

# Tabuk Primary School



## Welcome from the Headteacher

Dear Parents,

I am delighted to welcome you and your child to Tabuk Primary School. Our school is at the heart of the Tabuk Garden Village compound and is fully supported and valued by our small community.

It is my belief that children thrive in an environment where they are praised, encouraged and cared for – this is what we endeavour to provide. It is my intention to ensure that every child strives to do their best and attain the highest standards at work and play. At TPS we help all our children to succeed and feel good about themselves so that they can make a full contribution to society as skilful, happy and well balanced individuals. As a school, we believe in fostering strong meaningful co-operation between home and school. Partnership is a key factor to ensuring success in school. If at any time you have concerns or queries, please do not hesitate to contact the school or make an appointment to see me.

With this vision in mind our school aims to create an ethos where:

- Children come first; education, personal development, health and welfare.
- Children feel safe, relaxed, happy and valued.
- Children are inspired to learn and reach their full potential.
- Equal opportunities are provided for all members of the school community.
- Children will develop a love of learning.
- Children become responsible members of the community, where they develop mutual respect and learn the values of citizenship.
- Active partnerships are valued and encouraged – Pupil/Pupil, Teacher/Teacher, Teacher/Parent, Teacher/Community.
- Children are treated consistently and fairly.
- Staff feel inspired, motivated, valued, challenged and part of a team.
- The school is continually striving to improve and develop in order to achieve the best possible experiences and development of the whole child.

David Holgate BA Hons (QTS) NPQH

## Background

The approval to open a BAE Systems school at Tabuk was given by the Chief Executive in October 1999. Accordingly, the first Tabuk Primary School opened in January 2000 for the children of BAE Systems employees, (including permanent UK MODSAP staff) and sub-contractor personnel, taking children from aged 4+ to 11 years old.

The school was situated on a secure site on the Najrani Compound, housed in a large converted farmhouse and surrounded by fields and orchards. On Saturday 2<sup>nd</sup> June 2001, the school moved to a new purpose built building on the new compound of TGV 2. The new school consists of 7 classrooms, a Library, an Assembly Hall, a Music Room, a Science / DT Room, and an ICT Room which is currently awaiting refurbishment.

Tabuk Primary School is a non-selective, co-educational day school catering for the children of BAE Systems employees. Any child whose parents are employed by BAE Systems either directly or indirectly is eligible to attend the school, but the child must be five years old during its first year at school before it can attend. The academic year is defined as running from 1<sup>st</sup> September to 31<sup>st</sup> August inclusively.

The school is one form entry and caters for children from Reception to Year 6. Numbers vary from year to year. Our aim is to have classes of single age groups. At all times the class sizes are small, never going above 20.

The school follows the National Curriculum of England and Wales. Children follow this Curriculum through 3 Stages. The Foundation Stage (Reception; 4 - 5 years old), Key Stage 1 (Years 1 and 2; 5 – 7 years old) and Key Stage 2 (Years 3, 4, 5 and 6; 7 – 11 years old).

## Staffing

As from September 2016 the staffing establishment has ten members, organised as follows:

### Staffing January 2016

<b>Headteacher</b>	Mr David Holgate
<b>Reception</b>	Mrs Cheryl Holgate
<b>Year 1</b>	Mrs Nivi Carrington
<b>Year 2</b>	Mrs Lynleigh Glass
<b>Year 3/4</b>	Mrs Ruth Thomas
<b>Year 5</b>	Mrs Liz Krol
<b>Year 6</b>	Mr Sven Carrington
<b>Secretary</b>	Mrs Andrea May
<b>Teaching Assistants</b>	Mrs Paula Tanner
	Mrs Helen Clark

## Curriculum

The school provides education based on the National Curriculum of England and Wales, though because this school is in Saudi Arabia, some aspects of this curriculum are not so easy to cover – an example is Religious Education.

