



مدرسة المتحدة الدولية

United School International

The Pearl Island جزيرة اللؤلؤة

an Orbital Education School

United School International Parent Handbook

2026-2027

Contents

Click on the link to take you to the relevant section.

[Vision, Mission and Aims](#)

[School Ethos](#)

[School Objectives](#)

[School Calendar 2026-27](#)

[Attendance and Absence](#)

[Lateness](#)

[Bullying](#)

[Class Allocation](#)

[Communication](#)

[Drop-Off and Pick-Up Map](#)

[Parking](#)

[Daily Routines](#)

[Leaving School Unaccompanied](#)

[After School Activities](#)

[School Lunches and Snacks](#)

[Stationery Lists](#)

[Enrolment and Admissions](#)

[Concerns and Complaints](#)

[Glossary](#)

[Assemblies](#)

[Birthday Celebrations](#)

[Reporting](#)

[Illness and First Aid](#)

[Visitors](#)

[Homework](#)

[Modern Foreign Languages](#)

[Library](#)

[Parent Society](#)

[Physical Education](#)

[Policies](#)

[Stationery, Textbooks & Other School Supplies](#)

[Bring Your Own Device \(BYOD\)](#)

[Student Council](#)

[Teaching and Learning](#)

[Trips Off Site](#)

[School Uniform](#)

[Hair, Make-Up & Jewellery](#)

[Lost & Found](#)



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Vision, Mission and Aims

Vision

To prepare all USI students for a rapidly changing world by instilling in them our core values of excellence, respect, responsibility, integrity and compassion.

Mission

To provide a safe, nurturing learning environment where everyone is valued and respected. We will create ambitious learning opportunities for students that will help them develop the knowledge, critical thinking skills, and character necessary to succeed through a first-class British education.

Aim

We aim to ensure that all USI students recognise that hard work, resilience, and commitment are the key factors of success. We will also aim to establish a culture of proactive pastoral care which will focus on their mental and physical wellbeing.



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Ethos

Our ethos rests on the following principles: kindness, respect, a passion for learning and the pursuit of excellence. We are a school that prides itself on the ambitious education we deliver. We want our children to feel secure and confident, to feel supported and understood and be able to turn to those around them for guidance and encouragement. Our children are at the heart of everything we do, whilst we support them on their journey through a world class, holistic, international education at United School International, The Pearl.

Aims

1. To provide an exceptional educational experience, based on the ethos, values and practices of United School International.
2. To provide an ambitious academic education and to enable each student to achieve beyond their expectation.
3. To maintain a team of teachers to whom each student is important and who can inspire subject passion and enthusiasm.
4. To enable all students to recognise academic excellence and realise that it is attainable.
5. To create a home where individuals are nurtured and the whole personality can grow.
6. To foster a caring and respectful community characterised by excellent relationships between staff and students and between the students themselves, of whatever age, culture and background.
7. To encourage all students to take risks and try something new in an environment which embraces all aspects of educational challenge.
8. To develop an outward looking, internationally minded, community of young people who have a clear understanding of the value of commitment and service to others.



Objectives

Our objectives are a more specific embodiment of our aims and represent the specific ways in which our aims will be achieved, related to student outcomes.

1. **Academic Excellence**

Our students will graduate with exceptional academic skills across a broad range of disciplines. They will have the opportunity to develop a depth of knowledge in areas that they are passionate about and will fully realise their potential. Our students will be aspirational thinkers who have confidence in their own abilities.

2. **Broad Experiences**

Our students will leave us with a clear sense of where their passions and interests lie having experienced a wide variety of activities and opportunities outside of our formal curriculum.

3. **Global Citizens**

Our students will be prepared for a world with continuously fading borders and where international mindedness is essential. Our students will be compassionate and have a commitment to serving others.

4. **School Values**

Our students will develop a strong set of moral and ethical values that determine how they act and interact with others.

5. **Future Success**

Our students will not only access leading universities around the world, but they will be equipped with the skills, attitudes and attributes needed to be successful, happy and healthy for the rest of their lives.

6. **Character**

Our students will leave us as resilient and confident young people who think independently.

United School International

2026 - 2027 School Calendar

Please visit <https://unitedschool.qa/school-life/school-calendar> to view the 2026-27 school calendar.

Attendance and Absence

At USI, our expectation is that attendance will not fall below 95% in order for students to take full advantage of the educational opportunities available to them.

As attendance forms such an important part of your child's education, the school reserves the right for your child to repeat the year if their attendance falls below 80%.

Requests for absence during term time should only be made if necessary and are not automatically authorised. Permission should be sought in writing from the Head of School or Executive Principal.

Category	Attendance %	Description
✔ Excellent	98–100%	Outstanding attendance. Rarely absent.
✔ Good	96–97.9%	Regular and reliable attendance.
⚠ Cause for Concern	92–95.9%	Below UK national average.
! At Risk	90–91.9%	Persistent Absentee (PA) threshold.
!! Serious Concern	Below 90%	Official Persistent Absence .
🔥 Severe / Chronic	Below 80%	Extreme absence.

Reporting absences:

Primary & Secondary Students

- Absence reporting: attendance@unitedschool.qa
- Late arrival / Early departure: reception@unitedschool.qa

Early Years (EYFS) Students

- Absence reporting: eyfsreception@unitedschool.qa
- Late arrival / Early departure: eyfsreception@unitedschool.qa

Lateness

All children should be in their classroom, ready to start their first lesson at the designated time. In Primary and Secondary, if your child arrives after 7.45am they must report directly to reception on arrival who will record the attendance.

