



**STIRLING
SCHOOLS**

*“Reimagining
Education”*

Student & Parent Handbook

(Kindergartens (KG))

2021-2022



Stirling Schools is recognized and accredited by one of the world's most reputable and prominent organizations, City & Guilds, UK.



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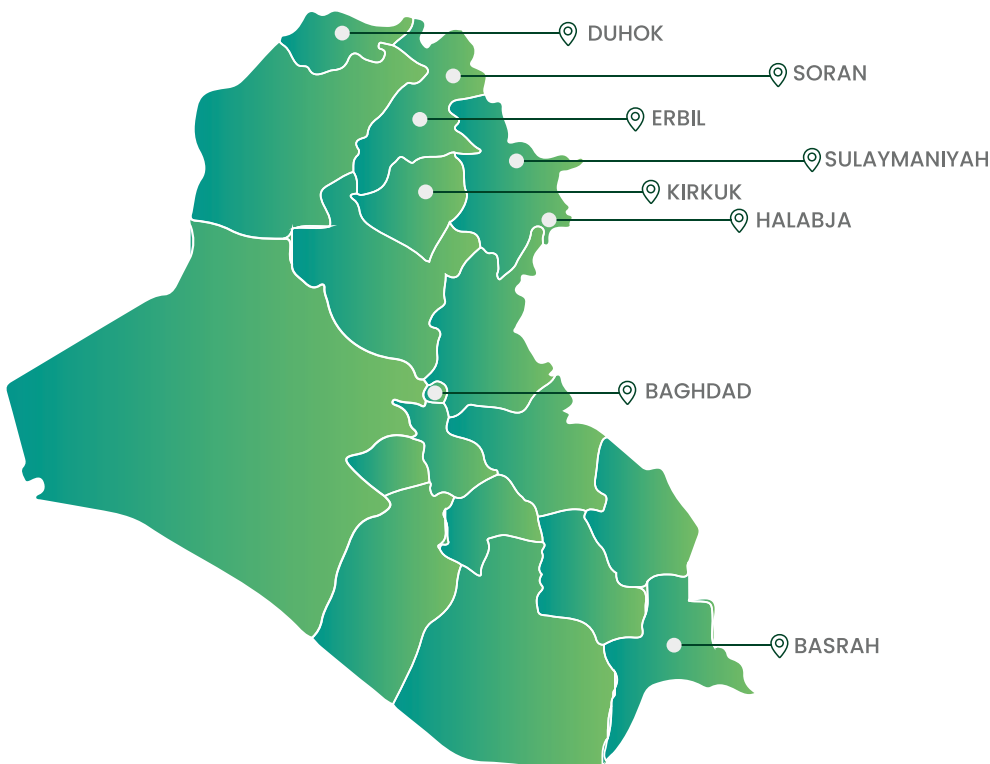
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Our Brands

The Stirling Schools group, established for over 27 years now in Iraq & KRG, has been successfully operating private and international schools across the country for more than a quarter of a century.

Stirling Schools operate in 6 major cities of Iraq and KRG with the following brands:

- Ishik & Nilufer Schools (Ronaki Hawler Education Company) – Erbil City
- United Science Colleges – Sulaymaniyah City
- Ronaki Duhok Education Company – Duhok City
- Baghdad Ishik Schools – Baghdad City
- Kirkuk Cag Schools – Kirkuk City
- Basra Ishik Schools – Basra City



Published by

Stirling Schools Board of Directors; in coordination with Board of Education, Academic Departments, Guidance and Counseling Department, and School Leadership Teams.

About Us

Stirling Schools provide the best education services by bringing professional educators together and investing continuously in educational technologies and facilities.

Our schools prepare individuals to understand, contribute to, and succeed in a rapidly changing society, thus making the world a better and more just place.

Within our strategic planning, there is a strong focus on digital learning, ensuring that we provide a strong digital curriculum, supported by excellent teaching and access to the latest technology.

Philosophy

As befits a global provider of affordable education, we deliver our lessons for the most part in English.

We set the highest levels of accountability for ourselves, ensuring optimum standards of achievement for all. We aim to acknowledge and create opportunities for personal and spiritual development and for social and moral growth.

We provide engaging learning pathways in order to equip our pupils, our students, and our staff with the necessary tools to unlock their full potential.

Why Choose Us

We have implemented a coherent education model globally with a strong digital curriculum, supported by excellent teaching and the latest technology. Our strength is in providing dynamic and engaging English language curricula in classrooms across Iraq.

