



PDO School

Passion for Learning

PARENTS' HANDBOOK

2013-2014

*PDO School is proud to be a
learning-focused school.*

Welcome to



Dear Parents,

Welcome to PDO School. We are proud to be a learning focused School. We talk about what children are learning, rather than what they are 'doing'. Activities and tasks are designed to enhance children's learning; to help each individual child take his or her next developmental step in that process. We are also very happy with the support that PDO School receives from an active School Board, PTA and class parents.

This Parents Handbook contains essential information about PDO School for the year ahead, including:

- How PDO endeavours to be a learning focused school
- General organisation information
- The education and care we provide for our pupils
- Our partnership with parents
- How we monitor (and seek to improve) the standard of education

Each year you will also receive a Curriculum Outline for your child's class. We would also like to inform you that our School website contains lots of information and photographs and is well worth visiting regularly as it is continually updated. The school website is: www.pdoschool.com.

We hope you find all this information useful and would like to take the opportunity to thank you for the active role you are playing both in terms of your child's education and also within our active school community.

As you are aware at PDO School we have an 'Open Door' policy. Please bear in mind that at the start and close of the School day many teachers are busy ensuring the children are both safe and happy. If you would like to discuss anything with them, please try to ensure that they are not focused on developing learning at that time.

If we can help you further, please do not hesitate to contact us.

Best wishes,

Peter Wassink
Hannah Loudoun
Claire Bonham

We are happy to answer any of your questions in more detail.

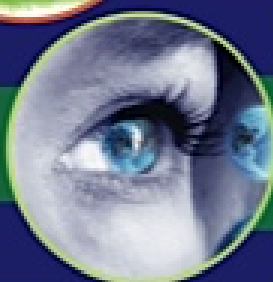
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Mission



To foster a Passion for Learning by providing all the children in our care with a nurturing, yet challenging environment in which they strive to reach their full potential.

Vision



To be the International School of first choice in Oman.

Values

- Enquiry
- Resilience
- Morality
- Communication
- Thoughtfulness
- Cooperation
- Respect
- Adeptability

We value the 8 personal goals and use these to underpin our daily lives to help develop 5 key characteristics that children will find beneficial throughout their lives: to be Internationally Minded, an effective communicator, independent, a critical thinker and a lifelong learner.

Learning



We will, through excellent teaching and organisation, maximize children's learning in a way which enables them to achieve high social, personal and academic standards, enjoy learning, adapt to other education systems and develop both a National and International perspective.

International Mindedness



International Mindedness is the ability to respect and value the cultural and linguistic diversity of our school community, by developing an understanding through learning about, from and with each other.

PDO School Aims

Through the provision of a well-balanced curriculum in the international setting of Muscat, PDO School aims to:

- Foster a '*Passion for learning*'
- Provide children with knowledge and understanding of different nationalities and cultural backgrounds beyond their own
- Develop in the children a national and an international perspective; including a focus on Oman as our host country
- Enable the children to adapt easily to other schools or education systems, including a smooth transition to the base country
- Play a prominent role in the community by organising and supporting a wide range of activities

School Contact Details

Postal address:	PDO School PDO LLC, HRD 51 PO Box 81 Muscat 100 Sultanate of Oman	
Telephone:		
Pre-Nursery		246 77813
Secretary	Rabia'a	246 75864
Administration	Salma	246 77279
Headteacher	Peter Wassink	246 77275
Deputy Head	Hannah Loudoun	246 73460
Deputy Head	Claire Bonham	246 73874
E-mail:		
	Hannah.L.Loudoun@pdo.co.om Please contact Hannah for any queries regarding, admission, transfer or day to day non-curriculum based issues.	
	Claire.E.Bonham@pdo.co.om Please contact Claire for any queries regarding the curriculum.	

School Board

The School Board plays a pivotal role in ensuring the direction that the school takes. It also helps ensure that PDO School continues to be 'learning' focused.

The board consists of the following members:

Raoul Restucci	PDO Managing Director
Shabir Hussain	PCT - Omanisation and Talent Manager
Solenn Rawnsley	Parent representative
Miguel Marcano	Parent representative
Peter Wassink	Head Teacher (Advisory to the Board)
Claire Bonham	Deputy Head Teacher (Curriculum)
Hannah Loudoun	Deputy Head Teacher (HR/Operation)

The Parent Teacher Association (PTA)

The Parent Teacher Association is the official body representing you as parents at the PDO School. The PTA organises a number of fun events for children which help them to understand and appreciate their different social and cultural backgrounds e.g. Oman National Day, International Market Day and the End of the Year party. In addition they maintain a Celebration display. The PTA will voice your opinions, concerns and suggestions with the Headteacher of the school. The PTA's main goal is to make the school an even greater place to be and to enhance our children's enjoyment during their time at the PDO School.

The PTA maintains a close and cooperative relationship with the student council.

The PTA is self-supporting. At the start of every school year, we ask all parents for a small contribution to help finance the events the PTA organises.

Committee

The committee consists of a diverse cultural mix of parents, two class teachers, a PDO representative and the Head teacher. Meetings are held every 6 weeks. Minutes of the meeting are posted on the noticeboard and are available electronically on request. We also meet in subcommittees on an ad hoc basis when organising specific events or plans.

Like to join?

The PTA offers you as a parent the unique opportunity to help organise wonderful events for our children and to voice your opinions, concerns and suggestions. We are always looking for enthusiastic parents to support and enjoy our events! If you want to get involved, please contact us at: pdoschoolpta@gmail.com

Class Parents

Each class has a parent volunteer who acts as Class Parent. S/he organises a Coffee Morning for all the parents in the class whenever a new arrival joins the class, or at least once a term. S/he also keeps lines of communication open between the parents of that class/year group and the PTA.

