



The Royal Grammar School Guildford Qatar
Parent Handbook 2022/23



A Brief History of RGS Guildford

The School was founded in 1509 when Robert Beckingham, a Freeman of the City of London, left a bequest in his will to establish a free school in Guildford, Surrey. In 1512 the first governing body was formed and in 1552, By Royal Appointment, King George VI ordered that there was to be 'one Grammar School in Guildford called the Free Grammar School of King Edward VI for the education, institution and instruction of boys and youths in Grammar at all future times forever to endure'. Three years later, in 1555 the High Street site in Guildford was purchased, where the main school is located to this day. The architectural heart of the School has remained unchanged for over 500 years: an outstanding and unspoilt Tudor school house that sits at the top of the High Street and represents one of Guildford's proudest historic landmarks and one of Britain's finest educational institutions.

Over the centuries the School acquired further buildings and playing fields and endured a devastating fire in the 1960s in the Old Building, in which most of the original School documents, including the original King George VI's Charter were sadly destroyed. Nevertheless, the School and its spirit persevered and the building was restored to its former glory.

In 1977 the School withdrew from the state sector and became an independent fee paying school; this was followed a year later by the

acquisition of the prestigious and very successful Lanesborough Preparatory School, also in Guildford.

The School continues to grow and flourish, whilst retaining its proud historic roots and traditions. Over the centuries RGS has continued to be a flagship for outstanding education and has established a national and international reputation for academic excellence.

In recent years the School has forged partnerships with United World Schools and has developed links with a school in Cambodia, which RGS helped to build, and with two schools in Besisahar, Nepal.

The 26th September 2016, marked a watershed moment in RGS history with the opening of RGS Qatar. We were invited by the Qatari government as part of the country's Outstanding Schools Programme and the Qatar National Vision for Education 2030. It is the first of our international schools, which currently include Shanghai and Dubai.

Our Senior Management Team and Governors in Guildford have played a significant role in the development of the School. The team visits Qatar on a frequent basis to guarantee that the buildings, facilities, and tuition are of the same high standard as our two schools in the United Kingdom.





Our Ethos

First and foremost, the aim of RGS Qatar is to ensure that each child has a happy education whereby they feel safe, valued and supported. Children who are happy at school are happy learners, which in turn allows them to fully realise their potential. The School has four main aims:

Academic Excellence

Our challenging RGS Qatar curriculum is enhanced to inspire our children and to spark their natural curiosity and imagination. At RGS Qatar our pupils are not just taught what to learn, but how to learn, which instills a lifelong love of learning and a determination to excel.

Extra-Curricular Opportunity

We offer a wide range of extra-curricular activities through which our pupils establish important life skills and develop their social, sporting and cultural abilities.

Personal Development

We encourage and support the development in every pupil of self-discipline, responsibility, spiritual values and a personal moral code, leading to the highest standards of behaviour, consideration for others and a pride in themselves and their school.

Service

We aim to continue to meet the charitable aspects for which the School was established 500 years ago by encouraging an awareness of the world outside and a sense of service to the local and wider community.

“The vision of RGS Qatar is to be the best school in the GCC and to be internationally recognised for the outstanding learning which takes place at the School.”

Mr Hamad Saleh Al Qamra, Chairman

Our Core Values

At RGS Qatar, learning is centered around 10 core values which set the standard we expect from our whole school community. They are a set of collective beliefs which form part of everyday life at RGS Qatar:

Teamwork

Confidence

Respect & Courtesy

Perseverance

Happiness

Ambition & Enthusiasm

Independence

Fairness & Honesty

Perspective

Balance, Rest and Serenity



RGS Qatar Learning Habits



At RGS Qatar we are so much more than academic excellence. Daily life at our school is based upon fostering a love of learning and encouraging all of our children to be curious, tenacious, independent and above all else, happy, lifelong learners.

Building upon the success of RGS Guildford in the UK, we ensure that all of our pupils in Qatar acquire the 16 RGS Learning Habits, which are taught through our very own RGS Super Squad characters. Even our youngest children enjoy learning from the RGS Superheroes and strive to emulate their values and characteristics in their own learning behaviours.

These habits include the ability to learn with creativity, to work effectively with others, to be reflective and to take responsibility for their own learning and organisation.

Acquiring these Learning Habits not only assists RGS Qatar pupils in achieving the great academic achievement for which the School is recognized, but also adequately prepares them for the challenges they will confront after their time at the school. They will have the know-how, the ability, social skills and confidence to achieve their ambitions.

Engagement with Learning	
Love of Learning	I enjoy learning for its own sake.
Tenacity	I am able to respond positively to challenges and persist when I have setbacks and disappointments.
Precision	I take care to understand tasks and complete them to a high standard.
Creativity	I am able to be imaginative, creative and/or original when I am learning.
Learning with Others	
Teamwork	I am able to collaborate as part of a team with others.
Engagement	I am an active participant in learning, asking and answering questions and listening to others.
Imitation	I am good at noticing and able to learn from what others do well.
Perspective	I am aware and take responsibility for my well-being and that of others.
Thinking	
Summarising	I am able to look back at what I have done, picking out key points, summarising, distilling and memorising.
Reasoning	I am able to adopt a rational approach and can draw conclusions from accepted truths or evidence.
Linking	I am able to apply my skills and knowledge across subjects and in unfamiliar situations.
Criticality	I am willing and able to test claims of 'truth'.
Taking Responsibility	
Reflection	I seek out feedback on my work and use it to evaluate and improve my learning.
Organising	I am able to manage my time and resources effectively.
Independence	I am an active learner, able to take the initiative and plan my learning; I am self-motivated and take pride in, and responsibility for, my work.
Practice	I practise to improve my learning.

