

Welcome Pack

مدرسة الأطياف العالمية



SPECTRA

SPECTRA GLOBAL SCHOOL

Nurturing tomorrow's leaders

2023 - 2024



WELCOME FROM THE PRINCIPAL

Dear Spectra Global School Families,

Welcome back! As we begin another academic year at Spectra Global School, I am thrilled to extend my warmest greetings to you and your children. We hope you had a restful summer break and are ready for an exciting year ahead.

This year, we have an array of engaging opportunities planned for our students. From a diverse range of Extra-Curricular Activities to enriching field trips and themed enrichment days, we aim to provide a well-rounded education. Our activities cater to various interests, allowing your child to explore their passions and develop new skills beyond the classroom.

In addition, our enrichment days will offer hands-on learning experiences, fostering critical thinking and deeper understanding. These days will allow your child to apply their knowledge in real-world contexts, igniting their curiosity and love for learning.

We are dedicated to providing a vibrant and inclusive learning environment for every student. Our committed teachers and staff are prepared to nurture their talents and guide them towards achieving their full potential.

At Spectra Global School, we believe that students learn best when there is a strong partnership between school and home. Your involvement and support are invaluable in ensuring your child's success. Together, we can create an environment that nurtures their growth, curiosity, and overall development.

School policies, which can be found on the school website:

<https://spectraschools.com/policies/>

Please be informed that the first day of school for students is Sunday, 27th August 2023.

Together, let us embark on a journey of growth, discovery, and academic excellence. If you have any questions or concerns, please feel free to contact us. We are here to support you and your child throughout the year.

Yours Sincerely,

Lisa Rosser
Principal, Spectra Global School

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SPECTRA GLOBAL SCHOOL – Key Information

School Website:

www.spectraschools.com/

Social Media Platform:

Facebook: <https://www.facebook.com/spectraglobalschool>

Instagram: <http://instagram.com/sgsdoha>

LinkedIn: @Spectra Global School

YouTube: @SpectraGlobalSchool

Main School Reception

Spectra Global School Reception is open from:

6.45am – 2.30pm Sunday – Thursday

Main School Office Telephone: 4481 3278/6653 4333

Official Email: info@spectraschools.com

Accounts Office

Accounts office is open from:

06:50am – 2.30pm Sunday - Thursday.

Office Email: accounts@spectraschools.com

**Building 70, South 810, Zone 31, South Duhail,
Doha, Qatar**



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School Day Timings

Foundation Stage (FS1 and FS2)

Registration starts at 7:00 am

School Day ends at 12:30 pm

Primary School (Year 1 to 6)

Registration starts at 7:00 am

School Day ends at 1:30 pm

School Gates open at 6:50am

Kindly note that there is no early drop off or late room provision.



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Entry and Exit into School

Morning Dropping Off

Primary students (Year 1 – 6)

Primary students must be dropped off at the **main gate – Gate 1** (please see map on next page).

Any students arriving before 6:50am will wait in the school playground.

EYFS (FS1 and FS2)

EYFS students should enter using **Gate 2** (please see map on next page). We realise that this may be the first school experience for many of our EYFS students, therefore, EYFS parents will be permitted to come in to drop their children off and settle them.

Home Time Collection

Primary students (Year 1 – 6)

Gates 1 and 2 will be open at 1:30pm. Parents are welcome to collect their child/children from their classroom.

Alternatively, once parents have received an invite to join Class Dojo, parents can send a message to the teacher to inform them that they are outside and ready to collect their child. Please mention which gate you are located at.

Your child will be sent down.

EYFS students (FS1 and FS2)