The Class Parent can help the teacher with organising school trips, parties, and other events. S/he also collects an annual subscription from the parents in the class (5RO per child). This money is used to buy leavers' t-shirts, presents for teacher's birthday, Christmas, end of year presents and things for class celebrations etc.

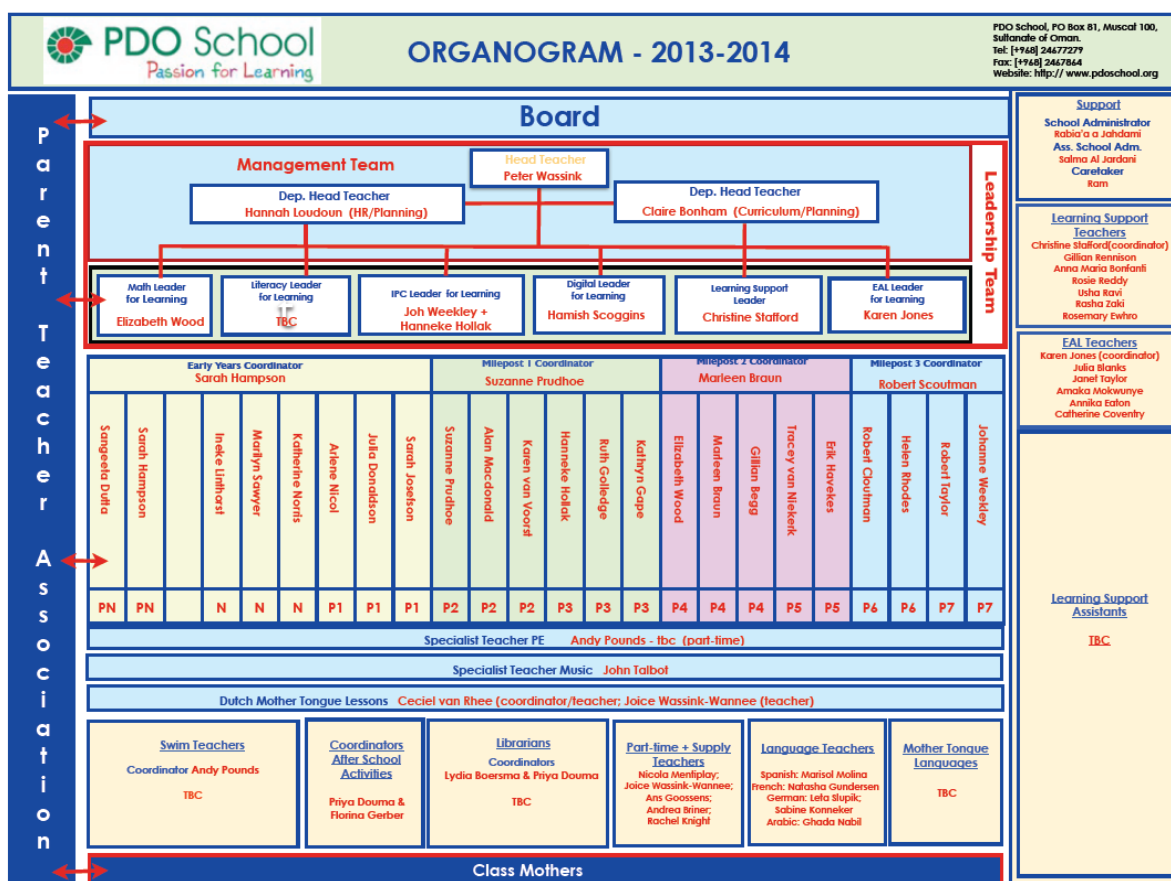
Classes and Members of Staff

Department	Class	Teacher
Early Years	PN	Sarah Hampson
	PN	Sangeeta Dutta
	N	Ineke Linthorst
	N	Marilyn Sawyer
	N	Katherine Norris
	P1	Arlene Nicol
	P1	Julia Donaldson
Milepost 1	P1	Sarah Josefsen
	P2	Alan Macdonald
	P2	Suzanne Prudhoe
	P2	Karen van Voorst
	P3	Kathryn Gape
	P3	Ruth Golledge
Milepost 2	P3	Hanneke Hollak
	P4	Marleen Braun
	P4	Elizabeth Wood
	P4	Gillian Begg
	P5	Tracey-Michelle van Niekerk
Milepost 3	P5	Erik Havekes
	P6	Robert Cloutman
	P6	Helen Rhodes
	P7	Johanne Weekley
Specialist Teachers	P7	Robert Taylor
	Digital Leader for Learning	Hamish Scoggins
	I.T	Sweta Pradhan
	Music	John Talbot
SEN Department	P.E/ Swimming	Andy Pounds
	SEN Coordinator	Christine Stafford
	SEN Teacher	Anne-Marie Bonfanti
	SEN Teacher	Gillian Rennison
	SEN Teacher	Usha Ravi
	SEN Teacher	Rosie Reddy
	SEN Teacher	Rasha Zaki
SEN Teacher	RosemaryEwhro	

EAL Department	EAL Coordinator	Karen Jones
	EAL Teacher	Janet Taylor
	EAL Teacher	Julie Blanks
	EAL Teacher	Catherine Coventry
	EAL Teacher	Amaka Mokwunye
	EAL Teacher	Annika Eaton
NTC provision	NTC PO Coordinator	Ceciel van Rhee
	NTC PO Teacher	Joice Wassink
Language Hour Teachers	Spanish	Mary Sol Molina
	French	Natasha Gunderson
	Arabic	Ghada Alshwaikh
	German	Sabine Koenekker
Leadership Team	Head Teacher	Peter Wassink
	Deputy Head Teacher	Claire Bonham (Curriculum)
	Deputy Head Teacher	Hannah Loudoun (HR/Operation)
Administration Team	School Administrator	Rabia'a Al Jahdami
	Assistant School Administrator	Salma Jardani

Teachers are also given areas of responsibility concerning curriculum and organisational tasks. Tasks are divided amongst all staff and take into account teacher's own experiences and interests. Teachers also run an After School Activity during at least two terms each academic year.