Curriculum Guide

An outline of the course content can be found below. A more detailed curriculum will be provided by your class teacher at the beginning of each school term.

Early Years Foundation Stage

Our Early Years Department consists of Nursery and Reception classes and educates children between the ages of 3 -5 in a series of bright, colourful, self-contained classrooms centred around a large library and indoor play space. Each classroom is fully equipped with quality learning materials; and enjoys its own tree-lined, secure playground with superb outdoor play equipment.

Our Early Years Department follow the British Early Years Foundation Stage Curriculum (EYFS), which is organised around the seven areas of Learning and Development and includes communication and language; personal, social, emotional development; and physical development.

- 1. **Personal, Social and Emotional Development;**
- 2. **Communication and Language;**
- 3. **Literacy;**
- 4. **Mathematics (problem-solving, reasoning and numeracy);**
- 5. **Understanding the World;**
- 6. **Physical Development;**
- 7. **Expressive Arts and Design**

Almost all of our activities are based on structured play and exploring, which allow the children to develop their essential skills in areas of literacy, mathematics and expressive arts. Children are monitored through continuous observation and assessment which is shared with parents each week via a secure online learning journal.

Languages are taught from Nursery onwards by specialist teachers; with an introduction to Arabic, Spanish and French. All students receive specialist tuition for Music and PE. Teaching Assistants support the class teachers and the ratio in our Early Years is never more than 1:10.

In line with our school values, our youngest children are also taught how to learn by being encouraged to explore and think for themselves. Good manners, respect and the importance of being considerate to others is

also an important part of our teaching. At the conclusion of Reception, all of our students are well prepared to transition to our Primary School and a more structured learning environment.

The Primary School

Key Stage One (Years 1 and 2) and Key Stage Two (Years 3 to 6) follow the British National Curriculum. Class teachers deliver the core subjects of Maths, English, Science and Computing, in addition to History, Geography, Art and Design and Design and Technology, which ensures a broad and balanced curriculum. Pupils in Key Stage One also benefit from tailored phonics lessons. Music, P.E and languages are taught by specialist subject teachers.

Together with excellent learning resources, textbooks and media resources, we offer the same first-class primary education as provided by our RGS Lanesborough School. As in the UK, students in the Primary School benefit from integrated assessment arrangements, ensuring that all students are closely monitored and assessed throughout the year.

By the end of Year 6 all of our pupils are well prepared both academically and socially for the excitement and new challenges of our Senior School.

The Secondary School

The Senior School runs from Year 7 to Year 13 through Key Stage 3 (Year 7 to 9), Key Stage 4 (Year 10 and 11) and Key Stage 5 (Year 12 and 13). When pupils move into the Senior School, they are taught by individual subject teachers and classes are more focused on formal subject-based learning..

IGCSE and A Level examinations are taken at the end of Key Stage 4 and the end Key Stage 5 respectively. Pupils will continue to benefit from a broad and balanced curriculum which includes mathematical, scientific and technological, linguistic, human and social, creative and literary, physical and moral and spiritual areas of learning. The combination of breadth and depth of study is at the heart of the School’s philosophy, ensuring that pupils experience the full breadth of academic opportunity and challenge before making key decisions when selecting their IGCSE and A Level options. This breadth of study means that no long-term university or career plans are closed at this early stage of Senior School.

Although mindful of the demands of formal examinations, the emphasis remains on encouraging pupils to explore beyond the formal curriculum and continuing to develop a true love of learning. Universities are increasingly looking at the whole person, not just examination results. Nearly all RGS’s



pupils go on to university. Academic success helps guarantee a good career, but we also want children who have been to RGS Qatar to become good parents, partners and friends.

PE and Swimming

Our school facilities are amongst the finest in Qatar with top-quality sporting amenities, including a well-equipped indoor sports hall, basketball courts, an astro-turf sports field, and 25-meter swimming pool.

All pupils from Nursery upwards are taught by specialist PE staff, highly trained to deliver a fun, skills-based PE curriculum. There are also extensive opportunities for pupils to take part in extra-curricular sporting activities, competitions and House events throughout the course of the year.

You will be advised at the start of each term which days of the week your child will have PE. Pupils in Early Years and Year 1 will be required to come to school in full PE kit on the day that they have PE and will stay in their PE kit for the duration of the school day. Pupils in Year 2 upwards will be required to bring their PE kit in a PE bag. Please ensure



that your child’s PE kit is clearly labelled with their full name (first name and surname).

Swimming lessons take place throughout the year, however, they do not run during the summer months due to the extreme heat. Boys and girls in older year groups take part in PE and Swimming lessons in separate gender groups.

Music

Music is a very important part of life at RGS Qatar and all children have the opportunity to take part in music as part of the curriculum. Our highly specialist music staff ensure that every child is given the opportunity to thrive and grow in confidence both inside the classroom and beyond.

Throughout their time at the school, every pupil will have the opportunity to learn to play an individual musical instrument. Initially, while pupils are in Early Years and Key Stage 1, music lessons focus on developing an appreciation of music through vocal skills and an introduction to percussion instruments.

In Year 4, all pupils are provided an individual musical instrument by the School Led by our experienced music specialists, the music department offers an exciting range of extra-curricular musical activities and concerts. Individual peripatetic music lessons can also be arranged within school hours.

Languages

Languages are taught from Nursery onwards by our highly specialist language teaching staff and we offer a choice of Arabic, Spanish or French.

For our Qatari pupils, Arabic is compulsory, in accordance with the [Ministry of Education and Higher Education in Qatar](#), however, we offer a choice to all other pupils no matter their language background.

