



# Home School Agreement

## Introduction:

A constructive relationship between GEMS Wellington School and families is key to ensuring that students' well-being is at the core of an effective educational experience. It is beneficial for the school and families, if these relationships are based on agreed terms and conditions set out clearly in a contract form.

In addition to this contract, GEMS Wellington School has procedures to address and mitigate parental concerns and complaints, whilst at the same time we recognise that parents are a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are required to read this document carefully and to ratify it after any queries have been addressed by GEMS Wellington School.

The terms and conditions stipulated in this contract are a reference for dispute resolution.

## 1. Admission:

GEMS Wellington School, Qatar is pleased to offer your child a place for 2021/22.

**Student Special Support:** To ensure a productive learning experience for all students at the school, including those with special needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for successful identification and support of students.

Expectations of parents of SEN (SPECIAL EDUCATIONAL NEED) students.

Parents Understand that:

- They must provide the school with copies of all medical, psychological or educational assessments/reports before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in school withdrawing the placement offer.
- Parents of Wave 3 children who need one to one support must have a medical or psychological assessment of their child issued within the last three years. This will enable the inclusion department to plan interventions to meet their individual needs.
- They must follow the advice of school in terms of support required at home.
- A child's place may only be offered if the parents are willing to fund additional support following assessment.
- It is the school's decision to decide if support is to be reduced or stopped; this will be in consultation with the parents. If the school decides that this support is not required in the future, then the school will speak to the parents and inform them that support is no longer needed.
- That re-enrolment of students with significant Special Educational Needs may only occur if support is funded by parents and paid in advance.

## Parents of Foundation Stage students:

Students are expected to be toilet trained (No Nappies or pull-ups). The expectations are that students:

1. Know when they need to use the toilet
2. Can use the toilet independently during the school day
3. Are responsible for their personal hygiene

## 2. Curriculum and Educational programmes:

Please refer to the information below for detailed information regarding the school's curriculum and programmes. The information indicates boards and organisations which have accredited or authorised the school. Websites are included if parents wish to seek further information.

Accreditation: British Schools in the Middle East (BSME)

Programme: National Curriculum for England and Wales (2014)

- Foundation Stage: UK - Early Years Foundation Stage: <https://www.gov.uk/early-years-foundation-stage>
- Years 1 to 2: UK - National Curriculum for England Key Stage 1: <https://www.gov.uk/national-curriculum/key-stage-1-and-2>
- Years 3 to 6: UK - National Curriculum for England Key Stage 2: <https://www.gov.uk/national-curriculum/key-stage-1-and-2>
- Years 7 to 9: UK - National Curriculum for England Key Stage 3: <https://www.gov.uk/national-curriculum/key-stage-3-and-4>
- Year 10 to 11: UK - National Curriculum for England Key Stage 4: <https://www.gov.uk/national-curriculum/key-stage-3-and-4>
- Year 12: Edexcel International Advanced Levels: <https://qualifications.pearson.com/en/qualifications/edexcel-international-advanced-levels.html>

Mandatory subjects: As per the rules and regulations in Qatar, it is mandatory that:

- All Muslim students to study Islamic Education from Year 1 to Year 12 inclusive.
- All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Year 1 - 12 inclusive.
- All students registered at the school with a non-Arab passport to study Arabic as an additional language from Year 1 - 8 inclusive.
- All National Curriculum Subjects are mandatory including Music up to Year 8. Parents **cannot** opt out of any subjects.



Promotion and retention policies: Foundation Stage, Key Stages 1, 2, 3 and 4 All students will be promoted to the next year group unless there is a specific reason. Parents will be notified in advance if there is a concern regarding their child moving to the next year group. Promotion and retention will be in alignment with the school's policies.

Extra-Curricular Activities (ECAs): A range of ECAs will be offered to students from Year 1 upwards, and these may vary term to term. Activities run by staff are free and any activities organised by external companies will incur additional costs.

### 3. Fees:

It is important to note that fees included in this contract have been agreed by the MOE.

- GEMS Wellington School vouches that no additional mandatory fees will be required from parents during the academic year 2021-22 except for fees clearly indicated in this contract.
- All GCSE, AS, A2 and BTEC exam/entry/assessment fees are billed separately and must be paid by parents.
- GCSE fees will include both the exam/assessment/entry fee from the qualifications board and the postage costs; the exam/entry fees are set by the qualifications boards each year and may change from year to year.
- The fee structure at GEMS Wellington School for the academic year 2021-22 is as follows (this includes books and the school purchased stationery option):