As you can see from the organogram displayed below many teaching staff have several roles in addition to their roles as class teacher. At PDO School we are very proud to have developed an effective and efficient leadership and management structure that fully supports and develops learning.



Appointments

Parents of the children in our care are always welcome to discuss anything that involves the education and welfare of their child. If you need to speak with a teacher, it is appreciated if you can make an appointment outside of teaching time.

We will be happy to help you with any of your questions.

The School Day

School Hours

The school hours are 08.00 – 14.00 from Sunday to Thursday, including a morning snack and lunchtime. In more detail the hours are as follows:

Day	Pre-Nursery Classes	Nursery Classes	P1 Classes	P2 – P8 Classes
Sunday	08.00-11.30	08.00-11.30	08.00-14.00	08.00-14.00
Monday	08.00-11.30	08.00-14.00	08.00-14.00	08.00-14.00
Tuesday	08.00-11.30	08.00-11.30	08.00-11.30	08.00-14.00
Wednesday	08.00-11.30	08.00-14.00	08.00-14.00	08.00-14.00
Thursday	08.00-11.30	08.00-11.30	08.00-14.00	08.00-14.00

Please note that in term 1 Nursery will finish at 11.30am every day.

Punctuality

For Pre-Nursery to Nursery, there is a flexi-time start to each day from 8.00 – 8.15. Please try to arrive before 8.15. For all other classes, we ask that parents bring their children to school and collect them on time. Teaching and learning starts promptly at 8 o'clock each morning and children who arrive late miss the important start of tasks. They also cause disruption to the class. As a brain friendly school, we try to minimise the stress that our children experience. As a result we would ask you to be punctual both when dropping off and collecting your child/ren.

Occasional late collection can occur due to heavy traffic – parents are asked to telephone ahead to let us know you are on your way.

Arrival at and departure from school

There will be at least one member of staff on duty from **7.45am**. However we actively encourage parents to supervise their own children, whether they are at the front of the school or in the play area. Due to the large number of children we are unable to monitor the whereabouts of all children at this time. Please also bear in mind that registers are not taken until the children reach their own classrooms. In the past there have been a small number of incidents on the climbing frames, we therefore urge all parents to encourage their children not to play on these pieces of equipment at this particularly busy time.

At 14:00 all teachers will take the children to the waiting area at the front of School. In addition there will be at least one member of staff located near the entrance to the waiting area to ensure that children are collected before leaving the site. Please make sure that the teacher sees you when you come and pick up your child. Playing on the playground should be done under parental supervision. We recommend that younger children do not climb on the climbing frame.

Time table

Time table for Early Years and Milepost 1

Day Time	Sunday	Monday	Tuesday	Wednesday	Thursday
8.00 – 8.10	Brain friendly class time 10 minutes				
8.10 – 8.55					
8.55 – 9.40					
9.40 – 10.10	Break and snack				
10.10 – 10.55					
10.55 – 11.40					
11.40 – 12.20	Break and Lunch				
12.20 – 1.05					
1.05 – 1.50					
1.50 – 2.00	Learning reflection time				

Time table for Milepost 2 and Milepost 3

Day Time	Saturday	Sunday	Monday	Tuesday	Wednesday
8.00 – 8.10	Brain friendly class time 10 minutes				
8.10 – 9.10					
9.10 – 10.10					
10.10 – 10.40	Break and snack				
10.40 – 11.40					
11.40 – 12.20	Break and Lunch				
12.20 – 1.05					
1.05 – 1.50					
1.50 – 2.00	Learning reflection time				

As a brain-friendly school we recognise the importance of creating a learning environment which contains relaxed alertness. In order to achieve this we feel it is vital to begin the day with a brain friendly focused session. We also recognise the importance of reflection and enable all of the children to conclude their school days with a short reflection on learning.

After School Activities (ASA)

The school and Parent Teacher Association jointly organise an After School Activities programme. Teachers, parents and other volunteers help to run these activities. A programme is compiled each term and a booklet advertises the

activities on offer. A schedule and application form is given to parents and children sign up for their choice of activity. A list of participants is compiled on a first-come, first served basis, as many activities have a maximum number of places parents are advised to act quickly. Please be aware that it is not always possible to satisfy everyone's request but we do the best we can to fit children into at least one activity. There are no activities for Pre-Nursery or Nursery.

The school will inform parents and children if an activity is cancelled.

If anyone is interested in establishing or running an after school activity, please contact a member of the PTA or a Deputy Head teacher.

Assemblies

The whole school meets regularly on a Wednesday morning at 10:40 to watch a Class Assembly, celebrate events together and welcome new arrivals or bid farewell to leaving families. Every year, each class prepares and presents their own assembly, demonstrating aspects of the learning that have taken place. Parents are invited to join the whole school in watching the assembly for their class(es).

