



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.

At Tabuk Primary School we aim to provide an environment where children feel safe and secure. We want the children to be happy and be able to produce their very best work. We aim to provide a broad and balanced curriculum. Through this we will endeavour to enable each individual child to build on previous experiences and further develop their knowledge, skills and positive attitudes. We want them to produce their best in all areas. As well as in academic areas we aim to help each child grow physically and emotionally, enabling them to be caring, self-disciplined and valued members of the society they are in. In the Education of the children we value the involvement and participation of parents. We aim to keep them involved by holding termly meetings to report on progress. We will set weekly homework to encourage parents to be directly involved in their child's learning.

Vision for the school

At Tabuk Primary School our aim is to install a love of learning within all of our pupils through stimulating, creative and inspiring experiences. We set high expectations of our pupils and challenge them to fulfil their academic, social and moral potential.

With this in mind TPS has developed three core values:

- Tolerance
- Perseverance
- Self-belief

With this vision and values 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

Sven Carrington, BA Hons (QTS)

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 2nd 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.

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 1st September to 31st 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

Staffing September 2017

Headteacher	Mr S Carrington
Reception	Mrs R Thomas
Year 1/2	Mr B Hadden
Year 3/4	Mr D Fuge
Year 5/6	Mr S Carrington
Secretary	Mrs Andrea May
Teaching Assistants	Mrs J Andrew
	Mrs L D'Alessandro

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	

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 which came into effect 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. At the beginning of the school year we run curriculum talks which outline for parents the subjects and topics which will be taught throughout the academic year.

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 schools 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 head teacher. 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.

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

Holiday Work

In the likely event that a pupil from your class is going to be absent from school during term time, please ensure that they are given homework which reflects the subjects being taught in school while they are absent. Talks with parents are useful in determining how much work they require, but homework is sent on teacher digression. Education city provides a valuable internet based resource for sharing work with parents. Discussions with class teachers and training will be provided to ensure you are comfortable with using this resource.

Homework for children who are ill

Teachers will give homework to parents who request it when their child is ill. We will **not** assume that parents want homework for children who are ill as some parents will feel that this is time for the children to recuperate.

Teachers will give homework that reiterates lessons and objectives that the child has covered in class. Not, new objectives which the pupil will not have covered as this could mean the child does not know how to complete the work. Teachers will usually set homework for ill children via our online platform 'Education city'. This allows the pupils to complete work without being given physical copies.

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.

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
Email: secretary@tabukprimaryschool.com
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

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

Facebook

Please refer to the guidelines on our page before posting.

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.

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 Andrea Heasman 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 2017 – July 2018

Term dates are on the school calendar available from the school or to download from the website www.tabukprimaryschool.com

First day of term for 2018-2019 school year is Tuesday 4 September 2018.

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
1st September 2018 to 31st August 2019

Date of Birth Falls Between:

Reception	1 st September 2013 - 31 st August 2014
Year 1	1 st September 2012 – 31 st August 2013
Year 2	1 st September 2011 – 31 st August 2012
Year 3	1 st September 2010 – 31 st August 2011
Year 4	1 st September 2009 - 31 st August 2010
Year 5	1 st September 2008 - 31 st August 2009
Year 6	1 st September 2007 - 31 st August 2008

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.