The school day in Early Years starts at 8am so any parents bringing their children to school later than this will need to report to Early Years Reception.

Any pre-arranged appointments during school time must be communicated with the appropriate Head of School.

Secondary School Student Timings

We kindly request that all secondary students arrive by 7:15am ready to start form class at 7:20am. Secondary school students who arrive after this time will be marked as late.

Daily Routines

The drop-off window is between 7:00am and 7:30am at the specific year group drop-off zone. We ask all parents to respect these times. The drop-off zones can be found on the school map, which will be sent to you as part of your Welcome Pack.

If parents need to come into school with their child, they may park in the public car park and use their designated entrance. For safety, please follow the traffic cones where applicable to make your way through the car park.

Early Years car parking is reserved for Early Years parents as we will not offer a bus service for these students.

Registration is taken at 7:20am for Secondary

Registration is taken at 7:30am for Primary

Registration is taken at 8:00am for EYFS

Students arriving after 7:45am will need to enter through designated gates. All Early Years students arriving late after 08:00 should report to the EYFS Reception desk. Primary and Secondary students should arrive to the main entrance and register at the main Reception desk.

If students arrive late, they will miss out on Assembly or class circle time, an important feature of our programme, and this will appear on their school record.

School Timings for Primary and Secondary School

07.00 Gates open & student drop off

07.20 Start of school day and registration taken for Secondary

07.30	Gates close
07:30	Start of school day and registration taken for Primary
14.00	End of academic learning for Primary and Secondary
14.00	Optional Extra Curricular Activities (ECA) begin
14.15	Buses leave for non-ECA participants. All secondary students not in an ECA should have left the school site or be in the library if waiting for siblings.
15.00	ECA'S finish
15.25	Buses leave for ECA students
15.30	External After school activities (ASA) provision starts (parents must make own transport arrangements for pick-up)

School Timings for Early Years (FS1 & FS2)

07:00-7:30	Early Drop Off in the Courtyard
7:30	Open Classrooms
7:40	Parents and Families leave
7:45	Start of the school day and registration taken If you arrive after 8:00 you need to collect a late pass from the Early Years Reception
13:45	End of the Day
14:00-14:45	Extra Curricular Activities – separate sign up is needed*

*EYFS these will not begin until after the first half term and that age-appropriate (as per providers) ECAs and timings will be communicated by the EYFS Department and ECA Coordinator

Students are to be picked up by parents/guardians from the designated pick-up areas.

The school playground equipment is locked outside of school hours and should not be used without staff supervision.

Bullying

What is bullying?

The [Anti-Bullying Alliance](#) defines **bullying** as the repeated, deliberate misuse of power by one or more individuals to cause physical, emotional, or psychological harm to another person.

Bullying can take many forms:

- **Physical:** hitting, pushing, damaging belongings.
- **Verbal:** insults, name-calling, threats.
- **Social/Relational:** exclusion, spreading rumours, manipulating friendships.
- **Online (cyberbullying):** hurtful messages, posts, or images shared digitally.

It is important to differentiate bullying from unkindness, disagreements, or persistently bothersome behaviour. Children and young people sometimes fall out with friends, argue, or say hurtful things in

the heat of the moment. As children mature at different rates, they may also find the behaviour of others irritating or annoying. While this can be upsetting, it does not always constitute bullying.

At the same time, we will never dismiss or minimise a student's experience. If a child feels they are being bullied, their voice matters, and we will take it seriously.

Key terms

We sometimes use the words **victim** and **perpetrator** for clarity. These terms are oversimplifications:

- A **victim** is the student experiencing bullying behaviour.
- A **perpetrator** is the student displaying bullying behaviour.

We recognise that many perpetrators have themselves been victims. Some may not even realise their actions are hurtful, seeing them instead as “banter” or “just a joke.” Nonetheless, **impact matters more than intention**, and bullying behaviour must stop.

Why do people bully?

There are many reasons why young people engage in bullying behaviour, including:

- Seeking power, control, or social status.
- Copying behaviour they have experienced or witnessed.
- Masking insecurity, stress, or difficulties in their own lives.
- Misunderstanding the impact of their words or actions.

Understanding these reasons helps us respond with both **firmness** and **empathy**.

Who to Speak To

If you are worried about bullying, you should **tell any trusted adult in school**. This could be a class teacher, form tutor or any other adult in school.

All reports are handled with **confidentiality** and **sensitivity**. Retaliation against students who report bullying will not be tolerated.

How do we deal with bullying

The school will be guided by the victim's wishes in deciding how to respond. While we respect a student's choice not to pursue action, the school must act if there is evidence of significant or ongoing harm, or if any safeguarding concerns arise.

1. Prevention

- a. Through PSHE lessons, assemblies, tutor time, and open discussions, we educate students on kindness, respect, and empathy.
- b. We promote a culture where differences are valued, and students feel safe to speak up.

2. Supporting the Victim

- a. We listen carefully and work with the student to identify solutions.
- b. We ask how they would like us to proceed, ensuring their voice guides the process where possible.

3. Addressing the Perpetrator(s)

- a. We define the behaviours that must stop and make clear that such actions are unacceptable.

4. Restorative Practice

- a. Where appropriate and agreed by both parties, we facilitate restorative meetings.
- b. The aim is to rebuild relationships, encourage accountability, and prevent recurrence.

5. Ongoing Support

- a. Victims may receive counselling, mentoring, or pastoral care.
- b. Perpetrators may also be offered support to address underlying issues and change behaviour.

