

DILMUN SCHOOL STUDENT HANDBOOK



DILMUN SCHOOL
ADLIYA BAHRAIN

for Academic Year 2015-16

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Part 1: General School Information

VISION, MISSION & PHILOSOPHY

About the School

Dilmun School was established in 1976 by Mr. Hassan Ali Tarradah and follows British Curriculum. Since its inception, the school has grown considerably and developed to reflect the present day educational practices. A competent and qualified staff has continued to ensure the achievement and maintenance of high academic standards in the school.

Vision (Where we want to be)

Dilmun School aims to be the best starting block of education in Bahrain, where children acquire, demonstrate, articulate, and value knowledge & critical thinking skills that will invariably help them contribute and succeed in a complex, changing world.

Mission (What we do)

At Dilmun School, we foster the love of learning in an innovative and cooperative climate which empowers all students to be confident, productive, caring and responsible citizens.

Philosophy / Core values (What we believe in)

The philosophy of Dilmun School focuses on the values of hospitality, harmony, tolerance, and excellence. Dilmun School offers a balanced program that focuses equally on all vital aspects of education. This creates a healthy environment where children are motivated to develop not just their individual talents, but also to achieve their best academically.



CONTACTING THE SCHOOL

Dilmun School

Building 396

Road no. 2717

Block 327

Adliya

Kingdom of Bahrain

P.O. Box 26425

TEL: +973 17713483

FAX: +973 17713484

Email: info@dilmunschool.com

Website: www.dilmunschool.com

The school is open from Sunday through Thursday, between 7:30 AM to 1:15 PM.

SCHOOL ORGANIZATIONAL STRUCTURE

School House Teams

The school operates a 'House System', where from Year 1 onwards, each child is put into a School House: RED, GREEN, or YELLOW. The system is used to motivate students by awarding house points for good work and behavior, and deducting house points for bad behavior.

At the end of each month, a trophy is awarded to the member of the winning team who has worked exceptionally hard. On Sports Day, games are organized as house events and a trophy is presented to the house team that has earned the most points. Infants and juniors have separate sports days, and are presented with separate trophies.

SCHOOL CALENDAR 2015-2016

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August – 30 – First day of the year 23 – 28 - Eid – Al Adha

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 – Hijra New Year 22 – 29 – Ashoora / Mid term break

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 – 31 – Term Break

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3 – Term break 4 – First day of Spring term

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

16 – 20 – Mid-term break

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 – 31 – Term Break

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3 – First day of Summer term

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 – May 1

10 – 14 – Mid term break

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

30 – Last day of the year

SCHOOL DAY

Nursery

School Time: 8:00 AM to 12:00 Noon

As mentioned, Nursery Class starts at 8:00h AM and finishes at 12:00 Noon. Pupils can be taken to the Nursery at 7:15 AM, but please be advised that there is no supervision prior to this time.

Children from nursery should be collected directly from their class room by 12:00 Noon prompt. Children with a brother or a sister in higher classes however, can remain until 1:00 PM.

Reception & Years 1-6

School Time: 8:00 AM to 1:15 00 PM

Please ensure that your child arrives at school between 7:15 AM and 7:30 AM. Children from Reception to Year 6 should go to the playground and play until the bell rings at 7:30 AM. They are not permitted to enter their classes until escorted by their Teacher at 7:30:00 AM. Please note that there is playground supervision until 7:30 AM, so we therefore request that all students respect safety regulations while being on playground.

Collection time for children is between 1:00 PM and 1:10 PM, i.e. all children should be collected by 1:10 PM prompt, after which there is no supervision. Parents who are late for students pick up will be charged BD 1 per child after 12:20pm for the nursery and after 1:20 pm for R- Y6 students.

Children in the following classes should be collected directly from their classroom: Reception, Year 1A, Year 4, Year 5 and Year 6.

Children in the following classes should be collected from the playground: Year 1B, Year 2 and Year 3.

ENROLLMENT & DEPARTURE

Enrolling in Dilmun School

Being enrolled in Dilmun School is a matter of pride and certainty. Our screening system ensures that the children we take in are compatible with our values, goals, and teaching methodologies. One of our values is to promote individuality in our students, and to help support it, each of our classes do not normally exceed 20 students at a time.



