the end of the regular school day.

Every class has one or two library periods per week. The periods enable children to enjoy listening to stories and to choose books to borrow for enjoying at home. Books are available in English and in other languages such as German, Spanish, French, and Italian as well as Arabic.

Two books may be borrowed for a week at a time. Books may be renewed if students need longer. Students are required to carry their books in the book bags provided by KICS. If any book is lost or damaged parents will be asked to pay a replacement cost of the book.

For any library related inquiries, in the first instance please contact:

Mal Arnold	Infant Library	mal.arnold@kics.sd	0183 215 262
Pilar Paz	Junior Library	pilar.paz@kics.sd	0183 215 263

Outdoor Education Programme (ODE)

Students from Years 3-6 in the Primary Section participate in the KICS Outdoor Education Programme. It is sequential and an integral part of the school curriculum; the experiences at each year level build up from previous year levels. The programme encourages students to understand their identity, their community and their relationship with the natural world outside of the normal school classroom. All students are expected to take part in the ODE trips since they are tied to the classroom curriculum and lead students to learn independence, cooperation, and commitment. The ODE program is challenging, but the activities are carefully designed to provide students with appropriate challenges which leave them proud of themselves.

Dates for ODE Trips will be communicated via the twice weekly Primary Parent Bulletin.

Gerben Silvis- ODE and Athletic Director

gerben.silvis@kics.sd

Field Trips and ODE

As part of the IBO and KICS educational programmes, students are required to attend field/day and outdoor education (ODE) trips. This is a compulsory part of the school's educational programme and all KICS students are expected to take part in these trips. Information and consent letters are sent out by teachers a week prior to the trip.

If you have any concerns please contact the School Principal (principal@kics.sd) to discuss this matter further. More details about the trips will be provided by the ODE Teacher nearer the time.

Primary Student Council

Students in the Primary Section are represented by their peers in the Student Council. This body ideally consists of students from Year 2-6 and is elected by all of the students in the year group. The Student Council is consulted on important decisions regarding students in the school. The student council works with a teacher, who is the link person between students and staff and parents.

C. The Primary School Day

School Hours

The school hours are as follows:

7:45 am - 1:00 pm	Little KICS and Reception
7:45 am - 2:30 pm	Year 1 - Year 6

Arrival and Dismissal

Arrival – by 7:45 am

The school gates are open to students from **7:30 am**. Students should not arrive earlier than 7:30 am as there is no-one on duty to supervise the play areas. It is very important for students' academic and social success at school that they arrive on time before 7:45 am in the morning so that they benefit fully from our programme. Our 'Wake up- Shake up' programme in the morning helps the students to get 10 mins of exercise and gets the students' brains fired for class.

NB: Late arriving students must report to the Section Office before going to class. Wherever possible we request that parents inform us if their child is going to be late to school.

Break times

Little KICS	9:30 am - 10:10 am
Reception, Years 1 – 6	10:10 am -10:55 am
Year 1 - 6 students have a second break from	1:10 pm - 1:25 pm

Changes to Transportation

If you make an arrangement for your child to go home with another student from the school, or make changes to their daily travel routines, it is important that your child's class teacher, Mrs Amira or Mrs Rula and the Head of Primary are contacted by ***e-mail before 9:00am on the day.***

Please include KICSbus @ KICSbus@kics.sd in the email as well.

NB: Please note that any playdate arrangements or changes to transport and pick up after 9 o'clock will not be possible.

If parents have a driver or another adult collecting a student on their behalf, it is important that our office managers and class teachers are informed. Any new driver must have a signed letter of introduction as we do not allow our students to leave school with a stranger. In case of an emergency then we ask you to call the office managers or come into school in person.

Extra curricular activities

All after school activities end at **3:30 pm** and students should be picked up promptly. Repeated late pick up will result in the student being removed from the ECA.

Missed Bus

All buses depart on time in order to return children to their homes in a timely manner. They are instructed not to wait for students. The duty teacher will ensure that the student calls home if they miss their bus.

D. General Procedures

Updating Contact Information

It is vital that we have correct telephone numbers, email addresses, home addresses and maps for all students and their parents. If you move house, change telephone number, or acquire a new mobile telephone number or email address, please update your new contact details via the parent portal as we sometimes have to contact you urgently during the school day. We maintain confidentiality and will not provide this information to people outside KICS faculty.

If your child has to stay with a different person for a reason such as parental travel, we require you to inform the school in advance in order that we have current contact details.

