



الأكاديمية الدولية - عمان

THE INTERNATIONAL ACADEMY - AMMAN

Learners of Today - Leaders of Tomorrow

PRIMARY SCHOOL PARENT INFORMATION MANUAL



LEARNERS OF TODAY - LEADERS OF TOMORROW

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Preamble

This handbook is designed to give an overview of common processes used within the school. These are based upon school policies. If there is any variation between this and the policy documentation, the policy is always correct. This handbook is updated each year. It is appropriate that this document begins with our mission statement:

IAA delivers a holistic international education that exemplifies life-long learning and responsible citizenship.

IAA belongs to the Jordanian community, fostering an atmosphere of pride and identity, celebrating our traditions and promoting a sustainable future.

IAA equips its students with the skills, principles and experiences that empower them to fulfil their academic, personal and social potential.

IAA promotes ethical development, intercultural empathy and duty to the global and local communities.

Absences

The early years of learning are important, as children of this age learn more quickly than at any other stage of their lives. It is important that the children have as near to 100% attendance as possible, and we would ask your help in achieving this. We realise that children fall ill, and sometimes absences are unavoidable. Please notify the School Nurse as soon as possible in the event of absence due to illness. In general, it is your responsibility as a parent to inform the school if your child is going to be absent. The school will ring the parents of students who are absent if they have not contacted the school.

We are governed by the procedures set by the Ministry of Education in regards to illness and absences. The primary school will send letters to communicate to parents any issues related to students' attendance.

In order to minimise disruptions to your child's education, we ask that travel and holidays take place in the vacation period as identified on the yearly calendar. Should exceptional circumstances arise that necessitate travel during term time, parents are required to complete an Absent Request Form which is available at the Primary Reception desk.

Assemblies

Assemblies for Primary occur on Thursday afternoons in the Auditorium (Dr. Mohammad Hamdan Theatre). Parents are invited to attend their child's assembly, and they will be informed of the event via Toddle. We also hold assemblies throughout the year to celebrate a variety of special occasions. Parents are notified of these events via an invitation letter, sent via email.

Assemblies for Early Years (Pre-k, KG1 and KG2) are held as required by arrangement with the Early Years Manager and Grade Leaders.

After School Activities

We pride ourselves on being able to offer a range of extra-curricular activities for G1 - G5. Clubs run by staff take place on a Sunday or Wednesday afternoon. If any activity requires payment, then these should be paid directly to Finance.

After clubs, the children are escorted to the bus or collected by parents/guardians/ drivers from the Atrium.

Late Pick-ups

Children who have not been collected by 2.35 pm are escorted to the Primary Reception Area. The Receptionist will then contact parents to establish how long the delay will last. At the end of the day, the children are eager to talk to you about what they have done, and we would encourage you to collect them promptly. There is no supervision for children after school, apart from clubs and designated school events.

Please note that your child will only be released to the Family Card holder. Any arrangements should be the sole responsibility of the parents.



Arabic and Religion

Under the guidance of the Ministry of Education, Grade 1-5 students are taught six lessons of Arabic, one lesson of Social Studies in Arabic and two lessons of Religion each week. Pre-K, KG1 and KG2 students receive six lessons of Arabic each week. The lessons are taught in the classroom by specialist teachers. Teaching assistants stay with the class to support the children.

Birthday Parties

Birthday parties is not permitted during school time. There are two main reasons for this decision, the first being the time it takes from the children's learning. The second and most important reason is the safety of the children due to an ever-increasing variety of food allergies. We hope you will understand that we only have the best interests of your children in our minds whilst making this decision.

Exception: Pre-k, KG1, and KG2 parents can celebrate their child's birthday at school by scheduling a meeting with the early years manager to organise it.

Classroom Placement

Classroom placements are made for the following year towards the end of the school year. The Principal and Senior Management Team make necessary modifications. Classes will be identified by a generic name. Once a child is placed in a class, he/she will not be moved. Staff, including the Principal, will not discuss the merits of different teachers with parents.

Buses

At the end of the school day, bus students are escorted to their buses by TA's. To avoid any unnecessary delays to buses, and for the sake of the students' safety, any changes to bus travel arrangements for any reason, including 'going home by car' or 'leaving with a friend' should go through the bus supervisor. For your child's safety, school behavior guidelines apply on the buses. Please contact the school counselors if you have any issues.

Character Awards

One Character Award is given per class each week. This award is to be rotated through the class. The teacher takes the opportunity to reflect upon the positive performance of each child in the class in turn.