Motto

“Reimagining Education”

Mission

Our Mission is to build nurturing, supportive and collaborative communities of learners by combining local cultural values with international standards of education.

Vision

Our vision is to inspire and empower our students to become global citizens with a deeply ingrained sense of social responsibility and creativity, readily equipped with personal qualities such as a fully rounded, independent character, and developed critical thinking skills so that they are imbued with the ability to unlock their full academic potential and exercise their talents in real life.

Introduction

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules, regulations and guidelines for attending and receiving an education at Stirling Schools. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process for the betterment of our educational services.

The handbook may be amended on need, and those changes will be communicated by the administration to the staff, students and parents/guardians.

We encourage all students and parents to carefully review the information in the Student Handbook to not only know what is expected of them, but also to know their rights. The Student Handbook also contains helpful information, guides, and directories that will make school life easier.

01. School Contact Information



School Contact Information will be provided in school parent orientation. Also you can find School Contact Information via Stirling Schools Website: stirlingschools.co.uk/en/our-schools/our-schools

02. A Message from Stirling Schools

Dear Students and Parents,

On behalf of the Stirling Schools, we would like to welcome you all to the New Academic Year; with a special welcome to those new to our student and parent community. We are confident that you will find Stirling Schools a great place to learn at, to meet new friends, and to gain new experiences. We encourage you to accept the challenges that lie ahead in learning as you pursue your education and lifetime goals.

This handbook is designed to be a reference, so that you have the most necessary information readily available. All student handbooks are reviewed annually for the betterment of our educational services; so, please kindly read it thoroughly every year.

The Stirling Schools group is committed to creating nurturing, supportive and collaborative communities of learners.

Our goal in our educational services is to create a learning environment that cares for each student's welfare while setting high expectations for behavior and learning. We ask that you not only study and achieve academically, but that you also demonstrate excellent character, leadership qualities that are required of all who wish to be successful students and good citizens in your society. We encourage you to become involved in school activities, arts, and athletics. Become involved in as many activities as you can manage and which you enjoy.

We hope that this year will be a productive and successful school year for you. We wish you a enjoying and rewarding time at Stirling Schools.

Board of Directors
Stirling Schools

03. Daily Schedule

Please note that the daily schedule may slightly differ in different cities.

01. KG Daily Schedule

AGENDA	TIME
School Begins	08:00
Breakfast	09:00
Lunch	12:00
School Ends	14:10

04. Curriculum

The Stirling Schools group believes that every student has the ability and the right to learn. Our curriculum provides positive support for students to achieve their goals by teaching them to take responsibility for their own learning.

The curriculum provides opportunities for an intellectual challenge, for the development of appropriate cultural and universal values, for developing social skills, and for the fostering of the students' physical development, all of which will assist them in leading healthy and productive lives.

Our curriculum has three main characteristics:

Diversity: We have designed our curriculum to fit a diverse learning environment in which students can discover their own individual capacities and interests.

Challenging: Our curriculum offers more than just the teaching of core subjects. It includes the teaching of a foreign language, activities and projects, national and international assessment possibilities, technology, robotics, brain games, and values teaching.

Dynamism: Our curriculum is a dynamic program which is reviewed and updated annually for each section on our Curriculum Development Day, an event which is organized with the participation of our Heads of Department and educational experts, and where feedback from students' surveys is also included.

05. Overview of Kindergarten Education

Our curriculum focus in Kindergarten includes attention to the development of academic, psychomotor, social, language and self-care skills in our very young learners.

01. English

The medium of instruction is English, and we use the Cambridge Little Steps series for English, Numeracy, and Phonics teaching. In addition to this, we prepare our very young learners for the Primary school stage, by improving their pronunciation, using alphabet teaching and sound teaching for support.

This method of teaching enables very young learners to understand daily spoken language and to express themselves orally in everyday situations.

The use of digital resources in teaching, together with traditional resources such as flashcards, songs, rhymes, drama, and storytelling, help to develop very young learners' vocabulary and foster good communication skills, providing them with the confidence to speak in English.

02. Science

We provide an educational environment in which students can research, explore, observe and conduct experiments under the guidance of a teacher. Using this approach, very young learners will develop a sense of curiosity for knowledge and will learn through discovery and individual experience.

03. Numeracy

We use activities, games, and storytelling, together with matching tasks, group work activities and flashcard techniques to teach numeracy in a very concrete way, as very young learners are not cognitively ready to work with more abstract concepts.

In this way, from an early age, our very young learners acquire a sound understanding of the basic concepts of mathematics.

04. Universal Values

We include the teaching of universal values in our curriculum in order to build positive personality traits and good character in our very young learners.

