



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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Introduction

On behalf of the Early Years and Primary School, welcome to IAA. A strong home-school partnership is a cornerstone of a school's success. It has significant benefits for all those with a deeply vested interest in your child's experience at school; academically, socially and emotionally.

A key element to achieve this is the provision of a safe, secure and orderly environment, with clear school procedures in place to facilitate this.

Underpinned by school policy, this handbook is designed to give an overview of important procedures used within the school.

Our school is guided by 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.

We encourage you to be familiar with the contents of this handbook. It will be referred to periodically by the school in communications with parents to ensure a consistent and orderly approach is taken for the day-to-day running of the school.

Absences

It is important that students maintain high attendance to maximise their learning, and we ask for your support in achieving this goal. While we understand that illness and unavoidable absences occur, it is essential that parents take attendance seriously. If your child is

going to be absent due to illness, please notify the School Nurse as soon as possible and include the homeroom teacher in this communication.

As a parent, it is your responsibility to inform the school of your child's absence. If the school has not been notified, we will contact the parents of absent students to ensure their well-being.

To minimise disruptions to your child's education, we ask that travel and holidays occur during the scheduled vacation periods as outlined on the yearly calendar. Should exceptional circumstances arise that require travel during term time, parents must complete an Absence Request Form, available from the Primary Reception desk. The nature of the absence will determine whether it is authorised or unauthorised. Unauthorised absences come with clear guidelines outlining the school's responsibilities regarding missed learning. Excessive unauthorised school absences may result in serious actions taken by the school which could include non re-enrolment or grade level retention.

The Well-Being Team is involved in monitoring attendance to ensure students are supported and able to fully engage in their learning.

Assemblies

Class assemblies for Grades 1–5 take place on Thursday afternoons in the Theatre. These events are an opportunity to celebrate student achievements, share learning experiences, and promote our social and emotional learning programme. Parents are invited to attend when it is their child's class assembly. Parents will be notified via Toddle and weekly previews from the homeroom teacher.

In addition to class assemblies, we hold special assemblies throughout the year to mark important school-wide events and celebrations. Invitations to these are shared with parents via email or through Toddle.

We also conduct regular grade-level assemblies throughout the academic year. These are student-teacher-only sessions designed to recognise student success, reinforce IAA expectations, and strengthen the sense of community within each grade.

Assemblies for Early Years (Pre-K, KG1, and KG2) are held as needed in the Primary Atrium or Theatre. Information regarding these events will be communicated to parents by the Early Years Coordinator and Grade Leaders.



After-School Activities (Grades 1–5)

At IAA, we offer a variety of after-school opportunities to enrich student learning and development beyond the classroom:

- **HAWKS Sports Programme:** Led by a team of specialist coaches, this programme includes a wide range of paid, sports-related activities organised by the Sports Department.
- **Specialist Arts Programme:** These paid sessions include instruction in visual arts, musical instruments, and choir, led by expert instructors.
- **Primary After-School Activities:** Led by our Primary teachers and specifically designed for students in Grades 1–5, these clubs run in two 8-week blocks — one per semester. They take place on Monday or Wednesday afternoons.

If a club or activity requires payment, fees must be made directly to the Finance Department.

Behavioural Expectations at IAA

At IAA, we take great pride in fostering a safe, respectful, and supportive environment for all students. Our high standards of behaviour are rooted in our School Pillars—Duty, Leadership, Acceptance, and Pride in Cultural Heritage—and the HAWKS values: Helping others, Awesome attitude, Working together, Kindness always, and Star Student. These principles guide our approach to both learning and personal development, ensuring students grow into responsible and caring citizens.

We believe in a restorative approach to behaviour management, where students are encouraged to reflect on their actions, take accountability, and engage in respectful dialogue. We emphasize kindness, respect, and the importance of learning from mistakes. However, we do not accept bullying in any form. Bullying is not tolerated, and we are committed to ensuring that all students feel safe and supported.

In cases where the restorative approach has not been successful in resolving issues, we apply consequences in line with our Primary School Behaviour Policy. These consequences are designed to support students in understanding the impact of their behaviour and encourage positive change.