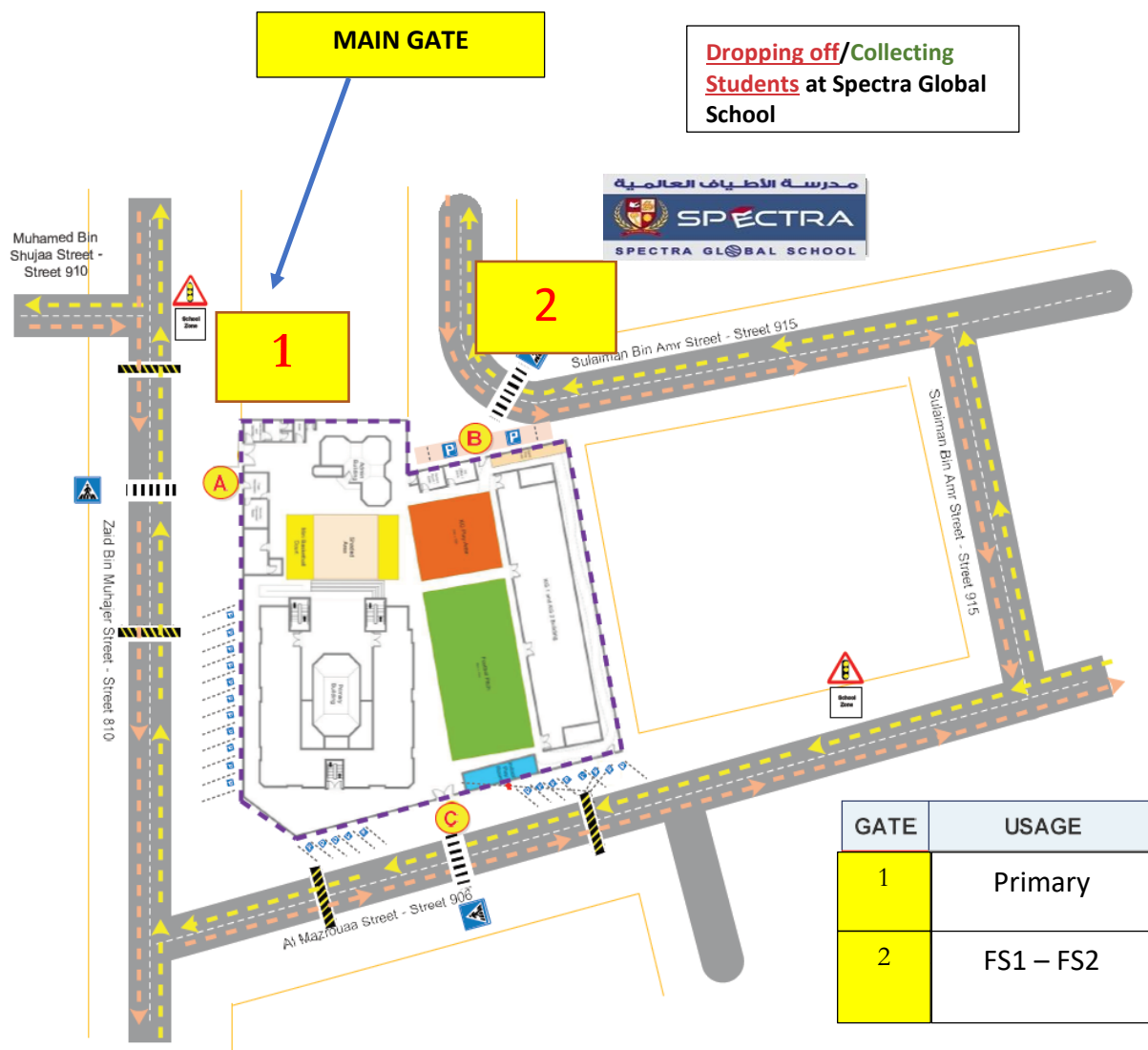
Gate 2 will be opened for parents at 12:30pm. Parents are welcome to collect their child/children from the classroom. The gate will be closed at 1:00pm.



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School Map



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Foundation Stage Specific Information

Further Guidelines:

- Please ensure that your child comes to school each day with a full water bottle and lunch.
- FS children eat lunch in their homeroom classes.
- Please send a spare change of clothing to be kept in your child's cubby throughout the year in case of toileting accident or messy play.
- Please also ensure that your child meets the toileting expectations.



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What to bring into the school?

Stationery

Every student will be required to bring their own stationery. A day-to-day list with a termly requirement is attached to this welcome pack.

All textbooks and note books will be distributed at the beginning of the term. Please look out for further details on when to collect.

Food and Water

We operate a Healthy eating policy for all stakeholders at Spectra School.

Please ensure that your child comes to school with a healthy packed lunch. There is currently no food available to purchase at the school, **however we will be opening the cafeteria in Term 1**. Further details will be shared in due course.

Please ensure that your child is sent to school with water. Water coolers are available on site, however, we do encourage children to bring their own water from home whenever possible to minimize disruption to learning.

It is important that children bring a healthy and nutritious snack and drink in an unbreakable container. Chocolates, crisps, fizzy drinks and chewing gum are not allowed in school. Please do not send glass bottles or cans.

We are a nut-free zone. Some of our students have extreme food allergies. To keep them safe and to mitigate risks, we have made our site a nut free zone. This means that no nut products can be brought on school site.