6. Consequences (when behaviour persists or is deliberately harmful)

- a. Reflection meeting with pastoral team.
- b. Removal from lessons for reflection activities.
- c. Fixed-term suspensions.
- d. Review of the student's continued place at the school.

Persistent or serious bullying is treated as a **safeguarding concern**, and parents will be involved in every stage.

USI's commitment to you

1 – We will work with the victim

Anyone who perceives that they are being bullied needs support. We have an effective and compassionate pastoral team who will work with victims of bullying to help them feel safe.

At USI, the victim's voice is central. For low-level concerns, if the victim prefers, we may monitor the situation discreetly rather than intervene immediately - especially if the student feels that a strong response could make matters worse. We have an empathetic and effective pastoral team who are always here to listen and work with the victim. However, if we believe that any student may be unsafe, we will always investigate and intervene as a matter of urgency.

2 – Investigations

We acknowledge that investigating bullying can be challenging and may involve different viewpoints. Our commitment is to respond fairly and thoughtfully, based on the best evidence that we have available and with the best interests of all students in mind.

Remember: *If you are the victim of bullying, it is never your fault. If it happens, speak up, tell a staff member and know that USI will support you. Together, we can make our school a safe and respectful place for everyone.*

Communication

Communication is key to a school relationship between parents and the school. We ask that you follow our [Communications Policy](#), available on the USI website, in liaising with the school.

During the teaching day, our staff priorities are to be working with the children, therefore all parent emails will be answered within 24 hours, except at weekends.

- Telephone or email to class teacher – for notifying Reception of lateness or absence, including if you are going to be late for pick-up.
- Email – is the preferred means of general contact as we can keep a track, forward etc. as appropriate to communicate between home and school.
- Facebook – for social updates and school news. Not for contacting teachers or notifying us of anything relating to your child.

Educational Communication

Early Years

Our teachers will communicate regularly through Class Dojo and most importantly face to face at the start and end of the day. Class Dojo is used to communicate whole class experiences, individual observations of each child and it is also a place we use to communicate upcoming events and learning. Each week one of the year team will send an update on the learning and focus for the week ahead. Remember our teaching teams are always available for more in depth conversations on progress, attainment or anything else you may want to discuss. Please connect to you class teacher to arrange a good time.

Primary

Our teachers will communicate regularly through **Class Dojo** and most importantly face-to-face at the school gate. Once a week you will receive a focused observation with pictures comment and next steps for your child's learning. Each Thursday Primary staff will send an email detailing the week ahead and all that is on offer for your child including reminders, homework etc.

Secondary

Our teachers will communicate regularly through email, and most importantly face-to-face during our parent/teacher evenings. A secondary school newsletter will keep parents up to date with all the happenings and events taking place in and outside of the classroom.

A weekly bulletin is sent to parents (and published on our website) each Thursday, containing important information and highlights from the week.

A monthly newsletter from our Marketing Team will be shared with all parents, featuring news and events and updates on school life. We will also post news stories on our school website, and on social media with lots of pictures of our students in action.

We recommend following the school's Facebook and Instagram accounts if you are on those platforms:

<https://www.facebook.com/USI.ThePearl>

https://www.instagram.com/usi_thepearl/

Parent Communication

Please ensure that school has your up-to-date contact details. Remember, we need to be able to contact you too, so it's vital that we know about changes to email addresses, phone numbers or your home address. This is essential in case of an emergency.

Parking Information

Parents are asked to park their cars in the public car park only. The speed limit on site is 5km/h.

To access the school premises, all vehicles will require a registered vehicle pass, which will be issued to you before your child starts school. This must be displayed clearly on the car windscreen.

Extra Curricular Activities & After School Activities

Extra Curricular Activities (ECAs) are run by USI staff and take place between 2pm and 3pm. Clubs offered for age-groups may include Sports, Cooking, Art, Drama and Dance. Students registered for these are expected to attend the clubs regularly, or they may lose their place.

After School Activities (ASAs) run by external providers, are offered at an additional cost. These are run by external qualified staff on school premises or in the nearby community throughout the school term. Some clubs may also run during the weekend and/or school break.

In Early Years we run an After School Provision programme between 14:00-14:45. These are external provider run activities that are offered at an additional cost. For more information on the programme please contact the Early Years reception. We advise waiting until your child is settled and managing the full school day before signing them up for additional activities.

Registration for After School Activities

In order for students to participate in any of our after-school programmes, parents need to register their children in advance. The school will send an email to parents with a link to register your child's preferences for after school activities.

In case of a delayed pick-up or emergencies, parents must notify the school reception before/at the end of the school day, for their children to be put into extended supervision until they are collected.

Email: reception@unitedschool.qa or eyfsreception@unitedschool.qa

School Lunches and Snacks

School lunches are prepared by an external catering company. Parents are able to pre-order their children's meals online, and students in Years 4 and above can choose their own lunch using a cashless swipe-card system.

Parents may also send their children to school with a packed lunch if they prefer.

Healthy snacks for morning break-time should be brought to school from home.

If you choose to send your child to school with their own packed lunch, please ensure that the contents are healthy and nutritious. Our canteen food will not include any sweets, chocolates or cakes, or any fizzy drinks – we request that parents follow the same guidelines when preparing packed lunches and snacks.

Please note that food from fast-food outlets (e.g. burgers and pizza) are not permitted to be brought to school, or ordered from any delivery services.