Parent involvement and support are key to reinforcing our expectations. By working together, we ensure that our students grow not only in their academic abilities but also as respectful and responsible individuals who contribute positively to our school and society.

Arabic and Religion

Under the guidance of the Ministry of Education, Grade 1-5 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 also 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 students.

Birthday Parties

Birthday parties are not permitted during school time for Grade 1-5. There are two main reasons for this decision, the first being the time it takes from the student's learning. The second and most important reason is the safety of the students due to an ever-increasing variety of food allergies. We hope you will understand that we only have the best interests of the students in our minds whilst making this decision.

Birthday celebrations in the Early Years classes is permitted but this is under strict guidelines which are managed by the Early Years Co-ordinator.

Buses

At the end of the school day, students are escorted to their buses by Teaching Assistants. To ensure safety and avoid delays, any changes to a student's bus travel arrangements—such as going home by car or with a friend—must be communicated directly to the bus supervisor.



All school behaviour guidelines apply while on the bus, including no eating, no chewing gum, and no use of electronic devices. The same rules and consequences that apply during the school day remain in effect on school transport. The bus monitor is present to support student wellbeing and must be treated with respect at all times. If you have any concerns regarding bus conduct, please contact the Deputy Principal for Student Wellbeing.

Classroom Placement

Classroom placements for the following academic year are made towards the end of the school year by the Primary Leadership Team, with strong input from homeroom teachers who know the students well. To support consistency and relationships, classes typically remain the same for two years, with classes mixed in the third year. Occasionally, adjustments may be required due to extenuating circumstances. Mixing class groups is important for students' social development, ensuring a healthy balance of learning needs, friendships, and dynamics. Once placements are finalised, they are not open to change. Staff do not discuss the merits of individual teachers, and requests for specific placements cannot be considered.

Communication

Most communication with the school will be through your child's teachers. The official means of communication is 'Toddle' for Pre-K to G5. In addition, 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 prioritize 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 Homeroom Teacher should be the first person contacted. If the issue is not resolved, parents are encouraged to meet with both the Homeroom Teacher and Grade Leader. Wellbeing issues should be referred initially to the School Counsellor before contacting the Deputy Principal for Student Wellbeing. Issues relating to Teaching and Learning should be referred to the Deputy Principal for Teaching and Learning, if unresolved after first meeting the Homeroom Teacher and Grade Leader.

Appointments with teachers may be made directly with the teacher or through the Primary Administration office with reasons for the meeting given. While we always welcome open communication, it's best to arrange a time for discussions rather than raising concerns during classroom visits, so we can give the matter our full attention. 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, inclusive, and safe for all students, both physically and emotionally, the Primary School has two qualified and experienced counsellors.

Students can access the counsellors in various ways, including self-referral, parental request, teacher request, or referral by the Deputy Principal of Student Wellbeing. The counselling services aim to support students in addressing social-emotional needs, fostering resilience, and enhancing their overall wellbeing.



The counsellors work in close collaboration with teachers, parents, and the Deputy Principal for Student Wellbeing to ensure consistent and confidential support. They provide one-on-one sessions, small group interventions, and contribute to the school's social-emotional learning curriculum, playing a key role in maintaining a positive school culture.

Regular communication between the counsellors and the Deputy Principal of Student Wellbeing ensures that early interventions are in place when necessary, and all efforts are aligned with the school's overall wellbeing policies.

Curriculum

In Pre-K and KG1, we follow the Early Years Foundation Stage Curriculum from the UK. From KG2, we follow the Primary Curriculum. The Primary curriculum consists of a number of curricula that best suit the needs of our students:

- For English, we follow the National Curriculum for England.
- For Mathematics, we follow the Australian National Curriculum.
- Our Integrated Studies programme draws on the International Primary Curriculum (IPC) for Art, Geography, History, Music, PE, Music and Science.
- We also have our own Coding and Robotics Curriculum based on the ISTE standards.
- Along with our STEAM programme all of these subject areas combine to enrich our Integrated Studies units.
- The Jordanian National Curricula is utilised for Arabic, Religion and Social Studies in Arabic.

