

# Welcome to The KAUST School!

Some useful orientation  
information as your family joins  
our special community.



# Welcome!

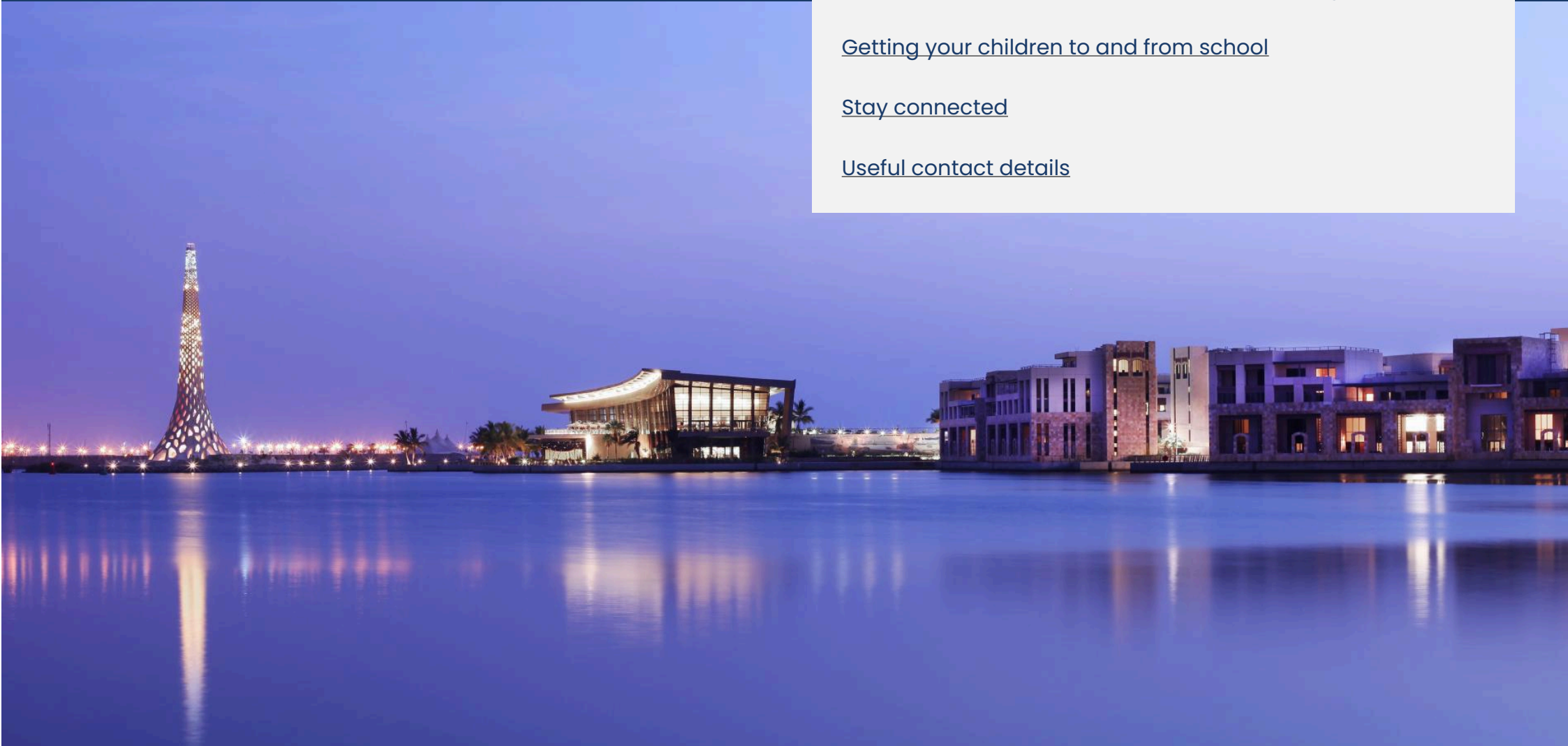
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# Welcome!

A message from our director, Dr. Michelle Remington



# Welcome!

## Dear parents

Welcome to The KAUST School! I'm delighted that you have chosen our school for your family. You join a warm, diverse and supportive community in proud partnership with our friends and collaborators at KAUST.