The Year Ahead

Year Planner 2013-2014	
25 August 2013	New School Year starts for staff
1 September 2013	Start of Term 1 for children
13 - 19 October 2013	Half Term (Eid El Adh'ha) holiday
4 November 2013	Islamic New Year* To be confirmed
26 and 27 November 2013	National Day* To be confirmed
19 December 2013	Term 1 Ends
<i>20 December - 11 January</i>	<i>Winter Break</i>
12 January 2014	Term 2 Begins
13 January 2014	Prophet's Birthday* To be confirmed
16 - 20 February 2014	Half Term Break
16 - 18 February 2014	INSET for staff
10 April 2014	Term 2 Ends
<i>11 April - 26 April</i>	<i>Spring Break</i>
27 April 2014	Term 3 Begins
26 May 2014	Prophet's Ascension* To be confirmed
28 - 29 May 2014	Half Term Break
3 July 2014	End of Term 3
<i>4 July - to be decided</i>	<i>Summer Break</i>

To ensure that our education is effective and consistent we ask you to make sure that the children attend the school year as planned, to provide your child with the best opportunity to attend the 185 required days. Children who miss out on learning regularly, often struggle to keep up with the class and have difficulty seeing the big picture of the learning that is taking place.

In case of unexpected storms or changed holiday times, we have had to close the school on occasion. We will do our best to contact you in these emergencies, through the emergency list organised by the PTA or through the class teachers. Please make sure you check your e-mails regularly and that you have access to a private e-mail in case you can not go into work yourself.

Leave

Although we strongly recommend parents to take leave during the school holidays, taking leave during the school term is sometimes unavoidable.

The school recognises official Company leave for employees and special family circumstances in the base country as authorised absence. All other leave, taken outside parent's official leave, is recorded as unauthorised absence and reflected in the child's Report.

Please notify the Head teacher or a Deputy Head teacher, in writing, of any planned absence from school.

Principles of Learning

At PDO School teachers make explicit the learning intentions for subjects, personal development and international mindedness. As parents this will be evident to you in all communications including the weekly letters that teachers write, teacher parent meetings, displays and from your child's ability to articulate their learning to you.

We actively encourage all parents to engage their children in learning focused discussions. Our children are encouraged to discuss what they have been learning rather than the activities that enabled them to progress. A wonderful opportunity for you to engage in these discussions is provided when the children bring home the learning journals. Retraining ourselves to use learning focused language is extremely beneficial to your children's learning. It provides a brain-friendly opportunity for the children to make meaningful connections and this in turn takes their learning to another level.

Our ability to use learning focused language is also evident within the age-appropriate reviews that the children regularly participate in. By encouraging the children to remain focused on what they have learnt they can see a real purpose as to where their learning needs to go next and this in turn encourages them to develop an increasingly positive attitude to learning as their curiosity grows.

At PDO School we believe learning is most effective when learners:

- *invest in the value of learning*
- *are actively involved*
- *are given a safe space to rehearse*
- *can use the appropriate subject vocabulary or key words*
- *can use the language of learning and demonstrate their learning in a variety of ways*
- *are given the opportunity to reflect*
- *can transfer the new into a variety of different situations*
- *negotiate risk*
- *make meaningful choices*

At PDO School we aspire to develop independent learners, who are:

Adaptable:

Know about a range of views and cultures, cope with unfamiliar situations and explore new roles, ideas and strategies.

Communicators:

Use a variety of tools and technologies to aid in communication, make their meaning plain using verbal and non-verbal communication and communicate in more than one language.

Co-operative:

Work alongside and with others, understand different roles in a group and be able to adopt different roles.

Investigative:

Ask and consider searching questions, plan and carry out investigations and collect reliable evidence.

Moral:

Know about the moral issues connected with their studies, respect other standpoints and develop their own standpoints.

Thoughtful:

Use a range of thinking skills to solve problems, consider alternative points of view, reflect on what they have learned and identify their own strengths and weaknesses.

Resilient:

Stick with a task, cope when unsuccessful and try again.

Respectful:

Know about the varying needs of people, living things and the environment. Show respect for people, living things and the environment.

Our Curriculum

In the Pre-Nursery, the children learn through themes which are relevant to their age-group and teachers' planning focuses on providing children with learning opportunities.

From N- P7, the pupils benefit from learning together using the International Primary Curriculum (IPC), a curriculum for the 21st century, especially developed for Shell schools and used throughout the world in International primary schools.

PDO School is very proud to be an IPC Founding Member School; we have contributed to the curriculum throughout its developmental stages.

At PDO School the International Stream follows the English National Curriculum for Literacy and Numeracy. All other subjects are taught through the IPC with additional weekly lessons in Music, PE and ICT.

The IPC is a structured whole-school curriculum. Within the IPC there are explicitly defined learning goals for every curriculum subject and for personal development and international understanding. It helps pupils develop subject knowledge, skills and understanding and builds the development of international understanding into the curriculum, which is a valuable asset in the modern world. Moreover, the

IPC takes into account recent educational research about how children learn best.

Before a new unit of work is started, the Class Teacher sends home an information letter which gives details of what the children will be learning in that unit. Very often, the IPC units involve research tasks which can be carried out at home with the help of parents. We encourage parents to become as involved as possible in these tasks and support their children's learning at every opportunity.

Home learning

Home learning tasks can play an important part in consolidating children's attainment, developing independent learning habits and involving parents in the education of their children.

Children will receive learning to complete at home on a regular basis increasing in amount and frequency as children move up through the school.

From P1 upwards, children will have daily reading homework.