As a school, we believe that it is essential for students to have a healthy lunch in order to learn effectively for the entire school day. Therefore it is essential that students are sent to school with either a packed lunch, or with the ability to purchase food from the canteen.

Please note that the school operates a no-nut policy – this includes mangoes, anything containing coconut or sesame seeds, Nutella spread etc. This is vital to ensure the safety of students with allergies. Students are also requested not to share food.

Stationery Lists

EYFS (FS1 & FS2) will require the following items for everyday use within the classroom. Please ensure your child has the listed items for their first day at school.

Please **ensure every item is clearly labelled** with the student's name.

EYFS Requirements

- Water bottle
- Change of clothes, a pair of water shoes for outdoor water play. These do not need to be uniform
- Snack box and separate Lunch box

Years 1-2 Stationery Requirements

Key Stage 1 (Years 1 & 2) will require the following items for everyday use within the classroom. Please ensure your child has the listed items for their first day at school.

Please **ensure every item is clearly labelled** with the student's name.

All children should have a small pouch with 10/15 face masks always stored in their schoolbag.

- 1 small to medium sized pencil case (no large/A4 style)
- 6 HB lead pencils (please replace throughout the year)
- 2 erasers
- 1 pencil sharpener
- 6 whiteboard markers (please replace throughout the year)
- 1 highlighter
- 4 solid glue sticks – Bostik/Pritt Stik brand preferred (please replace throughout the year)
- 30cm ruler (no bendy rulers)
- Small scissors
- Coloured pencils
- 3 plastic document wallets
- A4 clip folder (to be brought to school daily)
- Library bag
- 3 packets of tissues
- Antibacterial wipes
- Hand Sanitiser
- Paint shirt (or an old shirt)

Years 3-6 Stationery Requirements

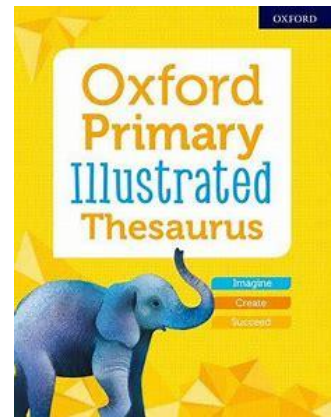
Years 3 - 6 will require the following items for everyday use within the classroom. Please ensure your child has the listed items for their first day at school.

Please **ensure every item is clearly labelled** with the student's name.

- An A4 plastic sleeved display folder

- 2 x document sleeve for Reading and Maths word mats
- Blue, black and red pens
- 2 x blue, black and red whiteboard markers
- 10 x lead HB pencil
- 2 x erasers (small)
- Small pencil case
- 30cm ruler wooden/plastic (no metal/no bendy)
- A USB memory stick for school and home
- 2 x glue sticks
- A protractor and compass
- An A4 clip folder
- Coloured pencils
- A library bag
- Paint shirt/old t-shirt

A Children's Thesaurus is a resource we recommend purchasing – **Oxford Primary Thesaurus** is an example.



Secondary School Stationery Requirements

Years 7 and above will require the following items for everyday use within the classroom. Please ensure your child has the listed items for their first day at school.

Please **ensure every item is clearly labelled** with the student's name.

- 2 x Black pens
- 2 x Green pens
- 1 x lead HB pencil
- 1 x erasers (small)
- Small pencil case
- 30cm ruler wooden/plastic (no metal/no bendy)
- A protractor and compass
- A scientific calculator (Casio fx-570EX is recommended)
- 1 x Glue stick

Secondary School Students will also need their own laptop – [please see our BYOD requirements.](#)

Enrolment and Admissions

The school accepts applications for enrolment throughout the year. The main entry points are August/September and January – however, students may join during the school term if required.

In line with the regulations from the Ministry of Education in Qatar, students may not enrol with a school after the end of February.

Our [Admissions Process and Information](#) can be viewed on the USI website.

Concerns & Complaints

Please refer to our [Concerns and Complaints Policy](#), available on the school website, to raise any issues.

We ask that all complaints or concerns are raised with your child's class teacher through email or by arranging a face-to-face meeting. If the issue is something you are more comfortable talking to with the Head of School, please contact their PA and they will arrange a meeting with the Head of School or our Executive Principal.

Glossary

There are some terms we regularly use here at United School International.

These include:

Block:	6 weeks - 8 weeks of learning, depending on the length of the term.
EAL:	English as an Additional Language, for those students who need additional language support to access the curriculum
DSL:	Designated Safeguarding Lead – Executive Principal, Head of Primary, Head of Early Years & Head of Secondary.
KS:	Key Stage refers to the specific stages of a student's education according to the English National Curriculum.
EYFS:	Early Years Foundation Stage (Nursery FS1 and Reception FS2).
KS1:	Years 1 and 2.
KS2:	Years 3 to 6.
KS3:	Years 7, 8 and 9 (Lower Secondary).
KS4:	Years 10 and 11 (Middle Secondary)
KS5:	Years 12 and 13 (Upper Secondary). Sometimes also referred to as 6 th Form.
MFL:	Modern Foreign Languages. We currently offer Arabic, French and Spanish as part of this programme.
SEND:	Special Educational Needs and Disabilities
TA:	Teaching Assistant

- Topics:** Our curriculum is topic-based, which is an approach where learning is linked through various themes.
- Year:** The equivalent of Grade in the US or IB system, but the numbering is different as the UK system begins with Year 1 at age 5 (equivalent to US KG or IB KG2), and continues to Year 13 (US 12th Grade)

Assemblies

The Assembly is also devoted to distributing various certificates to students and classes for their academic, behavioural or social achievements during that week.