I hope you find this orientation pack helps ease the transition at what can be an overwhelming time for relocating families. It contains important guidance about drop-off and pick-ups for each of our schools, along with

information about staying connected, plus those all-important contact details in one place.

I'm pleased to announce the appointment of our new Admissions Director, Dr. Leigh Martin who joins us in August 2022 from Singapore American School, where she served as Director of Parent Engagement and an international school consultant. Welcome too to Leigh's husband, Jason, who will teach science. Their two adult daughters attend university in the US. Leigh is very excited to be working closely with the team at TKS on admissions,

parent engagement, alumni relations, as well as marketing and communications, and looks forward to meeting you!

I hope your child settles well into TKS and enjoys their studies, alongside the excellent co-curricular activities we are delighted to offer in our outstanding purpose-built facilities. It's a privilege to have the most wonderful natural resources on our doorstep, such as the Red Sea, enabling our students to explore and incorporate this into their learning.



At TKS, community is everything – it's a very special place to be, as I'm sure you will discover. I look forward to personally welcoming your family and wish you all the very best.

**Dr. Michelle Remington**

**Director, The KAUST School**



# Getting your children to and from school

Whether your child is in Kindergarten or Grade 12, please familiarize yourself with this important information.





# Getting your children to and from school

## Kindergarten

Students should arrive between 7:45am and 8:10am.

School hours are:

K1: 8:15am – 12:15pm

K2: 8:15am – 13:00pm

K3: 8:15am – 14:00pm

(With the exception of Tuesdays, when we finish at 13:00pm)

### Bus

Bus services are available before and after school, based on registration and availability. Buses and bus stops are organized and operated by SAPTCO. A KG staff member supervises the children on each bus.

KG children may not walk to and from home alone. Only children may ride on the school buses. Parents or caregivers must supervise their children at



their bus stops, when they leave in the morning and arrive back in the afternoon.

If there is no one at the afternoon stop to collect your child, we will bring them back to school and will contact you to collect them. Please note that our bus supervisors can only release a child to their parents or regular caregivers. We expect children to follow appropriate behavior on the school bus. You can find more details about this in the [KG Parent Handbook](#).

To register your child for the school bus service or to make any changes, please contact [kg.office.coordinator@thekaustschool.org](mailto:kg.office.coordinator@thekaustschool.org)



## Daycare

Daycare services are available after school on a paid basis and provided by a separate organization, Building Blocks, which is located near to TKS Kindergarten. If you've registered your children, Building Blocks staff will collect them from Kindergarten. We ask you to confirm with Kindergarten reception and the teacher if your child is going directly to Building Blocks to ensure a smooth transition at the end of the day.

Parent drop-off / pick-up: If you drive your child to school, you must park in a designated parking space and walk your child to the main entrance or to

the classroom. Dropping children in the parking lot is not permitted. Parents or school staff must supervise children at all times. At dismissal time, parents should collect their child(ren) from reception in each building.

\*It is the responsibility of parents and students to communicate changes in transportation to or from the school to the homeroom teacher and reception.

To register your child for daycare, please get in touch with our Registrar, Alyza Ali, at [alyza.ali29@gmail.com](mailto:alyza.ali29@gmail.com)



# Gardens Elementary School

Students arrive between 7:35am and 7:45am. They may enter the building at 7:40am, and go to their homeroom classrooms at 7:45am to prepare for the day. We take attendance each day at 7:50am. If a student arrives late, they will need a pass from the reception.

## Pedestrians

Students should be aware of vehicles when walking to school, use the sidewalks provided and cross the road at the designated crosswalks.

## Bikers

If a student rides their bike to school, they need to ensure they follow the rules of the road, wear a proper helmet and park their bikes at a bike rack.

Please contact [ges.reception@thekaustschool.org](mailto:ges.reception@thekaustschool.org) if you have a bus-related question. For other arrival and clarifications, please contact the Office Coordinator: [elementary.office.coordinator@thekaustschool.org](mailto:elementary.office.coordinator@thekaustschool.org).



\*It is the responsibility of parents and students to communicate changes in transportation to or from the school to the homeroom teacher and reception.



