

*'An International community of learners striving for excellence and celebrating success'*



## PARENT HANDBOOK 2024-2025

### WELCOME TO THE EARLY YEARS



*"An international community of learners striving for excellence and celebrating success"*



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# Welcome to the Early Years

Dear Parents,

On behalf of the staff at Newton International Academy Smash, I would like to extend a warm welcome to you for the 2024-25 academic year.

In Early Years and Primary, we aim to provide an inclusive education. We encourage our children to ask questions, to be inquisitive learners and to learn through mistakes and challenges. Students are encouraged to strive for excellence in all five key areas of development.

We believe that the education of our children is a shared responsibility between home and school. We endeavour to work in close partnership and collaboration with parents to ensure that our children have a positive and rewarding journey throughout their time at NIA. We actively encourage parental involvement in our school as this helps to create an environment where the children feel happy, confident and secure.

Our school is built on the strong foundation of Qatar's values, fostering excellence, unity, and community engagement. Please do not hesitate to reach out to us with questions or concerns. Together we will 'strive for excellence and celebrate success'.

Yours sincerely,  
Mrs. Chani Meyer  
Head of Primary and EYFS

Dear Parents,

Welcome to Newton International Academy Smash, Early Years.

The purpose of this handbook is to help parents of Foundation Stage children understand how Early Years works and what to expect. It will also include key information about procedures and policies as well as information on how to help your child at home.

At Newton Smash, we strongly believe in the aims of the Statutory Framework for the Early Years Foundation Stage that "Every child deserves the best possible start in life and the support that enables them to fulfil their potential." Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances.

At our school, we believe the first step in your child's education is the most important one. We aim to provide a secure, safe and caring environment in which pupils feel safe and nurtured. Thus, combined with educationally stimulating surroundings and activities, encourages our students to develop their inquisitive nature and learn at their own pace.

Together we will 'strive for excellence and celebrate success'.

We look forward to meeting you and please do not hesitate to reach out to us with questions or concerns.

Kind regards,  
Ms. Lisa Davies  
EYFS Coordinator

*"An international community of learners striving for excellence and celebrating success"*



# WELCOME TO THE 2024-2025 SCHOOL YEAR

## Introduction to our Primary and Early Years Senior Management Team

Mrs. Chani Meyer  
Head of Primary and EY

[hop.niasmash@newtonschoools.sch.qa](mailto:hop.niasmash@newtonschoools.sch.qa)



Ms. Lisa Davies  
Early Years Coordinator

[eyfscoordinator\\_niasmash@newtonschoools.sch.qa](mailto:eyfscoordinator_niasmash@newtonschoools.sch.qa)



Mr. Kevin Behan  
Deputy Head of Primary – Academics

[dhoa.niasmash@newtonschoools.sch.qa](mailto:dhoa.niasmash@newtonschoools.sch.qa)



Mrs. Stephanie Hardy  
Deputy Head of Primary – Pastoral

[dhopastoral\\_niasmash@newtonschoools.sch.qa](mailto:dhopastoral_niasmash@newtonschoools.sch.qa)





# Our EYFS Team

Early Years Foundation Stage consists of two year groups which include Foundation Stage 1 (3-4 year olds) and Foundation Stage 2 (4-5 year olds).

Each class will have one class Teacher and one class Teaching Assistant and will be overseen by the Foundations Stage Team Leaders, the EYFS coordinator and the Head of Primary and EYFS.

<b>Foundation Stage</b>	<b>Class Teacher</b>	<b>Class Name</b>
Foundation Stage 1	Ms. Amy (Team Leader)	F1 Blue
Foundation Stage 1	Ms. Rebecca	F1 Green
Foundation Stage 1	Ms. Hannah	F1 Yellow
Foundation Stage 1	Ms. Nandie	F1 Orange
Foundation Stage 1	Ms. Ally	F1 Red
Foundation Stage 1	Ms. Mary	F1 Purple
Foundation Stage 2	Ms. Mari (Team Leader)	F2 Purple
Foundation Stage 2	Ms. Holly	F2 Blue
Foundation Stage 2	Ms. Shereen	F2 Green
Foundation Stage 2	Ms. Zarina	F2 Yellow
Foundation Stage 2	Ms. Siane	F2 Orange
Foundation Stage 2	Ms. Ana	F2 Red



# Our Vision, Mission Statement and Values

## Our Vision:

*An international community of learners striving for excellence and celebrating success.*

## Our Mission:

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

## Our Values

<b>Respect</b>	Self-respect, respect for students/staff/parents and cultures. Respect for personal and community property
<b>Honesty</b>	Honesty in all our actions
<b>Transparent communication</b>	Open and effective communication among students, staff, and parents
<b>Empathy</b>	Understanding and appreciation of the feelings of others
<b>Support</b>	Support the development of each individual to his/her full potential.
<b>Diversity</b>	Appreciation of all languages, traditions, religions and cultures
<b>Social responsibility</b>	Development of responsible citizens through community service
<b>Personal accountability</b>	Highest personal commitment to taking responsibility for our actions
<b>Environmental awareness</b>	Respect for our environment



## Contact Details

Please keep a record of important numbers and email addresses that you will need while you are at Newton Smash.

