

## SECTION 9

# SCHOOL CAMPUS, PROPERTY AND GENERAL MATTERS

---

# SCHOOL CAMPUS, PROPERTY AND GENERAL MATTERS

## 9.1 Equipment and Books – What to bring

### 9.1.1 Primary School

For Primary students, the school will supply all workbooks and exercise books. In addition, pencils, crayons and stationary equipment are also supplied, but students may wish to bring their own. All students should have some sort of school bag, a satchel, briefcase or a backpack. In addition, each student needs to purchase a school book bag to carry their reading books. These are available from Zak's – see PE kit section below. For the Primary students, school bags should not be too heavy for them to carry comfortably. Large school bags with wheels are not recommended.

The children should also bring food for the two breaks. Food can be pre-ordered from the cafeteria or purchased in the morning between 7:15 AM to 7:35 AM when the cafeteria is operating.

In the cooler months, when the children are outside, ISL Qatar operates a 'no hat, no outside play' rule for all Primary students. Any student without a hat will be asked to stay in the shade. It is important that a child has a hat in school at all times.

A water bottle is essential as we are in a very hot environment and a hydrated brain will learn much more efficiently than a dehydrated brain. Students are strongly encouraged to bring a refillable water bottle to school each day as this promotes effective hydration and is in line with our environmental commitment.

Very young students must keep a clean change of clothes with the homeroom teacher. No money should be brought to school, unless necessary. No electronic games or mobile phones should be brought to Primary school.

### 9.1.2 Secondary School

For Secondary students, the school will supply all textbooks and workbooks. It is important to note, however, that teachers will use a wide range of resources to support learning, many of which will be sourced from the internet rather than located in a single textbook. It is the responsibility of the student to bring appropriate stationary equipment to school. This includes a calculator. All students should have some sort of school bag: a satchel, briefcase or backpack.

All students are encouraged to bring a healthy snack/lunch to school which contains a balance of proteins and carbohydrates. Vegetables and fruits are advised as the quality of food consumed will impact on a student's ability to think, concentrate and learn. No fizzy drinks should be brought to school and juice should be kept to the minimum and supplemented by water.

## 9.2 No Nut Policy

ISL Qatar has a strict NO NUT policy, as we have some students with severe nut allergies. We appreciate your strict cooperation with this. Please ensure that no nut products are brought to school, this includes all tree nuts, peanuts and any product containing any nut derivative.

## 9.3 In-class Celebrations/Parties/Birthdays/Take Out Food

The school welcomes the opportunity to share in celebrations with the children. Please ensure that these are arranged with the prior consent of the teacher. They should be timed for no more than 15 minutes. Students may bring in cake to share with classmates that may be easily divided among the students, though please take care with the cakes to ensure they DO NOT contain nuts. Please do not send party bags or other gifts to school for the class.

Takeaway food for such occasions may be ordered with the permission of the class teacher who will then be responsible for collecting the order at the Reception desk. If orders are made and delivered to the school regardless of this procedure, then the Receptionist will request that the delivery be returned to the shop and students will be required to pay for the order. Students may only order take-out food individually, after 3.30 pm and only in cases where they are staying at the school for an extended period of time and with the permission of the teacher with whom they are working.

## 9.4 Lockers

All students from Grades 6-12 are given the opportunity to use a school locker for the storage of their personal belongings. At the start of the academic year, a letter is issued and upon its submission, together with a deposit of 50 QR, a locker key is issued. The school is not responsible for unattended items left around the school. Ultimately, the school is not responsible for items stored in the locker. At the end of the year, the student's deposit is returned once the locker key is returned.

## 9.5 Lost Property

All items worn and brought to school must be clearly labelled with the student's name using name tapes or permanent marking

pen. Students must take care of his/her belongings. Unmarked property will be placed in the lost property box and kept until claimed. All unclaimed property will be given to charity at the end of each month.

#### **9.6 Canteen**

Catering services are provided by Kanteen, a local school catering company. The canteen is open for staff and students from 7:30 AM to 2:30 PM. Hot and cold menus are available for primary and secondary students to order from. The canteen offers a full range of sandwiches, salads, hot and cold meals, desserts and healthy snacks.

Hot meals are available for pre-order at least 24 hours in advance and will be delivered to Primary classes in time for second break. They can be ordered daily, weekly, monthly or termly. Orders should be submitted directly to the canteen with payment in advance.

Items from the canteen menu can be ordered in the morning by submitting an order form with payment direct to the canteen from 7:25 AM to 7:35 AM. Items can then be taken immediately or delivered to class. Order forms are available from the canteen directly. For primary students, orders must be placed directly by parents and/or guardians.

Secondary students in G6-G10 should only visit the canteen during break times. Students in G11-G12 may visit the canteen whenever they are not in timetabled classes.

#### **9.7 Hot weather**

Students are allowed to go outside during the break times for much of the school year. However, at times of the school year, typically September, October, May and June the high temperatures mean it is not advisable to do so. At these times, students must not be outside at break times. The gym and atrium areas are used where possible to provide an opportunity for play.

#### **9.8 Evacuation procedures**

Throughout the school year, fire drills are held to familiarise students with correct emergency procedures. Instructions are displayed in each classroom. The fire alarm is a continuous sounding of the bell. On hearing the alarm, everyone should leave the building immediately and silently by the established routes. They should proceed quickly to the designated meeting points where attendance will be taken. Under no circumstances is a student or member of staff allowed to return to the building to collect any item during the evacuation. Students and staff will be allowed to return to the building only upon the instruction of the Head of School or his/her designated deputy. Parents in school should evacuate by the nearest exit and assemble at the designated area for visitors by the football field.

There are also periodical practices of the emergency lockdown procedure. This alarm is a siren and requires immediate return to the closest lockable room. Visual instructions are displayed in each classroom. An important part of this procedure is that silence must be maintained, and mobile phones must be switched off. If any parent/visitor is on campus when the lockdown alarm is sounded, they too must strictly go to the nearest lockable room and follow the required instructions posted in the room.