## Bus

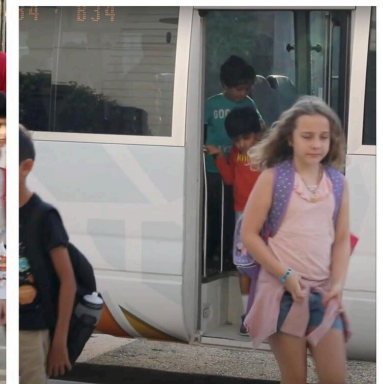
Bus services are available before and after school, based on registration and availability.

We will make a registration link available on the parent portal, but new families can simply stop by reception on the day of their intake interview, and the receptionists will assist them.

We expect children to follow appropriate behavior on the school bus. You can find more details about this in our [GES Student-Parent Handbook](#).

## Private vehicle drop-off

If you drive your children to school, please ensure that you use the designated drop-off sites.



# Gardens Secondary School

Students arrive between 7:30am and 7:50am. They go to their homeroom classrooms at 7:50am to prepare for the day. We take attendance each day at 7:55am. If a student arrives after 7:50am, they will need a late pass from the reception.

## Transportation to and from GSS

Most of our Secondary School students walk or ride bicycles to and from school. Some families drop-off and pick-up their children by car. There is one bus line from the Island serving the Secondary School campus.

## If your child drives a car or scooter

If your child drives a motorized vehicle at KAUST, they need to be at least 17 years old and hold a valid driver's license. They must leave their vehicle in the student parking area in the North Parking Lot during school hours. Students must not park their vehicles in the West Parking Lot nearest the Flag

Pavilion entrance. All motorized vehicles, including electric scooters, must be parked outside of our school grounds, in the designated areas.

## Bicycle safety

Bicycles are a great way to get to and from school. Bike riders have control over their own transportation without having to wait for their siblings, parents

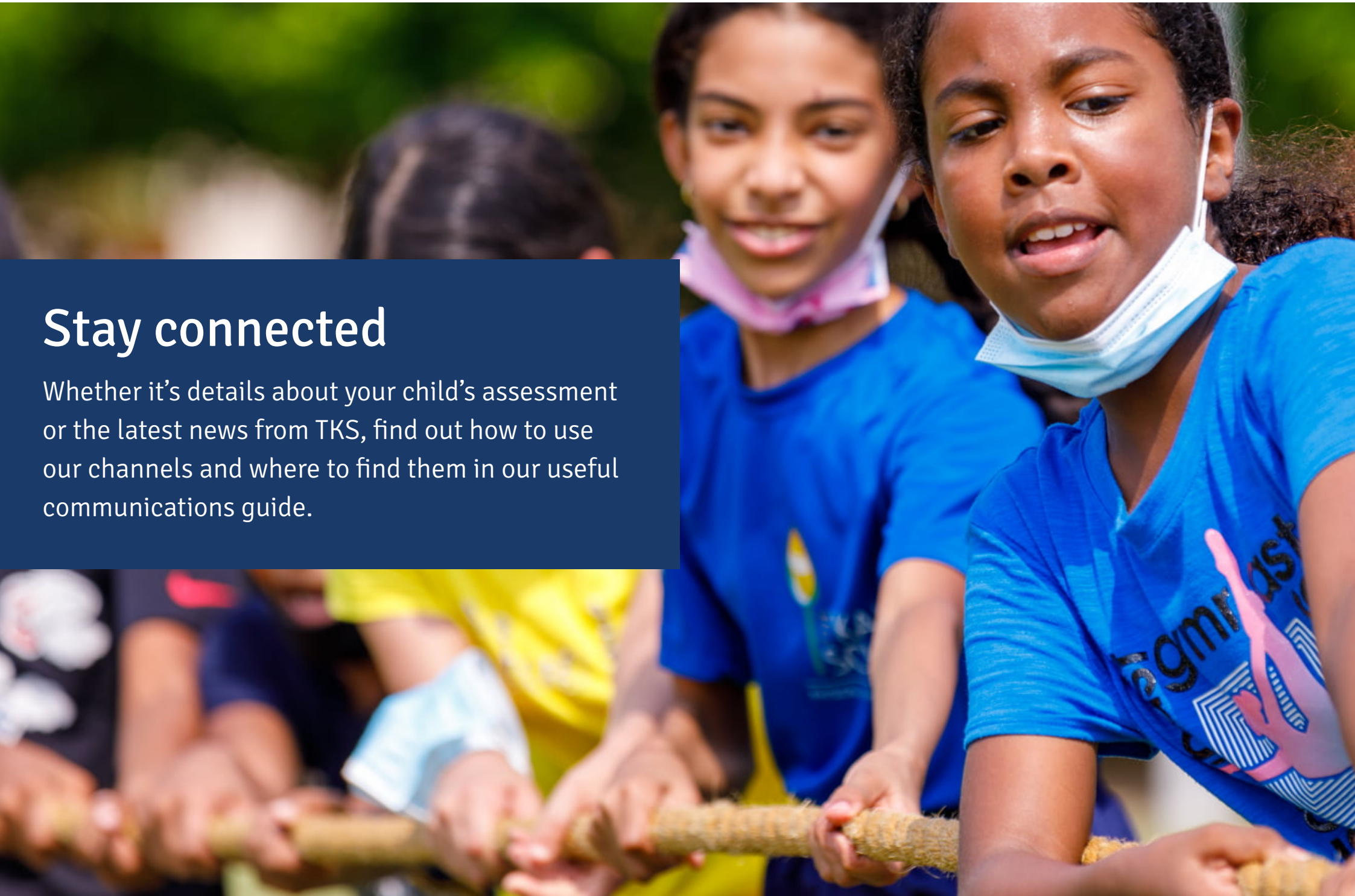
or a bus. Bikes are environmentally-friendly and can increase a student's strength and endurance.

