

Newton International Academy

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An International community of learners striving for excellence and celebrating success



Before and After School Procedures

Before School Procedures

Newton International Academy will open its gates to students from 6:45am – 7:10am. Children arriving before 6:45am will be asked to remain in the reception area until 6.45am.

All teachers are required to be in classrooms by 6:45am in order to welcome children. Teaching assistants, Arabic and specialist teachers will be on duty throughout the school welcoming children into the school campus and ensuring they arrive at the correct classroom safely.

Children can enter the school through the main gate, gate 4 or gate 5. Security guards as well as members of staff are posted at each gate to ensure that children enter safely and no unauthorised person enters the school building.

If a child arrives at school after 7:10am, they must enter the school through the main gate and register as late at the reception desk before making their way to the classroom.

Staff members are on duty throughout the school to ensure that all children are safe during the early morning procedure.

Class teachers will register students digitally using the School Information Management System (SIMS) and complete the hard copy of the Fire Register in case of an emergency.

After School Procedures

After school exit timings:

Year 1 - 1:20pm

Year 2 - 6 1:30pm

Year 1 - 3 Students leave school through Gate 3.

Year 4 - 6 students leave through Gate 2.

All students will be taken to the designated area at 1:30 by their class teachers. The class teacher will be responsible for the safety of their students. Parents will wait at the designated area close to Gate 3 (KS 1) and Gate 2 (KS 2) where the class teacher will hand over the student to an adult. No primary student will leave the school premises without an adult.

At 1:25 a member of staff will collect the Year 4-6 students with KS 1 siblings to take them to the Gate 3 waiting area, where they will be meeting the KS 1 class teachers with their siblings. From there they will leave with their sibling and an adult. Siblings will always leave from the youngest sibling's gate.

At 1:25 a member of staff will collect all bus students. They will be taken to their bus where they will be signed in on the bus register.

ECA - Extra-curricular activities (ECA) take place on Sundays and Wednesdays at Newton International Academy. Those children attending ECAs will be given an ECA lanyard. At 1:25 a member of staff will collect all paid and non-paid ECA students. These students will be taken to the bleachers (KS 1 bleachers for Year 1-3 and KS 2 bleachers for Year 4-6) and will be waiting there for their ECA teacher to collect them. They will be supervised at all times. ECAs will start at 1:50 – 2:20.

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Students with secondary siblings will all receive a secondary sibling pass showing that they have permission to walk home / or to their driver with the secondary sibling. Parents must give written permission for them to walk out of the premises without an adult. No primary student is allowed to leave without an adult or a walking pass. Secondary siblings will meet at the youngest sibling's gate.

All students not collected on time (1:45) will be taken to the after care room by the class teacher. The after school tick list will be given to the staff member responsible for after care. These lists will be ticked off as the students leave to go home and will be left in reception at the end of the day. No student is allowed to be left unsupervised. Parents will collect their children from the aftercare room and sign them out on the register.

At 2:20 the ECA teacher will escort children to the coinciding gate (Gate 2 and Gate 3) for their year group and wait until a parent or guardian has arrived to collect them. This includes siblings. Any student not collected by 2:30 will be taken to the reception. This is where siblings will then also meet. ECA teachers will follow up with parents not collecting their children on time.

There will be no more DOJO messages informing class teachers that parents are at the gates. All parents should meet their children at the designated areas, otherwise the student will not be permitted to leave.

Classroom teachers will complete the after school tick list as children leave the classroom (*see appendix 1*). Classroom Ticklists should be placed on the classroom door or noticeboard. This is to be completed using the following codes:

- P - Parents collected at designated gate
- WP - walking pass
- SS - secondary sibling
- PS - collecting primary sibling
- R - reception
- B - Bus
- E - ECA

WP - Walking Pass - For a child to be allowed to leave school without the supervision of an adult, parents must apply for a walking pass. Approval will be given by the Deputy Head of Primary (Pastoral). In order for a walking pass to be approved parents must give written consent for the child to leave and provide the school with 2 emergency contact numbers. Children in Year 3-6 can apply for a Walking pass. However, exceptions for Year 1 and 2 can be made provided students are leaving with secondary siblings and parents have given written consent.

The following Lanyards and passes will be used to help Classroom teachers and Duty Staff easily recognise which students have permission to be outside of the classroom after school.

- Walking Pass Approved – orange
- Extra-curricular Activity– blue
- Bus Pass – yellow
- Nurse Pass - red

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Parents/driver collected – P Walking Pass – WP Secondary Sibling – SS Reception – R Bus – B Extra-Curricular Activity - ECA

[illegible]