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WELCOME! Our journey has started. We hope that the new academic year, 2017/2018 will be a successful and fruitful one. We would like to extend a warm welcome to all the new children who have joined us this year.

Enclosed is a list of rules and procedures that we follow in our school at **"Taryam American Private School"**. Please read them carefully, don't hesitate to call or drop by the reception in case of any comments or questions.

As the learning process progresses, we expect our students to grasp and retain what they really need in preparation for the future, how to perform academically and behave socially.

You **as parents are expected** to read the **operating rules** and **procedures in this handbook**, and those that will be sent to you at different times throughout the year.

It's our pleasure and privilege to share with you the responsibility of caring for and aiding in the development of your child.

With your cooperation, we hope to provide the best learning opportunities for our children. By working together, we can make it a happy experience.

Thank you for your great support,

ADMINISTRATION



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Taryam American Private School //
Vision and Mis
Vision
To greate on substanding and greative
To create an outstanding and creative
educational environment which empowers
students to achieve their potential and to
become life-long learners and future leaders.
Mission
Taryam American Private School prepares
students to understand, contribute and
succeed in a rapidly changing society. We aim
to provide our students with a comprehensive
education that will equip them with the skills
to succeed in all personal, social and academic
endeavors and for admission and success in
leading academic institutions throughout the
world.
Our Objectives:
Provide suitable learning environment to help
Provide appropriate and updated education
education.
Provide proper educational materials and pr
Islamic values and practices such as patriotis
tolerance and the love to assist the needy.
Encourage students to look after their ph
healthy eating habits.
Help students appreciate and preserve their co
Provide all staff members with opportunit
enrich and develop their capabilities in techn
TAPS KG Student-Parent Handbook 2017 – 2018

Private School // Learner Today Leader Tomorrow Tarv الرؤية والرسالة Vision and Mission

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Vision	الرؤية
To create an outstanding and creative	توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال
educational environment which empowers	طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة
students to achieve their potential and to	المستقبل
become life-long learners and future leaders.	
Mission	الرسالة
Taryam American Private School prepares	تعمل مدرسة تريم الأمريكية الخاصة على إعداد الطلبة
students to understand, contribute and	للمساهمة والنجاح في عالم سريع التغير. نهدف إلى تزويد
succeed in a rapidly changing society. We aim	الطلبة بالمعارف وتنمية مهاراتهم للنجاح في حياتهم الشخصية
to provide our students with a comprehensive	والإجتماعية وكذلك الإلتحاق بالمؤسسات الأكاديمية في كل
to provide our students with a comprehensive education that will equip them with the skills	والإجتماعية وكذلك الإلتحاق بالمؤسسات الأكاديمية في كل أنحاء العالم
	T

Our Obje

- Provide suita vironment to help students discover and develop their capabilities.
- Provide appr pdated educational programs to prepare students for their further education.
- Provide prop materials and programs to enable Muslim students maintain their Islamic value such as patriotism, faithfulness, honesty, forgiveness, respect for all, tolerance and ist the needy.
- physical and mental health as well as to adhere to Encourage st k after their healthy eating
- d preserve their country's natural resources and environment. Help students
- Provide all s with opportunities such as seminars, workshops and lectures to enrich and de pabilities in technology, education and other aspects.

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Values	القيم
1. Flexibility and adaptability.	. المرونة والقدرة على التكيف.
2. Initiative and self-direction.	. المبادرة والتوجيه الذاتي
3. Social and cross cultural interaction.	. التفاعل الاجتماعي الثقافي المتنوع
4. Productivity and accountability	. الإنتاجية والمحاسبة.
5. Citizenship and Responsibility.	. المواطنة والمسؤولية.
6. Information and technology literacy.	. المعرفة المعلوماتية والتكنولوجيا.
7. Critical thinking and problem solving.	. التفكير الناقد وحل المشكلات.
8. Creativity and innovation.	. الإبداع والابتكار .
Beliefs	المعتقدات
1. We believe all students can learn and be successful.	نؤمن أنّ باستطاعة اي طالب ان يتعلم ويكون ناجحاً.
2. We believe the focus of all schools' activities should be on students' learning.	نؤمن أنّ محور جميع أنشطة المدرسة ينبغي ان
3. We believe that classroom instruction	ينصب على تعلم الطلبة.
should be engaging and challenging for all students.	نؤمن أنّ التدريس في الفصول الدراسية يجب أن
4. We believe high expectations yield high	يكون جذاباً وتحديا لجميع الطلاب.
results. 5. We believe that a safe, comfortable	نؤمن أنّ التوقعات العالية تسفر عن نتائج عالية.
environment is conducive to student learning.	نؤمن أنّ البيئة الأمنة والمريحة مواتية لتعلم الطالب.
6. We believe that all individuals have value,	نؤمن أن كل الأفراد لديهم قيمة وكرامة.
worth, and dignity. 7. We believe children are our priority.	نؤمن أنّ الأطفال هم أولويتنا.
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Communication