We help our learners improve their behaviour through drama and storytelling activities. In addition, we follow our students' daily routine with a 'Behaviour Chart' which focus on the good manners that a child should acquire at an early age with the support of his or her parents.

05. Brain Games

Expanding memory skills and developing an ability to pay sustained attention to a learning task is crucial for literacy development. We use different sets of 'brain games' to help students enhance their memory and to strengthen their ability to focus.

The skills that we cover through our brain games are:

- Problem-solving
- Analysing cause-and-effect relations appropriately
- Quick thinking and making suitable decisions
- Working effectively in a group
- Concentrating over time and in depth
- Working according to a plan
- Thinking things through in multiple ways

Stirling Schools Student Profile

01. Academic Profile

01. Researchers



Stirling Schools Students are open-minded, and they adopt a critical way of thinking. Besides this, they are hard-working, attentive to details, and are focused in their devotion to their specific field of interest.

02. Creative Thinkers



Stirling Schools Students are innovative and always open to learning new things. They can use their imagination and their critical thinking skills together to ensure that their cogitation is guided by meaning. Yet they can also take calculated risks, and be independent and flexible in their individual thought processes. They learn to develop their ability to find different solutions to a given problem.

03. Critical Thinkers



Stirling Schools Students are critical thinkers who aim to achieve the best possible outcomes in any situation. To attain this goal involves them gathering and evaluating information from as many different sources possible. Students have the ability to realise why things are the way they are and to formulate their own opinions, taking into account the potential consequences of their own or others' actions when reaching their conclusions.

04. Communicators



Stirling Schools Students are fabulous communicators imbued with empathy and blessed with excellent conversational skills. They establish meaningful and respectful relations with the people around them.

05. Collaborative Learners



Stirling Schools Students learn, solve their problems, or complete their tasks by being a part of a group of friends working together. They always look for opportunities to work as a team and to collaborate.

06. Confident Individuals



Stirling Schools Students are happy and productive individuals who are fully confident. They possess energetic personalities and enhanced decision-making abilities. What's more, they do not have negative thoughts.

07. Multicultural Individuals



Stirling Schools Students respect and understand cultural differences. Being multicultural individuals increases the influences that inspire them, helping them in their decision-making.

08. Multilingual People



Stirling Schools Students are multi-lingual people. This makes it easy for them to communicate with other communities and to establish secure personal connections. Knowing different languages helps them to improve their understanding of life and their ability to judge situations. They have better job prospects as multilingual individuals.

09. Independent Learners



Stirling Schools Students understand the importance of – and take responsibility for – their own learning. They are self-motivated and accept that frustration in the present can act as a valuable spur to achieving future success. They are curious problem solvers, engaging in what they are learning by taking initiatives and making attempts.

02. Character Profile

01. Care-Givers



Stirling Schools Students are kind. They readily forgive others, demonstrate forbearance and are always ready to help people in need. People around them feel the comfort of having them close by as friends.

02. Peacemakers



Stirling Schools Students are understanding and dedicated to establishing peace among the people near them or far from them. Wherever they see a conflict or misunderstanding, they immediately approach, to offer a helping hand and to find peaceful solutions.

03. Global Citizens



Stirling Schools Students are global citizens. This is so relevant now since our modern world is like a global village where local and global affairs are deeply intertwined. Today's challenging world requires students to collaborate with others beyond the classroom, to think deeply and critically about what is reasonable and just, and also to evaluate what will minimize harm to people around them and to our planet. Being global citizens helps them to feel more confident in standing up for their beliefs and to be more skilled in evaluating the ethics and the impact of their decisions.

04. Patient



Stirling Schools Students learn about and acquire the virtue of patience during their school life from the collaboration between the school, the teacher, and the parent. Being patient helps them to overcome all challenging situations with great flexibility and in the best way.

05. Honest



Stirling Schools Students are decent, virtuous, sincere, truthful and trustworthy. Their actions reflect what they truly have in their minds and they do not undertake anything that is morally wrong.

06. Compassionate



Stirling Schools Students are thoughtful, and they show sympathy and concern for others. They genuinely care about other people. They have compassion and they can readily put themselves in others' shoes and feel for them.

07. Self-Disciplined



Stirling Schools Students have the motivation and the ability to monitor and control their behaviour. They are highly self-disciplined and able to focus on long-term goals. This helps them to make the best choices connected with their ongoing academic studies and future career. They are a great asset to their own country and to the world.

08. Grateful



Stirling Schools Students are very warmly appreciative. They readily show gratitude for any kindness or for any benefits they have received. Being grateful promotes optimism and this helps them to develop a very positive outlook on the world.