Year	Annual Fee	Year	Annual Fee
<b>FS1</b>	42,250	<b>Year 6</b>	45,500
<b>FS2</b>	42,250	<b>Year 7</b>	53,500
<b>Year 1</b>	44,250	<b>Year 8</b>	53,625
<b>Year 2</b>	44,875	<b>Year 9</b>	53,625
<b>Year 3</b>	44,875	<b>Year 10</b>	58,625
<b>Year 4</b>	45,500	<b>Year 11</b>	58,625
<b>Year 5</b>	45,500	<b>Year 12</b>	58,625
		<b>Year 13</b>	63,625

#### Additional Optional Fees:

- Bus Fees (annual): Within Al Wukair 4,000QAR. From all other areas of Doha 7,000 QAR.
- Additional payment is required for students undertaking specialist musical instrument tuition in piano, violin, guitar or singing as these are provided by an outside music academy. Prices for 2021/22 will be sent out at the start of term.
- Other third party providers, yet to be engaged, who charge a fee for their services will be passed onto parents.

#### Fee Payment:




- The school fees are an annual fee that are paid in three installments.
- The school reserves the right to not re-enrol students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.
- The school reserves the right to not issue the concerned student his or her progress report or issue transfer certificates if debts have not been paid.

#### Returning students:

- For returning students, and according to the Schools Fees Framework, the school will charge a 3000 QAR re-enrolment fee for each child.
- This amount is to be paid within the time frame specified by the school.
- This amount is deductible from the first term fees next academic year.
- This amount is **Non-refundable**

#### Sibling Policy:

- It is the policy of the company that families with four siblings shall receive discounted tuition fees for the fourth child. The deductions apply to school fees only and do not include other fees stipulated in this contract.

 <b>GEMS</b> جيمس اميريكان اكاڊمي Terms & Conditions for Fees Academy		 <b>GEMS</b> اكاڊمية جيمس مدرسة - قطر Wellington School QATAR
<p><b>A. General School Fees</b></p> <p>GEMS Schools collects fees in three terms. Registration is one-off payment made when a student joins the school. Registration, books and stationery are standard fees whether the pupils join at the start of the year or midway through. If you join midyear, the tuition fees are collected on a prorate basis started at the Sunday of the week that the student joins.</p> <p>Fees are due by the first day of the new term. After this a default payment process starts – outlined below.</p> <p><b>B. Re-Enrollment</b></p> <p>In order to secure the seat for the next academic year, parents will be asked to pay a re-enrolment fee, which is non-refundable, but adjustable against the first term fees. Please note, students with an outstanding fee balance, will not be able to re-enrol for the next academic year.</p> <p><b>C. Books and Stationery Fee</b></p> <p>As part of our fee structure, the MOE requires parents to pay a BOOK FEE. The book fee resources include library books, foundation stage materials, reading books, science and maths resources, online resources, textbooks, art supplies, teaching aides, worksheets, and notebooks.</p> <p>The MOE has made the ‘STATIONERY’ fee voluntary; the stationery fee covers all stationery items required throughout the year. By signing this agreement, you are choosing the school to provide your child’s stationery.</p> <p><b>D. Student Withdrawals</b></p> <p>All students withdrawing from the school must submit notification of their withdrawal in writing to the Registrar’s office. A 30-day notification period is required to ensure all necessary documents are ready.</p> <p><b>E. Methods of Payment</b></p> <p>All tuition and fees are payable in Qatari riyal only. Funds may be drawn on a Qatar bank through a personal check or a bank draft. All major credit cards are accepted.</p> <p><b>F. Dates of Payment</b></p> <p>All fees are payable on the following dates. Annual payments are collected in three parts; the respective due dates are:</p> <p>Payment 1: 01-Sep-2021 Payment 2: 03-Jan-2022 Payment 3: 01-Apr-2022</p> <p>Failure to pay the annual fees instalments by the due dates may result in</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Withholding school reports and final results/certificates;</li> <li><input type="checkbox"/> Non-issue of transfer certificates, educational transcripts, references, letters of recommendation.</li> <li><input type="checkbox"/> Suspension of parent-teacher meetings for your child until further notice</li> <li><input type="checkbox"/> Non re-enrolment your child for next year</li> </ul> <p>In the case of non-payment of bus fees, your child may be withdrawn from the bus service.</p>	<p><b>G. Refunds</b></p> <p>If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.</p> <p>If a student withdraws prior to the start of the academic year, the balance of the first term tuition/book &amp; stationery fees paid will be refunded, except the assessment fee, the registration Fee or the re-enrolment seat fee for present students</p> <p>If a student withdraws during the school term/semester, the Registration fee/Assessment fee/re-enrolment fee, are non-refundable. The remaining tuition &amp; transport is refunded as per the below. Parents are expected to inform the school in advance by e-mail that their child is not returning. The date of withdrawal will be the later of “the leaving date of the child” or “the date that parents inform the school”.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the date is less than 30 days from the start of the school year, Pro-rata fees for the days attended and seat reservation fees will be charged.</li> <li><input type="checkbox"/> If the date is more than 30 days from the start of the school year, full Term fee will be charged.</li> <li><input type="checkbox"/> Approved refunds will normally be paid by cheque and take a minimum of 7 working days to process.</li> </ul> <p><b>H. Third Party Specialist Providers Fees and Refund.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> These are charged for optional activities where a third party provider works with school. These activities may take place in the school day or after school</li> <li><input type="checkbox"/> These activities are not part of the National Curriculum provision for pupils. Activity fees must be paid in advance of the activities and are subject to a cancellation/refund policy as outlined by the provider.</li> </ul>	