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We encourage constant communication between the home and the school. There will be parent-teacher conferences scheduled throughout the year. Should parents wish to communicate with a teacher, supervisor, Academic Manager or the school Principal, please phone the school secretary to make an appointment or send an e-mail to the desired person directly.

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Administration

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Information at TAPS		info@tapschool.ae	065216000
Manar	Front office	reception@tapschool.ae	0554158056
Haneen Qandeel	Administrator	h.qandil@tapschool.ae	0553942415
Reem Hasan	School Nurse	Reem.hassan@tapschool.ae	065216000
Suzan	Accountant	suzan@tapschool.ae	065216000
Ms.Huda sheashaa	Vice Principal	h.sheashaa@tapschool.ae	0558460029
Dr.Raed Abdalla	Principal	principal@tapschool.ae	0503223361

Sections supervisors

Moshera Mahmoud	Kindergarten Supervisor	Moshera.Mahmoud@tapschool.ae	0554537616
Zain Khanfar	Primary supervisor	ameera.mohamed@tapschool.ae	0559510413
Hiba Ibrahim	Girls Supervisor	hiba.ibrahim@tapschool.ae	0558251932
Mohammed Omar	Boys Supervisor	mohammed.omar@tapschool.ae	0553916746
Ala'a Naif	Girls Social worker	Alaa.naife@tapschool.ae	0554472816
Fadi	Boys Social worker	Saeed.mahmoud@tapschool.ae	0556580014

Academics: Head of departments (HOD)

Eman Saed	Academic Manager	Rania.halabi@tapschool.ae
Amin Nabeel	Math	Amin.nabeel@tapschool.ae
Esra Rashed	Science	Esraa.rashad@tapschool.ae
Nada Sabai	Arabic & Islamic Gr.6-12	nada.sebai@tapschool.ae
Entisar abu Eida	Arabic & Islamic Gr. 1-5	entsar.abo@tapschool.ae
Islam Fawzi	Social Studies	Islam.fawzi@tapschool.ae
Dorra Hariri	IT	Dorra.hariri@tapschool.ae
Nargis Naheed	Islamic & social – (non arab)	Nargis.naheed@tapschool.ae
Reem alsabbagh	French	rima.alsabbagh@tapschool.ae

The health and safety of your child:

Your child's health is a matter of great importance to all of us:

A check –up is given upon each new child's arrival to school.

If a child shows any symptoms of a contagious illness, he / she will be immediately

isolated from the others, and parents will be contacted and asked to come to school to pick up their child.

In case of accident or injury we will make an immediate attempt to contact you. If we cannot reach you we will proceed to the emergency room at one of the hospitals.

Keep your child home if he / she :

- 1- Has a fever or had one during the previous 24 hour period.
- 2- Has heavy nasal discharge.
- 3- Has a constant cough.