09. Hopeful



Stirling Schools Students are hopeful, and this makes life better for them in many ways. Being hopeful helps them to make tough personal circumstances feel more bearable. Hope eventually improves their lives and motivates them to take steps to make a better future happen. Their hopefulness becomes an excellent example for others never to lose hope in hard situations and to work to overcome them.

School Values

Stirling Schools are committed to building ethical consciousness, and enforcing the values that teach the difference between right and wrong and guide thoughts and actions towards competency in social and moral situations.

Stirling Schools believe that the character of the child is important and will strive to build in our students and in our school community these core values: trustworthiness, respect, responsibility, fairness, caring and citizenship.

Admission and Enrollment Procedures

- Filling out an application form in the admissions office.
- Children are admitted in KG1 if their age is 4 years 1st and in KG2 if their age is 5 YEARS 1st.
- If there is no place in the respective level, parents will be informed that the student is placed on the waiting list until further notice.
- Priority will be given to the siblings and then to the relatives of students who are already enrolled in the school.
- If a place is available, parents will be called and a time will be set for an assessment of the student and interview with the parent.
- Assessment then takes place after paying the assessment fees. Parents will be notified if the student has been accepted in the school, and an appointment will be scheduled for payment and signing of the contract. A place is not reserved for the student unless payment and signing of the contract is made within one week of notification of acceptance.
- Parents are to submit enrollment documents upon notification of student acceptance.

Withdrawal

- To request withdrawal from school, the parent must notify the school in writing at least two weeks in advance.
- The office will arrange checkout procedures for the student.
- If tuition and/or fees or fines have not been paid, school records will not be released.

Student Information

Student records and data should be kept up to date. Please inform the school office of any changes in address, phone numbers, custody issues, family or social circumstances or any other important information.

School Hours

- The kindergarten day starts at **8:00 a.m.** and ends at **2:10 p.m.** Sunday to Thursday.
- Some of our schools may slightly differ with timing. Please request the schools for their exact timing.

Arrival

- The parents are kindly asked to leave their child at the gate of the Kindergarten play area in the morning. Accompanying children to play area or classrooms is not allowed.
- There will be no supervision available for children before **8:00 a.m.** Students who arrive at school before **8:00 a.m.** are the responsibility of the parents until the school day starts.

Dismissal

- Parents transporting students by car are to wait at the designated gate at **2:30 p.m.**
- To ensure your child's safety and a smooth, organized dismissal, please be on time.
- Parents must be prepared to show their ID upon arrival.
- Parents may not enter the building at dismissal time. Picking up children from classrooms is not allowed.
- Please note that the teachers will not be able to discuss academic concerns during dismissal time.
- There will be no supervision available for children after the previously mentioned dismissal times.

Early Dismissal

- Early dismissal interrupts the academic process and it will not be granted unless there is a written note or an emergency.
- Should it be necessary to pick up your child prior to the end of the school day, please send a written note to school giving the time, reason, and person who will be picking up the child.
- Upon arrival at the school, please report to security to have your
- child called out. Without written permission from the legal guardian, no student will be released to anyone other than the legal guardian(s).

Breakfast and Lunch

- Provide your child with fresh water bottle/flask every school day. Provide your child with breakfast/ snack and lunch every school day. Food and drink sent with children should be nutritious like sandwiches, plain biscuits, fruit, fresh vegetables, yoghurt, juice, milk,...etc. Please do not send any chewing gum, lollypops, candy, junk food, fizzy drinks or any other unhealthy items with your child.
- The school will provide a snack and lunch for children. Canteen service is not provided for kindergarten students.

The Important Reminders

- The Important Reminders tag should be worn the first two weeks of school.
- Your child's belongings (jackets, bags, etc...) should be labeled. with full name and class. The school will not be responsible for any lost unlabeled items.
- The first week of school is a nonacademic week. Children will do fun activities and get acquainted with the school environment, their teachers, and classmates.
- Students who are not enrolled at Stirling Schools are not permitted on campus at any time unless they have been registered as official guests.

Lost and Found

- Please contact the school office or write a note in the Home/School Communication Book if your child has lost an item. Our teachers and staff will do their best to help the child find it.
- Any lost and found items will be kept in a designated place until claimed or sent to charity.
- Unclaimed property will be donated to charity at the end of each trimester.