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

Conditions of acceptance

The minimum age for enrolment in the Dilmun School is 3 years of age, on the 31st of August of the year of enrolment. Please note that for enrolling in nursery school, the condition of acceptance is that the children are toilet trained.

For students enrolling in Reception – Year 6, the students must have an acceptable level of English. A written entrance test of Mathematics and English is given prior to admission for these students. If the child is transferring to Dilmun School from another school, the last Student Report from the previous school must accompany the application. Please note that a fee will be charged for assessment tests, and will be deducted from the registration fees if the child is accepted into the school.

Successful applicants will be informed in the month of May of the preceding academic year.

Leaving Dilmun School

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

ATTENDANCE AND PUNCTUALITY

Punctuality is a common courtesy and good training for later life. The following are some of our policies that are intended to bring about such qualities in our students.

Late Arrival and Early Dismissal

It is important that students arrive on time for the start of the class. Any time beyond 3 minutes of the start of the classes (8:00 AM) is considered late. If the child is being dropped after the classes have begun or leaving before they have ended, please ensure that you accompany them to the reception, and fill out the late arrival or early leave slips available there, respectively.

Late Pick ups

Students who are late being picked up from school will be reported to the administration and will be made to wait in the reception until an appropriate call will be made. Parents will be charged an amount of 1 BD from 1:20 pm onwards.

If you have a problem, or someone different is to collect your child, please inform the office as soon as possible, and not at the end of the school day.

Absences

Parents do not have to call the school in case the child is to be absent. Dilmun School will contact the parents after 2 consecutive days of absence. If your child's absence is to be prolonged (> 2 days), the school should be informed in writing beforehand. We also require a medical certificate for absence of more than 2 days to be presented at the school reception.

In the meantime, the class teacher would prepare a file with missing worksheets and assessments and assign the deadline for the student to complete it upon arrival.

Our community is a highly mobile one and we request that a family's travel plans respect the school calendar. Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible. Also, it is in the child's best interests to arrange family holidays to coincide with the periods when the school is closed.

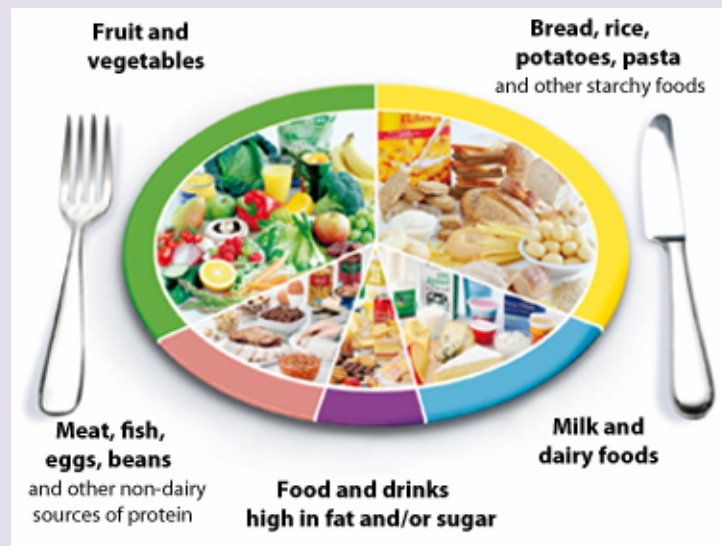
Please note that all absences are noted in the Student reports. More than 10 days of absence is classified a truancy.

BREAKS & RECREATION

The infant section in the school has two short breaks during the school day, and the Junior Section has one.

Snacks are recommended to be eaten after the first break. Canteens are not present in the current campus. So, students have to bring their own snacks to school. We encourage our students to eat healthy and balanced food that should include fruits and vegetables. Students should not be sent to school with chocolates, fizzy drinks, sweets or candies. Any child bringing this kind of food to school will have it confiscated by the class teacher, and other students will be asked to share their lunch with the child.

Healthy eating is essential for good health and contributes to positive wellbeing. Nutrition is a significant factor in the growth, cognitive and physical development, and overall functioning of young people. Children require sufficient energy and essential nutrients each day to concentrate on accomplishing learning tasks. Hence, Dilmun School encourages the following balanced daily diet to our students, recommended by the UK Food Standards Agency:



Students are also encouraged to bring refillable water bottles, and keep themselves well hydrated by making use of water dispensers available in locations around the campus.