Educational Visits

Educational visits enhance our teaching and are actively encouraged at IAA. For all planned excursions, a letter will be sent giving the details of any trip, including lunch and clothing requirements. Parents have signed a blanket approval for school trips and paid for day field trips. If the cost of trips surpasses the amount paid at the beginning of the year, the school may request additional payment to the Finance Department.

On all journeys (except outdoor pursuits) it is expected that school uniform is worn and that students demonstrate impeccable behaviour to maintain IAA's high standards.

Gate Policy

Late Arrival Policy (Grades KG1 - Grade 5)

For all students from KG1 to Grade 5, campus entry is expected by 8:20 am. Students arriving between 8:20 am and 8:30 am will be allowed two occasions per semester. After the second occasion, late arrivals will not be admitted unless there are exceptional circumstances.

In the event of a late arrival (after 8:30 am):

- Students must report directly to the School Receptionist, who will record their names on Toddle.
- Security will cross-check the names of late students with the Receptionist's records.
- After two lateness occasions in a semester, student names will be sent to Security, who will not admit them on the third occasion unless special circumstances are discussed and approved in advance.
- Students with medical excuses, provided by a doctor, will be allowed entry if the issue is communicated and arranged with the school beforehand. These students will also need to report to the School Receptionist. A log will be kept of all such instances.
- As per school policy, medical appointments should ideally be scheduled outside school hours. Students will be allowed two excused medical lateness instances per semester.

Please note: Under no circumstances should students be dropped off at the security gate without an adult.

Pre-K (Early Years) Exception:

The Gate Policy does not apply to Pre-K students, as they are able to be collected by arrangement outside of regular school hours.



Gift Giving

While we appreciate the generosity of parents in wanting to give gifts (including food) to the class for various celebrations, we have a no gifts policy operating. Given the number of students who have food allergies and sensitivities, this creates an additional risk for student health.

We encourage parents to use these times to model generosity to those in need and the money spent on a class gift could be donated to a charity organisation.

Homework

Students are allocated an amount of homework for each week. Homework requirements for the week will be posted on Toddle for Grades 1 -5. Please keep the teacher informed about your child's progress with homework, including both successes and challenges, via the communication book or by email. This enables the teacher to adjust teaching and learning appropriately, and support your child's needs.

House System

All students are assigned to one of four houses upon joining the school. Siblings are always placed in the same house. The four houses are:

- Aqaba Dolphins
- Pella Falcons
- Rum Wolves
- Zara Wildcats

Each house elects a House Captain (Grade 5) and Vice Captain (Grade 4) through a peer election at the start of the academic year. These roles are open to all students, and elections are conducted by secret ballot. Further details can be found in the Student Leadership Guidelines.

House Points are awarded for positive contributions such as effort, teamwork, and community spirit. Points are updated regularly and displayed on notice boards, with

progress shared in grade-level assemblies. House competitions throughout the year also contribute to the overall tally. The house with the highest total receives the House Shield at the final assembly of the year.

HAWKS values

Our school mascot, the **Hawk**, symbolises strength, focus, and teamwork—reflecting the high standards we set for learning, behaviour, and community spirit.

The HAWKS values are at the heart of our primary school culture, promoting positive behaviour and strong character in every student. HAWKS stands for **Helping others, Awesome attitude, Working together, Kindness** always, and **Star Student**, qualities we strive to see in our students each day.

These values underpin our core expectation of Respect: for ourselves, others, and our learning environment—and guide students in making responsible and thoughtful choices.

Students who consistently demonstrate HAWKS values are recognised with certificates throughout the year, celebrating their positive contributions. These recognitions culminate in our final celebration assembly, where students are honoured for their ongoing commitment to the HAWKS values and for helping make our school a safe, inclusive, and respectful environment.

Late Pick-ups

Parents are expected to be on time to pick their child up.

Late students remain in the grade area under the supervision of a staff member of the grade team.

Students who have not been collected by 3:00pm will be taken to the Primary Reception Area where parents will be contacted.



There is no supervision for students after school, apart from clubs and designated school events.