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Absence/Late Arrivals

**In the event of an emergency or late pick up, please ring the school office on
4481 3278 / 6653 4333 to let us know.**

Arriving late/leaving early

- Foundation Stage students arriving after 7:30am will be marked as late
- Primary Students arriving after 7:15am will be marked as late.
- Any child arriving at 7:15am or later should first report to the school Receptionist to be registered. The Receptionist can be found next to the Security Entrance at Gate 1.
- Students leaving early during the school day is highly discouraged.
- Children needing to leave school before the end of the school day need to give the school 24 hours' notice and provide a reason, e.g. a medical appointment. In addition, a note signed by a parent or guardian explaining the reason for absence must be provided. All children must be signed out of school at the time of leaving by their parent/guardian at the reception.

Absence

- The school must be informed by parents by 7:00am each day, if their child is going to be absent. Please also send a message on Class Dojo on the day of your child's return to school for their student file. If you know in advance that your child will be absent, please send a note to the teacher/receptionist explaining the reason and duration of absence.
- It is a requirement of the school that students attend at least 95% of the time.
- Absences should be avoided during term time so please plan family vacations during school holidays. Poor attendance may mean that your child's place at Spectra Global School may be withdrawn.

Important: If your child contracts a contagious disease, please notify the school immediately and observe the required quarantine periods.

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Uniform

School uniform can help to achieve equality, reduce potential for bullying and create a strong identity for the school community. It is the strongly held view of the school that high standards of dress are important for establishing a purposeful learning environment and for demonstrating personal pride. Children must wear appropriate uniform at all times.

We are pleased to announce that the school has changed the school uniform for this academic year. **All uniform is available from the school uniform store.**

Foundation Stage Uniform

Boys - FS1 and FS2	Girls - FS1 and FS2
<p style="text-align: center;">School Uniform</p> <ul style="list-style-type: none"> • SGS light blue polo shirt with maroon trim and SGS logo • SGS check shorts • Grey sweater/jumper with maroon trim and SGS logo may be worn during cold weather • White, grey or navy blue socks • Plain black shoes or trainers with black soles • Caps – all students must have a plain navy cap <p style="text-align: center;">Swimming</p> <ul style="list-style-type: none"> • Appropriate trunks or one piece swimwear should be worn • Swimming cap • Goggles • Slippers • Towel • A bag for wet clothes 	<p style="text-align: center;">School Uniform</p> <ul style="list-style-type: none"> • SGS light blue polo shirt with maroon trim and SGS logo • SGS check skort • Grey sweatshirt with maroon trim and SGS logo may be worn during cold weather • White, grey or navy blue socks or tights • Plain black shoes or trainers with black soles • Caps – all students must have a plain navy cap <p style="text-align: center;">Swimming</p> <ul style="list-style-type: none"> • Appropriate one piece swimwear should be worn • Swimming cap • Goggles • Slippers • Towel • A bag for wet clothes

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Year 1 – 6 Uniform

Boys – Year 1 – 6	Girls – Year 1 – 6
<p style="text-align: center;">School Uniform</p> <ul style="list-style-type: none"> • SGS white shirt with SGS Logo and check material trim • Navy trousers with check trim and SGS logo • White, grey or navy blue socks • Plain black shoes or trainers with black soles • Grey sweater/jumper with maroon trim and SGS logo may be worn during cold weather • Caps – all students must have a navy SGS logo cap or plain navy cap <p style="text-align: center;">PE Uniform</p> <ul style="list-style-type: none"> • SGS maroon, white and pale blue polo shirt with SGS logo and SGS name on the back • Maroon joggers with white side stripes and SGS logo • White, grey or navy blue socks • Caps – all students must have a plain navy cap <p style="text-align: center;">Swimming</p> <ul style="list-style-type: none"> • Appropriate trunks or one piece swimwear should be worn • Swimming cap • Goggles • Slippers • Towel • A bag for wet clothes 	<p style="text-align: center;">School Uniform</p> <ul style="list-style-type: none"> • SGS white shirt with SGS Logo and check material trim • SGS check pinafore with SGS logo • Navy trousers with check trim and SGS logo • White, grey or navy blue socks (tights may be worn during cold weather) • Plain black shoes or trainers with black soles • Grey sweater/jumper with maroon trim and SGS logo may be worn during cold weather • Caps – all students must have a navy SGS logo cap or plain navy cap <p style="text-align: center;">PE Uniform</p> <ul style="list-style-type: none"> • SGS maroon, white and pale blue polo shirt with SPS logo and SGS name on the back • Maroon joggers with white side stripes and SGS logo • White, grey or navy blue socks • Caps – all students must have a plain navy cap <p style="text-align: center;">Swimming</p> <ul style="list-style-type: none"> • Appropriate one piece swimwear should be worn • Swimming cap • Goggles • Slippers • Towel • A bag for wet clothes

Further details:

- Parents will be contacted if their child does not wear the correct school uniform
- On PE days, students should wear the PE uniform. Students will not be allowed to take part in PE lessons without the correct uniform
- Students will be informed ahead of time when their swimming lessons will take place

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- We highly encourage to label all uniform with the child's name and class name to help find any lost pieces of clothing
- **Hooded Tops are not permitted in school**, as they do not reflect the desired attitude that we wish students to adopt. In colder weather, students may wear a plain, long-sleeved white top under their shirt, as well as wear the school sweater/jumper.