If your child rides a bike to school, it's important that they're safety conscious and aware of all right-of-way rules of the road. They must wear a helmet to ride a bike to and from school. If they don't wear a helmet, we may hold their bike at school until the student brings his or her helmet from home. Students must park their bikes neatly in the bike racks provided.



# Stay connected

Whether it's details about your child's assessment or the latest news from TKS, find out how to use our channels and where to find them in our useful communications guide.



# Stay connected!

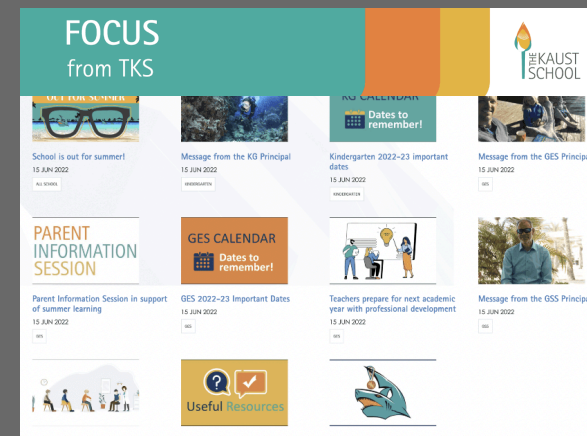
## Direct to your inbox

### Focus from TKS

We send our weekly parent e-newsletter on Thursdays. It's essential reading to inform families of upcoming, timely, and important information. We'll send this to the email address you registered with us.

### TKS Wave

TKS Wave is our quarterly school magazine. Teachers, staff, and students from across our submit articles and news stories which celebrate our achievements. Download the latest edition and take a look at our previous issues [online](#).