MATERIALS & SUPPLIES

Students should bring their belongings to school in a small backpack. The Class teacher specifies all the basic material requirements for the year in the welcome letter. Please ensure all your child's belongings are clearly labeled with their name and class. If any incident of loss of belonging occurs, the lost and found policy will be clarified by the reception personnel.

Valuables

Students are asked not to bring valuables or toys 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 school office for safe-keeping. Unless items are deposited with the school office, the school is not responsible for the loss or theft of valuables.

Electronic Devices

Electronic devices, such as mobile phones and tablets, are prohibited in the school premises at all times, except when used as a part of a class based activity, under the direction of teachers.

DRESS CODE

At Dilmun School, it is of primary importance that the school uniforms be worn on all school days, and for any school functions.

For Girls

Purple/white checked dress (HOUSE OF UNIFORM i.e. H.O.U)

White ankle socks/ white long socks/ white tights

Black shoes

Purple sweatshirt for winter (available only from the H.O.U)

Please note that the Hair accessories must be in school colors – purple or white. Also, the wearing of jewelry is not permitted, apart from small ear studs and watches.

For Boys

White cotton shirt

School Tie (H.O.U)

Long grey trousers or grey shorts

White socks

Black shoes

Purple sweatshirt for winter (available only from the H.O.U)

Please note that Hair should be short, neat and above the collar (long hair is not permitted)

For PE

White T-shirt with the Dilmun School Logo (H.O.U)

White shorts or white track suit

White socks and trainers

Please note that Boots and Sandals are not permitted on campus. Trainers are not permitted except when wearing the PE Kit. Parents should note that the **child will not be admitted to the class if they are not in the correct uniform.**

Also note that Parents would be informed through a letter concerning any specific dress or costume requirements for events such as Dramas, or other stage performances.

HEALTH & SAFETY

Dilmun School is very fortunate to have a full-time qualified and registered nurse. The nurse is not only available to meet students' immediate medical needs but also to advise the School Management team on health-related issues. The nurse also liaises with external organizations and ensures that Dilmun School meets all our medical obligations with regard to the laws of the kingdom of Bahrain.

Parents should inform the nurse, and if possible, the class room teacher, regarding special health information. A basic health form can be requested from the reception, which can be filled out and submitted to the School nurse. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration of medication needs, accompanied by a valid prescription, to the School Nurse, class teacher and administrative assistants, who are also First Aiders, in the nurse's absence.



Actions under special healthy-related circumstances however, should/will be carried out as follows.

Illness

If your child appears unwell before school, **we ask you that you do not send them to school.**

If a child is taken ill whilst at school, he/she will be brought to the School Nurse for assessment. Parents will be contacted by the nurse if it is deemed that the child cannot continue the school day. Prompt collection of their child is the responsibility of the parent.

Head lice

If a student is found to have head lice, parents will be requested to take their child home for treatment. The rules of the Ministry of Education stipulate that children with head lice should remain out of the school for a minimum of two days while treatment is administered.

SECURITY & EMERGENCY PROCEDURES

Visitors

All visitors to the campus are required to report to the security guard at the school gate, where their identity will be checked before admission. They will then be directed to the reception area where they will receive a Visitor's Badge, to be displayed at all times.

All visitors to the Dilmun School are requested to go straight to the office to await further instructions, and kindly refrain from directly entering the class rooms.

Transport

The Dilmun School does not provide a bus service. Transport to and from the school is the responsibility of the Parents.

We ensure 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 for the safety of the child once he/she has left the school premises.

Emergency Procedures and Drills

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the emergency procedures that are clearly posted around the school.

Once every term, our teachers are provided with Emergency Kits to help them keep track of the student count. The specially designed papers inside the kits should be filled by the teachers that detail the timing of the emergency and the nature of the event: be it expected or not expected.

Also, Fire drills booklets are available with every teacher, describing all details of the procedures to be executed in case of an emergency.

COMMUNICATION

Communication is an essential way of maintaining trust and transparency among the school community. Most of the communication with the parents is done through the use of Student Diary. There are however other channels of correspondence available to the parents, such as follows.