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

Lost Property

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

Should your child misplace an item, there are Lost Property cabinets in the Primary Reception area that contain 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.

Lunch and Healthy Eating

Students are encouraged to bring healthy, balanced lunches and snacks to school. Students are responsible for their own lunch boxes. Please note that the Early Years follow a 'nut free' diet.

- Healthy Eating

There are two breaks during each school day when students eat. A healthy, nutritious diet helps concentration, which in turn benefits learning. Hydration is equally important, and students 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.

- School Cafeteria

An external contractor currently operates the franchise for the school cafeteria. Students in Grades 3 to 5 can purchase items from the cafeteria during second break only. All items are purchased using an electronic wristband or credit card. Healthy eating is encouraged as detailed above.

Mobile Phone Policy

Mobile phones are not permitted in the Primary School under any circumstances. If a student is found using a mobile phone during school hours, including break times, the phone will be confiscated immediately and handed to the Deputy Principal for Student Wellbeing. The phone will only be returned to a parent or guardian.

Even a first instance may result in disciplinary action in line with the school's behaviour policy. Repeated breaches may lead to more serious consequences.

This policy helps ensure a focused, respectful, and safe learning environment for all students.

Newsletters

Parent Newsletters are emailed fortnightly by the Administration Department. For the Primary School, these are an important way to celebrate and publicise events and student achievements and learning.

Nurses - Clinic

The school nurses are available on site to administer to the needs of the students 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. Note that only the nurse is permitted to administer medications on approval by the parents.

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 Teacher/TA to the nurse.

Parents on Campus

Whilst we value and appreciate the presence of parents on campus and the strong school community we build together, the safety and wellbeing of all students will override any decisions if an issue arises regarding parent presence on campus. We kindly ask that parents refrain from approaching other students to discuss matters related to their own child. Any concerns should be directed to the class teacher, counselor, or Deputy Principal for Student Wellbeing.

To minimize disruption, we also ask that parents avoid interrupting teaching at the start or end of the school day. For longer conversations with other parents, please move to the cafeteria rather than staying in grade-level shared areas.

If you are staying on campus to wait for older siblings, please ensure that your child is supervised and not roaming the campus unsupervised.

Prefects

Four boys and girls are selected to become Prefects in Grade 5. Students wishing to be considered for these positions may nominate themselves. They will be interviewed by the Core Leadership Team (CLT), with input from their Grade 5 teachers, and selections will be made. These will be announced early in the academic year.

In addition to the Prefects, the Head Boy and Head Girl will be selected from the eight Prefects. These students will serve as the senior leaders within the Prefect team, taking on additional responsibilities such as representing the school at events and leading initiatives.

Prefects play an important role in fostering leadership, responsibility, and positive behavior within the school community. Their duties include supporting school events, assisting younger students, and serving as role models for their peers. For further details on the expectations and responsibilities of student leaders, please refer to the Student Leadership Guidelines document.

Promotion Ceremony

In order to recognise 2 major milestones in our learners' time at school, Promotion Ceremonies are held at the end of KG2 and Grade 5. They are referred to as Promotion Ceremonies rather than Graduation Ceremonies as the school embraces the belief that all students progress to the next grade regardless of academic level and needs and no student is left behind (or retained back a grade).

PTA (Parent Teacher Association)

The school encourages parents to be an active part of the PTA. The PTA leads initiatives such as fundraising and special events, such as our annual Fun Day Gala Event as well as being a voice for ideas for school improvement in line with the strategic mission of the school.

Reports

The Primary School issues reports, via Toddle, on three occasions within the academic 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 teacher conference, assemblies, etc.). The calendar can be found on the IAA website, and Toddle.

Student Leadership Opportunities; Student Council, CAS, and Eco Group

Student leadership opportunities empower students to take an active role in their school community, develop key life skills, and build confidence and responsibility. These roles also encourage positive contributions to school culture and prepare students for leadership beyond the classroom.