Additional home learning in Language and Maths and IPC will be given as children advance through the year groups.

Home learning will most often be linked to class learning, providing the opportunity to extend or reinforce taught concepts. If the home learning task is not clearly understood, or your child is struggling with a task, please contact the class teacher.

Assessment and Recording Procedures

Throughout the school year you will have contact with your child's teacher and you can, at any time, make appointments to see her/him.

All children will be closely monitored in all areas of the curriculum. This will include:

- Formal and informal tests/assessments each term for children from P3 to P7. This involves the professional judgement on the children's day-to-day learning and is related to learning targets that are clearly identified in schemes of work
- Children in P5 to P7 undertake the International Schools Assessment (ISA) in October each year. The ISA assesses skills in mathematical literacy, reading and writing of students
- Assessments in reading, comprehension, spelling, writing and mathematics. The results are used to provide targets
- Assessments of goals within the IPC units of work

Reporting Pupil's Progress

Children's written work is marked together with them, wherever possible, so they have a clear understanding of how they are performing and what they can do to improve. Children are involved in self-assessment on a regular basis. This self-assessment is then matched with the teacher's views on the child's progress and, together, a way forward is planned through manageable targets. These targets are reviewed regularly.

The school likes to encourage an active partnership and values the support of parents who take a keen interest in their children's learning at all times. With the IPC there are many opportunities to become involved with research and by visiting school for the Entry and Exit points of many Units of Work. By taking an active interest

and providing positive comments you will encourage your children to achieve their full potential.

Parent - Teacher Meetings and Reports

There are Parent - Teacher meetings throughout the year for Nursery to P7.

We start the year with a General Information Evening held at the beginning of the academic year, which is a chance for the Class Teacher to meet with all the parents together and pass on information relevant to their class. It is supported by a written Curriculum Outline for that class.

After 6 weeks you will have the opportunity to meet with your class teacher to discuss the progress that your child has made. This will also provide a valuable opportunity to discuss how they have adapted to their new class and generally settled in.

At the end of term one you will receive an interim report. This will then be followed by a parent teacher consultation in January.

In term three you will receive a full report in June. This will be followed by an optional parent teacher consultation.

In the higher classes there will be a slightly different structure to the parent teacher consultations. In term two, children in P5, 6 and 7 will join their parents and teachers in what we call a 3 way interview. We fully believe that children of this age are mature enough to have a valuable opinion on their learning journey.

We also feel it is important for you to have the opportunity to meet with the PE, music, SEN and EAL specialists at the parents meetings. This is particularly true if they are directly involved with the teaching and learning of your child.

For Pre-Nursery, there will be a General Information Evening at the beginning of the school year and an Open Evening each term so you can see the learning that has been taking place. There are daily informal opportunities to discuss your child's progress. There are no written Reports for the Pre-Nursery.

At PDO School we have an 'Open Door' policy. Please bear in mind that at the start and close of the School day many teachers are busy ensuring the children are both safe and happy. If you would like to discuss anything with them, please try to ensure that they are not focused on developing learning at that time.

International Mindedness

We believe that *International Mindedness* is one of the key attributes that is going to be central to the children's lives in the future. The development of international mindedness is a complex process, which moves from the development of *self* in very young children to the sense of *other* as the children move through the school. Through *taught* and *caught* learning experiences at PDO School we aim to:

- Facilitate the learning of new knowledge about the children's host and home countries.
- Develop a sense of identify (intrapersonal intelligence).

- Celebrate diversity and the similarities and differences between the host and home countries.
- Respect and value other cultures, religions and nationalities
- Be aware that parental expectations and children's experiences may vary depending on their culture and home country.
- Celebrate festivals and traditions from around the world.
- Be open minded and adaptable when planning for and providing international learning experiences.
- Integrate children to develop interpersonal skills and awareness of other cultures and nationalities.
- Be aware of and show an understanding of global issues that might affect the children and parents from different countries.
- Be sensitive and flexible when involving parents in their children's learning, especially where English is not their first language.

"International mindedness is the ability to respect and value the cultural and linguistic diversity of our school community, by developing an understanding through learning about, from and with each other."



International mindedness can only be achieved through the development of the personal goals. The development of international mindedness and the personal goals will lead to a real understanding of other cultures and will educate children to become global citizens.

Brain Friendly Learning

The IPC is based on recent evidence about the brain and the impact this has on classroom learning. The key aspects are:

- **How the brain works**

Through the IPC learning tasks we aim to stimulate the most appropriate brainwaves for what we are asking the children to learn. Through our IPC planning we aim to make connections between current and previous learning, giving them the big picture. This enables children to connect facts and skills to previous learning and to their own lives. In this way their learning becomes personal and makes sense. By giving the children meaningful and dynamic learning experiences, allowing them to use different learning styles, while emotionally responding to their learning will greatly improve their memory of their learning experiences. "Slow thinking" time also gives the brain time to assimilate the new information, before it emerges with a possible solution.

- **The Learning Styles: Visual, Auditory and Kinaesthetic**

Through our presentation of IPC learning and IPC research tasks we aim to provide opportunities for children to access information using a range of learning styles, their preferred and other styles. Teachers are able to draw on the document 20 ways to

help children use their preferred learning style as a way of catering to these learning styles.

- **Multiple Intelligences: the eight intelligences as identified by Howard Gardner**

The IPC offers a broad curriculum and we plan for a variety of recording tasks to provide children with a range of appropriate learning experiences to develop all their intelligences: linguistic, logical-mathematical, musical, spatial, bodily-kinaesthetic, interpersonal, intrapersonal and naturalist). By matching the instructional strategies to the child's intelligence we strive towards maximising academic success. By stretching the instructional strategies to cover all types of intelligences we strive to maximise the development of all intelligences. Through the celebration of how we are all intelligent in different ways we develop the children's understanding that we all have a unique pattern of learning. As a result of this our children are developing their ability to understand and learn with diversity.