Please ensure that the school has current information regarding your child's medical history. While we use such information infrequently, it can prove invaluable in urgent situations.

Absence

If a child is absent from school due to ill health

Please contact the office between 7:30 am - 8:00 am or send an email to the class teacher. For security and health and safety reasons the office managers will telephone parents to follow up any unexplained absences.

Reasons other than illness

Routine doctor and dentist appointments should be arranged outside school time. If students are to be taken out of class for any reason on a particular day, the office managers and the class teacher should be informed in advance.

Prolonged Planned Absence

It is very disruptive for your child's education if you remove your child from school during a school semester. If a planned absence from school is anticipated for any reason, **a request needs to be made in writing to the School Principal at least a week in advance** either in the form of a note or an email to principal@kics.sd.

Leave of absence from School except for medical reasons is seldom given. Legitimate reasons include interviews, representative games, and important close family occasions. Please note that repeated and sustained absences from school may jeopardise a student's promotion from one year group to the next.

Illness at School

Students who feel unwell while at school will visit the school nurse, Ms Mae-ann Paniza. If the nurse diagnoses an injury or illness requiring the child to leave school, the parent will be called and the child will wait in the nurse's office on the ground floor of our drama block, near the amphitheatre.

Medicine can be administered by our school nurse. Parents should bring medicine to school if children are to be dosed during the school day, please inform the nurse about the medication and requirements.

Headlice

At KICS, we promote healthy lifestyles, which means that we value the physical and emotional health of everyone in our school community. When dealing with issues such as head lice we recognise the importance for everyone in our school community to work together. To this end, if you detect your child has a case of head lice please inform the school so that we, in turn, can then remind families to check regularly and treat effectively. If this is followed school wide, heavy or recurrent lice conditions should not occur.

Parents will be notified immediately if a case of head lice affecting their child is detected in school. Whilst children with head lice are not generally sent home from school, cases of recurrent/persistent head lice will be addressed on a case by case basis.

Visitors to Campus

All visitors to KICS are required to sign in at the gate and obtain a visitor's badge to wear while at school. Brothers, sisters, and extended family members are encouraged to attend special concerts and performances at KICS, but they are not allowed to play unsupervised in the school playground at any time of day.

Performances and Events

At times we have special events such as performances, practices, sports matches, school disco and film afternoon. Unless students are actively participating in the event, they must be accompanied by a **supervising adult**. Many parents make joint arrangements for this.

Lost Property

All items left around school are collected at the end of the day and taken to the lost property box. Students are encouraged to check regularly for lost items. Labelling all items proves to be great help in this process. Valuable items such as glasses and watches are kept by the office manager until collected by their owners. Any items not collected by the end of each semester will be donated to local charities.

We actively discourage:

- Electronic devices (phones, MP3 players, Game consoles)
- Electronic Toys
- Heelies and Wheelies

Valuables in School

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables should be given to the class teacher for safe-keeping. The school is not responsible for the loss, damage or theft of valuables.

Emergency Procedures

Fire drills are carried out regularly throughout the year. Parents visiting the school should be familiar with the fire procedures that are clearly posted around the school in the classrooms.

Fatour/Breakfast Guidelines

'Fatour' is a like breakfast and is the main nutritious and filling snack eaten at the mid morning break. We encourage our students to eat healthy and balanced that should include fruit or vegetables. Students should **NOT** be sent to school with chocolates, fizzy drinks, sweets or candy. Fridges are available in the classroom and we recommend sending food in small plastic containers which can be kept in the fridge.

We recommend:

Sandwiches with fillings to include tuna, cold meat or cheese

Pasta or noodles with vegetables

Cold meat or chicken

Dried fruit

Pasties, samosas, spring rolls

Crackers and cheese

Pitta Bread and Houmos or other dips

Chopped vegetables (carrots/cucumber)

Fruit

Please do not send chocolate, sweets, crisps or large amounts of cake and biscuits to school.

Sharing food at fatour time is not encouraged due to food allergies and other food/diet requirements. Kindly ensure that whoever prepares your child's food is aware of these guidelines. Please inform the class teacher and the school nurse if your child does have a food allergy.

Birthday Celebrations

Parents and children like to celebrate birthdays. In school, we enjoy sharing cupcakes or easily shared treats (as they are easily distributed) but we do not have class parties for birthdays. Please do not send gifts to the whole class on a birthday. Please contact your child's class teacher in advance to arrange a suitable time.