The statutory subjects currently offered are:

English (Literacy)	PE
Maths (Numeracy)	Swimming (during warmer weather)
Science	Languages KS2 only
Music	History
Art and Design	Geography
Design & Technology	
Computing (Currently awaiting ICT Upgrade)	

We also make provision for Personal, Health, Social and Economic Education (PHSEE)

The teaching of these subjects is carried out using a variety of pedagogic styles with a wide range of activities and lesson organisation appropriate to the subject and ability of the child. Teaching methods can be pupil-centred, practical, and theoretical; it can be to an individual, a group or to the whole class. One would see the whole range during an average day in the classroom.

Classroom activities are regularly monitored to continue to develop high quality teaching and learning through good practice, assessment and planning. Children in Years 2 and 6 will sit the new National Primary Curriculum Tests in 2016 and children in years 3, 4, and 5 will be assessed by their teachers. These tests, aligned to other occasional standardised tests for reading, mathematics and cognitive ability will, alongside continuous assessment, enable the school to monitor a child's progress from year to year.

Some children will go to Boarding School when they leave us, and for those children in Year 6, extra coaching in English, maths and verbal reasoning can be arranged.

If your child has been following an Australian Curriculum, it is important to understand that there are differences in approach and organisation when compared to the UK. **Our Year groupings do not coincide with those used in Australia. See final page of Prospectus to determine your child's age appropriate class.**

## Special Educational Needs

Tabuk Primary School is committed to providing an appropriate and high quality education to all the children, including those identified as having Special Educational Needs. The stages of Special Educational Needs have been identified as:-

- School Action
- School Action Plus
- Request for Statutory Assessment
- Statemented

While every effort will be made to meet the needs of children identified in the area of School Action, it should be understood that the school does not possess the expertise or the wealth of outside agencies to support children who may need to be on the SEN Register at School Action Plus or above. At Tabuk Primary School, School Action has been further split into School Action 1 (SA1) – which requires the child to be given ‘differentiated support’ and School Action 2 (SA2) – which requires the child to be given an IEP (Individual Education Plan).

Should a child who has already been admitted to the school be identified as requiring a ‘school action plus’ level of support then parents will be advised that in the child’s best interest alternative arrangements should be made for their child’s education and their place at TPS will be withdrawn.

## **Reporting to Parents**

We hold 2 parent/teacher meetings per year when progress and developments are discussed. These are held in the middle of the Autumn and Spring Terms. We also provide an end of year written report that can be discussed with the class teacher at the end of Summer Term. If parents have any concerns or worries then meetings with teachers or the Headteacher can be arranged at any time of the year that is mutually convenient.

## **Swimming Lessons**

Swimming lessons will take place during the summer term, though the starting date may vary according to weather conditions. Children will be expected to bring their costumes, towels and suitable sunscreen. Details will be sent home prior to the commencement of swimming lessons.

## **Attendance Policy**

The Attendance policy is similar to that of school’s in the U.K., but where issues of child welfare in the UK are dealt with by the EWO (Education Welfare Officer) in Tabuk child welfare issues are dealt with by the company.

## **Absence from School**

Should a child be absent from school for any reason it is the parents responsibility to inform the school and provide a reason for that absence. The easiest way for a parent to contact the school is by telephone on Ext 3301. If the absence is deemed by the school to be valid e.g. illness, leaving school early for a holiday the absence will be marked in the register as authorised.

Should the school not receive any notification of a child’s absence, or an inappropriate reason is provided this would be recorded as an unauthorised absence. The decision to authorise an absence lies with the headteacher. Should a child’s attendance become a matter of concern, i.e. several unauthorised absences, it will be brought to the attention of the companies H.R. Department and appropriate action will be taken.