Languages are also offered as part of our extra-curricular activities programme (ECAs), so that every pupil has an opportunity to learn Arabic, French and Spanish. Islamic Studies is taught to our Muslim pupils from Year 1 and all of our pupils are taught Qatari History from Year 3. Pupils choosing not to take Islamic Studies are taught Spanish.

English as an Additional Language (EAL)

We offer some support to pupils whose first language is not English. It is important, however, that all pupils have a basic working knowledge of the English language prior to enrolment. With the exception of language lessons, our curriculum is taught in English and it is therefore essential that your child is able to understand and participate in all lessons, in order to fully benefit from our curriculum.

If your child would benefit from extra English language tuition prior to their start date at RGS Qatar, we recommend that you book a series of English language classes. There are a number of excellent English schools and tutors in Qatar that we are happy to recommend.

“We challenge and support pupils, so that they are able to achieve their very best

Sasha Patterson, Head of Primary

Special Education Needs and Disabilities (SEND)

We adopt an inclusive policy and pupils with SEND requirements are offered the opportunity to join the School if they satisfy the School’s admissions procedure, and if we feel that we can support an individual to progress and achieve their full potential.

Pupils with a special education need must be able to access the whole school curriculum and be fully integrated into the School. Our SEND coordinator is always available to speak with parents and support pupils during their time at RGS Qatar.

Pastoral Care

We provide a supportive, pastoral environment which meets individual needs and promotes the development of happy, considerate pupils.

It is our firm belief that pupils succeed best when they are happy and feel cared for and comfortable in their surroundings. It is important that pupils have clear boundaries and are aware of the expectations.

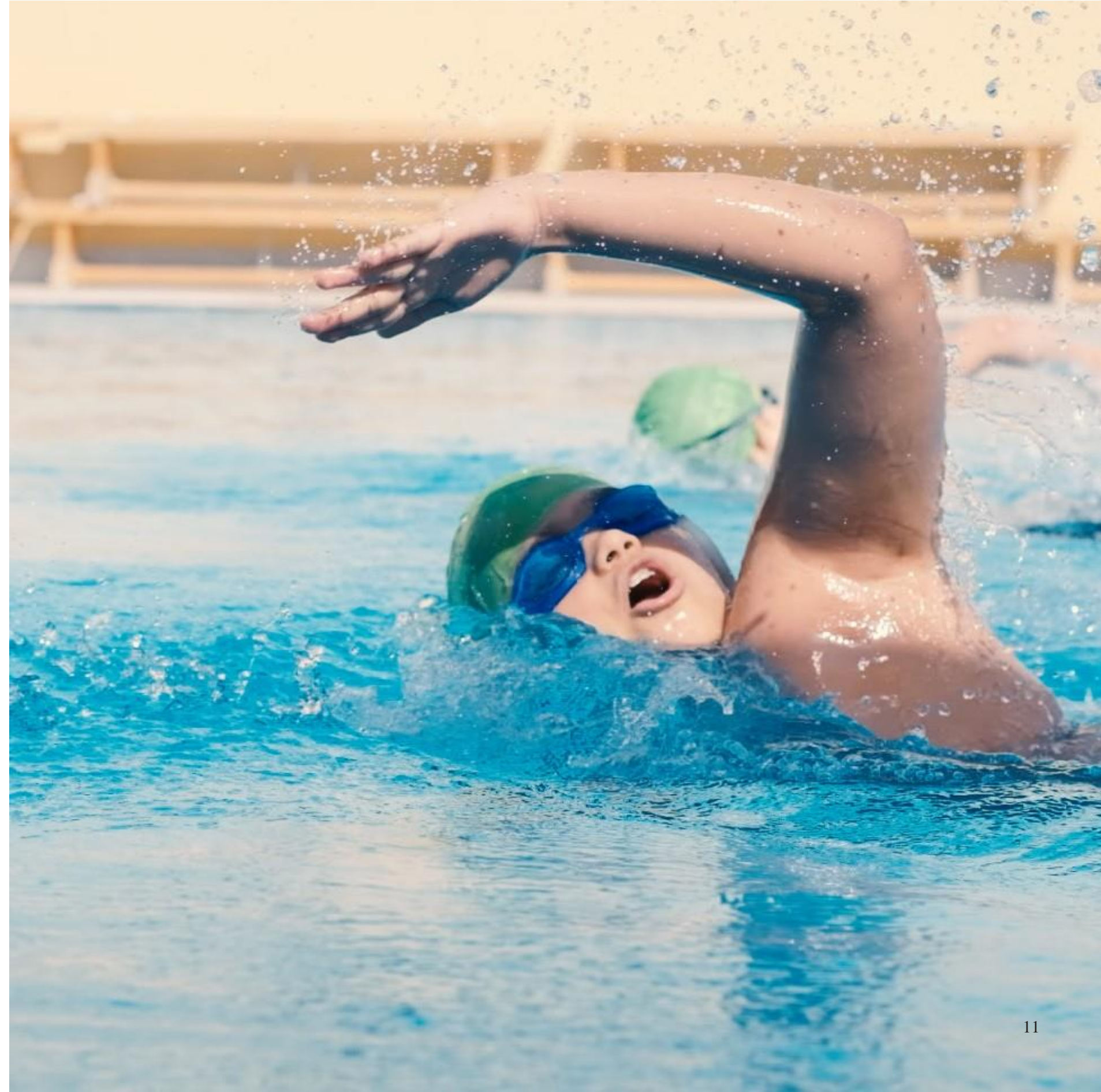
The pastoral care of all of the pupils is coordinated by every class and teacher and is overseen by the Head of School, Deputy Head and Pupil Welfare Coordinator.