Only birthday invitations which are given to the whole class can be handed out at school. If you need to have a smaller gathering, kindly arrange it privately.

KICS Student Dress Code

At KICS we believe that our students should take pride in their appearance and in their membership of the KICS community. The KICS Student Dress Code gives clear direction to parents and students regarding what we consider to be appropriate for a student to wear. We ask that parents and students respect this dress code and support the underlying belief that we take pride in being part of the KICS community.

1. Regular School Dress Code: Little KICS to Year 6

Tailored Trousers, Shorts, Skirts or Pinafore dresses

- Navy blue, black or beige-khaki
- Trousers, skirts and shorts to have a tailored, smart appearance.
- No cargo pants or sports shorts.
- Clingy, stretch fabric leggings are not permitted.
- Skirts and shorts should be knee length or below.

Regulation Polo Shirts

- Available in navy blue, green, red, yellow, white or sky blue.

Hats

- As part of our Sun Smart policy we offer four different types of hats: Baseball caps, Legionnaire with flaps, Bucket hats and Cricket hats.

Permissible Winter Wear

- Regulation navy blue sweatshirt, school hoodie or a school fleeces.

Footwear

- Smart, sensible shoes, trainers or sandals in black, blue, brown or white.
- Heels are permitted for Senior Section students but should not exceed 2 inches.
- Slip-on footwear, i.e. with no back or strap, is not permitted. Neither are Crocs or similar.
- Trainers must be of a plain appearance, no flashing lights, shiny or multi-coloured appearance
- Socks to be single colour- navy blue, black, grey, beige or white.

2. P.E. / Sports Uniform

General Sports:

- Navy blue shorts (knee length in Seniors) or track-suit pants.
- Regulation sports shirt in correct team colour: Lions (yellow), Scorpions (red),
- Dolphins (blue), Crocodiles (green).
- Sports shoes must have non-marking soles and be worn with sports socks.

School Bags

Students should have durable, practical bags. KICS reserves the right for its teaching staff to designate any school bag as unsuitable and to communicate this matter to the family of the student in question.

Accessories

Hair ornaments should be simple and plain coloured. Jewelry should be no more than a thin chain and one pair of stud earrings for girls. Sunglasses should not be worn at school unless for medical reasons.

Religious or Cultural Dress

Religious headscarves, yarmulkas, Sikh turbans, crucifixes, long skirts and shirt sleeves etc. are acceptable in the school. Parents should either write to the school or come in person and talk to an administrator to clarify how standard uniform will be modified.

For female students choosing to wear Islamic dress, KICS stipulates certain attire as being suitable for

school. This should be either a long skirt worn with a long sleeved shirt and a headscarf, or trousers and tunic, worn with a headscarf. Ebayas or voluminous long dresses are not practical at school.

KICS SunSmart Policy

At KICS we have a '**No Hat- No Play**' policy. At KICS we want our staff and students to enjoy outdoor activities safely, it is **compulsory** for all students to bring named HATS to school for play and P.E.

KICS Heat Activity Policy

The challenging climate of Sudan requires that we adopt sensible yet pragmatic measures to protect students from the negative effects of high temperatures. The following table shows the measures that shall be adopted, and actions taken, related to three temperature bands:

RED	45C+	Cease KICS outdoor active pursuits; reschedule sports and active outdoor ECAs to indoor facilities; swimming / water sports can continue; move to indoor fatour.
AMBER	40C- 44C	15 minute drinks breaks for all outdoor activities; strict enforcement of sunsmart policy; use shade for any outdoor non-active instruction. Be alert for symptoms of dehydration.
GREEN	Up to 39C	Normal sunsmart policy apply. Outdoor activity as normal.

During the hot months the outdoor temperature is monitored on a three-hourly basis throughout the school day. Temperatures are displayed in a central location near the school gym.

At KICS we want our staff and students to enjoy outdoor activities safely. We will work with all members of the school community to achieve this through:

Heat Policy - We limit outdoor activity based on a temperature scale. **Green <39C** (SunSmart Policy in effect); **Amber 40-44C** (increased risk); **Red >45C** (cease KICS outdoor active pursuits).

Parental Permission

Throughout the time that your children are with us here at KICS we take a great many photos, and occasionally video images, of them and their work. These are used for a wide range of purposes, including displays in classrooms and around the School, KICS News, KICS Website, Class Blogs and the Annual Review to name but a few. The children always enjoy seeing their photos etc. published and everyone being part of these images is cherished by the whole school community.