Communication

Most communication with the school will be through teachers. The official means of communication is 'Toddle' for Pre-K to G5. Parents are encouraged to download the mobile application to their phones, where you will find a staff directory that allows you to conveniently email staff members directly via your mobile phone.

Occasionally, matters arise that may need urgent communication. Please call Primary Reception to either make an appointment or leave a message. The Receptionist will ask about the nature of the call and will send an email notification with a brief message to the teacher. This is important as it enables the teacher to prioritise the call. Teachers are expected to call parents using the school phone within 48 hours. These messages are recorded so that if a misunderstanding arises, it can be rectified.

All official school letters and notices are sent via email/ Toddle; on occasion, reminders may be sent by SMS. Please ensure that contact details with Administration are correct to avoid missing any important communication. Please check your emails frequently.

It is school policy that teachers will not respond to requests for their personal email addresses or mobile phone numbers. The official Primary School email address is: primary@iaa.edu.jo



Complaints

It is normal from time to time that issues and problems need to be resolved. If you have an issue relating to the classroom, the Classroom Teacher should be the first person contacted. If the issue is not resolved, parents are encouraged to meet with both the Classroom Teacher and Grade Leader. Other issues should be referred initially to the School Counsellor before alerting the Principal, who is available for drop-in visits on Mondays from 8.30 -9.30 am.

Appointments with teachers may be made through the Primary Administration office with reasons for the meeting given. Issues should not be raised when the other person is not prepared for the meeting. Dropping into a classroom to raise an issue will not be accepted. Please note that Reception staff have been instructed to ascertain the general topic of the issue before an appointment is made so that the person dealing with it can be prepared. Note also that issues will be dealt with individually, not collectively.

Counselling Services

To ensure that the school environment is supportive and safe to all students both physically and psychologically, the primary school has two qualified and experienced counsellors. Accessing the services of the counsellors can be done through self-referral by the student or parent, request by the teacher or referral by the Senior Management Team.

Curriculum

In Pre-K and KG1, we follow the Early Years Foundation Curriculum. In KG2, we follow the Early Years Foundation Curriculum and transition to the Primary Curriculum once Early Years' objectives are met. The Primary School has selected a number of curricula that best suit the needs of our students: for English, we follow the British National Curriculum, for Mathematics, we follow the Australian National Curriculum and for Science, Geography, History, PE, Music and Arts, we draw on the International Primary

Curriculum (IPC). The relevant Jordanian National Curricula is followed for Arabic, Religion and Social Studies in Arabic. Curriculum overviews for all grade levels in all subjects are posted on the Primary section of Rubicon Atlas. These are updated each semester to keep them as current as possible.

Educational Visits

Educational visits enhance our teaching and are actively encouraged at IAA. Once the grade teachers have planned an excursion, a letter will be sent giving the details of any trip, including lunch and clothing requirements. You have signed a blanket approval for school trips and paid for day fieldtrips. If the cost of trips surpasses the amount paid at the beginning of the year, the school may request additional payment at the Finance Department. On all journeys, except outdoor pursuits, it is expected that school uniform is worn and that children demonstrate impeccable behaviour to maintain IAA's high standards.

Gate Policy

Students will be permitted to be late three times per semester. They will be turned away after this if they are late. We ask if this occurs that you are accepting of the situation and do not challenge this decision.

- Students must report to the School Secretary/Receptionist, who will enter the names onto the roll and keep a tally of lateness.
- Security will forward the names of late students to the School Secretary/Receptionist for cross-check purposes.
- Names of students who have accumulated two lateness reports for the semester will be sent to Security, who will be directed to not admit on the third occasion.
- KG1 students will need to adhere to the gate policy starting the second semester.



- Students who have medical excuses provided by a doctor will be admitted if the issue is arranged with the school before the visit, however, a log will be kept of such instances. They will have to report to the School Secretary/Receptionist as well.

- Students will be permitted only two excused medical lateness per semester. As according to school policy, medical appointments should be made out of school hours.

- Under no circumstances are children to be dropped off at the security gate and left without an adult.

- The Gate Policy does not apply to Pre-K students, as they are able to be collected by arrangement outside normal school hours. However, to ensure continuity, Pre-K students should arrive to school as early as possible each day. Gate opens: 7:45 am. Flexible start and finish to the day; fixed schedule of teaching & learning (9:00 am - 12:00 pm)..