School House System

When joining the School, all pupils are allocated to a ‘School House’. There are six Houses in the School, named after six prominent people who have played a significant role in the history of our school. These are Beckingham (red), Austen (yellow), Nettles (green), Powell (purple), Valpy (orange) and Hamonde (blue).

Through the ‘House’ system our pupils belong to smaller groups within the whole school community and participate in numerous House challenges and events, in which pupils are able to gain House points for their House team. Individual House points are also awarded to pupils for exceptional behaviour and effort.

Teams are mixed age, which allows all pupils the opportunity to spend time and to work as a team with pupils from other year groups. School staff are also allocated to a House team and there is fierce competition and friendly rivalry between the six Houses.



Drop-Off & Pick Up

Car Park

At peak times the school car park can become very congested. Parents, guardians and drivers are asked to follow the instructions of the security personnel at all times to ensure the car park remains a safe environment for our school community.

Additional parking is available outside the car park alongside the perimeter walls of the School. Parents parking here are able to access the School via a pedestrian gate and pathway.

School Bus

We offer a School Bus service which is operated by RGS Qatar. The School has purchased three 30-seater buses that carry students via distinct routes throughout Doha; students are picked up in the morning and arrive just before school begins. In the afternoon the buses depart the school at 2pm. We directly employ the bus drivers and each bus has a bus monitor on board who is one of our class Teaching Assistants, and therefore is well known to pupils.

Please note that we do not guarantee a door to door service for all pupils, however, if you are interested in finding out more about the bus service, please contact the School Office.

“At RGS Qatar we are preparing pupils to be successful in life, not just at the school.”

Lydie Gonzales, Head of Secondary

Parent Security Passes

Security, safeguarding and the protection of your child is taken very seriously at RGS Qatar. We ask that parents inform the School Office at the start of the school year of the names of all adults who might drop-off or collect their child from school. These names will be added to our school database and copies kept in both the School Office and at the security desk.

All parents and guardians will then be issued with a security pass at the beginning of the school year. These come on a white lanyard and should be worn at all times whilst at school so they are visible and adults can be identified easily. Please ensure passes are ordered in advance of your child starting at the school by submitting a passport-sized photograph, along with full name and relationship to the child, and a copy of your Qatar ID. The School provides two passes per family free of charge. Additional passes can be purchased at a cost of QR25 per pass.

We understand that occasionally a parent or guardian might forget their security pass, in which case parents and guardians will be required to hand a photo ID to our security staff at the school gate, at which time they will receive a red visitor's pass in exchange. Please note that any adult collecting a pupil must either have a security pass or a photo ID (to exchange for a visitors pass), AND be listed on the school database as being authorised to collect your child.

Family or friends who might be visiting Qatar from time to time and who wish to come to the School are most welcome. However, they must be accompanied by an adult who is listed on our database, or be listed on the database themselves, and they must bring a photo ID to hand to our security staff.

We only permit adults to collect pupils from school and will not hand any pupil to an individual under the age of 18.

If someone different from usual is collecting your child please let the School Office know in advance as, unless we have been informed of this arrangement in advance, we will not allow pupils to leave school with anyone other than the named parents or guardians.



Morning Snack & Lunch

All pupils are required to bring a snack, lunch and fresh bottle of water to school every day.

We actively follow a healthy eating policy when preparing your child's lunch. We believe that when a pupil is given healthy, well balanced meals and snacks, they are given the best possible fuel to support them in their development and progress. Fruit and water are a perfect snack to see your child through until lunch. Please do not pack any glass containers or bottles as these could break and cause injury.

If your child forgets his/her lunch please do not worry, just have it delivered to the main reception and our admin' team will make sure it gets to your child in time for lunch.

Good table manners are considered an essential social skill and one that we insist upon. Pupils are expected to be able to feed themselves and will be expected to tidy away their lunch when they are finished. To promote good table manners, pupils who demonstrate excellent behaviour, eating habits and manners during snack time and lunch time throughout the week, are invited to eat lunch at the 'Top Table' at the end of the week.

**** Due to Covid -19 protocols rules, we do not offer an on-site catering service. The rules may change according to the government guidelines and prevailing circumstance.****

Extra-Curricular Activities (ECAs) and School Trips

At RGS Qatar, learning extends beyond the classroom: school events, visiting speakers, special topics, visits and trips all contribute to learning throughout the School. We celebrate International Day, Book Week, Qatar National Day and Health Week, as well as weeks dedicated to individual subjects such as Science and Maths. Older pupils enjoy an annual, residential trip and all pupils enjoy day trips connected to curriculum topics.

We run a wide range of after school Extra-Curricular Activities (ECAs) for all pupils in Reception, Primary and Senior throughout Term 1 and 2.

The activities are driven by the interests of the pupils and the staff and include dance, cooking, sports, languages, music, drama, art and games. There is no limit to the activities we welcome. If it is possible and enough children are interested, we will do it! An extended day is available to all of our pupils who wish to do ECAs, including our Nursery classes who can attend an After-School Crèche.

**** Due to Covid -19 protocols rules, we do not offer ECA's for the academic year 2021/22. The rules may change according to the government guidelines and prevailing circumstance.****

"We encourage pupils to develop a sound, all-around understanding of motor skills, tactics and the etiquette of the sport whilst looking to push themselves to the best of their ability"

Patrick Temple, Head of P.E.