Whatever the content, the intention is to provide a thought for the day, a reflection on a recent event, a discussion about a matter of common interest or concern, or stimulus for personal reflection. This is often tied into the school's Vision, Mission and Values, the Topic Personal Goals or a common theme.

Birthday Celebrations

Birthdays are announced during Primary assemblies each week. Should parents wish for their child to celebrate their special day with their classmates (e.g. provide a treat, birthday cake etc.) during a primary break, they should communicate any plans to the Class Teacher a few days in advance.

Parents need to be mindful of the school's no nuts policy and be aware of any allergies when bringing in treats from home to share.

Secondary Students will be asked to enjoy the celebration of their birthdays at home with their friends and families.

To celebrate birthdays in Early Years children are invited to wear what they want to school on that day. We do not allow cakes to be brought in. Children are welcome to bring in a gift for the classroom or something small for the children to take home at the end of the day. A reminder to our Early Years families that we always want to promote healthy eating.

Reporting

On each school report, students will have an Academic grade and an 'Attitude to Learning' grade. Educational research highlights, that a student's attitude and intrinsic motivation is often reflected in their grades. At USI, we believe that confident and motivated students who have excellent organisation and study skills will thrive. This is employed within our

curriculum, preparing students for independence and self-directed learning, encouraging them to be responsible and autonomous in their educational journey.

Attitudes to Learning

Attitude to Learning Descriptors	
USI pupils should aim to	• Be highly motivated and active participants who take responsibility for their own learning. • Respond well to guidance and reflect on their own progress. • Use a wide range of resources to extend their knowledge beyond taught lessons. • Be inquisitive and ask thought-provoking questions to deepen understanding. • Seek new challenges, take risks in learning, and learn from mistakes. • Manage their time effectively, meet deadlines, and go beyond what is expected.
Ambitious	Pupil always and frequently demonstrates the above attitudes
Active	Pupil mostly demonstrates the above attitudes
Inconsistent	Sometimes but not often enough demonstrates the above attitudes
Passive	Pupil rarely demonstrates the above attitudes

Early Years Reporting

Early Years Reporting: At the start of term our teachers produce a 'Settling in Report' that reports on your child's transition to their new class and their levels of wellbeing and involvement. We then offer a face-to-face parent meeting at the end of term 1 to discuss the learning journey so far. You will then receive an end of year report that details attainment across all areas of the EYFS curriculum. There will be an opportunity to discuss this report with the class teacher. Throughout the year our teaching teams are always happy to meet and discuss your child with you - teachers will share successes verbally, using documentation and class dojo and they will also ensure they communicate any concerns. It is always important that we work together. We focus on progress and stage of development; each child is unique, and the teaching teams get to know them well to ensure the learning is personalised.

Primary and Secondary School Reporting

We produce four reports through the academic year. The first report will go home 6 weeks into term and is a 'Pastoral Report' from your child's class teacher discussing how your child has transitioned into their new class, how they are organising their study, attending to activities as well as friendship groups. For some students who may be struggling in this PSED area, we will invite parents in for some steps on how to support transition.

Term 1 & Term 2 end reports will review Academic data and progress. At the end of Term 3 the report will consist of a subject review and an evaluation of the individual student's progress with a closing comment from the Class Teacher.

We do not give aggregated grades and we do not administer the UK government's SAT testing system. In line with internationally established best practice, we place more emphasis on formative (on-going) assessment and involve the students in assessing their own progress.

If at any stage throughout the year, should you wish to speak to your child's class teacher, please feel free to arrange a meeting with them by sending an email to arrange a suitable time.

Parent/Teacher Meetings

Parent Teacher meetings are a specific time to discuss your child's report, however as our learning takes place all year round, we believe that parents should be able to speak to their child's teacher whenever they need to. If this is the case, please contact your child's Class Teacher to arrange a time that suits.

Illness and First Aid

If a student is unwell, please do not bring them to school. In general terms, students on a course of antibiotics should not come to school; we will not normally administer prescription medication.

Please note that our policy is that students should stay at home if they are at all unwell, to minimise the risk of infection and because their ability to concentrate on their learning is impaired. Generally, if a student is unable to go outside to play, they are too unwell to come to school.

If your child vomits or suffers from diarrhoea while at school, parents will be called, and the student will be sent home. We ask that parents keep their child at home until they are fully recovered – usually 24/48hours.

If your child is unwell and will not be coming to school, or if you are going to be late dropping off or picking up, we ask that any last minute/same day notifications regarding student absence, lateness or change in pick-up arrangements are sent via email to reception@unitedschool.qa or eyfsreception@unitedschool.qa

Teachers may not be able to access emails until after the school day has finished. Our receptionist will then pass on the information directly to the teacher/relevant staff member.

If a student becomes ill during the school day, the Nurse will contact the parents (or, if we cannot reach one of the parents, the emergency contact listed on the Application Form) by phone to explain the situation, request that the student is collected, and indicate where the student should be collected from.

We have a school Nurse and several qualified First Aiders on our staff team. Should it be deemed necessary by the Nurse or First Aider, we will contact the parents and/or an ambulance to administer professional care in case of an emergency.

Parents will be informed as soon as possible and if we cannot reach them by phone, we will contact the emergency contact listed on the Application Form.