Healthy Eating

We have two breaks each day when the children may eat. A healthy, nutritious diet helps concentration, which in turn benefits learning. Hydration is equally important, and children are actively encouraged to bring a water bottle to school each day. There are also water coolers around the school but in order to avoid waste, we do not provide plastic cups. In an effort to provide a safe, healthy and clean environment, please note that no chewing or bubble gum, potato chips, sugar/chocolate candy, soda/carbonated sweet drinks or snack 'junk food', including cup noodles, will be permitted in school. To minimise the risk of food allergies, the Early Years are nut free.

Homework

Grade	Amount of Time	Additional requirements
Pre - K	None	Play
KG 1	10 minutes: usually reading	Play
KG 2	10 minutes:	Play
Grade 1	15 minutes:	Play plus reading for 15 minutes
Grade 2	20 minutes:	Play plus reading for 20 minutes
Grade 3	20 minutes:	Play plus reading for 20 minutes
Grade 4	30 minutes:	Play plus reading for 20 minutes
Grade 5	30 minutes:	Play plus reading for 20 minutes

On a weekly basis, primary students will undertake an amount of homework each night. On the weekend, students should use one day, either Thursday after school, Friday or Saturday, to complete set homework. Homework requirements for the week will be posted on Toddle for Grades 1 -5. If your child has made a genuine effort at their homework but has struggled to complete it within the time frames listed above, please inform the teacher.



House System and HAWKS

Children are divided into 4 houses upon entry to the school. Siblings are placed in the same house. The students in each house vote for Captains (G5) and Vice House Captains (G4) via an election at the beginning of the year. They remain in the post for the whole year. These positions are open to all students with the elections being a secret ballot. Candidates may use standard electioneering tactic such as slogans and posters, but may not use giveaways of any kind or indulge in negative tactics towards an opponent.

House Points are given as reward for Community effort; they are collected each week and counted. The winning house is announced each week in assembly. The house that wins the first semester receives a treat, whilst the house that wins the overall competition is given the house shield at the final assembly of the year.

'Hawks' encourage children to acknowledge their strengths and good deeds. G1 - 5 teachers/ TAs keep a record of students' progress on a set of 5 Hawks Cards. Students are encouraged to earn hotspots on their own merits. Parents should not try and convince teachers to give extra to their child.

Lost Property

As the whole school wears the same uniform, it is important that all clothing and personal property are labelled clearly with the child's name. We emphasise to the children that they (and not the classroom teacher or the TA) are responsible for their personal property.

Should your child misplace an item, there is a large wooden chest in the Primary Reception area that contains all of the lost clothing, lunchboxes, water bottles, pencil cases and other items that we find. Please come and look whenever you are in school. Unlabelled items of clothing that have not been collected by the end of each term are distributed to local charities.

Newsletters

Parent Newsletters are emailed fortnightly by the Administration Department.

Nurses - Clinic

The school nurses are available on site to administer to the needs of the children in our care. Should they feel unwell, students will be taken to the Primary School Clinic. If it is deemed to be nothing serious, they will be returned to class. If the child is too unwell to continue at school, the parent will be contacted. If the child needs to take medications during the day, please give them directly to the nurse to administer at the required times.

Should any injury be deemed serious and warrant further medical investigation, the child will be taken to the nearest hospital. You will be contacted immediately and informed as to where your child has been taken and the circumstances. Your child will be accompanied to the hospital by an adult who will remain until you arrive. Please do not ring the nurse asking her to go to a classroom to check on your child. It is important that the nurse is in her clinic in the event of emergencies. If your child appears unwell, he/she will be escorted by the Teacher/TA to the nurse.

Parents on Campus

In the interests of safeguarding and student welfare, it is imperative that a parent must not approach another student and talk to them about issues pertaining to their child. Any concerns you may have must be directed to the class teacher, counsellor or pastoral care manager.



Prefects

Four boys and girls are selected each year from G4 to become Prefects for the following year in GS. Students wishing to be considered for these positions may nominate themselves. They will be interviewed by the Principal and senior staff and selections will be made. These will be announced at the final assembly of the year.

Reports

We issue reports, via email, formally on three occasions within the year. The first report is formative and gives details of initial progress and setting targets. The next reports (at the end of Semester 1 and 2) are summative, reporting what the child has attained during the year.

School Calendar

The Primary School calendar contains dates of important events (e.g. parent interviews, assemblies, etc.). The calendar can be found on the IAA website, and Toddle.