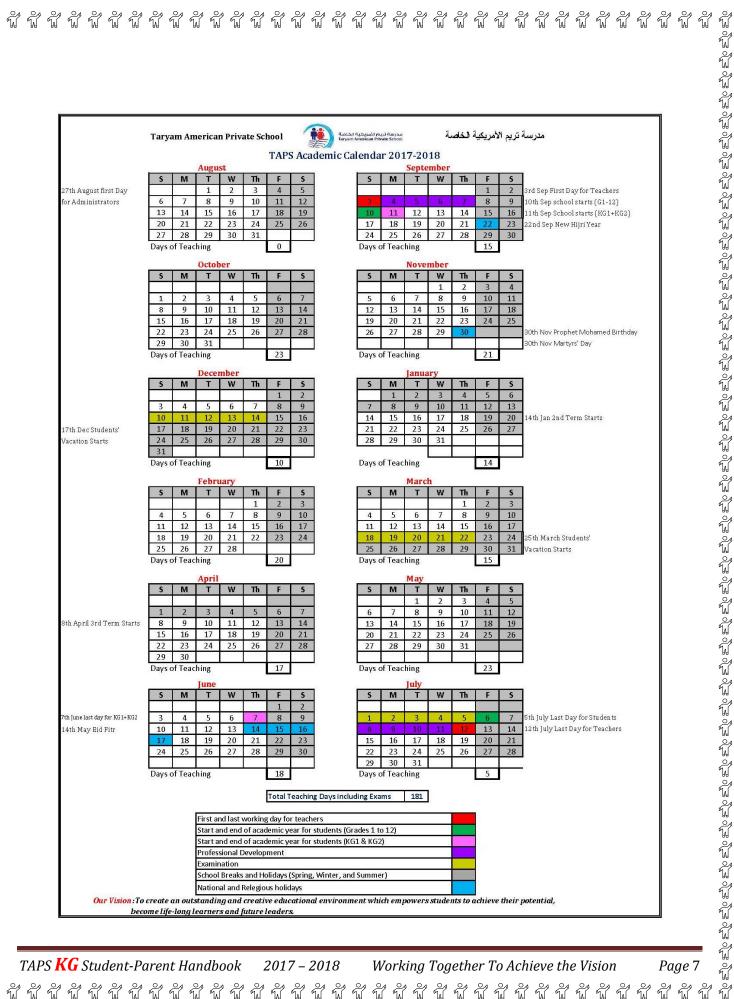
4- Is just tired. Rest at home at such times may prevent the development of serious illness.

- 5- Have symptoms of a possible communicable disease.
- 6- Have head lice.

<u> School Uniform / Clothing:</u>

- 1. Dress your child in the school uniform.
- 2. White socks and black shoes.
- 3. No open sandals or slippers are allowed.
- 4. Girls can wear white stretch/ cotton shorts under the pinafore.
- 5. During winter students should wear the school jacket.
- 6. Label all jackets and sport uniform with the child's name and section.
- 7. White tights for girls (in winter).
- 8. Jewelry for girls ,should be kept at home.
- 9. White hair clips , bands and veil for girls.

10. <u>Send an extra outfit and under wear and label each piece of clothing for</u> <u>KG1 & KG2 students as well as grade 1 & 2.</u>



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`、 Tim ```````` Days	7	.45 .00		8.00 8.30	8.30 9.15	9.15 10.00	10.00 10.30	10.30 11.15	11.15 12.00
Sunday	/		c	lur'an	English	Math	Break	Arabic	Islamic
Monda	y			ur'an	P.E	Arabic	Break	English	Science
Tuesday	Tuesday		c	lur'an	Arabic	Islamic	Break	English	Math
Wednesday			c	(ur'an	P.E	Arabic	Break	English	Math
TIME	7:45 8:00	8:0			9:00 9:30	9:30 10:00	10:00 10:30	10:30 11:00	11:00 1:00
THURSDAY		Aral	oic	Arabic	French	English	BREAK	Science	ACTIVITY

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Times 7.45 8.00 Days		8.00 8.30		8.30 9.15	9.15 10.00	10.00 10.30	10.30 11.15	11.15 12.00	
Sunday			Q	ur'an	Arabic	Arabic	Break	English	Math
َ يَعْ يَعْ يَعْ يَعْ يَعْ يَعْ يَعْ يَع			Qur'an Qur'an Qur'an		English	Science	Break	Arabic	Arabic Arabic
					English	Math	Break	P.E	
					English	Science	Break	Islamic	P.E
TIME	7:45 8:00	8:0 8:3		8:30 9:00	9:00 9:30	9:30 10:00			11:00 1:00
IURSDAY		ENGL	.ISH	FRENCH	MATH	Arabic	BREAK	Islamic	ACTIVITY