# Social and digital channels

## Social media

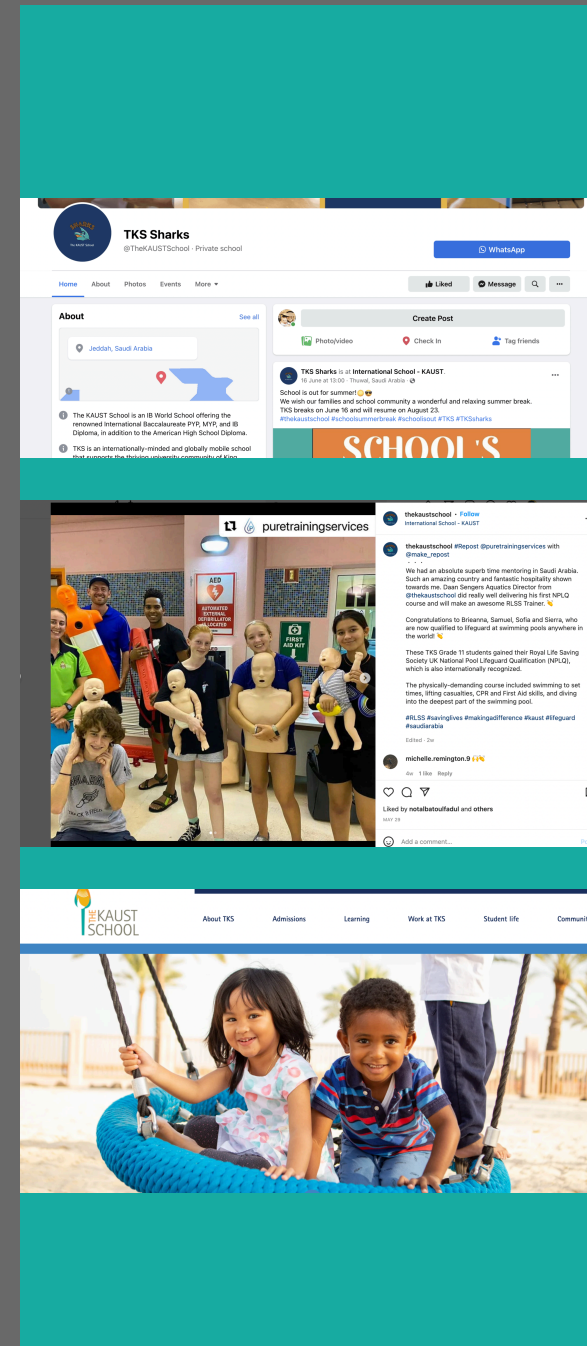
It's easy to stay up to date with what's going on at TKS through our social media platforms.

Join us on [Facebook](#) and [Instagram](#) (thekaustschool) for our celebrations, staff and student news, and events. You'll also find us on [LinkedIn](#) for professional announcements and celebrations.

## Website

Our [website](#) (tks.kaust.edu.sa) is a complete set of information for current and future families. It contains everything from calendars, directories, strategic agendas, curricular programs, and much more.

We're currently developing a parent portal. This information will be more specific to current families, such as lunch menus, and links to all other communication items on this document.



# Learning management technology

## Seesaw



For students from K1 – Grade 5, parents and teachers.

Seesaw is a multimodal platform that is used by parents, students and teachers.

**Seesaw Learning Journal.** Students and teachers can share samples of student learning across all subject areas. These items can provide insight into either the process of learning or the final product.

**Seesaw Announcements.** Teachers and the school use this share class and school announcements on a weekly basis. This information can include an update of what happened in the week, and a look ahead to future events. Sometimes announcements are sent at the school level to inform and remind parents of specific events. Examples of this are books order and parent evenings.

**Student sign-in:** Students use the Class app or web. Kindergarten students sign in via a QR code. Elementary students use Google Single Sign On (SSO) to access Seesaw.

**Parent sign-in:** Parents use the Family app to view their child's Seesaw journal. Parents will receive an email invitation to connect to their child's account. They will then need to create an account.

# Learning management technology

## Google Classroom



For students from  
Grades 3 - 12, teachers and  
parents.

Teachers use [Google Classroom](#) to communicate classwork, homework, and assessment tasks with students and provide feedback to them. Students may use Google Classroom to ask questions and submit homework and assessment products.

Parents can access information on their child's Google Classroom account in two ways:

1. Through their child's account
  - a. Parents can look at their child's Google Classroom account on their child's device
  - b. Parents can access their child's Google Classroom account on their own device by signing in to their child's account. They will have to ask for the username and password from their child.
2. Through guardian email summaries (parents can choose daily or weekly summaries).



# Learning management technology

## PowerSchool



For students from Grades 6  
- 12, teachers and parents.

PowerSchool is our Student Information System (SIS).

Teachers use PowerSchool to submit attendance, create log entries, access student information and create semester report cards.

Parents can use PowerSchool to access their child's report cards, MAP assessment results, submit forms, update their child's information, and to view attendance and schedule

Students in Secondary School use it to submit course requests, access their reports, and view attendance and schedule. Students on our International Baccalaureate Diploma Programme can view and monitor their graduation progress.

Parents receive an email after their child is enrolled with sign-up information and user guidelines.