School Lunches

Espresso lab currently operates the franchise for the school cafeteria. Primary students from Grade 3 through to Grade 5 can purchase items from the cafeteria during second break only. All items are purchased using an electronic wristband or credit card. In our pursuit to be recognised as a healthy school, all students are encouraged to make healthy options when using the cafeteria.

If your child is in lower primary (KG1 - Grade 2) then you can order a healthy snack box to be delivered to your child's class at first break. You can make your order at the school finance department.

Lunch boxes

Children are encouraged to bring healthy, balanced lunches and snacks to school. They may eat at break or lunchtime and are actively encouraged to eat while seated. Children are responsible for their own lunchboxes and are expected to put the rubbish either into the container or the bin. Please note that the Early Years follow a 'nut free' diet.

Student Councils/CAS/Eco Group

Student Council Representatives are elected from Grade 2 upwards for one year. Before elections take place, the children present their 'manifestos'. Children have an active role in the Council, taking a leading part in whole school campaigns, such as charity work or school improvement. Electioneering rules are the same as for House Leaders, mentioned earlier.

Senior students are invited to volunteer to assist with school service initiatives with CAS, or Community-Action-Service. One representative is also elected from each class G3 - 5 to organise Eco Initiatives.

Toddle

Toddle is used to record homework, daily reading and is also a means of communication with parents. Students and parents are expected to check Toddle regularly for updates.

Teaching Assistants (TAs)

The role of the TA is to support and teach the class. As such, the TA stays with the children, accompanying them to Arabic, Religion and Music. If you have issues about some aspect of the classroom, please address them to the teacher rather than the TA as per the "Complaints" section.



Transparency

Children in our school have the right to be treated equally. Preferential treatment will not be tolerated. It is for this reason that we discourage the giving of gifts, mobile and personal email contacts and invitations to teachers. Personal contacts/relationships between parents and teachers can blur the lines of professionalism. All students have the right to enjoy a positive, professional relationship with their teacher and equal access to opportunities within the school.

Tutoring

Tutoring is discouraged as it can lead to accusations of favouritism. Teachers may request to be tutors, although this is likely to be turned down by the Director unless there is an exceptional circumstance

Uniform

1. Cargo trousers and polo shirts/formal shirts with collar and blue sweater (shorts are allowed for boys only and skirts are allowed for girls only).
2. Shirts must be buttoned all the way up.
3. Undershirts must be white in colour.
4. Undershirts must be tucked in the trousers.
5. Only school uniform hooded jackets and coats may be worn.
6. Plain socks and stockings must be worn.

Early Years students need to bring a full set of clean clothes appropriate to the season to be kept in each child's locker.

Pre-K students have the flexibility to wear whatever they want including the PE school uniform.

PE uniform

1. PE uniform is to be worn in place of the school uniform on PE day.

Hair

1. Boys: short, neat haircut.
2. Girls: short, neat hair. If hair is longer than the shoulder, it should be tied back neatly.
3. Extreme hair styles are not acceptable.

Footwear

1. Comfortable black shoes.
2. If boots are worn in winter, they must be black or brown, and trousers must be pulled down over them.

Jewellery

1. Religious necklace pendants to be tucked inside the shirt.
2. Small stud earrings for girls.

School Bag

1. This should be a backpack of sensible size which is large enough to carry daily equipment and able to fit into lockers.
2. Students are responsible for carrying their own school bags.

Students are not allowed the following:

Make-up

- Make-up, lip gloss, coloured nail varnish and tattoos are prohibited.



Footwear

- Trainers – apart from PE day
- Canvas pumps
- Brightly coloured shoes
- Shoes for Early Years should be Velcro or buckle, not laced

Jewellery

- Other than the items given above, no jewellery may be worn.

Wet Weather

In the event of wet weather, there are 3 protocols to follow:

Green: Play as normal.

Red: If it is too wet for outside play, students are kept inside.

Closed: If the school has to be closed because of extreme weather like snow, parents will receive an SMS informing them.

Wireless Devices

The only Primary students allowed to bring wireless devices to school are those enrolled in Grades 4 and 5. They follow the 'Bring-your-own-device' (BYOD) protocols. All other devices, mobile phones and smart watches are forbidden in school.

This booklet has been written to acquaint you with our school.

Although every effort has been taken to include all the information you would need, you may require further information specific to your child.

Please don't hesitate to contact the school if we can be of further assistance.

Tel: + 962 6 5502055, Fax: +962 6 5502052, Email: Primary@iaa.edu.jo