## **Holiday Absence**

If a child is going to be absent from school due to a family holiday the school requires two weeks notice before the date of travel. This will allow teachers time to prepare holiday work (when required). We understand that it is not always possible to provide two weeks notice should a family be leaving on emergency or compassionate leave. In this is the case parents should give as much notice as possible. If required and time permitting teachers will prepare holiday work. (See page 7, Holiday Work)

## **Late for School**

The school day starts at 7.55 am. Afternoon school starts at 12.30pm. It is the parent's responsibility to ensure that their child arrives at school by these times, or, inform the school if their child is going to be late. Should a child arrive late for school on three occasions without good reason a letter will be sent expressing the school's concern. Should a child continue to arrive late for school a meeting will be arranged with the parents to discuss the problem. Should the problem persist even further H.R. involvement may be required.

## **Homework Policy**

Homework is "school" work given to pupils to do at home with the help and assistance of parents.

Homework is a part of a child's education. The purpose of homework is:

- To help to develop a partnership between Home and School.
- To consolidate and reinforce skills and understanding that have been learned at school.
- To encourage pupils to develop self-discipline and study skills on their own and to help prepare them for secondary school.

## **Time Allocation for Homework**

Years 1 and 2	1 hour per week
Years 3 and 4	1.5 hours per week
Years 5 and 6	30 minutes per day

The above time allocations are those previously recommended by the government in the U.K. These recommended times might be varied by the classteacher depending upon what has been taught in class or with regard to the individual or stage of development the class is at.

Homework that is set will consist of a variety of activities.

- It may be to finish work not completed in class.
- It may be work consolidating what has been taught in class.
- It may be learning for a test.
- It may be a reading activity.
- It may be independent research.

## Extra curricula activities

These vary annually and those that are taking place will be communicated to parents at the beginning of each term.

## Terms and the School Day

There are three terms in the year, following the British school calendar. The dates vary from year to year, but generally the terms are as follows:

Autumn Term	September to December
Spring Term	January to March/April
Summer Term	April to June

Please see the calendars for each academic year.

The required working hours by the children differ between Key Stage 1 and Key Stage 2. This is in line with UK recommendations. All other issues of attendance are covered in the TPS Attendance Policy document which is available from the Headteacher.

### Timetable for Reception and Key Stage 1

7.55 a.m.	-	9.00a.m.	Lessons	[1 hr]
9.00 a.m.	-	9.10.a.m.	Break	[10 min]
9.10 a.m.	-	10.00.a.m.	Lessons	[50 min]
10.00 a.m.	-	10.15a.m.	Break	[15 min]
10.15 a.m.	-	11.50a.m.	Lessons	[1 hr 35 mins]
11.50 a.m.	-	12.30p.m.	Lunch	[40 mins]
12.30 p.m.	-	1.25p.m.	Lessons	[55 mins]
1.25 p.m.	-	1.35p.m.	Break	[10 mins]
1.35 p.m.	-	2.15p.m.	Lessons	[40 mins]

Total teaching time **5 hours**

### Timetable Key Stage 2

7.55 a.m.	-	10.00a.m.	Lessons	[2 hrs]
10.00 a.m.	-	10.15a.m.	Break	[15 min]
10.15 a.m.	-	11.50a.m.	Lessons	[1 hr 35 mins]
11.50 a.m.	-	12.30p.m.	Lunch	[40 mins]
12.30 p.m.	-	2.15p.m.	Lessons	[1 hr 45 mins]

Total teaching time **5 hrs 20 mins.**

The working week for Reception and Key Stage 1 is 25 hours and for Key Stage 2 is 26 hours 40 min.

Teaching time excludes Registration and Assembly.

Assemblies will take place on Sundays and Thursdays for the whole school. These will last approximately 20 minutes. During the course of the year parents will be invited to see their child perform in at least one of the assemblies.

Information regarding dates and times will appear in newsletters should any of these change.