Available opportunities include:

- Student Council Representatives: Elected from Grade 2 upwards for one year, with an active role in school-wide campaigns.
- Primary School CAS Team: Students can volunteer to participate in various community service initiatives within the primary school.
- Eco Representatives: One representative from each class in Grades 3-5 to organize Eco Initiatives.
- For more details on student leadership roles and expectations, please refer to the Student Leadership Guidelines document.

Student Recognition Awards

One Student Recognition Award is presented per class each week. These awards celebrate students who consistently demonstrate outstanding behaviour, positive attitudes, and strong engagement in their learning. Teachers select recipients based on the values promoted through our HAWKS values and classroom expectations.

Awards may recognise a range of achievements, including academic effort, kindness towards others, resilience, collaboration, or notable improvement. Students receive their awards during weekly grade-level or whole-school assemblies, providing an opportunity to acknowledge and celebrate their contributions publicly.

This regular recognition helps to reinforce our shared values and encourages all students to strive to do their best both academically and socially.

Toddle

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

Teaching Assistants (TAs)

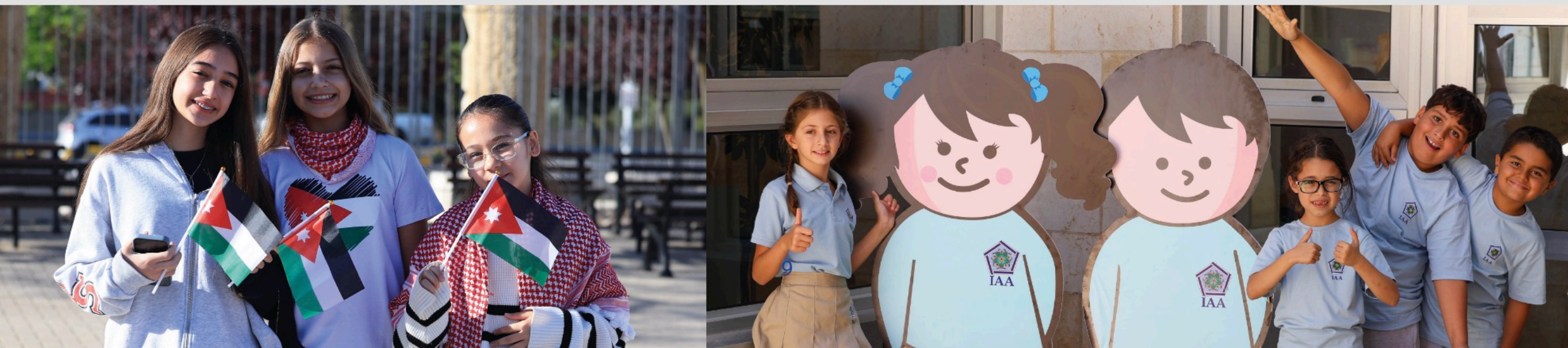
Every Homeroom has at least one Teaching Assistant. Their role is to support the homeroom teacher. Please note that any concerns about your child must only be directed to the classroom teacher.

Transparency

Students 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 have the right to enjoy a positive, professional relationship with their teacher and equal access to opportunities within the school.

Tutoring

IAA staff are not permitted to tutor students in their Grade level.



Uniform

1. Beige school-issue 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 until beneath the top button.
 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 need to bring a full set of clean clothes appropriate to the season to be kept in each child's locker. Note that Pre-K students do not have to wear a 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

This should be a backpack of sensible size which is large enough to carry daily equipment and able to fit into lockers.

The following is not allowed:

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.

Wet Weather

In the event of wet weather, there are 3 protocols that are followed:

Play as normal (If it is not raining at the time of outside play).

Inside play. 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

Personal wireless devices, such as smart watches and tablets, are actively discouraged in the primary. The potential for these to be misused, lost, or damaged is significant. The school will not take any responsibility if these are brought to school and subsequently lost or damaged.

If, despite the school's active discouragement, the device is brought to school, and it is misused, it will be confiscated and returned to the parents.

Although every effort has been taken to include all the essential information you would need, you may require further information specific to your child. Please do not hesitate to contact the school if we can be of further assistance.





Authorised IB World School, Accredited by the NEASC, CIS. Member of ECIS and ISS.

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