Name:	Position:	Email Address
Mr. Michael Wilson	Principal	principal.niasmash@newtonschoools.sch.qa
Mrs. Chani Meyer	Head of Primary	hop.niasmash@newtonschoools.sch.qa
Ms. Lisa Davies	EYFS Coordinator	Eyfscoordinator_niasmash@newtonschoools.sch.qa
Mr. Kevin Behan	Deputy Head of Primary - Academics	dhoa.niasmash@newtonschoools.sch.qa
Mrs. Stephanie Hardy	Deputy Head of Primary - Pastoral	dhopastoral_niasmash@newtonschoools.sch.qa
Mrs. Razan Abuomar	Registrar	registrar.niasmash@newtonschoools.sch.qa
Mrs. Manal ElWazzezh	Accounts	wazzezhm.niasmash@newtonschoools.sch.qa
Mrs. Lana Abu Hatab	Parent Liaison Officer	parentliaison_niasmash@newtonschoools.sch.qa



# Important Information

On your child's first day of school, you will receive a number of forms to complete. It is important that these are handed to the class teacher as soon as possible as the safety of your child is our utmost priority.

## You will need to:

- Provide us with emergency contact numbers and emails. Let the school office know of any changes.
- Let us know the person who will collect your child from school. If this is not the parent, then key information of the designated person will need to be provided.
- Let us know of any medical conditions affecting your child or any other factors affecting their wellbeing.

## What to send to school:

Please ensure that your child's school bag is small and light. **Large trolley bags are not appropriate.**

Each child needs to bring the following items to school each day:

1. Water bottle
2. Hat
3. Healthy snack (Eg. No fizzy drinks, nuts, chocolate, crisps or Fast Food)
4. Basic change of clothes
5. School folder (this will be provided by the school)

**All items must be clearly named. This enables us to return lost items.**

Do not allow children to bring their own toys to school as we cannot guarantee the safe keeping of these.

## School Timings

For the Early Years the school day begins at **7.00 a.m.** and finishes at **12.30 p.m.** Please note that the timings will be different for the first 2 weeks of school to help the students settle into the school.

It is very important that children arrive to school on time and are collected on time. Children should be dropped off at the designated area. Any late arrivals or collections can lead to significant disruption. **It is also very distressing for a child to be collected late after his or her classmates have left. There will be no early or morning care available.**

If you unavoidably arrive late in the morning, please ensure that you obtain a late slip from the office. If you have to collect your child early for an appointment, please obtain a release slip from the school office before collecting your child.

## Settling your child in at school

Settling a child into a new environment may take time, particularly if they have not been separated from you before or have attended a smaller nursery or day care setting.



## **How you can help**

- Encourage them to look forward to school and feel excited about the new experience
- Be positive as this will encourage them to be positive too
- Say goodbye and explain clearly that you will be coming back to get them later. Reassure them if they become upset but still say goodbye and leave,
- When you pick up your child, ask them about their day and what they have been doing
- Praise and reward them for settling well

If your child cries when you leave, remember that the teacher is experienced and will support and reassure your child. We find that children generally calm down and become involved in what is going on in the classroom within 5-10 minutes. Please avoid returning to comfort your child or waiting outside the classroom as this tends to prolong the process. We appreciate that this can be upsetting but please do not worry as we will work together to support your child through this period of transition.

## **Attendance and Punctuality**

- Attendance is compulsory. Pupils who are absent without valid reasons will be marked as absent.
- Absence from school must be accompanied by a medical certificate or where appropriate, a letter of explanation from parents.
- All pupils must be punctual for school starting at 7.00am daily

## **Key Procedures**

### **Dropping off and Collection of Children**

Children must be picked up by a parent. If your child will be picked up by anyone other than a parent e.g. driver, nanny, family member, then please provide the class teacher with a password they can use when picking your child up. Alternatively, you can give their picture and QID number on the first day of school. In an emergency, please email or telephone the EYFS school office.

Parents and drivers are asked to be extremely vigilant and cautious when dropping off and collecting their children. There will be a dedicated pick up and drop off point. We encourage our pupils to practice Road Safety and encourage that your child always wear their seat belts in your vehicle.

### **Transport**

Buses are organised by an external company and all information and contact details are available via the school office.

### **Absence and Late Procedure**

It is vital that students attend school every day in order to ensure they are keeping up to date. Students who regularly miss days through sickness or other reasons often have difficulties catching up with work and tend to become frustrated. This can often affect their behaviour and social interaction.