Jewellery and Make Up

- For safety reasons we ask that students do not wear jewellery to school.
- Student may wear a watch. **Smart Watches are not permitted**
- If your child has pierced ears then please make sure that they only wear one pair of small, gold or silver studs in school. Other piercings are not permitted in school.
- Students are not permitted to wear nail polish and/or make up.

Hair

- Students with long hair should arrive in school with it tied back in a ponytail or plait



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Rewards, Recognition and Discipline

At Spectra Global School, we aim to reward students who go above and beyond. This means that simply doing what is asked to an acceptable standard will not result in a reward. Our expectations are simple, all students should be 'Ready, Respectful, Safe'.

- The school has a 'zero tolerance' policy towards bullying. This policy will be explained in detail to all students at the beginning of each year and information will be sent home and displayed on the website.
- If a child is found to be bullying others, he/she will be excluded from the school until appropriate measures are taken. If you believe your child is being bullied, please contact the school Social Worker immediately and encourage your child to tell a teacher about any incidents.

Rewards

The school employs many levels of rewards to acknowledge positive attitudes to learning as well as for demonstrating the Spectra Global School Values. Possible rewards include:

- A well done verbal acknowledgment for outstanding work or effort
- Class Dojo points are awarded. Reward categories are as follows:

Pride	Excellent Effort
Tolerance	Outstanding Work
Unity	Good Listening
Respect	Interesting ideas
Appreciation	Great questioning
Empathy	Tremendous Teamwork
Generosity	Super Creativity
Resilience	Awesome Independence
A Helping Hand	Terrific behaviour

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- A 'Star of the Week' award is handed out weekly by the class teacher and also by the Arabic department.
- Principal's awards are given for exceptional work.
- Whole class trophies are also awarded weekly to recognize exemplary behaviour and best class attendance.
- A monthly invite to attend 'Breakfast with the Principal' for the child in each class who has collected the most Dojo points
- A monthly movie afternoon for the class that has collected the most Dojo points for the value of the month
- An end of term party for the school house that has collected the most points

Communication

The school will communicate regularly with parents through Class Dojo, e-mail, letters/circulars and the school website. Some reminders will be sent via SMS. Your support is required to ensure effective communication.

Please ensure that you child's class teacher/school admin staff are informed if there are any changes to your personal e-mail or phone number.

The school year

You will find the dates for each term in the 2023/2024 academic year on the school website. Please note these dates may be subject to change as a result of direction from the Ministry of Education & Higher Education (MoEHE).

A letter containing key dates for the term ahead will also be sent out during the first week of each term.

Birthday celebrations

To ensure that a fair and consistent approach is applied to all students, birthday parties and cakes are not permitted at school.

If parents wish to provide individually packed party bags to ALL students in the class they may do so. These will be distributed at the end of the school day. **Please, however, bear in mind that we are a nut free school and that some students have allergies which means that they will be left out.**

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Curriculum, Assessment and Reporting

Monthly Topic Webs are shared with all parents to provide details of the units of work that will be studied in all subjects during the month.

Weekly letters are also sent out with details of the previous week's learning as well as details of any homework set.

Please see our website <http://www.spectraschools.com> for further information regarding our curriculum.

Assessments

A wide range of assessment methods are used by the school such as quizzes and end of unit assessments, as well as formal, end of term assessments.

The dates for the formal, end of term assessments are set and can be found on the 2023/24 academic calendar on our school website.

Further details of our assessment procedure can be found on our school website policies section <https://spectraschools.com/policies/>

Student Reports

Progress Reports will be given at the end of each term. The End of Year report will be provided at the end of the school year.

Parent Conferences are held 3 times a year offering an opportunity for parents to meet with teachers to discuss your child's progress.

Information messages and feedback to parent will be sent on Class Dojo.

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Questions/suggestions/concerns

If you have any questions, suggestions or concerns regarding your child's progress at Spectra Global School, please contact your child's teacher in the first instance through ClassDojo to arrange an online appointment.

You can also call us on 4481 3278 / 6653 4333 to arrange a mutually convenient time.

We can also be reached at info@spectraschools.com

If you have any suggestions or feedback for the school in general, a parent suggestion box is located in the school reception area. Alternatively, the school can be contacted as above.



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