Uniform

Personal Appearance

Personal appearance is very important at RGS Qatar. We are proud of our long history and reputation, which is synonymous with outstanding excellence in all areas, including our smart pupils. We appreciate your support in helping us maintain our high standards of appearance and dress. Pupils in the Primary and Senior Schools should have shirts tucked in at all times and pupils who are required to wear a school tie are expected to do so daily and have this tied correctly. **All pupils must wear black, plain, closed shoes. Please note - black trainers, trainers of other colours, or coloured shoes are not permitted. Shoes should not have high heels.**

Apart from simple earrings, a bracelet, necklace, and a watch, no other form of jewellery is to be worn to school. If a pupil is becoming distracted by their jewellery during school time the School may ask for items to be removed. Pupils are not permitted to wear nail polish, and hair accessories should be simple.

All jewellery should be removed for PE lessons. If pupils are unable to remove their jewellery independently it is advised that they do not wear jewellery to school on PE or swimming days. Long hair must be tied back for PE lessons.

Female pupils are permitted to wear a hijab if they wish, however, this must be *navy blue. No other colours are permitted.*

Uniforms are available to purchase from Noble House, our uniform supplier. Orders can be placed online <https://trutexqatar.com/> and delivered to your home, or parents can visit their shop located at Barwa Commercial Avenue - Safwa Block. You can find their location on Google Maps and Waze under 'Noble House Trading'. Contact details can be found on <https://trutexqatar.com/pages/contact-us>

Early Years (Nursery and Reception)

- Green polo shirts with crested logo
- Grey shorts for boys and grey skirts for girls. During winter months, pupils may wear grey trousers
- Green crested pullover during winter months
- Green crested fleece jacket during winter months
- White socks for girls and grey socks for boys. Ankle socks may be worn

in the warmer months and long socks during winter. During the winter months' girls may wear grey tights.

- Black plain closed shoes or sandals. Please note - trainers (black or other colours) or coloured shoes are not allowed to be worn to school, unless the trainers are worn as part of the PE kit. Shoes should not have high heels.
- House T-Shirt to be worn every Thursday and for special House events and competitions, such as Sports Day. (Parents will be notified separately of their child's House colour)
- RGS cap. Pupils are not permitted to wear any other hat or cap.
- * Please note - female pupils may wear their RGS skorts if they currently have them, however, they will no longer be available to buy from our new supplier as part of the uniform.

Key Stage One (Year 1 and Year 2)

- White shirt with crested logo
- Grey shorts or long trousers for boys and skirts or trousers for girls
- Green crested pullover during winter months
- Green crested fleece jacket during winter months
- White socks for girls and grey socks for boys. Ankle socks may be worn in the warmer months and long socks during winter. During the winter months, girls may wear grey tights
- Black, plain, closed shoes. Please note - trainers (black or other colours) or coloured shoes are not allowed to be worn to school, unless the trainers are worn as part of the PE kit. Shoes should not have high heels
- House T-Shirt to be worn every Thursday and for special House events and competitions, such as Sports Day. (Parents will be notified separately of their child's House colour)
- RGS cap. Pupils are not permitted to wear any other hat or cap
- * Please note, female pupils may wear their RGS skorts if they currently have them, however, they will no longer be available to buy from our new supplier as part of the uniform.



Key Stage Two (Years 3 - 6)

- White shirt with crested logo
- RGS Key Stage 2 school tie
- Grey shorts or long trousers for boys and skirts or trousers for girls
- Green crested pullover during winter months
- Green crested fleece jacket during winter months
- White socks for girls and grey socks for boys. Ankle socks may be worn in the warmer months and long socks during winter. During the winter months, girls may wear grey tights
- Black, plain, closed shoes. Please note - trainers (black or other colour)

or coloured shoes are not allowed to be worn to school, unless the trainers are worn as part of the PE kit. Shoes should not have high heels

- House T-Shirt to be worn every Thursday and for special House events and competitions, such as Sports Day. (Parents will be notified separately of their child's House colour)
- RGS cap. Pupils are not permitted to wear any other hat or cap
- * Please note, female pupils may wear their RGS skorts if they currently have them, however, they will no longer be available to buy from our new supplier as part of the uniform.



Key Stage Three & Four (Years 7 - 11)

- White shirt with crested logo
- RGS Key Stage 3 school tie
- Grey shorts or long trousers for boys and skirts or trousers for girls
- Navy crested blazer
- Green crested pullover during winter months
- Green crested fleece jacket during winter months
- White socks for girls and grey socks for boys. Ankle socks may be worn in the warmer months and long socks during winter. During the winter months, girls may wear grey tights
- Black, plain closed shoes. Please note - trainers (black or other colours) or coloured shoes are not allowed to be worn to school, unless the trainers are worn as part of the PE kit. Shoes should not have high heels
- House Tie to be worn every Thursday

Whole School PE and Games Uniform

- RGS sports polo shirt
- RGS sports shorts
- RGS green tracksuit bottoms for winter and throughout the year for girls
- Green crested school pullover or school fleece jacket may be worn with PE kit during the winter months
- Trainers

* Please note pupils in Early Years and Year 1 should come to school in their PE kit on days when they have PE. Pupils in Year 2 to 9 should come to school in their school uniform and change into their PE uniform whilst in school.

** Please note that pupils who currently have the white PE kit are permitted to continue to wear this until they have grown out of it.

Bags

Any style of backpack is acceptable, including bags on wheels. However, please note that for Early Years, Key Stage 1 and Key Stage 2 pupils, the whole bag (including wheels and handles) must fit into the pupil's individual cupboard which measures 33cm x 38cm x 33cm. Bags which do not fit will not be permitted in school.

If you have any questions, please contact the School Office.

Item Labels

All clothing and other equipment should be clearly labelled with your child's name. This includes uniform and footwear, lunchboxes, water bottles, bags and other items.

Whilst you can use sew-in or iron-on labels, we have found permanent marker to be long-lasting and more cost effective. The School will endeavour to return all labelled items to your child should they lose them at school, however, the School does not take responsibility for lost items.