- **Flow and Emotional Intelligence**

Through providing exciting and meaningful IPC learning tasks we aim to help children respond in an emotionally positive way to learning, creating the learning condition of 'relaxed alertness' and 'flow'. This is when learning takes place most effectively, developing self-esteem as a crucial part of classroom learning.

- **Brain Friendly environment**

Brain friendly learning is focused on developing an environment most productive for effective learning. This includes many aspects such as diet, exercise, sleep, positive learning environments and an ability to make connections between past and present learning. You can help your child by ensuring that they have adequate sleep, a balanced diet, sufficient water and regular exercise. These simple steps will help ensure that your child's brain is ready for learning. All of these elements enable each individual to use their brain as a tool to reach their full potential.

Safety at playtime

Each Milepost has their own play areas. Each play area has at least one adult on duty, whilst the early years playgrounds have two adults on duty. We have clear rules in our playground that should keep all our pupils safe. These rules are explained to the children at the beginning of the year and repeated on many occasions to ensure the safety of all our students.

We recognise that increased levels of physical activity at playtimes improve children's health and fitness, and also have a large impact on ensuring positive behaviours and attitude to learning. These values can be seen throughout our school and are referred to as personal goals. Brain friendly learning underpins our approach to creating positive learning environments both in and out of the classroom. Playtimes therefore present an ideal opportunity in which the children can be active and take a brain break.

Aims

We feel that it is vital that all pupils feel safe and comfortable in their play and are able to have fun together. We aim to promote the development of social skills, gross and fine motor skills and an enjoyment of outside activities.

We aim to achieve this by:

- providing pupils with a safe, active and secure environment
- enabling pupils to enjoy a rewarding and constructive play
- promoting positive social interaction
- ensuring a consistent approach to playground supervision by all staff

Expectations of Behaviours

Through our playground activities we aim to promote:

- The development of the eight personal goals, in particular:

Communication

I can explain what I mean by using appropriate language.

I can communicate in different situations and with different people.

Adaptable

I can cope in unfamiliar situations.

I can think in different ways.

Moral

I understand and accept that other people have different feelings and thoughts.

I know right from wrong and behave accordingly.

I can stand up for what I believe in.

I will always be honest and explain situations truthfully

Co-operation

I understand that different people have different roles to play in groups.

I play well with others and learn to follow as well as lead.

Respectful

I can show respect for the needs of other people, living things and the environment.

- The development of International Mindedness:
 - Being body smart by being physically active
 - Being people smart through actively engaging with others, from a range of classes, cultures and language backgrounds

Outcomes

- Improved levels of focus during learning time
- Increased levels of participation in physical activity
- Improved health and fitness
- Improved behaviour and attitudes
- Respect for each other including staff
- Fun and enjoyment
- We aim for our playground to be a safe, attractive and stimulating place to be
- Staff and pupils are aware of playground rules
- Staff are consistent with their implementation of playground rules
- There is a high standard of behaviour in our playground and across the school

Positive consequences

We aim to set a good example by:

- Remaining calm and positive when speaking
- Avoiding conflict
- Suggesting an alternative activity when appropriate
- Encouraging positive activities and games
- Providing verbal praise for desired behaviour
- Awarding personal goal stamps in recognition of positive behaviours.

HSSE information

In case of an accident the adult on duty has a first aid bag with them for minor injuries, but in case of a more severe incident, the children can go into the school where we have numerous trained first aiders to help your child. If we feel an incident requires a follow up or more treatment, we will contact you immediately so that you can pick up your child and take him/her to the clinic.

If there is a severe fall in the playground, we will not move the child and you and an ambulance will be called.

Food in School

PDO School is a nut free school.

We have children who suffer from potentially fatal nut allergies.

Therefore, please do not include peanuts or any nut products in snack boxes, lunches, party bags or birthday treats.

Morning Snack

In line with our philosophy on brain friendly learning, we recommend a light, healthy morning snack and drink. At PDO School we aim for sustainable snack and lunch boxes. Please try not to use any packaging that becomes waste. Re-usable plastic containers are ideal –try buying larger packets of loose items and select a portion to avoid individually wrapped items. Please do not send sweets, chocolate, fizzy drinks or glass bottles to school for either snack or lunch.

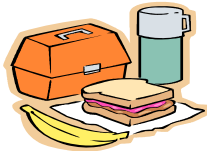
Lunch Box Suggestions

Please feel free to use this section for ideas when making a lunchbox for your child(ren). We would like to see the children have the most nutritious packed lunches possible. To keep the lunch cool, lots of children have lunchboxes which have a cooling element inside; you can buy them in many of the local stores at a reasonable cost. Some children bring a hot lunch, kept warm in an insulated bag or flask. Please remember to label the lunchbox/bag with your child's name.

- **Sandwiches**
 - bread or rolls, crackers or sausage rolls
 - cheese, spreads, tuna salad, salad and/ or meats
- **Savoury**
 - Quiche, samosas, cheese chunks or hard boiled eggs
 - Sausages, chicken or cold meats
 - slice of pizza, pasta, rice or noodles

- **Vegetables**
 - raw vegetables, various salads, carrot sticks or baby tomatoes
 - mini sweet corn, cooked vegetables or stir fry

- **Sweet**
 - individual mousse, yogurt, fromage frais or jelly
 - dried fruit or fresh fruit
 - slice of cake or biscuit



Useful Information

Car Park Arrangements

The school has strict guidelines for the use of the school Car Park and these arrangements are in place primarily for the **safety of our children**.