Head Lice

Head lice are, and have always been, a common problem in schools. Students suspected of having head lice should be treated with utmost discretion. If a parent discovers that their child has head lice, the class teacher must be informed promptly. If lice are discovered in school, parents will be informed, and the student will be sent home. Parents are responsible for following the guidelines and administering effective treatment at home before their child returns to school.

General guidelines and helpful information can be found on the following links: kidshealth.org and headlice.org

Infectious Diseases

Parents must inform the school immediately if their child is suffering from any contagious disease. Parents will be asked to provide a doctor's certificate which states that their child is fit to return to school.

The school Nurse will attend to all on-site first aid as required.

Medical History & Regular Checks

Upon enrolment, parents must complete an information sheet and notify the school of any allergies or medical conditions.

Please note that, as a private school, we do not have regular school medical checks. Parents are responsible for ensuring that their child is registered at a local health centre and that the necessary appointments and immunisations are complete and have appropriate health insurance.

Visitors

All non-parent visitors will be issued with a visitor's badge at Reception and accompanied to the meeting room if appropriate. Any requests for visitors should be made in writing to the Head of the School in advance.

Homework

Although research on homework is inconclusive, at United School International, we believe that it is an important part of educating our students to take ownership and responsibility of their learning whilst embedding strong structures for lifelong learners.

- It encourages students to develop investigative skills, to use their initiative and to be more independent in their learning.
- It enables students to consolidate and extend what they have learned in the classroom.
- It gives students an opportunity to talk about their schoolwork with their families.
- It enables students to check their own progress.

In Early Years we don't have specific homework tasks. For home learning we suggest that you spend time with your child completing a range of activities from sharing a book, completing a puzzle, talking, drawing or going on a walk together. Once children are at the right stage of learning we will send home a reading book, more information on how to use the book will be communicated by the class teacher.

In **Primary School** we endeavour to make homework meaningful, emphasise thinking skills rather than quantity and time spent, make sure the homework is accessible to all learners and has a positive impact on student motivation. Teachers will set students homework every week. Parents and carers should treat statements from their children such as "I don't have any homework" with extreme scepticism, as even if we do not send home a written task, each night students will have reading and spellings to practice.

The length of time on the tasks will develop, from 20 minutes in Year 1, developing to Year 6 when it should take almost 40 minutes in preparation for Secondary education.

	Sunday	Monday	Tuesday	Wednesday	Thursday
Year 1	Phonics Task Reading 15 mins Spellings	Math task Reading 15 mins Spellings	Topic task Reading 15 mins Spellings	Phonics task Reading 15 mins Spellings	Reading 15 mins Math task
Year 2	Literacy Task Reading Spellings	Math Task Reading Spellings	MFL Task Reading Spellings	Topic Task Reading Spelling	Literacy task Math task Reading
Year 3	Literacy Task	Math Task	MFL Task	Topic Task	Literacy task

	Reading Spellings	Reading Spellings	Reading Spellings	Reading Spelling	Math task Reading
Year 4	Literacy Task Reading Spellings	Math Task Reading Spellings	MFL Task Reading Spellings	Topic Task Reading Spelling	Literacy task Math task Reading
Year 5	Literacy Task Reading Spellings	Math Task Reading Spellings	Science Task Reading Spellings	MFL Task Reading Spellings	Grammar Task Reading Spellings
Year 6	Literacy Task Reading Spellings	Math Task Reading Spellings	Science Task Reading Spellings	MFL Task Reading Spellings	Grammar Task Reading Spellings

Students will have a homework diary and all homework should be sent in each day. Should there be a reason why your child missed homework, please add a note to their homework diary.

Secondary

Homework will be set that supports the learning in the classroom. All subjects will regularly set homework which will quite often support enquiry-based learning and involve research needed for the next lesson.

Modern Foreign Languages (MFL)

The language of all instruction and general school communication is English. Modern Foreign Language (MFL) classes are an exception, where teachers will encourage the use of the language being studied. Our students are from an international community, and we understand the importance of building students' language skills as an integral part of their development and sense of self. All lessons will be taught in English, and we will follow all Ministry guidelines for our Arabic students.

With students joining our school from all corners of the globe, our English as an Additional Language (**EAL**) team takes on the exciting challenge of ensuring that all students are equipped with the necessary language tools to enable them to make the most of their time here at USI.

We will offer French, Spanish or Arabic to all students from Year 1, and our After School Programme will have many opportunities for further developing language skills, cultural clubs and cookery classes.

Library

We have four libraries in the campus; one for our younger students in Early Years, one for Key Stage 1, another key Stage 2 and a large library for Secondary - as well as Learning Hubs for break-out learning zones for messy play and project construction.

Our libraries benefit both students and staff alike, with a bank of wonderful library books, and space for quiet study. Any school library books should be returned to the library as appropriate.

The fee for missing, unreturned or damaged books (library and home reading books) is QAR 100. Alternatively, parents can replace the book with the same book (same ISBN).

Parent Society

Any successful school requires involvement and engagement from its parent community. USI is no different, and invite parents to join our Parent Society each school year. The Society helps to organise school events such as International Fairs, Family Fun Days and plays a vital role in ensuring close links between parents and teachers and the school administration.

Details about how to join the Parent Society can be found at <https://unitedschool.qa/parent-zone/parent-society>

Physical Education

PE lessons and sports activities take place in our school campus using our specialized facilities and taught by UK qualified teachers and external, vetted specialist staff.

All students should come to school in their PE uniform on the days when they have PE in their timetable – this is to maximise lesson time and ensure that time is not wasted whilst students change in and out of their uniform. They will remain in their PE uniform for the whole school day.