“Your child will make lifelong friendships with children from local, national and international communities. The experience of such a multi-cultural education is a privilege and one that will prepare your child well to succeed in today’s modern, global world.”

Lydie Gonzales, Head of Secondary



School Policies

Absences and Punctuality

High levels of punctuality and attendance are expected by all pupils.. Each week at our Celebration Assembly we award our punctuality and attendance trophies to the classes which have achieved the highest punctuality and attendance; and at the end of the school year we also present individual awards.

If your child will be absent due to illness or other unplanned events, please contact the School Office on the day of absence, as soon as you can. If your child is absent due to illness, please send a note or medical certificate once they return to school. All absences must be explained so that the correct follow up procedures can take place. On occasions when a satisfactory explanation is not provided in good time, an unauthorised absence will be recorded.

Should you wish to withdraw your child from school for a planned absence please contact the Head of School or the School Office. Failure to do so will result in an unauthorised absence being recorded.

Pupils are expected to arrive and be collected from school on time. If your child arrives at school after registration, or is collected from the School late, parents/guardians will be required to go to the School Office to sign the 'Late Book'. It is stressful for children when they are late for school or being collected late, and disruptive for the class teacher and the class, so please do all you can to arrive in good time.

Leaving Early for Medical or Other Appointments

If your child is required to leave school early for essential appointments, we would ask that you inform the class teacher and the School Office in advance.

Please report to the School Office when you come to collect your child. If the School is not informed in advance, or a pupil is collected early for a non-essential reason, an unauthorised absence will be recorded.

Behaviour

Our British school ethos means that we pride ourselves in having purposeful and rigorous classrooms where manners and good behaviour are expected and celebrated. We aim to help our pupils grow into successful, confident and caring young people and believe that having a positive behaviour management policy is an important part of achieving that aim.

Through the establishment of clear boundaries and expectations, we believe that we can give our pupils the security and confidence to enjoy their emotional, physical and learning development safely and successfully.

Please refer to the Primary and Senior School Behaviour Policies on the school website for further details.

Possessions

The School does not accept responsibility for personal property and we strongly discourage our pupils from bringing valuable items to school.

Resources

All necessary textbooks and stationery are provided by the School. Pupils in Year 5 and 6 and Senior School are permitted to bring their own pencil case to school.

Mobile Phones

Early Years and Primary pupils are not permitted to bring mobile phones or tablets into school. Any pupil in Early Years and Primary found with a mobile phone or tablet will have it confiscated for the remainder of the day.

Senior School pupils are permitted to bring a mobile phone to school, however, these should be placed in their individual locker at all times. Senior School pupils are not permitted to bring a tablet to school. Any Senior School pupil found with a tablet, or a mobile phone out of their locker, will have it confiscated for the remainder of the day and appropriate sanctions will be used. Please refer to the Senior School Behaviour Policy on the school website for further details.

Should a pupil wish to make a phone call they may do so through the School Office. We are happy to pass on any urgent messages to your child.

School Photographs for Marketing Purposes

The School takes photographs for use in promotional materials, social media and the annual school Year Book. All photographs are taken with respect and in line with cultural sensitivities. You will already have had the opportunity to opt out of having your child's image used for such purposes when you completed your Enrolment Form. If you have not done this and do not wish your child to be photographed, please advise the school.

Invoicing and Tuition Fees

The tuition fees are set by the [Ministry of Education \(MoE\)](#). For school year 2021/22, the fees will be QR46,200 for the Early Years and Primary School and QR51,975 for the Senior School.

Termly tuition fees are payable before the start of each term. This ensures the School will be able to function effectively in support of your child's learning. Late payment will incur an additional one-off charge and ongoing penalty until the balance is received. For further details about payment please refer to the Admissions Agreement or contact the School Office.

Transferring or Withdrawing

Parents should notify the admissions team in writing at least one full term prior to the departure date of their intention to remove a child or children. You must submit a withdrawal request form to admissions@rgsgg.com. Failure to do so will result in the imposition of a penalty equal to one term's fee.

The School will require completion of a Leaving Form, which is also a requirement of the Ministry of Education in Qatar, in order that the Finance Department can contact parents for any outstanding fees. Reports and transfer certificates will not be released until all outstanding fees and parental obligations have been met.

If your child is transferring from another Qatari School, we will require a transfer certificate in order to complete the enrolment process.

Equal Treatment

We encourage all of our pupils to respect others regardless of ethnic origin, gender, or disability. The School condemns any form of prejudice or denial of equal opportunity in these areas. Those in positions of responsibility will seek to ensure that all pupils benefit equally from its provision.

Parents' Teachers Association

The RGS Qatar Parents' Teachers Association provides a number of opportunities for parents to meet formally and informally and to become actively involved in the life of the School. Membership of the Association is free and is automatically extended to the parents of all pupils and continues while your child remains at the School.

Aims of the Parents' Teachers Association

- To help to integrate parents into the school community: this is particularly important for parents coming from overseas, who have no established social networks or support.
- To work in partnership with the School, namely the Senior Leadership Team, to provide support at various Parents' Evenings and functions.
- To organise events to enable parents to meet each other and socialise together, and to raise funds for charities or for the benefit of the School.

We are always extremely grateful for any parental help. This could range from helping with the teas and coffees at school events, to helping with the scenery for school productions. It is a great way to meet new friends and to socialise with other school families, whilst at the same time helping the School.

Each year we ask for volunteers to establish a network of 'Class Reps' who keep their class up-to-date with what the Parents' Association is doing and help with planning and organising class social events.