Dress Code

- Pupils can come to school with comfortable clothes.
- Footwear: Students should wear socks and comfortable sport shoes every day.
- On Physical Education (P.E.) days and field trips, children are expected to wear the P.E. outfits.
- Children must be well groomed.
- Nails should be cut short, clean and not polished.
- Jewelry and accessories are not permitted except for stud earrings for girls.

Children's Learning

For some children, it is the first experience to separate from their parents. Our warm staff helps the children adjust smoothly and happily and they grow to love coming to school and enjoy learning. Stirling Schools, Kindergarten program develops children's imagination and creativity.

Learning centers give children the opportunity to select a variety of activities that enhance the improvement and growth of their skills and abilities. This results in a relaxed environment, better learning, more personal communication with each child, freedom to move around, the chance to work at own speed, interacting with peers and the opportunity to assume responsibility for completing tasks and assignments. Some learning centers may be available throughout the year and others are introduced for special projects, interests or at seasonal times.

Purposeful play is an important way that children learn.

The teacher organizes the work spaces, activities and materials in response to the children's diverse needs and interests while taking into account the expectations of the Kindergarten Program.

The Kindergarten program provides children with the foundational skills they need to succeed as lifelong learners.

Helpful Hints for Parents

These are just a few of the ways in which parents may support their child's Kindergarten experience:

- Reading stories at bedtime. The more children are exposed to a language, the easier it will be for them to acquire new vocabulary and incorporate new skills in reading and writing in the classroom.
- Helping children to write their name.
- Celebrating and encouraging children's early attempts to communicate through reading and writing.
- Displaying the children's schoolwork at home.
- Listening to children and encouraging them to talk about everyday school activities.
- Enhancing children's social and academic skills by taking them on outings that are both educational and fun, and helping them point out the things that they see around.
- Encouraging children to be inquisitive and ask questions and taking this opportunity to ask them simple questions and helping them think about creative answers.
- Encouraging self-expression and reflection by giving children opportunities to draw what they see and how they feel.
- Encouraging children to make decisions by offering choices. Encouraging children to take responsibility for some tasks to foster independence.
- Ensuring plenty of rest, with early bedtimes. A good night's sleep will help children grow and be ready to pay attention during the school day. Good sleep is crucial for physical and mental well-being.
- Ensuring that children eat a variety of nutritious foods from all the food groups.

Books

All books will be kept in the classroom.

Only homework will be sent in your child's folder.

School Work

- The teacher will provide your child with a folder. Always keep the Home/School Communication Book in your child's folder that has been provided by the teacher and check it each day for school/ classroom news, homework and memos.
- If the teacher sends finished books or worksheets in the folder, it is for you to keep. Please return the empty folder the following day.

Homework

- Homework lays the foundation for good work habits and responsibility in later years.
- Homework helps establish the home-school connection and is an extension of what we do in class.
- Homework gives children an opportunity to practice and reinforce the concepts and skills they learn.
- We appreciate your effort in encouraging your child to complete all homework assignments and return them inside of the folder provided.
- Homework will keep your child enthusiastic about learning and proud of his/her work!

Show and Tell

- Show and tell is a technique for teaching young children public speaking, presentation, language and social skills.
- Children will have a turn to bring an item from home and will try to describe it, explaining to the class why they chose that particular item, where they got it, and other relevant information.
- The teacher will write in the Home/School Communication Book the day that your child is allowed to bring an item from home to present in class. It can be a toy, a family picture album, a drawing, a book, a clothing item, a pet (in its house or cage), stationery, or any other item that you deem safe and appropriate.
- Please avoid dangerous, potentially harmful and sharp items, toy guns, scary masks,....etc.

Attendance

- Regular attendance at school is compulsory and is crucial for maintaining a satisfactory academic level.
- Irregular attendance and unnecessary absence hinder the child's ability to learn and make it more difficult for students and instructors alike due to the missed instructional time, discussions, and activities.
- Parents are responsible for regular and punctual attendance of their children. Family vacations should not conflict with the school's instructional calendar.

Absence

- An excused absence can be granted in case of illness or a family emergency; a medical certificate or letter from the parent should be submitted upon the student's return.
- In case of a pre-requested absence for any other reason, a written letter should be submitted to the office in advance stating the length and the reason of absence. Letters will be considered for approval.
- Requested absences that are not approved will be recorded as unexcused absences. The student is then required to make up all the missed school work during his/her absence. Parents will be responsible for ensuring that their child has completed the missed school work.
- If the child exceeds the maximum allowed absence days (30 days per academic year for Kindergarten students) and the period of absence is not approved, the child may be retained and/or his/her re-enrollment for next year may be in jeopardy.

Missed Work

If your child is absent, the teacher will send home any class work/homework that was missed on the day he/she returns.