If a student is attending a sports-based After School Activity, they should bring in their PE uniform to change into during the break between the end of the school day and the start of the ASA.

All specialist Early Years PE activities take place on the school premises.

PE Kit:

For all lessons, as part of the USI PE policy, appropriate PE kit should be worn.

Practical PE Kit:

The USI PE kit consists of the following items:

- USI PE t-shirt
- USI PE shorts
- USI PE skort (females)
- USI PE tracksuit bottoms
- Trainers that provide support around the ankle (no pumps/flat soled pumps such as vans, converse)
- Socks
- Hat (if outside in the hotter months)
- Water bottle
- Hair bobble (hair tie) for those with medium/long hair.
- No jewellery – *if ears have recently been pierced, tape must be worn over the piercings.*

Swimming kit:

- Appropriate swim attire:
 - Boys: shorts/ trunks/ swim top.
 - Girls: swimming costume (not a two piece), swim top, swimming leggings.
 - Students who wish to wear additional clothing to further cover up such as swim leggings/ top should ensure these are not of a cotton material.
- Swimming hat:
 - Silicone swimming hats are preferred to keep hair dry and maintain hygiene of the pool. Hairdryers are limited in school and in an A/C building, we need to prevent illness.
- Goggles: not ones that cover the nose.
- Towel
- Flip flops/ swim shoes. In the event of an emergency, students will need to exit the building as quickly as possible.
- No jewellery - if ears have recently been pierced, tape must be worn over the piercings.

Exemptions from PE Lessons:

At times, if a student finds that they are unable to partake in a lesson physically due to illness or injury, they are required to take the steps below:

- A medical note must be provided stating the reason for the absence and confirming the length of time this will be applied to.
- If the reason does not require medical attention, a note stating the reason why, from the parent, must be brought to the lesson or emailed via the school's PE email address: usipe@unitedschool.qa

- If a pupil cannot physically take part within the PE lesson, practical PE kit must still be brought as students can adopt a variety of roles and continue with their learning; these will include being a coach, manager, official and scorer.

Adhering to the above will fully enable participation levels to be at the maximum within lessons. Please do not hesitate to contact the PE department should you have any questions about any of the above information.

Expectations in PE Lessons:

Below, you will see the school's PE expectations within all PE lessons. These are located around the PE department and in the sports facilities for students to view.

Expectations in PE



مدرسة المتحدة الدولية
United School International
The Pearl Island جزيرة اللؤلؤة
an Orbital Education School

1. Arrive **on time** to every lesson and ready to learn.
2. **6 minutes changing time**, from the final person entering the changing rooms, after the register has been taken.
3. If excused, **a medical note** must be included in a **parent email** stating the reasons why.
PE kit must still be brought to adopt another role within the lesson.
4. No items of jewellery are permitted. Any earrings that cannot be removed must be taped.
5. Aim for excellence and always demonstrate your best efforts.

All students should strive to demonstrate the core values of our school.



Secondary school students who don't have PE but have a sports ASA should come to school in academic uniform and change into sports kit at the end of the school day

Policies

All of our school policies can be found on our website at unitedschool.qa/school-life/school-policies

Student Council

The school provides a wide range of student leadership opportunities across both the Primary and Secondary phases, enabling students to develop confidence, responsibility, teamwork and communication skills while contributing positively to school life.

Both the Primary and Secondary Schools have an elected Student Council, with representatives chosen by their peers to represent the views of students and work in partnership with school leaders to help shape and improve the school community.

In the Secondary School, students can also apply for or be elected to a variety of additional leadership roles. These include Student Committees covering **Eco, Sports, Wellbeing and Anti-Bullying, STEAM, and Diversity and Inclusion**, each led by student committee leaders. Students may also serve as **House Captains, Sports Captains, Student Prefects**, and, in the senior years, the prestigious roles of **Head Boy and Head Girl**.

These leadership opportunities encourage students to take an active role in school life, represent the views of their peers, organise events and initiatives, contribute to decision-making, and act as positive role models within the school community.

Teaching & Learning

We are passionately committed to an interdisciplinary approach to learning. We believe this enriches the curriculum and allows our learners to make connections between their work. By drawing on connections from the real world and real-life experiences, the curriculum becomes more relevant for our learners and enabling the transference of knowledge, skills, and understanding. This is also an approach which better allows the school to fulfil its commitment to meet the individual needs of all learners and empowers teachers to be imaginative and innovative in their daily practice.

Early Years

The focus is on **a mix of structured carpet time and learning through play**. Young learners are invited to discover the world around them at carefully planned learning stations which focus on different areas of the curriculum which aid their physical and social development. In Early Years, our **Read Write Inc.** phonics programme begins in **FS1**, with **streamed phonics from FS2**, developing children's reading and writing skills.

Primary School

Curricular areas are integrated meaningfully into a widely embracing theme, which change during every block. Themes tend to focus on an area of the Curriculum such as Humanities or Science, but English skills are at the heart of every theme. Skills are practiced across the entire curriculum and thematic links are made in Mathematics and

specialist subject such as French, Physical Education, Music, and Dance but these subjects tend to be more stand-alone in their nature.

Secondary School

All children are unique and learn in different ways. Our teachers understand this and will use a range of pedagogy that will not only challenge your child's comfort zones but introduce new methods of learning that will help tackle the most complex of problems. They will use audio, kinesthetic and visual learning techniques when different teaching pedagogies are employed by the teacher. They will explore how enquiry-based learning, critical thinking, analysing and evaluating problems will help them prepare for the future.