Any parents interested in getting involved with either the Parents' Association or becoming a Class Rep should get in touch with Hanli Howard from the Parents' Association via parentsassociation@rgsgg.com.

Communicating with the School Community

School Contact Details

If you need to contact the School please call the School Office on (+974) 4036 0450 or via admissions@rgsgg.com

Emails

The School uses a system of electronic communication whereby all parental correspondence is delivered via email. The School Office and teachers will regularly send out whole school communication through the school's database system. Please ensure that you provide the School Office with your up-to-date email address for all school correspondence. It is expected that all parents provide their email address in order to receive school communication.

Change of Contact Details

It is essential that we have up-to-date Parent and Emergency Contact details. You will have provided these on your initial Enrolment Contract. Please contact the School Office if there are any changes.

Reports and Parent Teacher Consultations

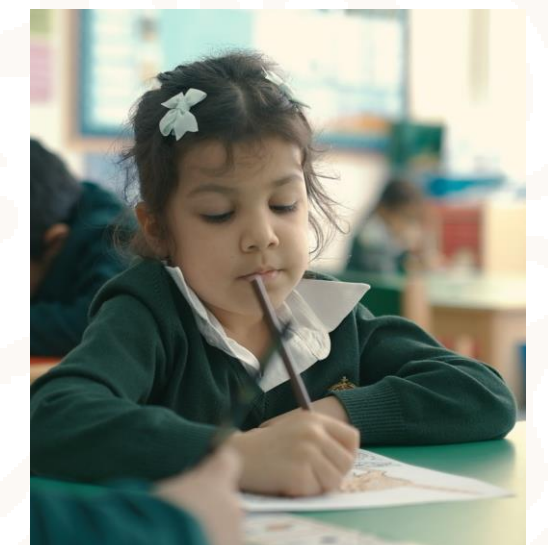
Your child's progress throughout their time at RGS Qatar will be shared with you regularly throughout the year; formally through written reports, parent meetings and assessment data and informally through conversations with teaching staff. We operate an 'Open Door Policy' at RGS Qatar and invite parents to speak to any member of staff when required. Alternatively, parents are welcome to contact their child's class teacher via the email address that will be provided.

We expect to meet parents at parent meetings throughout the school year to discuss your child's progress. The dates of these meetings will be clearly highlighted in the school calendar, which will be given out at the beginning of each term. The school calendar is also available to view on our website.

The School will not discuss matters relating to the education of your child with any parent representatives. We do not consider it appropriate that representatives attend important school meetings such as termly parent meetings. We believe that the parent and school relationship is an important one and that direct parent involvement is crucial to the success of your child's development and education.

Notice Boards

The school Notice Board is situated in the atrium near the main School Office door. Important notices will be emailed to parents and placed on the board.



Newsletters

Weekly newsletters will be sent via email and will appear on the school website under the newsletters section. If your child has any significant out-of-school achievements which you would like to share with the school community, such as awards in sport or music for example, please share this with the school office.

Online Parent Workshops

We hold a variety of parent workshops throughout the year on a range of topics including Phonics, Maths and Emergent Reading and Writing.

Website

Our website provides parents with regular news items, school information and important dates and we would encourage you to visit it regularly at www.rgsgq.com

Social Media

Please follow us on our Social Media pages to keep up to date with school events and activities.

Facebook - <https://www.facebook.com/RGSGQ>

Instagram - <https://www.instagram.com/rgsguildfordqatar/>

Twitter - <http://www.twitter.com/RGSGuildfordqat>

Our social media sites provide an opportunity for parents to gain an insight into daily life at RGS Qatar and give an indication of the wealth of activities and successes achieved. Regular news updates and photographs provide a colourful and diverse view of the school.

Annual Year Book

In June we publish our annual School Year Book, which chronicles the story of our school year and is a showcase for our pupils' work.

School Calendar

The school calendar can be found on the school website. The Diary Dates section of the weekly Newsletter also lists important upcoming dates.

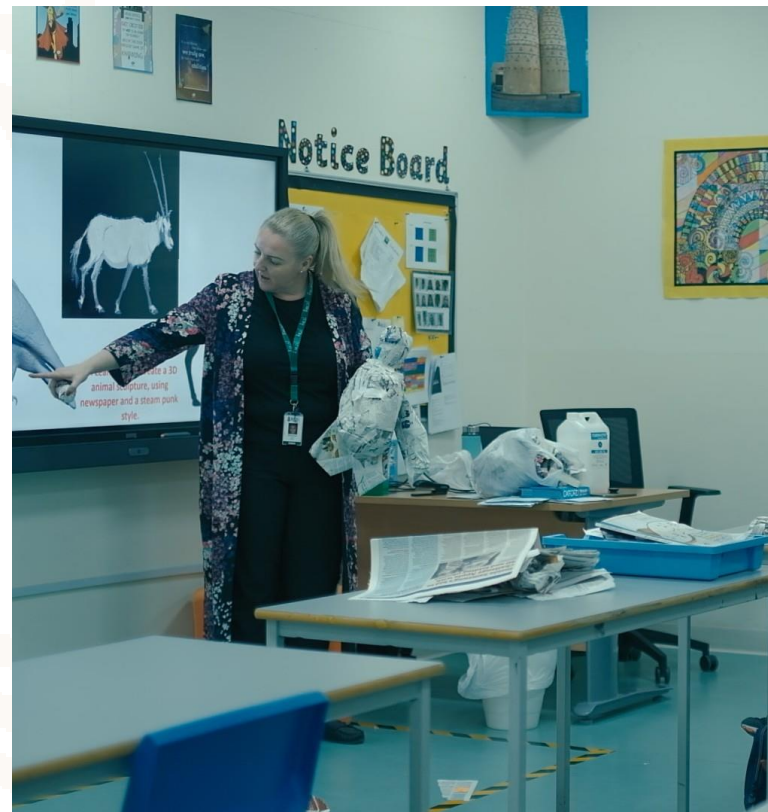
School Events

We hold many school events throughout the year to celebrate our successes, our hard work and our cultural diversity. These include International Day, Health Week, Qatar National Day, Arts Week and many more. Parents are often invited in to school to share these events and applaud our pupils' achievements.