## Holiday Work

Fathers often have to take leave during term time; therefore some children may miss several weeks of schooling. This is unavoidable and to minimise the problems this may cause to learning we ask you advise the school in writing if your child is going to miss any school. Please also indicate if you would like holiday work for your child so that he or she is not too far behind when they return. Please give as much notice as possible to enable the teacher to prepare holiday work in order to have it ready on time. When on holiday, it is a good learning activity for the child to keep a diary, which can cover many aspects of the curriculum. This can be handed to the class teacher for assessment on the child's return. In addition we advise that children have access to a wide range of reading material. If a child is going on a long leave, we strongly recommend that arrangements be made for the child to attend a local primary school.

## House System

We have an established house system. The pupils name the houses yearly. There is a weekly house-point competition based on points gained for good work, helpfulness, effort, attitude, etc. A trophy is awarded once a week to the winning house and that house then keeps it until the following week. Extra recognition is given to individuals for personal achievements. The four houses compete against each other during such things as Sports Day etc.

## Uniform

We request that children wear school uniform. Although we are aware of the difficulty of buying suitable school wear in Kingdom, it is now more readily available in stores in Tabuk and can also be purchased online. We also have a uniform shop of preloved clothing, we are currently looking for volunteers to run the shop. Below are details of the school uniform that we require the children to wear. The school uniform colour is predominately blue though grey trousers and skirts are acceptable. Beach-type shorts and T-shirts are not appropriate school clothing.

### Girls

Dress	blue checked, striped or plain gingham
Skirt	navy or grey
Trousers	navy or grey
Tights/leggings	plain white, navy or grey
Blouse/polo shirt	white or blue
Jumper/cardigan	navy or blue
Sweatshirt	navy or blue
Socks	white, blue or grey
Shoes	black, navy or dark brown shoes or full-toed sandals (no beach sandals, raised heeled shoes or boots)

### For P.E.

Shorts/leggings	white, navy or black
T-Shirt	white
Socks	white or grey
Plimsolls/trainers	any colour

**Boys**

Trousers	navy or grey (long or short)
Shirt/polo shirt	white or blue
Jumper	navy or blue
Sweatshirt	navy or blue
Socks	white, blue or grey
Shoes	shoes or full-toed sandals (as above)

**For P.E.**

Shorts	white, navy or black
T-Shirt	white
Socks	white or grey
Plimsolls/trainers	any colour

Hats must be worn at all times while outside. We operate a 'no hat, no play' policy. Pupils who do not have a hat will be asked to sit in the shade. This is for their protection as, in our very dry climate here in Tabuk, it is easy to forget just how hot it can get.

All items of school clothing should be clearly marked with the child's name.

Children need to bring their PE kit to school every week. It would help if their kit were in some type of drawstring bag to enable it to be hung off their pegs.

No jewellery should be worn, with the exception of studs, sleepers and watches.

Natural hair colour should be worn. Children with long hair must have it tied back so that it does not interfere with their work in class and so that it meets health and safety requirements at playtimes and during PE sessions.

Any requests for pupils to wear items not listed in the uniform policy should be made directly to the head teacher and will be dealt with on an individual basis.

If a child arrives at school wearing a clothing item not listed in the uniform policy and without permission from the school a letter will be sent home requesting that the child does not wear that clothing item in future.

Should the child return to school again wearing the non-uniform item they will be sent home to change.

**Snacks/Lunch**

Children may stay at school or go home for lunch [for those who choose to go home this must be for the whole term and we ask that parents inform us of this in writing at the beginning of each term]. Children bring a drink and a snack for morning break and a packed lunch for the mid-day break. Healthy snacks and lunches are encouraged. There are water dispensers around the school and the children are encouraged to bring extra water and perhaps fruit juice to drink. Cans and/or glass bottles of fizzy drinks are not allowed. Chewing gum of **any** type is not allowed in school. If you are bringing lunch from home for your children it should be delivered to the school reception by 11.45am.

Snacks and Lunch are eaten for the main part in the outdoor covered area, though in inclement weather the children will eat in their classrooms. Once lunch is finished the children may go and play.



## Transport

Cycling to and from school will **not** be permitted for children under 6 unless an adult accompanies the child at all times. We ask that children wear cycling helmets. Bikes should be parked in the cycle stands at the bottom of the service road between the school and the sports hall.