WE ASK FOR YOUR FULL CO-OPERATION AND SUPPORT IN FOLLOWING THESE ARRANGEMENTS, IN LINE WITH PDO REQUIREMENTS.

The security guards will close the barrier once the car park is full. Please do not wait in front of the barrier when it is down. There is plenty of additional parking space available next to the Golf course, in the Club overflow car park and behind Dolphin House.

Please see the appendix for additional Car Park Safety information.

In the interest of safety, please ensure that seatbelts are always worn before leaving the school car park.
Please only drive at walking pace in the car park area.

Pre-Nursery Parents

Please ensure that you always park your car in a designated parking place, turn off the engine and walk to the Pre-Nursery building to drop off or collect your child. Children are **not allowed** to cross the car park unless accompanied by an adult.

N- P7 Parents

- We ask you to drop your child(ren) off no earlier than **7.45 am** as teachers will only be on duty and responsible for the children from that time.
- You may park your car and accompany your child(ren) into school or, if they are able to exit the car safely without your help, you may use the drop-off lane.

- Please drive to the far end of the drop-off lane before stopping. There is a path which must be used to reach the front gate.
- Children are not allowed to cross the car park unless accompanied by an adult.

If you come to collect your child(ren), please park your car and walk to the front of school. Teachers are on duty to ensure the children do not leave the school gate unless accompanied by an adult. The drop-off lane is not to be used for collecting children.

For safety and environmental reasons, car engines are not to be left running in the PDO School car park.

Please switch off your car engine and wait in the shaded area where fans are provided for your comfort.

Communications

You will receive an electronic fortnightly Newsletter throughout the year (Wednesdays), which we hope you will find informative and easy to read. Brief News items of interest may be submitted to the Office for inclusion in those Newsletters. Please make sure that we have your most up to date e-mail address and keep us informed about any changes. If you do not receive these Newsletters, please inform us immediately.

The class teacher will also communicate with you through communication books and weekly letters. Please check with your child and in your child's green bag to see if you have received any communications from the class teacher or any other teacher.

Please be aware that if you are contacting your child's class teacher by email, they may not check this on a daily basis. Therefore important messages need to be directed to the office, written in the communication books or noted in the reading diaries.

We do not encourage our pupils to carry mobile phones in school. Please be advised that children can only use their mobile phones after school hours.

Cycling to School

Some children cycle to school. If you choose to allow your child to do so, please inform us and ensure the following:

- A) The cycle is roadworthy
- B) The child is familiar with basic safe cycling rules
- C) The child rides in single file on the correct side of the road
- D) The child uses the cycle paths, where provided.

We strongly recommend that your child wears a helmet.



- The children must get off their bikes at the school entrance and walk them to the cycle racks. (Cycle racks are positioned in the front of the staff car park.)
- Bicycles must never be ridden in the school car park.
- All bicycles, including those belonging to parents, must be parked in the bicycle shed.
- The ultimate responsibility for a child cycling to school lies with you, the parents.



SUGGESTED CHECK LIST:

- Check the handlebar grips are in place
- Tighten up wheel nuts
- Check for rusty or cracked parts
- Check tyres are inflated
- Check the chain for rust
- Check pedals are attached and spin freely
- Check that the seat is at the correct height and secure
- Test brakes
- Give your bike a good clean!

General Dress Code for Children

There is no school uniform at PDO School, however please be sensitive to our cultures in the school, shorts and other revealing clothes are inappropriate and may cause offence. We also request that you keep your child sun safe by protecting their shoulders and legs. Children should wear cool, comfortable clothing and, with safety in mind, shoes with closed in toes and straps that keep them on the foot. Flip-flops are not considered safe or appropriate footwear for school. When choosing footwear for school please ensure that they have a back strap and will not get caught in any of our play equipment or cause a health and safety hazard when children are running at playtimes.

We will provide each child with a PDO School hat and ensure they wear it when outside.

It is recommended that children do not wear jewellery to school for safety reasons. If children do wear earrings they should be studs.

Due to the air conditioning in our school buildings, we recommend that children bring a cardigan or warm top if they feel too cold inside.

General Dress Code for Parents and Visitors

As PDO School is a public place, all parents/visitors are kindly requested to comply with the normal clothing conventions of Oman. Shorts and other revealing clothes are inappropriate and may cause offence. Especially in the month of Ramadhan we ask you to dress conservatively and cover up as much as possible.

Head lice

From time to time, as in every school, there are cases of head lice. Please help to spot cases early on by checking your child's head regularly.

PDO School recommends the 'Bug Busting' system. 'Bug Busting' does not rely on products which contain harmful ingredients. It works by combining a specially designed comb with your usual shampoo and conditioner.

It is very helpful if parents inform the school of any cases so we can recommend generally to parents that they check their children's hair and treat cases early. For more information: www.chc.org/bugbusting or www.nits.net

Illness

Please do not send your child to school when he or she is feeling unwell or is still on medication. Children are required to be fever free and medication free for 24 hours before returning to school.

If your child has been sick they should remain absent from school from 24 hours.

Please inform us when your child is going to be absent. This is especially important if your child has a contagious illness. We will need to be informed about this illness, so that we can inform other families.

If your child has had a contagious disease, you will need to provide us with a doctor's note to state that your child is no longer contagious, signed by PDO clinic or another doctor.