The school requires your permission to use your child's school work and photograph for such purposes. We may also want to pass examples of your child's work to the International Baccalaureate Organization (IBO) for use in its publications and teaching materials. The IBO would much appreciate your permission for the future possible use of samples of your child's work or of images of him/her engaged in class work or school activities should KICS select them for submission.

This permission will hold for the duration of your child's stay at the school unless you advise us to the contrary .

طلب موافقة

فإننا نلتقط لهم مجموعة كبيرة من الصور KICS على امتداد الفترة الزمنية التي يبقى فيها أبناؤكم بيننا في مدرسة مجتمع الخرطوم العالمية الشخصية والصور المتحركة (الفيديو) وبعض أعمالهم . وتستخدم هذه الصور والأعمال لأغراض متعددة ، نذكر منها على سبيل المثال : عرضها داخل الفصول ،على جدران المدرسة ،جريدة المدرسة وفي العرض السنوي للمدرسة .

إنّ التلاميذ يستمتعون دائماً بمشاهدة صورهم وأعمالهم المنشورة.

إنّ كلّ من لعب دوراً في عكس النشاط الطلّابي من خلال هذه الصور والأعمال فإنّه يلقي الثناء من جميع مجتمع المدرسة.

إن المدرسة تخاطبكم للحصول على موافقتكم باستخدام وعرض الأعمال المدرسية للطلاب وعرض صورهم الشخصية. وقد نتطرق لتقديم نماذج من

. International Baccalaureate Organization (IBO) أعمال الطالب إلي منظمة البكالوريا الدولية

الـ تقدر موافقتكم وإذناكم للاستخدام IBO تلتزم بتحسين وتفعيل أنظمتها التعليمية التي تشغل حيزاً في المدارس التي تتبع لها. ولذلك فإن IBO إن الـ

من خلال مشاركتهم في أعمال الفصل أو النشاطات المدرسية. KICS المحتمل في المستقبل لنماذج أعمال أبناؤكم أو أي صور لهم قد تقدمها

وشكراً

Homework

The aims of our homework programme at KICS are to:

- develop motivation
- develop children's initiative and sense of responsibility
- reinforce skills, concepts, knowledge and attitudes taught in the classroom
- maintain effective links and communication between home and school
- help children see that learning can take place outside the school.

The primary focus in the Infant Section is the development of reading and fostering a life-long love of reading. Daily reading material is sent home from Reception class onwards.

General guidelines for homework

- Reception -Daily reading, together with a small amount of weekend homework, if appropriate.
- Years 1 & 2 - Up to 30 minutes per day, including reading.
- Years 3 & 4 -Up to 30 minutes per day, including reading.
- Years 5 & 6 - Up to 45 minutes per day, including reading.
- Arabic Homework for Arabic 1 students is set on Thursdays.

Homework is not always set every day as some homework is longer term. Older students are particularly encouraged to plan their week with regard to homework as training for senior school. It may be any of the following:

- **Practise** - of skills or knowledge introduced in class (e.g. reading, times tables, learning spellings)
- **Investigation** - finding out new information in a practical way (e.g. surveys, map work, experiments)
- **Planning and preparation** preparing for a class or group learning engagement (e.g. plan the outline for a presentation or prepare a contribution for literature circle.)
- **Research** - finding out information on a particular topic (e.g. a personal line of inquiry related to class study)
- **Reflection** - consideration of how a learning experience went or how you are developing as a learner (e.g. journal entry)

Academic Good Standing

All KICS students are expected to aspire to remain in 'academic good standing'. To do so a student must:

- Meet all academic expectations both in terms of effort and level of achievement.
- Exhibit a positive and constructive attitude to school life both on and off campus.
- Demonstrate a determined commitment to continued improvement.

Failure to remain in academic good standing may well impact on whether or not a student is permitted to represent the school in sporting competitions or other events.

Parent Volunteers

We welcome the support of parent volunteers to assist us in reading to students, assisting in the library, swimming, field trips and other activities. Please let us know if you would like to be involved. Our children benefit from our positive involvement so we would love your support!

E. Communication Guidelines

We believe that communication between home and school is fundamental to student well-being and success. As part of the development of strong home-school links we encourage parent and teacher interaction and involvement on a regular basis. The teachers are open and available to the parents of students.