## Contacting the school

Our contact details: Phone: +966 (0) 14 422 0648 x 3300, 3301  
 Email: [headteacher@tabukprimaryschool.com](mailto:headteacher@tabukprimaryschool.com)  
 Email: [secretary@tabukprimaryschool.com](mailto:secretary@tabukprimaryschool.com)  
[www.tabukprimaryschool.com](http://www.tabukprimaryschool.com)

## Keeping in touch with you:

There are several ways in which we keep in touch with parents:

### The Website - [www.tabukprimaryschool.com](http://www.tabukprimaryschool.com)

The website is updated regularly; please see our blog too!

## Newsletters

There are regular newsletters that let parents know about forthcoming events. If you are away when a letter comes out, it will be kept for you. There is also a copy of each academic year's newsletters on the website.

## Bulletins

Bulletins are published on/about 1<sup>st</sup> of every month (term time permitting). The bulletin is designed to give clear information that parents need to know and to answer questions from parents. The bulletin covers: Any important changes that are taking place, changes in curriculum, staff organisation, policies and procedures, new services for students/staff and staff training. We encourage parents to send in any questions that they might have at least one week before the bulletin is published to enable us to answer your questions fully.

## Lost Property

All items of clothing worn by the children should be marked with their names. However all schools accumulate large amounts of items during the course of the year. 'Lost Property' is kept in Reception. Parents and children should contact the School Secretary if anything goes missing.

## Parent Volunteers

We welcome parent volunteers who would be willing to help in the class or in any other way that will enhance the provision of education for our children. If you would be interested, please contact the Headteacher. FOTPS – Friends of TPS is an organisation which brings together parents, teachers and other members of the TGV community. FOTPS work together to provide stimulating and fun extracurricular activities

for the children, developing their opportunities for growth; run social events for parents and children to fundraise for specific goals not covered by the regular school budget and to strengthen home/school links to provide a great way to get to know people on the compound and have fun. Please contact the current Chair of FOTPS, Mrs Sven Carrington for further details.

## **No Smoking**

The school buildings and its grounds are no-smoking areas and we ask that you comply with this, at all times.

## **Registration**

We ask that parents fill in and return the Registration and Medical forms enclosed with this prospectus as soon as possible. These forms are available from the School Secretary. If you have any educational information from your child's previous school(s), we ask that you return it with the other forms so that we can keep them with your child's records. These will be forwarded to your child's next school when he/she leaves.

## **Term Dates September 2016 – July 2017**

Term dates are on the school calendar available from the school or to download from the website [www.tabukprimaryschool.com](http://www.tabukprimaryschool.com)

**First day of term for 2016-2017 school year is Tuesday 6 September 2016.**

We hope you and your child/ren will be happy at Tabuk Primary School for the time you are with us, but if there are any concerns, worries or complaints then please contact the class teacher, the Headteacher or the HR Manager.

School Age Entrance Dates for the school Year  
1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017

Date of Birth Falls Between –

Rec	1 <sup>st</sup> September 2011 – 31 <sup>st</sup> August 2012
Year 1	1 <sup>st</sup> September 2010 – 31 <sup>st</sup> August 2011
Year 2	1 <sup>st</sup> September 2009 - 31 <sup>st</sup> August 2010
Year 3	1 <sup>st</sup> September 2008 - 31 <sup>st</sup> August 2009
Year 4	1 <sup>st</sup> September 2007 - 31 <sup>st</sup> August 2008
Year 5	1 <sup>st</sup> September 2006 - 31 <sup>st</sup> August 2007
Year 6	1 <sup>st</sup> September 2005 - 31 <sup>st</sup> August 2006

In line with UK regulations all children will be placed in their age appropriate year groups. Only in exceptional circumstances and with permission from BAE Systems will children be admitted in non-age appropriate year groups.

Please call in to the school reception for your registration pack.