## **Accidents and Sickness**

If a student is ill or injured during the day, the school doctor nurse will assess the child and will contact parents if necessary. If your child needs to receive medication throughout the school day, this must be given directly to the school nurse and signed for. If your child has any of the following symptoms they MUST be kept at home;

- Fever, Dry Cough, Tiredness
- If your child has tested positive for Covid-19 you MUST inform the school as early as possible.

## **Uniforms**

Please ensure that your child is dressed in the correct uniforms. All uniforms can be purchased from NBA Barwa and NIA Lagoon or via the website: [HTTPS://uniform.newtonschools.Qa](https://uniform.newtonschools.Qa)

## **Communication with parents**

The main form of communication between the school and parents is via the class dojo application. The teachers will send an invite to the parents on the first day of school, via their email and parents must sign up to receive messages, pictures, important information, and dates. If parents wish to contact teachers they can do so, prior to children starting school.

## **Activity Weeks**

At our school we run activity weeks throughout the year. The students find the weeks very enjoyable and learn a lot whilst having fun, where possible events will be held virtually. The events for this year include:

- International Day
- Maths Week
- Qatar National Day
- School Fayre
- Science Week
- Sports Day
- Book Week
- School Concert
- End of Year Celebration

## **Assessments and Reports**

At the end of each term your child will receive a report, these will be sent electronically. All children in the Early Years Foundation Stage will be continuously assessed throughout the year through ongoing observations.

## **Trips**

All year groups will be taken on at least two trips in a year. Trips will usually be educational, although occasionally students are taken on fun trips to celebrate achievement, hard work and good behaviour. It is crucial that permission slips are returned, otherwise students cannot attend the trip. The school follows MOE guidelines when arranging trips to ensure high quality safeguarding.



## NIA Parent Charter

All NIA staff have a right to work in an environment free from verbal or physical harassment or intimidation of any kind and so we politely ask that you adhere to the following points:

- Please respect all staff at all times, regardless of their ethnicity, background or position.
- Treat all staff with the courtesy that you would like to receive yourself.
- Ensure the tone you adopt in talking to people is appropriate. Please be patient if waiting to be seen. If you wish to speak to someone in Arabic, please inform a member of staff.
- Conduct your business in a professional manner, obey the school rules and remember we are here to help you.

We must recognise that as adults, children are observing us and modelling their behaviour on our actions, so it is very important we set a good example in the way we communicate and interact.

## The Early Years Framework

The EYFS sets the standards for learning, development and care for children from birth to 5 years of age. The principles which guide the work of our Early Years Professionals are grouped into four themes:

- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationships** - children learn to be strong and independent from loving and secure relationships with parents and/or a key person.
- **Enabling Environments** - the environment plays a key role in supporting and extending children's development and learning.
- **Learning and Development** - children develop and learn in different ways and at different times; all areas of learning and development are equally important and inter-connected.

### Areas of Learning and Development

There are seven areas in which our Early Years Professionals support children to learn and develop. There are three prime areas and four specific areas.

#### These are as follows:

Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

#### Development Specific Areas

- Expressive Art and Design
- Literacy
- Mathematics
- Understanding the World.

*For more information about the Early Years Foundation Stage please download full guidance at [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)*



## **What will my child learn at Newton International Academy, Smash?**

Early Learning Goals have been identified within the areas of learning and development and it is expected that most children will achieve these by the end of Foundation 2. Children will be at different stages towards achieving these goals, depending on their age and development. Activities covering all areas of the curriculum are spread throughout the week and are based around a termly or half-termly topic. The importance of offering opportunities for both inside and outside learning and both child-initiated and adult-led play is recognised and included in planning.

## **How will my child be assessed?**

The assessment is based on classroom observations of your child. Your child may be capable of doing some of the objectives before we cover them but it is important that they are covered and observed throughout their time in the EYFS. It is important to remember that every child is unique and learning happens at different stages and each child is learning through more than one language. We will work alongside you and your child to ensure they are getting the best from their learning. If you wish to read the objectives, you can read more on the

[Development Matters - Non-statutory curriculum guidance for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Development_Matters_-_Non-statutory_curriculum_guidance_for_the_early_years_foundation_stage.pdf)

## **How can I help my child at home?**

All of the activities that you do with your child at home are important in supporting their learning and development and have a really long lasting effect on your child's learning as they progress towards and through school. For example, talking, reading, singing nursery rhymes with your child or cooking and baking with them. Even when your child is very young and is not yet able to talk, you talking to them helps them to learn and understand new words and ideas. It is important that children feel valued and are given lots of praise and recognition for the smallest things they achieve.

## **Homework**

In EYFS, children will be allocated books on Active Learn in Term 2. Teachers will give children a username and password to sign up. It is expected that children read with their parents at least 3 times per week.

In Foundation 2, children will receive homework every Thursday. The homework book will contain Phonics and Maths activities that will help them to consolidate learning taken place that week.

We warmly welcome you to Newton Smash,

The EYFS Team