Tardiness

- Arriving late affects student learning and can be very disruptive to other students and the teacher. Please be on time.
- A student arriving school after the lesson started considered late and will not be permitted to class without a tardy slip.
- Frequent tardiness is not acceptable. A Notification of Tardiness letter will be sent to be signed by parents.

Assessment and Report Cards

The learning experiences children have during their first years of school greatly influence their future development. School activities do not only focus on cognitive skills, but also on the social, personal, emotional, and physical aspects of child development.

Assessment is a natural, ongoing and important part of daily learning. By questioning and talking to children, listening to the language they use and observing their behavior, teachers gain information about children's levels of skill and understanding.

Verbal praise and incentives will be offered by teachers to recognize achievements and to develop good character traits and good work habits.

- Throughout the year, the teacher will observe student learning and will record it in your child's grading book and in the form of a report card. Report cards are issued two times a year.
- Early childhood learning is the foundation for future learning; students should meet grade level requirements and expectations to be promoted to the next grade. Lack of effort, unsatisfactory progress, frequent and/or long absence and delayed learning may result in a child's retention.
- The school will seek parents' involvement in case the child is having any learning difficulties.
- Retention is decided based on the judgment of the professional staff and once decided, it is for the student's best educational and emotional interest.

Communication

Strong, open communication is a key element in the success of Stirling Schools students.

- Please use the Home/School Communication Book and your child's Mercury account to write any questions, comments or concerns that you may have.
- Check the Home/School Communication Book regularly for homework and teacher comments.
- Starting the second week of school, you can check the Stirling Schools website for the weekly bulletin posted every Thursday to keep you updated with what your child has been learning during the current week. Parent/Teacher conferences are scheduled three times a year. It is the responsibility of parents to meet with teachers during the conference days to discuss their child's academic progress, work habits, social development and any other concerns.
- In addition, meetings can be scheduled at other times upon request of the parent, the teacher, or the administration.
- Parents can meet teachers or the Director according to a prearranged appointment only.
- Appointments can be scheduled between YOUR CLASS TEACHER
- You can call academic concerns to the teachers and/or to the Kindergarten Head is welcomed.
- Parents may direct general suggestions, comments and concerns to the Deputy Director's office.

Physical Education (P.E.) Participation

The Physical education program is an important part of the Kindergarten education experience; it is crucial for the development of gross motor skills and for maintaining a healthy body. During P.E. sessions children will learn many positive attitudes.

- If a serious health condition prevents a student from participating in physical education activities over an extended period of time, a note from a doctor is required.
- For a student to be excused from participating in P.E session for one day due to a temporary illness or physical condition, a written request from a parent is required.

Health

We highly recommend that a child should be kept at home if he/she is sick. This precaution will give the sick child time to recover and to ensure that other students remain healthy.

Medical Procedures

- Parents are asked to ensure that the medical information form is filled out at the beginning of each academic year and that this information is accurate and updated.
- A full-time doctor is not present on campus, yet all minor injuries will be treated as they occur by a nurse. A note will be sent to parents describing the injury and the action taken.
- Please avoid sending any medication to school.
- If medication must be administered to your child during school hours please notify the school.
- Medication shall be administered only by the school doctor.

- Any medication that will be taken at school will need a written permission from parents or a doctor giving the medication's name, description, dosage, time to be taken, and any other necessary instructions. The child's name and class should be written clearly on the prescription or the medication.
- The school assumes no responsibility for any adverse reaction caused by any medication sent by parents.
- Regular hygiene and hair checkups will be conducted periodically. Parents will be notified of any health or hygiene issue detected.

Medical Emergencies

A child who needs hospital attention will be transported to a hospital immediately and parents will be notified by phone of where to meet their child.

Items From Home

- The teacher is responsible for engaging the children actively and creatively during school time.
- The school offers a variety of age appropriate educational and fun toys for all children.
- To avoid loss or damage, please do not allow your child to bring toys or any unnecessary items to school if it is not his/her turn for show and tell. When items from home are lost at school, children often feel anxious and sad.
- Please send only those items that are requested by your child's teacher.
- Cell phones, music players, skateboards, balls, cosmetics/make up or any other unnecessary items are not allowed in school.
- Possession of these items will result in taking the item from the child and giving it back at the end of the school day.
- If it is repeated, it will be confiscated for a period of time.
- We discourage students from bringing valuable and/or expensive items to school.
- School staff and administration assume no responsibility for the loss or damage of prohibited and unwanted items.

Money

On occasion it will be necessary for your child to bring money to school.