Progress Reports

Written reports are given on the last day of the academic year. The reports include all the information about the student's progress in the year, including their academics, extra-curricular achievements, and behavior. Needless to say, the attendance of the student is also shown on record.

Parent-Teacher Meetings

A close relationship between the teacher and the parent is encouraged to be had all around the year. Teachers are always happy to speak with parents about any aspect of a child's attendance at the Dilmun School. Both the parent and the teacher benefit from the deeper insight into the child through such interactions.

Should the parent feel the need to discuss any concerns, we ask them to kindly make an appointment to see the teacher by contacting the School Office.

Formal parent interviews however, are held twice a year, once in the Autumn Term, and again in the Spring Term.

Parent-Teacher Association (PTA)

We are currently in the process of establishing a PTA, and it has been thus far agreed that monthly meetings will be held between the members of the parent community, and the Principal of Dilmun School.

Dilmun School Website

All the information on the Dilmun School website is updated periodically. It is therefore important for parents to check the website regularly for school updates, as it is the primary channel through which the school relays its messages and announcements. The website also has access to Dilmun School policies, procedures, and necessary forms, all of which can be downloaded directly from it.

CURRICULUM

Arabic Lessons

Arabic teaching in Dilmun School 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.

Homework

Assignments are regularly given to the students, in order to encourage individual study and good working habits. Most of the homework is given to consolidate the work covered at the School.

For Years 1-6, homework is noted in the School Diary. Parents are requested to sign the note in the diary when the work is completed by the child. This is to facilitate parent-teacher cooperation, for the greater benefit of the students themselves.

Reading

The Ginn 360 Reading Scheme is followed throughout Dilmun School.

It allows individual progression and provides a wide experience in small colorful units. Completion of these units gives the students a sense of achievements whilst ensuring a thorough grasp of initial word groupings. The scheme also provides enjoyable stories which extends the experience of the reader and fosters the important attitude of 'reading for pleasure'.

The Reading files are sent home with the students. Parents are encouraged to listen to their children read and sign their Reading notebooks.

To further the aim of the scheme, both the infant and Junior Library is stocked with both fiction and reference books. Students are encouraged to discover information by themselves by exploring the libraries. This is particularly relevant when undertaking project work, which is a feature of the upper junior class.

Afterschool Activities

A variety of indoor and outdoor activities are offered to the students in the Junior Section of the school. They include French, Art, Craft, Football and Netball.

Please note that for all outdoor activities, a PE kit is to be worn.

School Trips

Most classes will have one or two compulsory trips outside of school, as part of the Dilmun School curriculum. These trips are organized by the school administration in coordination with random vacancies.

Parents will be informed at least one week prior to these trips via a permission slip that will be sent home. This slip must be returned to the school, as a sign of consent from the parent to allow his child to go on the trip. A fee is usually charged to cover the expenses of such trips.

Part 2: Student Wellbeing

Our entire faculty is dedicated to supporting each student by promoting positive attitudes, choices, and behaviors. Our team encourages everyone in our school community to promote and maintain appropriate conduct, and this is characterized as behavior which

- Values and respects the rights of others, including the right to learn
- Fosters a happy, safe and secure environment
- Recognizes that each member of the community is unique
- Treats others fairly
- Expects members of the community to take responsibility for their actions
- Promotes compassion and tolerance
- Develops skills for a peaceful resolution of conflict
- Values and respects others and their differences
- Addresses inappropriate behavior
- Upholds the School's mission, objectives and ethos

RESPONSIBILITIES & RIGHTS

All students and members of the community have rights and responsibilities as follows.

Students

Students have a right to

- Learn and play in a safe, clean and supportive environment
- Access adequate and appropriate facilities
- Be respected
- Express themselves and their opinions in an appropriate manner
- Learning experiences which cater to individual requirements
- Privacy

Students have a responsibility to

- Actively promote safe and clean practices whilst at school
- Care for school facilities in a respectful manner
- Express themselves in a socially acceptable way
- Participate in school activities to the best of their ability
- Respect the rights and tolerate the opinions of others
- Allow others their privacy
- Respect the learning styles of peers
- Report perceived bullying

Parents

Parents have a right to

- Be respected by staff, students and the wider community
- Be welcomed at our school
- Have their child's full potential realized within the limitations of available resources
- Meet with staff and discuss issues relating to Primary School policy and procedure, their child's progress and reports
- Have their opinions valued

Parents have a responsibility to

- Show respect towards staff, students and the wider community
- Model appropriate behavior, including language
- Be available to discuss their child's progress
- Ensure their child is sent to school prepared to be involved in the formulation and support of Primary School policy
- Support programs developed by the Primary School
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report welfare concerns

BULLYING

Bullying is a deliberate and repeated abuse of another pupil. It is a behavior which causes someone to feel hurt or threatened.