Communication Hierarchy: Open, Honest and Helpful

When you feel concerned about any issue concerning your child or the school we ask that you communicate directly and openly in a manner that will help us remain positive and informed; we all want the best for KICS students. Please do not hesitate to contact us with your concerns.

We ask that you respect the communication hierarchy and directly address the person in charge of the issue. If it is a classroom issue, the teacher will want to be informed and will be the best person to contact in order to take action. If the matter is purely administrative, then you are best served by addressing the administrative person responsible.

Should you contact the Head of Primary about a classroom or ECA matter, you will be referred to the relevant teacher. If your concerns are not addressed by the person responsible, then we urge you to bring the concern to the attention of the Head of Primary who will be glad to assist you.

Home-School Communication (Parents Communicating with Teachers)

We would especially recommend email as the simplest and most efficient way for parents to contact their child's class teacher on any matter. Email addresses are provided in this document. Routine notes to the teachers should be written in the student's homework planner and will be checked regularly.

If parents wish to see any member of staff personally, a meeting can be arranged through the Office managers.

We ask parents to understand that teachers may not be disturbed at times when they are responsible for a group of students, and to be aware that they are often busy before and after school. We also request that, outside school hours, parents respect the teachers' personal privacy.

School- Home Communication (Teachers Communicating with parents)

We aim to keep parents informed about the work and progress of their child through:

- The Student Planner
- A Parent-Teacher-Student Conference held in Semester 1
- A Student-Led conference held in Semester 2
- Semester reports
- Mid Semester reports
- Individual appointments, when requested, with the Class Teacher
- Parent involvement during and at the conclusion of Units of Inquiry

We aim to keep parents informed about the work of classes and events or news through:

- KICS Moodle pages
- Emails
- The KICS Weekly News and the Primary Section twice Parent weekly bulletin
- www.kics.sd

Please check your child's Student Planner and Homework Folder each day to ensure you are fully informed.

F. Behaviour Guidelines

As a whole school community, we ask that all students play their part in fostering a positive atmosphere by supporting the KICS Code of Conduct:

- We respect other students, their property, person, thoughts and feelings: we seek to help and not to harm.
- We respect all members of staff: we address them appropriately.
- We respect the school environment: we want our school to be attractive, tidy and safe.
- We respect our families, our school and ourselves.
- We respect the nation in which we live: we want to share a sense of pride in the country of Sudan.

PYP Specific

Behaviour management is the responsibility of all teachers. Each primary class teacher will establish classroom Essential Agreements together with their classes and ensure that their students fully understand the expectations. Any concerns regarding behaviour must be drawn to the attention of the class teacher in the first instance. Class teacher concerns should be brought to the attention of the Head of Primary. All behaviour records and communication pertaining to them must be added to Ronnie.

Positive Reinforcement

At KICS we place great emphasis on positive reinforcement of behaviour through praise, encouragement and constructive comments. We acknowledge students effort, improvement and achievement; academic or otherwise. We celebrate success and give recognition to positive role models. In the Primary section an age appropriate programme called 'Kelso's Choices' is used to encourage student to be peacemakers and to develop problem-solving skills. All teachers and teaching assistants use strategies that are mindful of the children in all their interactions.

Kelso's Choices

- Conflict-management for elementary students
- Based on premise that every child is capable of becoming a peacemaker
- Designed around Kelso the Frog
- Program offers nine options students can choose from to resolve minor conflicts on their own
- Students to determine the difference between minor problems they can handle and serious problems that require an adult's help

“Each child is smart enough and strong enough to resolve conflict.”

In cases of serious misbehaviour, parents will be called and the child may be removed from school until the Head of Primary has a meeting with parents and child to discuss re-entry.

The Principal reserves the right, where there has been a serious breakdown of discipline, to require that a student be suspended from school for a fixed term. In such cases parents will be informed prior to suspension and will be asked to attend a meeting before their child is allowed to return to class. Incidents of violence and extremes of behaviour may jeopardize the student's place in school.

G. Extra Curricular Activities

The school offers a wide range of extra-curricular activities. Each week students in the Primary Section (Year 1 and above) participate in a diverse range of after-school ECAs. Activities that provide students with opportunities to participate in a wide range of competitive and non-competitive sports, arts, challenge and community service activities and provide the opportunity for students to become well-balanced individuals.

The ECA programme is divided into three seasons, each lasting between eight to ten weeks. ECAs are offered by teachers or other faculty, parents and occasionally, hired coaches. ECAs are usually an hour long and start at either 2:30pm. ECAs on Saturdays start at varying times.

