

INDEX

1. ABOUT THE SCHOOL
2. DAILY ORGANISATION
3. STARTING SCHOOL
4. MOVING SCHOOL
5. PUNCTUALITY
6. BUSES
7. SCHOOL UNIFORM
8. JEWELLERY AND PERSONAL POSSESSIONS
9. SCHOOL HOUSES
10. HOME / SCHOOL CONTACT
11. BREAKS AND SNACKS
12. ARABIC / KORAN LESSONS
13. HOMEWORK
14. READING
15. REPORTS
16. AFTER SCHOOL ACTIVITIES
17. HOLIDAYS
18. SCHOOL TRIPS
19. SCHOOL NURSE
20. TOILET TRAINING
21. SCHOOL CLOSURE

1. ABOUT THE SCHOOL

Dilmun School was established in 1976 and follows the British System. Since its inception the School has grown considerably and developed to reflect present day educational practices. A competent qualified Staff has ensured the achievement and maintenance of a high academic standard.

The School is open on Sunday through Thursday. School timing is from 8am to 1pm.

The School caters for the full Primary Range – Students are admitted into Nursery Class at 3+ years and continue to Year 6, 10-11 years, when they transfer to the Senior School of their choice.

The School operates a three term system: **Autumn** September – December (Break/Christmas)

Spring January – April (Break/Easter)

Summer April – June (Summer Holiday)

All Public and Religious Holidays are taken in accordance to the Government of the Kingdom of Bahrain.

The School is under the auspices of the Ministry of Education and follow the guidelines which they may suggest.

2 . DAILY ORGANISATION

SCHOOL TIMES

Nursery	8:00 am to 12:00 noon
Reception	8:00 am to 1:00 pm
Years 1-6	8:00 am to 1:00 pm

Arrival at School

Please note that there is **no playground supervision** until 7:45 am. Until that time your child is at risk if left unaccompanied. No child should enter the school premises before 7:45 am.

Nursery Class starts at 8:00 am and finishes at 12:00 noon. Pupils can be taken to the Nursery at 7:40 am, but there is no supervision prior to this time.

Children from Reception to Year 6 should go to the playground and play until the bell rings at 8:00 am. They are not permitted to enter their classes until escorted by their Teacher at 8:00 am.

End of School day

All children should be collected by 1:10 prompt, after which there is no supervision and your child is at risk if left unaccompanied.

Nursery Class Only those children with a brother or sister in The Dilmun School can remain until 1:00 pm. All other children must be collected at 12:00 noon prompt.

Children in the following classes should be collected directly from their classrooms

Nursery
Reception
Year 1 (portacabin)
Year 4
Year 5
Year 6

Children in the following classes should be collected from the playground

Year 1
Year 2
Year 3

Please Note: Home time is the time when teachers have to be most vigilant. In the interest of safety and security, teachers must ensure that pupils are collected by a responsible adult. This

requires concentration and close attention to the class. **This is not the time to engage the teacher in conversation. Please do not try to discuss your child with his/her teacher at home time.** An appointment should be made, through the school office, to discuss your child's progress.

PLEASE NOTE: ALL VISITORS (INCLUDING PARENTS) ENTERING THE SCHOOL MUST REPORT DIRECTLY TO THE SCHOOL OFFICE AND MUST NOT GO DIRECTLY TO CLASSROOMS WITHOUT PERMISSION FROM THE HEAD TEACHER OR THE SCHOOL SECRETARY.

3. STARTING SCHOOL

To be admitted students must have an acceptable level of English. A written entrance test of Mathematics and English is administered prior to admission for Reception onwards.

If a child starting in The Dilmun School has been to another school, the last Report from the previous school should be shown. A fee is charged for assessment tests and will be deducted from the Registration fee if the child is accepted into the school.

Classes do not normally exceed 20 students. Problem areas are quickly identified and dealt with in the classroom situation.

4. MOVING SCHOOL

If your child is leaving The Dilmun School please inform the school, in writing, at least one month in advance, to allow sufficient time for a report to be prepared and a leaver's letter issued.

5. PUNCTUALITY

We regard punctuality as a courtesy and training for later life. Please see that your child arrives at school between 7:45 am and 8:00 am. Collection time for children is between 1:00 pm and 1:10 pm. Parents and/or drivers should be punctual. If you have a problem, or someone different is to collect your child please inform the School Office. **Please do not block the School Gates when you park at "drop off" and "collection" times.**

6. BUSES

The Dilmun School does not provide a bus service.

We have done all we can to ensure the children's safety by providing a duty teacher to supervise the main entrance during school hours. However, it must be stressed that the school cannot be held responsible once a child has left the school premises.

Transport to and from the School is the responsibility of Parents.

7. UNIFORM

Uniforms should be worn on all school days and for any school function.