[Parent sign-in link.](https://powerschool.kaust.edu.sa/public/) ( [powerschool.kaust.edu.sa/public/](https://powerschool.kaust.edu.sa/public/) )

Students use Google Single Sign On (SSO) to access PowerSchool.

# Learning management technology

## ManageBac



MYP exhibition

For students from Grades 6 - 12, teachers and parents.

Our teachers use ManageBac for curriculum planning, recording assessment dates, gradebook, and to organize essential elements of the International Baccalareate (IB) programme.

IB Essential Elements. Students record their Service as Action (MYP) and Creativity, Activity, Service (DP) activities and teachers give feedback through ManageBac.

Students and teachers use ManageBac to submit proposals in the Personal Project (MYP) and Extended Essay (DP). Teachers use ManageBac to provide feedback and monitor progress in EE and Personal Project.

Theory of Knowledge (DP). Students use the journal in ManageBac. Teachers and students use ManageBac for the interactions for the presentation and essay. The TOK forms are completed through ManageBac by the students and the teachers.

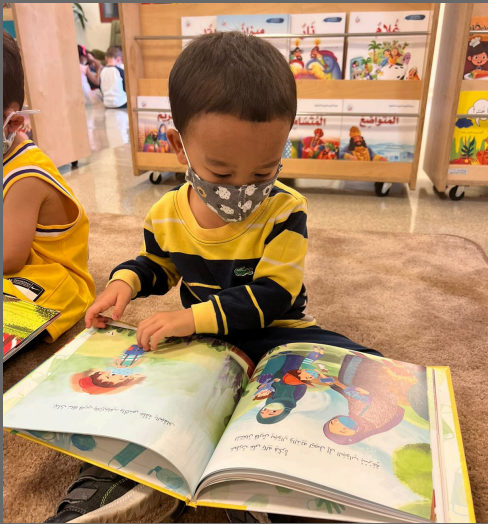
### ManageBac Calendar

Teachers record all assessments and selected assessments in the ManageBac calendar. Teachers link the task sheet to the assessments as recorded in the calendar so students and parents can access this information.



# Learning management technology

## TKS libraries



For all students and parents.

We have four libraries located in:

- Kindergarten East School
- Kindergarten West School
- Elementary School
- Secondary School

All libraries provide a diverse collection of physical and digital books. In addition, the school has subscribed to a number of research databases to support student inquiry.

KG library: Student access and Parent access.

Elementary students use Google Single Sign On (SSO) to access the library catalog and e-books.

Secondary students use Google Single Sign On (SSO) to access the library catalog and e-books.

# Learning management technology

## SchoolsBuddy



For all students and parents.

We use SchoolsBuddy to manage the sign-up and allocation process for co-curricular activities. All students and parents get their own access to SchoolsBuddy. Within your accounts, you can sign-up for activities. Activity group communication will be done within SchoolsBuddy by staff sponsors of activities.

Parents and students will receive a Welcome Message from SchoolsBuddy at the start of the year inviting you to activate your accounts. You can access SchoolsBuddy via the SchoolsBuddy website and/or your mobile app, which is available to download for both iOS (App Store) and Android (Google Play Store).



# Useful contact details

All the people and contact details you'll need in one place.



# Kindergarten (K1-K3)

## Kindergarten Principal

Tiffany L. Hill

[kg.principal@thekaustschool.org](mailto:kg.principal@thekaustschool.org)

## Assistant Principal

Jessica Dalton

[kg.ap1@thekaustschool.org](mailto:kg.ap1@thekaustschool.org)

## Office Coordinator

Vaishnavi Upadhyaya

(966) (12) 808-6320

[kg.office.coordinator@thekaustschool.org](mailto:kg.office.coordinator@thekaustschool.org)

## KG West Reception

Zainab Lary

(966) (12) 808-6267

[kg.office\\_staff@thekaustschool.org](mailto:kg.office_staff@thekaustschool.org)

## KG East Reception

Tracey Rahmer

(966) (12) 808-6408

[kg.office\\_staff@thekaustschool.org](mailto:kg.office_staff@thekaustschool.org)

## Counselor

Lujain Alafif

[lujain.alafif@thekaustschool.org](mailto:lujain.alafif@thekaustschool.org)