- Always send money in a sealed envelope with the following information clearly written: child's name, class, teacher's name, amount, and purpose).
- Staple the envelope in the Home/School Communication book and place it in your child's daily folder. This helps reduce the likelihood of any errors.
- Although we will do our best to ensure the safety of your child's possessions, the school cannot be responsible for lost money.

Supplies

- Parents are kindly asked to provide their children with supplies in the beginning of the academic year. A supply list will be available for each grade level.
- Please do not send colored markers, pens, soft or fancy pencils.
- Teachers will notify the parents during the academic year if students need additional supplies or specific items for special activities, projects or educational purposes.

Bus Conduct

- Please make sure your child is ready on time in the morning.
- The bus will not return for late students and the bus round cannot be changed to accommodate late students.
- In the afternoon, the person responsible for receiving the child should be on time, if not, the child will be returned to school and the parent will be asked to come and pick him/her up. No supervision will be provided.
- Picking up and dropping off children is supposed to be at the door of the child's residence.
- Bus service is provided door to door, however the school reserves the right to apply restrictions if needed.
- For the safety and comfort of all students, they are expected to respect and follow the bus rules, and obey the bus supervisor.

- Inappropriate behavior, vandalism, infraction of bus rules is not acceptable and will be brought to attention of parents and school administration.
- **Bus Rules:**
 - Board and exit orderly.
 - Remain seated.
 - Speak quietly.
 - Keep the bus clean.
 - Keep all parts of the body inside the bus windows.
 - Do not throw anything out the window.
- Improper behavior on the bus might result in suspension of bus service for a period of time.
- If problems continue, the student will not be allowed to use the bus service the remainder of the year.
- Bus matrons and bus drivers are not allowed to receive money, gifts or any kind of charity from parents.
- Bus matrons are not allowed to deliver to or receive from parents verbal or written messages, money or school work.
- Any arrangements concerning a student should be made through a written note in the Home/School Communication book or through a phone call to the Kindergarten office.

** Please note that some of our schools may not offer bus service.*

Change of Transportation Arrangement

- All bus transportation changes must be made through the office with a written note, or in person.
- Unless the school receives a note indicating a change of plans, the child will be placed on the regular bus. This is to ensure that our children arrive safely to their proper destination.
- Changing bus arrangements will only be allowed if there is an available seat.
- If there is an emergency, please call before 12:30 p.m. Any changes after this time may not be possible.
- Students who are not contracting bus service, will not be eligible to ride buses.

Field Trips

Trips are enjoyable and beneficial to youngsters and often supplement the academic program.

- Students must bring written permission with the parents' signature on the field trip form.
- If pocket money may be needed on field trip days, parents will be notified on the field trip arrangement memo.
- Items prohibited in school are prohibited during field trips. Students who are not going to school trips are asked to stay at home. No supervision will be available at school for students not attending the trip.

School Events

To avoid disrupting the learning process, students are not allowed to attend any school events of their siblings during regular school days.

Birthdays

- We do not celebrate children's birthdays at school. We do celebrate a day under "the name of friendship day "for all student in beginning of the year. Because we suppose the children should not criticize each other with their gifts ,toys or other valuable things.
- If you plan to have a party for your child outside the school, and wish to invite classmates, feel free to send the invitations with the place and the time. The teacher will be happy to place them in the folders of the entire class.

Behavior Policy

- Parents and teachers play a vital role in teaching children good manners and behavior. School and home will work together and cooperate to establish common goals and help students behave appropriately. We expect parents' support and follow up in this regard.
- Teachers and staff guide behavior in a gentle, positive and effective manner. We regularly praise and positively acknowledge good behavior and are keen to reward it and use it as examples for others to follow.
- When disruptions or conflicts occur, we use creative images, characters, stories and humor in order to resolve the matter.
- Good behavior and learning go hand in hand. Simple class rules have been established to ensure your child has positive learning experiences within a safe environment. Children need to learn the importance of accepting responsibility for their actions and being respectful and orderly.
- All children are expected to follow classroom rules and procedures, and we will help them learn to do so in a positive and fair manner.
- For children's safety, teachers will help them practice the hallway policy 'walk, watch and whisper'.
- During lunch, children will be reminded to exhibit appropriate table manners while eating and to leave their area clean.
- In the playground, children are expected to play without pushing, fighting or jumping from the top of any playground equipment.
- Bullying, aggressive physical behavior, and inappropriate words are not tolerated.