In line with this philosophy of the school, which fosters an environment where each child is valued and respected, we take a very strong stance on any kind of bullying. There are three types of bullying of which we should all be aware of:

- Verbal Bullying – Repetitive incidents of name calling and teasing, spreading of rumors. This could also be through unkind and hurtful notes or leaving someone out of a group.
- Physical Bullying – Repetitive incidents of hitting, kicking and pushing someone, or damaging individual or school property on purpose.
- Cyber Bullying – Although rare in Dilmun School because of the limited access of students to electronic devices, cyber bullying nonetheless causes distress on purpose, through misuse of email, internet or mobile phones.

Should any parent have any concerns regarding bullying, they should contact the school on the first instance.

SANCTIONS

Dilmun School aims to nurture a family environment, where a sense of responsibility, respect and accountability are the key attributes of our students. Accordingly, students are expected to behave in a polite and respectful manner to other students and to staff. Students are expected to treat each other as equals, irrespective of their gender, race, religion, or physical attributes.

Any student deemed to be behaving in an inappropriate manner will be subject to disciplinary processes of the school, which include in-school suspension, specialist classes, detention, etc.

Examples of the most common misdemeanors and their associated sanctions are given below. These sanctions are applicable to all students, both on premises, and while taking part in organized trips and events.

Level	Examples	Intervention
1. Minor Concern	<ul style="list-style-type: none"> Uniform infringements Disturbing the class Failure to complete work / not paying attention in class Arriving late Petty name calling Littering Inappropriate movement around School 	<ul style="list-style-type: none"> Verbal Reprimand Remind the student of expectations Note in the Student Diary Advisory meeting with Homeroom teacher
2. Moderate Concern	<p>Repeated Level 1 misdemeanors</p> <ul style="list-style-type: none"> More serious name calling and teasing Academic dishonesty (E.g. copying homework) Chewing gum Damage to school and other students' property Misbehaving on field trips or events Disagreement by physical contact i.e. pushing, holding, grabbing etc. 	<ul style="list-style-type: none"> Verbal Reprimand Referral to the HOD or the Head of the Year, and a follow up advisory meeting Incident may be placed on the report card
3. Serious Concern	<p>Repeated Level 2 misdemeanors</p> <ul style="list-style-type: none"> Truancy from lessons or leaving the school without permission. Misbehavior which affects the safety of others Inappropriate use of schoolequipment 	<ul style="list-style-type: none"> Referral to the HOD or the Head of the Year, and a follow up advisory meeting Parents will be contacted, and a meeting might be arranged Detention or Internal suspension Incident placed on the report card

<p>4. Very Serious Concern</p>	<p>Repeated Level 3 misdemeanors</p> <ul style="list-style-type: none"> • Bringing prohibited items to school • Cheating in examinations • Any type of bullying • Arguing or any unruly behavior with members of the staff • Intentionally bringing the school disrepute via any means 	<ul style="list-style-type: none"> • Referral to the Principal, and a follow up advisory meeting • Parents will be contacted and must come to school for a meeting • External suspension (length depending on the seriousness of the offense)
<p>5. Most Serious Concern</p>	<p>Repeated Level 4 misdemeanors</p> <ul style="list-style-type: none"> • Possession of an offensive weapon or morally offending material • Behavior which directly poses a threat to other students • Setting off the fire alarm deliberately • Racist behavior • Serious or repeated physical intimidation and/or fighting • Theft 	<ul style="list-style-type: none"> • Referral to the Principal, and a follow up advisory meeting • Parents will be contacted and must come to school for a meeting • Immediate external suspension and possible expulsion from the school. Re-registration may not be offered.