All Secondary School students are issued with a **Student Link Book**, which serves as an important organisational and communication tool throughout the academic year. The Link Book helps students manage their timetable, homework, key dates and personal organisation, while also reinforcing the school's expectations for behaviour, attendance and learning.

It provides a practical link between home and school, allowing parents and staff to communicate when required and enabling students to reflect on their progress, achievements and personal development. Students are expected to bring their Link Book to school each day and use it consistently as part of developing positive habits, independence and responsibility.

Trips Off-Site

Visits are incorporated into the curriculum to enhance student learning. When students are off-site, behaviour expectations are particularly high. An email is sent to parents in

advance of the trip indicating what materials or clothing may be required. Generally, a little pocket money for a drink or snack may be appropriate.

All trips must be approved by the Ministry of Education with detailed reasons why the trip enhances classroom learning and the benefits for the students.

Information about the trip will also indicate the expected timings, arrangements for transportation and dress code (normally uniform, but other clothing may be more appropriate depending on the activity). A trip leader will be identified, and their contact details shared with parents for each trip.

We organise Residential Trips for Upper Primary & Secondary students ranging from 2-5 days, once during the academic year. These trips are in addition to the regular topic-related outings and are an extremely valuable part of the curriculum. Residential trips are optional, as they are not included in the school fees, but we aim to keep costs to a minimum to encourage all students to participate.

Please ensure that your child's passport & ID is up to date and that they have appropriate medical insurance prior to a residential trip. A full risk assessment is carried out for all trips in advance.

School Uniform

School uniform encourages a sense of unity and common purpose and provides a sense of belonging. Our uniform providers are **Zaks Uniforms**.

All items brought into school (including clothing, lunch boxes, water bottles and laptops) should be clearly marked with the student's name. Different family circumstances will mean different quantities, but please ensure you have a sufficient amount for daily wear.

"My uniform is in the wash" is not an acceptable excuse, all students must come to school in their uniform every day.

Details of the school uniform, including the catalogue, price list and information about how to purchase uniform items are on our website at <https://unitedschool.ga/school-life/school-uniform>

The pop-up uniform shop will be open on the school campus a few days before the start of each term, and items can also be purchased online, or in-person at the Zaks store. Details are on the website.

All students must wear plain black shoes (not trainers) whilst at school, unless taking part in PE or sporting after school activities.

All girls' skirts must be below the knee.

USI backpacks are available to purchase, but are not mandatory. Students may use other bags.

PE trainers must not have black or dark soles which may mark the sports hall floor. Soles should be white, or made from non-marking material.

On days students have Swimming, the following items are required, swimming cap, Flip-flops. Girls: one piece swimming suit and long sleeved t-shirt for walking from the changing rooms to the swimming pool. Boys: swimming shorts/trunks and long sleeved t-shirt for walking from the changing rooms to the swimming pool. Girls that usually wear tights must wear leggings and socks (in school uniform colours). This is much safer and more hygienic. Jewellery should not be worn on PE or swimming days. This is due to health and safety.

Secondary School Uniform Expectations



At USI, we believe that a consistent uniform policy helps to establish a culture of shared values. All students in the secondary school should:

1. Have neat, tidy hair in a natural colour
2. Keep their top button done up and covered by their tie
3. Ensure their tie is an appropriate length, covering all the shirt's buttons
4. Wear navy trousers or a tartan skirt that covers the knees
5. Tuck in their shirt all the way around
6. Wear no jewellery or makeup (one small ear stud is permitted in the earlobe. Nails should be a natural colour and length.
7. Ensure shoes are all black with no visible branding. Students may not wear high heels, trainers, pumps, plimsols, boots, velcro or sports trainers.

Whilst we live in Qatar, it can get cold inside and in winter. We kindly ask students to buy an academic jumper and a PE jacket, or wear base layers underneath uniform.

Secondary School Footwear Expectations

All students must wear plain black shoes (not trainers) whilst at school, unless taking part in PE or sporting after school activities.



ACCEPTABLE FOOTWEAR

Shoes must be smart, formal and suitable for the school environment.



All shoes must be:

- Plain black
- Smart, formal and in good condition



UNACCEPTABLE FOOTWEAR

The following footwear is not permitted:



No trainers, pumps, plimsols, Velcro or sports trainer type shoes



No branded trainers e.g. Nike, Adidas, Converse, Skechers



No boots



All black only, no visible branding



Girls' shoes must be flat – no heels



Hair, Make Up & Jewellery

Students who have long hair are required to have it tied back neatly for school. This prevents potential safety problems during physical activities, painting and play, as well as hygiene issues while they are eating and the prevention of spreading head lice.

Hair colour should be natural and no mohawks, shaven text or extreme trends are permitted during term time.

Make up is not permitted on students unless we have a school performance and the correct stage make up will be used. Jewellery is also not to be worn in school as it has the potential of causing injury during sport and during outdoor playtime. Any student who wears jewellery will be asked to remove it and it will be placed in their school bags.

To avoid loss of expensive or sentimental pieces please do not send your child to school with jewellery.

Lost & Found

Items left in the school unattended will be placed in the lost and found box, located in the relevant Reception areas.

Mobile Phone Policy

We have a phone-free policy in school. Students are kindly requested to leave their mobile phone at home, or hand it in to their form tutor or class teacher upon arrival to school. Form tutors have lockboxes in their classrooms, from which mobile phones can be collected after 2pm.

Secondary school students who arrive late may give their phones to the school receptionist.