Ongoing Developments

Whilst our Early Years and Primary School is now complete, we will be working on the next phase of the Senior School throughout the year. We ask for your co-operation and patience whilst our development works continue. This will not affect any of our existing classrooms or areas and will have no impact on the delivery of your child's education.

All of the works are carried out during evenings, weekends and school holidays and not during the school day. We believe that once complete, our school facilities will be amongst the very best in the Middle East.



How to Find Us

Address

We are in an ideal location just off the Al Shamal Road, a short distance from IKEA and Doha Festival City and approximately 10 minutes from Landmark Mall.

The Royal Grammar School Guildford in Qatar
Umm Salal Mohammed
Street No. 631, Building No. 17,
Zone No. 71,
Doha, Qatar

[Find us on Google Maps and Waze.](#)

Facebook

<https://www.facebook.com/RGSGQ>

Instagram

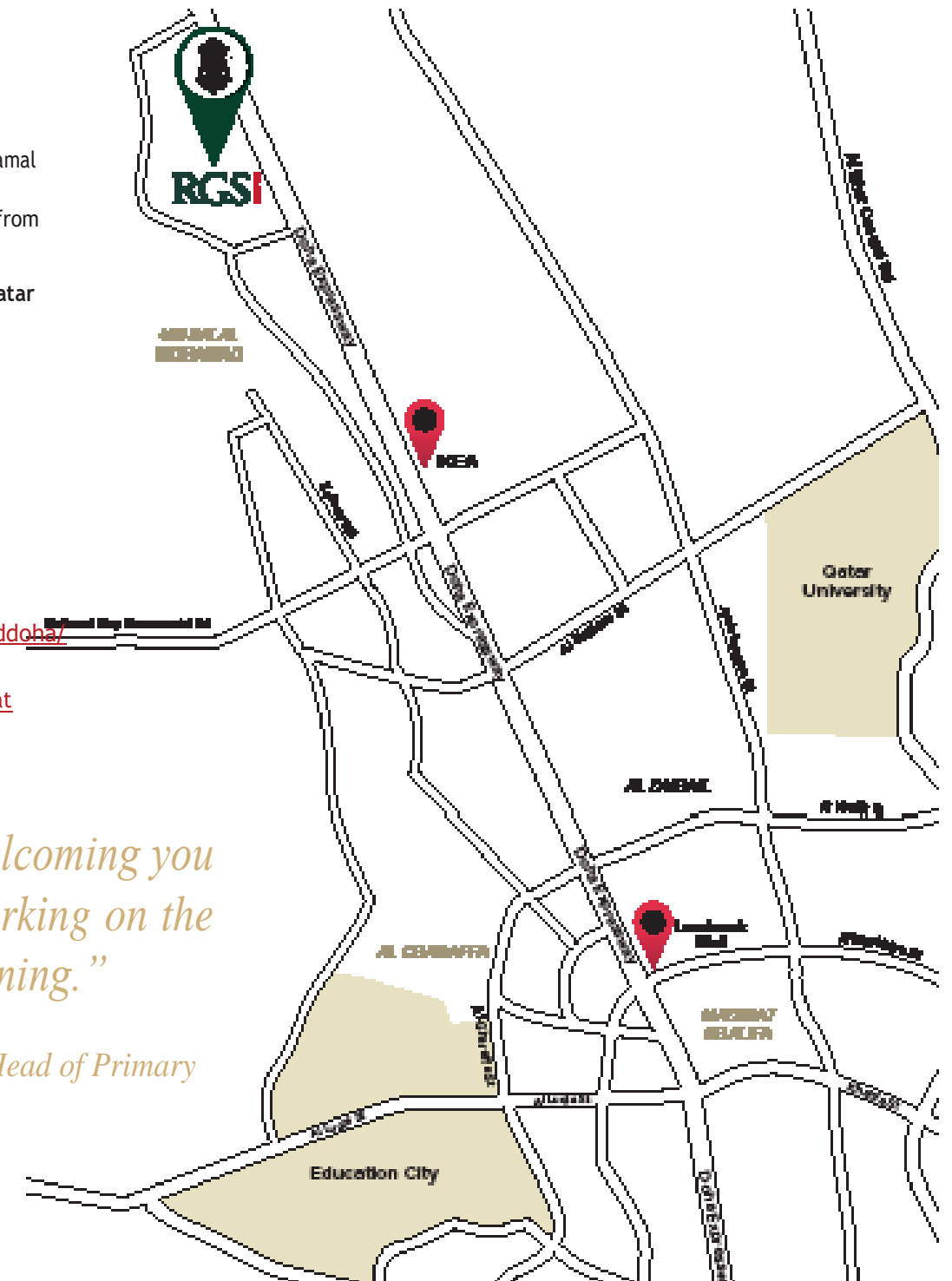
<https://www.instagram.com/rgsguildforddoha/>

Twitter

<http://www.twitter.com/RGSGuildfordqat>

“We look forward to welcoming you to our school and embarking on the life-long journey of learning.”

Sasha Patterson, Head of Primary





RGSG
— QATAR —

GUILD FORD

Admissions Office +974 4036 0450 • www.rgsgq.com • Umm Salal Mohammed, Doha



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