## Counselor

LaTanya Weaver

[latanya.weaver@thekaustschool.org](mailto:latanya.weaver@thekaustschool.org)

## Nurse- KG East

(966) (12) 808 6212

[kg.nurse2@thekaustschool.org](mailto:kg.nurse2@thekaustschool.org)

## Nurse - KG West

(966) (12) 808 6312

[kg.nurse1@thekaustschool.org](mailto:kg.nurse1@thekaustschool.org)



# Elementary School (Grades 1 - 5)

<b>GES Principal</b>	Jeffrey Woodcock	<a href="mailto:elementary.principal@thekaustschool.org">elementary.principal@thekaustschool.org</a>
<b>Associate Principal</b>	Laura Pendergast	<a href="mailto:elementary.ap1@thekaustschool.org">elementary.ap1@thekaustschool.org</a>
<b>Associate Principal</b>	William Kelly	<a href="mailto:elementary.ap2@thekaustschool.org">elementary.ap2@thekaustschool.org</a>
<b>Office Coordinator</b>	Celéste Cook	(966) (12) 808-6309 <a href="mailto:elementary.office.coordinator@thekaustschool.org">elementary.office.coordinator@thekaustschool.org</a>
<b>Receptionists</b>	Alena Denisova Svitlana Shevchenko	(966) (12) 808-6363 <a href="mailto:ges.reception@thekaustschool.org">ges.reception@thekaustschool.org</a>
<b>Nurse</b>		(966) (12) 808-6412 <a href="mailto:elementary.nurse@thekaustschool.org">elementary.nurse@thekaustschool.org</a>
<b>Counselor</b>	Mahri T. Wooten	<a href="mailto:mahri.wooten@thekaustschool.org">mahri.wooten@thekaustschool.org</a>
<b>Counselor</b>	Mike Vande Loo	<a href="mailto:mike.vandeloo@thekaustschool.org">mike.vandeloo@thekaustschool.org</a>
<b>Counselor</b>	Beverley Burns	<a href="mailto:beverley.burns@thekaustschool.org">beverley.burns@thekaustschool.org</a>

# Secondary School (Grades 6 - 12)

## Secondary Principal

David Tigchelaar [secondary.principal@thekaustschool.org](mailto:secondary.principal@thekaustschool.org)

## Assistant Principal

Vishanu Bhoja [secondary.ap1@thekaustschool.org](mailto:secondary.ap1@thekaustschool.org)

## Office Coordinator

Tasneem A. Alsharif [secondary.office.coordinator@thekaustschool.org](mailto:secondary.office.coordinator@thekaustschool.org)

## Receptionists

Audrey Parker  
Claire Atkins (966) (12) 808-6703  
[secondary.office\\_staff@thekaustschool.org](mailto:secondary.office_staff@thekaustschool.org)

## Counselor (G6-8)

Adam Kuestermann [adam.kuestermann@thekaustschool.org](mailto:adam.kuestermann@thekaustschool.org)

## Counselor (G7-9)

Tara Madrigal [tara.madrigal@thekaustschool.org](mailto:tara.madrigal@thekaustschool.org)

## Counselor (G10,11,12 & College Counselor)

Brett Bowring [brett.bowring@thekaustschool.org](mailto:brett.bowring@thekaustschool.org)



# School Administration

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**Director**

Dr. Michelle Remington

[director@thekaustschool.org](mailto:director@thekaustschool.org)

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**Office Administrator**

Silvia C. Salvador

(966) (12) 808-6803  
[directors.office@thekaustschool.org](mailto:directors.office@thekaustschool.org)

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**Admissions Director**

Dr. Leigh Martin

[admissions@thekaustschool.org](mailto:admissions@thekaustschool.org)

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**Student Support Director**

Zachary Berezowski

[student.support.director@thekaustschool.org](mailto:student.support.director@thekaustschool.org)

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**Director of Learning and  
Innovation**

Julian Edwards

[director.li@thekaustschool.org](mailto:director.li@thekaustschool.org)

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**HR & Finance Director**

Mahmoud Muati

[director.hr\\_finance@thekaustschool.org](mailto:director.hr_finance@thekaustschool.org)

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**Visit our website at:**  
<https://tks.kaust.edu.sa/>