#### 4. Communication:

Effective communication is essential to building a school-parent partnership which will strengthen student's learning experience. Communication happens through different means, such as the school's website, pamphlets, newsletters, emails, GEMS Connect App, SMS and VLE to target all parents. The language of communication/instruction at GEMS Wellington School is English. All communication MUST be courteous and respectful; uncourteous or disrespectful communication will not be tolerated.

The responsibilities of GEMS Wellington School include:

- Communicating to parents all policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate key messages.
- Updating the information about school policies, expectations, programmes, staff and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports (at least 3 per year) and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Responding to any personal enquiries within one working day and speaking to parents with due courtesy.
- Providing parents the opportunity to see and review all of their child's work.

The responsibilities of the parents include:

- Being courteous and polite to all members of the school community and when enquiring about their child.
- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations & update the school if this information changes.
- Referring regularly to established means of communications and supporting their children's academic and social development, discussing what they are learning, and monitoring any home learning.
- Supporting learning outside of school and modelling a positive attitude towards school and learning.
- Reading all communication from the school and acting upon it when necessary
- Attending meetings, workshops, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardise your child's progress and learning experience. The parents' level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.
- If social media is used for sharing information, it should be used positively for the benefit of the students and school community e.g. sharing events, home learning resources etc.
- Communicating any individual concerns with the school directly and not using social media to share negative opinions about staff or the school. Use of such media may affect a child's chances for re-enrolment the following year.

#### 5. Attendance and punctuality:

The daily routine: The school will be open to students at 7.20am

Foundation Stage 1	Foundation Stage 2	Years 1 to 12
7:30 am – 12:00 pm	7:30 am – 1:30 pm	7:30 am – 2:15 pm

**On Thursday, Foundation Stage 1 will finish at 12:00pm, Foundation Stage 2- Year 12 will finish at 1:30**

**pm. All students will be marked late after 7:30 am.**

Absenteeism and lateness affects students' progress and attainment as well as the school's ability to provide effective educational services. It also disrupts the learning experiences of other students in school. Attendance expectations for GEMS Wellington School, Qatar:

Outstanding	Excellent	Very Good	Good	Satisfactory	Unsatisfactory	Unacceptable
100%	>99%	>98%	> 96%	> 94%	<94%	<92%

School attendance has a direct link to the outcomes of your child. GEMS Policy states that Parents will ultimately make the decision whether to take out their children out of school during term time, whether this is for family reasons such as festivals, bereavement, medical care or holidays. Permission must still be signed off by the respective Head of School. Please note that the school will only authorise absences during term time in exceptional circumstances otherwise it will be recorded as UNAUTHORISED. Failure to request permission will automatically result in the absence being recorded as UNAUTHORISED on the register and on school reports.

The responsibilities of GEMS Wellington School include:

- Sharing and implementing a school policy on attendance and punctuality which stresses that student attendance is mandatory on all days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of registration process in the morning, the school's expectations in relations to punctuality all through the school day.

The responsibilities of the parents include:

- Reading, ratifying and implementing the school's policy on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
- Ensuring all children are collected promptly at the end of the school day.
- Understanding and upholding the school's policy which states that continued lateness and absenteeism will result in chances of disciplinary measures and will affect the students' chances of enrolment for the following academic year.



Late Arrivals at School: In case of repeated lateness and absenteeism the following applies: "Lateness" refers to any instance where a child is late in coming to school at the start of the school day or attending lessons late within the school day.

First five incidents of lateness in a month:

- The class/form tutor will issue a written warning to the student (Secondary) and notify parents (both Primary and Secondary).
- Lateness will be noted in the students' progress report.

Up to an additional three (3) instances of lateness:

- Parents and student to be called to a meeting with the Year/Phase Leader and Class/Form tutor. Parents and student to sign a written pledge not to repeat the offence.
- Lateness to be noted in students' progress report.