For further information on KICS ECA programme please contact Christina Balog-ang at christina.balogang@kics.sd

Instrument Tuition Programme (ITP)

The Fine Arts Department/Music Studios offers an Instrument Tuition Programme (ITP). Students are given the opportunity to receive a 30-minute musical instrument lesson on the instrument of their choice with a qualified teacher for that instrument. The range of instruments are vast and includes guitar, piano, percussion, electric and acoustic guitar and violin to name but a few.

KICS Band Programme

ITP students are also highly encouraged to join one of the two KICS bands

- Silver KICS Band (Intermediate Level)
- Bronze KICS Band (Beginner Level).

Application forms for ITP (Y2-Y13) and the KICS Band Programme (Y3-13) are available from the Activities Coordinator, Christina Balog-ang at christina.balogang@kics.sd or the Primary Office Managers.

Horse Riding

The KICS Riding School is an integral part of KICS. Any student who wishes to ride is invited, at a mutually convenient time, to have a riding assessment. This serves two purposes. Firstly, to place the child in the most suitable class level and secondly, to give the student the opportunity to meet the riding instructor in an informal, relaxed environment.

The half-hour Sunday classes are for beginners. Each pony has a leader and the classes are designed to give the riders confidence to learn to ride independently, off the lead rein. Riding can be dangerous so safety is of high importance.

On the other days (except Tuesday) the stables run one-hour lessons after school finishes at 2:30pm. These lessons are structured to the riders' ability so the children can progress together. We also cover other equestrian aspects such as pony care, grooming and encouraging the children to have an all round knowledge.

The stables provide approved riding hats which must be worn at all times when mounted. Parents are responsible for their children's footwear which should have a smooth sole with a well defined heel. We can help/advise where these can be purchased.

For further information on the KICS Riding School please contact Christina Balog-ang at christina.balogang@kics.sd

H. School Spirit

Spirit Week

One week during the year is dedicated to different, unusual fun activities designed to promote a sense of school community whilst also raising funds for KICS charities.

School Teams

Each student and each member of the teaching staff is assigned to one of the four teams which exist to encourage a sense of community within the school.

The teams are:

- Scorpions - Red
- Crocodiles – Green
- Dolphins - Blue
- Lions – Yellow

Students can earn points for their team in the older sections of the school by participating in intramural sporting events, school competitions and Spirit Week. At the KICS Prize Giving Evening a trophy is awarded to the year's most successful Team.

Academic Honesty in the Primary Years

The purpose of this policy is to ensure that teaching and learning in the Primary Section promotes the understanding and practice of academic honesty.

What is Academic Honesty?

Academic honesty is a set of values and skills that promote personal honesty. It is influenced and shaped by peer pressure, culture, parental expectations, role modelling and taught skills.

The school encourages academic honesty in the PYP Programme by:

- Discussing appropriate help regularly with parents.
- Ensuring parents and learners understand the learner profile value of academic honesty.
- Making clear what will happen if submitted work is not the learner's own.

Teachers encourage honest, creative, critical PYP work by:

- Creating inquiry-based assessment tasks.
- Designing assessment criteria that value and reward the work required, rather than only the result.
- Teaching ways to acknowledge others.
- Teaching reflection on the learning process

PYP learners are encouraged to show how they have used others' work particularly at times where:

- The work being used is that of a named or identified person.
- Original work is expected.
- The work is assessed.

Teachers in the Primary Section of the School are responsible for developing and reviewing Essential Agreements that outline specific expectations for each year group.

Glossary of terms used at KICS

A1- Arabic 1 for native speakers

A2- Arabic 2 for non native speakers

BLE- Blended Learning Environment

CP- Child Protection

EAL – English as an Additional Language

ECA – Extra Curricula Activities

EY- Early Years (LK and Reception)

IB –International Baccalaureate

ITP- Individual Tutition Programme

KICSPA- KICS Parent Association

OCD- Open Campus Day

ODE- Out Door Education

PD- Professional Development

PE- Physical Education

PLT- Primary Leadership Team

PTSC- Parent Teacher Student Confrence

PYP – Primary Years Programme (LK – Year 6 at KICS)

PYPCPT- PYP Collaborative Planning Time

SEN- Special Educational Needs

SLC- Student Led Conferences

SLT- Senior Leadership Team

SSS- Student Support Services

UOI- Unit of Inquiry