- **GIRLS** Purple/white checkered dress (HOUSE OF UNIFORM)
White ankle socks/white long socks or white tights
Black shoes (**no trainers or sandals**)
Hair accessories must be in school colours- purple or white
Purple sweatshirt for winter (available only from the H.O.U)
- **BOYS** White cotton shirt
School Tie (HOUSE OF UNIFORM)
Long grey trousers or grey shorts
White socks
Black shoes (**no trainers or sandals**)
Purple sweatshirt for winter (available only from the H.O.U)
- **PE KIT** White T-shirt with The Dilmun School Logo (HOUSE OF UNIFORM)
White shorts or white track suit
White socks and trainers

*** All clothing and school bags should be clearly marked with the child's name.**

- **NB** **Trainers are not permitted except when wearing PE Kit.**
Boots are not permitted.
School bags should not be bigger than necessary. Bags on wheels are not allowed as they take up too much space and cannot be hung up. Furthermore they have proven dangerous.

8. JEWELLERY AND PERSONAL POSSESSIONS

The wearing of jewellery is not permitted, apart from small ear studs and watches. We do not allow children to bring toys to school.

9. SCHOOL HOUSES

The School operates a “House System”. From Year 1 upwards each child is put into a School House; red, green or yellow. The system is used to award house points for good work and behavior. House points may be lost for bad behavior. At the end of each month a trophy is awarded to a member of the winning team who has worked exceptionally hard. On the School Sports Day events are organized as house events. A trophy is awarded to the School House that has achieved the most house points. Infants and Juniors have separate trophies.

10. HOME/SCHOOL CONTACT

A close relationship between teacher and parent is encouraged. If you have concerns you wish to discuss, please make an appointment to see the teacher, by contacting the School Office

11. BREAKS / SNACKS

The Infant section has two short breaks during the school day and the Junior Section has one. Snacks are eaten after first break, a healthy snack is encouraged and is best for your child. Healthy eating is supported at all ages. As child obesity is on the rise, a sensible lunch box, i.e: fruit and vegetables are recommended. Please do not send fizzy drinks in cans, glass bottles, sweets or chocolates.

12. ARABIC LESSONS / KORAN

Arabic follows the Ministry of Education Syllabus and is compulsory for all Arab nationals from Year 1 to 6. Koran is compulsory for all Muslims, regardless of nationality.

13. HOMEWORK

Assignments are given to encourage individual study and good working habits. Most homework is given to consolidate work covered at School. In Year 1-6 homework is noted in a diary. Parents are requested to sign it when the work is completed. This is to facilitate parent teacher co-operation to the benefit of the students.

14. READING

The Ginn 360 Reading Scheme is followed throughout the School. It allows individual progression and provides a width of experience in small colourful units. Completion of these small units gives the students a sense of achievement whilst ensuring a thorough grasp of initial word groupings. The scheme provides enjoyable stories which extends the experience of the reader and fosters the all important attitude toward “reading for pleasure”. Reading Files are sent home. Parents are encouraged to listen to their children read and sign the reading notebook.

To further this aim, both the Infant and Junior Library is stocked with both fiction and reference books. Students are encouraged to discover information for themselves. This is particularly relevant when undertaking project work which is a feature of the upper Junior classes.

15. REPORTS

Written reports are given on the last day of the academic year. Parent interviews are held twice a year, once in the Autumn Term and again in the Spring Term.

16. AFTERSCHOOL ACTIVITIES

A variety of indoor and outdoor activities are offered to students in the Junior section of the School and include Art, Craft, French, Football, and Netball. For all outdoor activities PE Kit is to be worn.

17. HOLIDAYS

It is in the best interests of your child to arrange family holidays to coincide with the periods when the School is closed. If this is not possible, please inform the school, in writing, as early as possible. Absence is noted on Reports. More than 10 days absence is classified truancy.

18. SCHOOL TRIPS

Most classes will have one or two compulsory trips outside of school, as part of the curriculum. A permission slip will be sent home prior to any trips, this must be returned to the school. A fee is charged to cover the costs of such trips.

19. SCHOOL NURSE

If your child appears unwell before school **please do not send him/her**. When a child is taken ill at school he/she will be Sent to the School Nurse for assessment and treatment. If deemed necessary you will be contacted by telephone. Prompt collection is necessary. **Please ensure that we have your current telephone number and any changes there might be.** Please inform the school by telephone if your child if your child is going to be absent.

20. TOILET TRAINING

The Dilmun School has no facilities for changing nappies (Pampers) so it is strict policy that all children entering the Nursery Class **MUST** be toilet trained before they join the school. Parents will appreciate that no arrangements can be made for children who need to sleep during the course of the morning. If your child falls asleep or has an accident with toileting in class, you will be called to collect him/her.

21. SCHOOL CLOSURE

If it is necessary to close the School due to adverse weather conditions, Health issues, or unforeseen circumstances, please check the School website for updated information.