Any additional incidents to the above: At the discretion of the school, decision might include one or more of the following:

- Formal meeting with respective Head of School.
- Formal meeting with the Principal if no marked improvement.
- Detention during school break or after school hours (Secondary students).
- Repeated infringements of lateness may lead to the student not being allowed to re-enrol for the next academic year.

## **6. Attitudes and behaviour:**

GEMS Wellington School strives to offer all their students a safe environment in which they can achieve their full academic and personal best.

In order for GEMS Wellington School to achieve this objective, **the responsibilities of students and parents include:**

- Abiding by the school's behaviour policy, encouraging students to conform to school rules particularly regarding behaviour during the school timings, during extra-curricular activities, on school buses, during school trips and students' participation in social- media forums, wearing school uniform and completing home learning.
- Ensuring students understand the school's expectations and possible consequences that may arise due to inappropriate behaviour or not following the school rules.
- Students who chose to repeatedly break school rules or in the event of a more serious break of rules, then the school retains the right to issue exclusions of 1 to 5 days. If there are no improvements, then the school will have the right to permanently exclude a student and withdraw the offer of a student place with immediate effect.
- Permanent exclusion will be used in cases of violence towards staff; extreme violence/intended violence towards other students; criminal damage to the school premises. The Principal has the right to evaluate any event and use a range of fixed term or permanent exclusions if necessary.
- The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and repeated intimidation of another person who is in a position of power through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate fixed term suspension of the aggressor from the school.
- Parents who do not support the school in the improvement of their child's behaviour may have the offer of a place withdrawn at the end of a year.
- Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums.
- The school has a clear policy for parents and students about the use of and participation in social media outlets and/or forums. This policy includes the following:
  - Parents and students using social media must, at all times, demonstrate respect for the members of the school community (including all students and personnel).
  - Parents and students must not breach confidentiality, defame or make threats to any person in the school community; instances of proven and intentional breach of the above will result in sanctions that may include fixed term suspension from the school.

## **7. Health and safety:**

It is the responsibility of the school and the parents to secure a safe and healthy environment for the students. In this regard, the school shall issue and implement various health and safety guidelines that parents are expected to abide by and ensure their children do so as well.

The responsibilities of the school include:

- Providing students with appropriate medical care as per the regulations set.
- Providing those students with medical conditions the care and attention they deserve while treating cases with confidentiality.
- Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.

The responsibilities of the parents include:

- Sharing with the school all information related to their child's medical condition and history.
- Collecting your child from school if asked to do so due to illness and keeping them at home for the recommended period as set out in the medical form.
- Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard and there are no nut products brought into school
- Upholding the school's decision to confiscate food and drink items which do not fit the policy set by the school e.g. sweets and fizzy drinks.



### **8. Transportation:**

- The school is responsible for ensuring the students' safety while on school buses.
- In addition to implementing rigorous safety procedures outlined in a school policy, the school/student will abide by the bus rules.
- The following are expectations set by the school for parents at the school.

#### Private vehicles:

- Parents must abide by the designated entry and exit routes set by the school, and drive within the speed limit.
- Students are not to be left alone/unsupervised at any time.
- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions must be obeyed, if repeated high levels of disrespect is shown to school security, then the school retains the right to withdraw the offer of a school place.

#### Buses:

- For all intents and purposes, school buses, are considered part of the school premises when being used by students.
- All safety rules and behaviour expectations set by the school and enforced by personnel must be adhered to by students and parents.
- Failure to comply with all transportation rules set by the school will result in disciplinary action and the student may be banned from using the bus service, and this may affect the students' registration chances for the following academic year.

### **9. Appeal process:**

GEMS Wellington School has an appeal process to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the school. It is best to solve issues informally through meetings and discussions; however, at times, there are concerns and complaints that need further deliberations.

It is expected that parents refer to this process for any conflict resolution within the school:

- If a student/parent wants to question a decision made by the school at any level, then the parent should meet the person directly involved in the decision such as the teacher or member of the leadership team;

If the parent is still not satisfied, then he/she should meet with the head of section such as Key Stage Leader or School Principal

- If the issue is still not resolved, then the parent must meet the Principal of the school to try to resolve the issue;
- If the issue is still not resolved after this stage, then the parent shall write an official letter to GEMS Head Office.

### **REPLY SLIP (Please return back this page only once signed) Declaration:**

I/We parent/guardian of **(child/children Name/s)**:

hereby certify that I/we have read the terms and conditions and agree to abide by them. I understand that refusal to sign the Home School Agreement will result in the withdrawal of my child's place.

I/we agree to support GEMS Wellington in all aspects of our child's education and any sanctions that may be deemed appropriate concerning my/our child. I/We agree for the school to provide all stationery items for the academic year 2021/2022

**Principal: Mr. David Wilson**

**Father (name and signature):**

**Mother (name and signature):**

**Legal Guardian (if applicable):**