If a child gets ill during the school day, you will be called to pick up your child.

Late Collection Meeting Points

Even with the best planning, it is sometimes unavoidable that a parent or carer is late collecting their child from school. If this does happen, please call the school on 2467 7279 to let us know you are on your way. You should then collect your child from the office.

Library

The Library is visited once a week by all the classes and the children are allowed to take home at least 2 books each week, providing they bring with them their red Library bag on that day. Library bags are purchased from our school Secretary, Shifa at a cost of 2 Rials each. We will let you know as soon as possible which day your child will visit the Library.

In addition to this, the Library is open in the afternoon 3 days a week for supervised research activities for the older children. This is organised by the Library volunteers.

Please feel free to contact our Librarian, Helga Hartsema, if you are interested in helping in the library.

Lost and Found Items

Items found around the school are kept in Lost & Found, please ask at reception. Parents are encouraged to mark their child's belongings clearly so that items can be returned if found.

PE

The class teachers will let you know when your child's class PE time is scheduled. Please make sure that your child has appropriate PE clothes:

- School or plain t-shirt
- Navy shorts or leggings
- Appropriate footwear
- Children will change back into their normal clothes after the PE lesson

School Closure

Should we need to close PDO School the sms system will be activated and an email sent out. If the closure is due to severe weather warnings the local radio stations will be notified

If the school closure is planned – ie a decision is taken before the start of the school day, all parents should receive notification before leaving for school.

If the decision to close the school is taken during the school day all parents are encouraged to collect their children as quickly as possible. Bus children should, where possible, also be collected as the buses require time to return to School before taking children home. Class teachers will remain with their children and notify the Deputy Head Teachers when all children in their class have been collected.

The decision to close the school is not a decision taken lightly. Therefore if we believe that there is a high chance of severe weather for the health and safety of all both at school and travelling to school, PDO School will close. In addition days lost due to unexpected Public Holidays or PDO Closure are not within the school's control.

Whilst we recognize that the impact of losing these days will have an impact on the amount of learning that has taken place at school we do not feel that this will have a detrimental impact on the children's education in the long term. Therefore as a School we are unable to make up lost days.

Secondary School Places

Please remember that it is never too early to start planning this major step.

Secondary level schooling in Muscat is provided by several schools catering for expatriates, including the British School, Muscat, The American British Academy,

TAISM (The American International School of Muscat) and Muscat International School.

It is advisable to enrol early if you intend your child to continue with their secondary education here in Muscat. Places are limited and as a result there is competition for each position.

Transfer to Other Schools

It is PDO School policy, agreed with PDO, that families considering transferring their child from PDO School to another school in Muscat, apart from secondary school transfer, must:

- Provide at least one full term's notice in writing to the PDO School Head teacher or Deputy Head teacher of the intention to move
- Give sound educational reasons for the proposed move

This includes families who place their child on a waiting list.

If these criteria are not met, the family may still transfer their child but the school fees will not be reimbursed by PDO.

Sun Safety

Living in Oman, sun safety is a concern for all of us. At PDO School we try to raise the children's awareness of being safe in the sun. We provide the children with a PDO School hat. This should remain in school and will be worn for all outdoor playtimes and other activities. At least one of our HSE focus weeks during the year is on a sun safety theme.

We recommend that children:

- Wear a hat to and from school, during playtime and to/from the pool.
- Wear sunscreen on all exposed skin
- Dress appropriately to protect shoulders
- Make sure they have plenty of water to drink



Swimming

You will receive information regarding when your child will be swimming from the class teacher. The swimming curriculum followed is the ASA programme (Amateur Swimming Association through the UK). This also fulfills the requirements for swimming stipulated in the International Primary curriculum.



Please note the requirements for children's swimwear for PDO School swimming lessons for safety and hygiene reasons:

- Girls are required to wear a one-piece swimsuit – no bikinis
- Boys are required to wear normal length swimming trunks - no long 'Bermuda style' board shorts
- Children with long hair are required to tie it back
- Children are requested to wear either goggles that fit properly or no goggles at all – (no play goggles)
- All children will need to wear a swimming hat – either one with the School logo on it or their own

PDO SCHOOL SONG

*Passion for Learning!
Trust and respect;
Caring for each other to make our lives connect.
PDO is special,
PDO is fun!
If you want to live your dreams this is the place to come*

(the verses below are sung when someone leaves)

*It's time to say Goodbye,
We'll always remember you,
We wish you luck in your future life,
As you go to pastures new.*




Passion for learning.....

*We hope to meet you again,
Our paths may cross some day,
We sing this song to wish you well,
As we send you on your way...*

Passion for learning.....

Car park Safety – Our expectations of all parents

The safety of all children at PDO School is extremely important. With this in mind it is vital that we all follow these guidelines:

Please remember that:		
   	<ul style="list-style-type: none"> • There is a one-way system 	   
	<ul style="list-style-type: none"> • Reversing is not allowed 	
	<ul style="list-style-type: none"> • All car engines should be switched off when stationary 	
	<ul style="list-style-type: none"> • Children should not be left unattended in a car 	
	<ul style="list-style-type: none"> • When dropping off children, drive to the end of the drop-off zone to avoid hold-ups 	
	<ul style="list-style-type: none"> • It is important to drive slowly 	
<ul style="list-style-type: none"> • Mobile phones should not be used whilst driving 		
<ul style="list-style-type: none"> • Children should keep their seatbelts on until the vehicle they are travelling in has come to a complete stop 		
<p>Please help us to create a safe environment for our children and community by following these guidelines.</p>		