- In the event of a behavioral issue, the following policy will be applied:

Step 1	The teacher gives the child a kind reminder.
Step 2	If the child continues to have difficulty, he/she is asked to go to a quiet area for a short period of time to think about his/her actions then discuss better choices with the teacher.
Step 3	The teacher writes a note in the Home/School Communication Book for the parents to discuss the matter with the child.
Step 4	Continued difficulties warrant a phone call to the parents to discuss concerns.
Step 5	Parents will receive an online behavior report.
Step 6	In case the child is still unable to comply with school rules, a parent conference with the principal.
Step 7	Parents sign a notification letter regarding continued behavioral issues.
Step 8	Parents sign a probationary letter in case of serious misbehavior. Child's reenrollment becomes in jeopardy. Counseling continues.
Step 9	If the behavior did not improve, parents are asked to withdraw the child.

School Property

- Children should treat school property with care and respect.
- When an item is damaged due to negligence, unauthorized use or vandalism, the parent of the student at fault will be held financially responsible.

Smoke Free Environment

Stirling Schools are a 'smoke free' campus. Parents and their personal drivers who smoke are asked to abstain from smoking on campus, including the parking area.

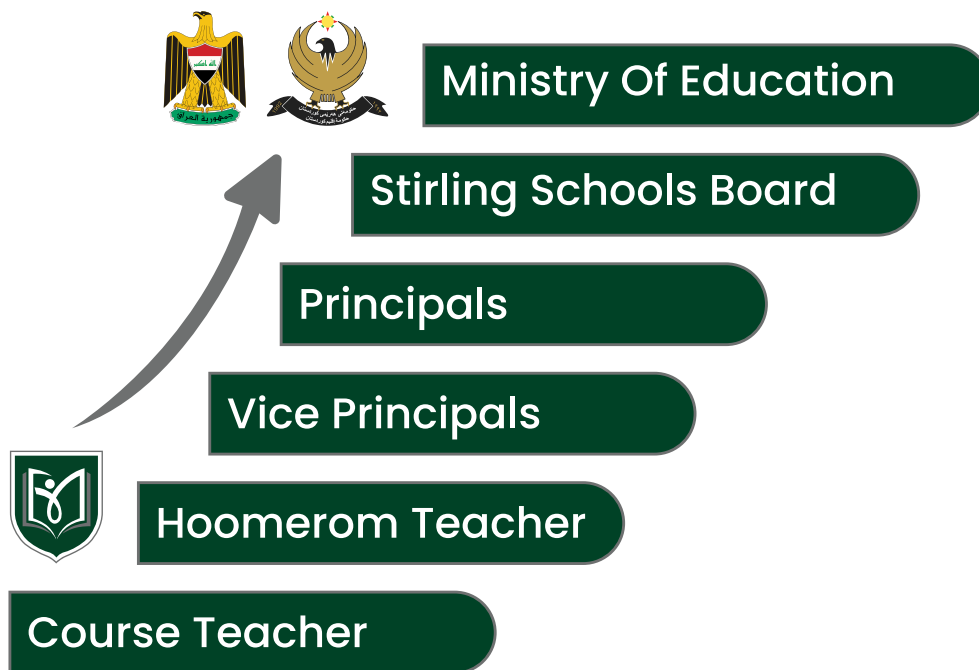
Teacher Appreciation

- Children are encouraged to express appreciation to their teachers verbally, and by showing respectful behavior throughout the day. Teachers may not accept gifts from students or parents on any occasion. Handmade cards are always welcome.
- Teachers are not permitted to give private tutoring to Stirling Schools students.
- We appreciate your cooperation and support.
- Your child's safety, education and welfare are our concern and the reason for this policy.

Complaints

In case of a problem, please follow the chain on the below.

- Stirling Boards in cities or Ministries of Education have nothing to do with requests for individual exceptions regarding certain Stirling Schools Policies and rules.
- Complaints and concerns can be communicated via email, Mercury, written statements, or/and face to face conversations.
- Complaints and concerns are taken into consideration by the related unit, department, or committee. (Stirling Schools Discipline Committees, Stirling Schools Ethics Committees, or Departments)



Acknowledgment

I have read and completely understand Stirling Schools Student-Parent Handbook.

By signing this, I agree to all the terms and conditions presented, with full knowledge of consequences.

Date: ___ / ___ / ____

Parent/Guardian:

Name: _____

Signature: _____

This handbook is available digitally on Stirling Schools Website.
www.stirlingschools.co.uk





The background features a large, light grey logo of a stylized person with arms raised, set against a white background with curved grey lines. The logo is centered and serves as a backdrop for the main title.

“Reimagining Education”



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SCHOOLS**

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