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```Tin	nes		.45 .00		3.00 3.30	8.30 9.15	9.15 10.00	10.00 10.30	10.30 11.15	11.15 12.00
Sunday				Q	ur'an	Arabic	Arabic	Break	English	Math
Monda	у			Q	ur'an	English	Science	Break	Arabic	Arabic
Tuesda	у			Q	ur'an	English	Math	Break	P.E	Arabic
Wednesd	lay			Q	ur'an	English	Science	Break	Islamic	P.E
			I							·
TIME	7:	45	8:0	0	8:30	9:00	9:30	10:00	10:30	11:00
	8:	00	8:3	0	9:00	9:30	10:00	10:30	11:00	1:00
THURSDAY			ENGL	ISH	FRENCH	MATH	Arabic	BREAK	Islamic	ACTIVITY

		<u> </u>	<b>(</b> G1	./C	[HA	LA	<u>–M</u>	arv	va]			
Time	s 7.4! 8.00		00 30	8.3 9.1			15 .00	10. 10.		10.30 11.15		1.15 2.00
Sunday		Qu	r'an	Eng	lish	M	ath	Bre	eak	Arabic	F	P.E
Monday		Qu	Qur'an		bic	sh Math		Break A		Arabic A		ience
Tuesday		Qu	r'an	English Arabic								rabic
Vednesda	y	Qu	r'an									nglish
TIME	7:45 8:00	8:00 8:30	8:3 9:0		9:00 9:30		9:30 10:0		10:00 10:30			11:00 1:00
THUSDAY		FRENCH		P.E	Islaı	mic	ENGL	.ISH	BREAK	Ma	ath	ACTIVITY

			<u>K</u>	<u>G 2/A</u>	(Rash	a–FAT	[AMA]	L	
Tim Days	ies	7.45 8.00		8.00 8.30	8.30 9.15	9.15 10.00	10.00 10.30	10.30 11.15	11.15 12.00
Sunday	unday		Computer Qur'an Qur'an		English	Math	Break Break Break	Arabic English Arabic	Arabic
TimesDaysSundayMondayWednesdayTIME7:4.8:0THUSDAY					Arabic	Islamic Math			Science
					English				P.E
Wednesd	ay		C	)ur'an	English	French	Break	Arabic	Islamic
TIME	7:45	8:0	0	8:30	0 9:00 9:30 10:00 10:30	10:30	11:00		
	8:00	8:3	0	9:00	9:30	10:00	10:30	11:00	1:00
THUSDAY		scie	nce	English	Math	Arabic	Break	P.E	Activity

			<u>KG2/</u>	<mark>B (Fat</mark>	<u>ama –</u>	<u>Rasha</u>	)	
``		7.45 3.00	8.00 8.30	8.30 9.15	9.15 10.00	10.00 10.30 Break	10.30 11.15 English	11.15 12.00
			Qur'an	Arabic	Arabic			Math
Monday			Qur'an	English	Science Break		Arabic	P.E
Tuesday	y		Qur'an	Arabic	Islamic	Break	English	Math
Wednesd	ay		Qur'an	Arabic	Science	Break	English	French
TIME	7:45 8:00	8:00 8:30		9:00 9:30	9:30 10:00	10:00 10:30	10:30 11:00	11:00 1:00
THURSDAY		Arab	ic Islamic	P.E	English	BREAK	Math	ACTIVITY

• Tim Days		7.45 8.00		8.00 8.30	8.30 9.15	9.15 10.00	10.00 10.30	10.30	
Sunday Monday Tuesday Wednesday				Qur'an	Arabic	Arabic Science	Break Break Break Break	Englis	h Math
			Qur'an		English			P.E	Arabic
		С		omputer	P.E	Arabic		Englis	h Math
			Qur'an		English	Science		Arabi	c Islamic
TIME	7:45 8:00	8:0		8:30 9:00	9:00 9:30	9:30 10:00	10:00 10:30	10:30 11:00	11:00 1:00
THURSDAY		Engl	ish	Arabic	Math	French	BREAK	Islamic	ACTIVITY

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English Language: 3 ¾ hours Arabic Language: 3 ¾ hours Math: 1 ½ hour Science: 1 ½ hour Islamic Education: 1 ½ hours French: ¾ hour Quran: 2 ½ P. E.: 1 ½ Computer: ½ hour

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#### Arrival and pick up:

1. The morning assembly starts at 7:40 a.m.

2. Classes begin promptly at 8:00 a.m. and end at 12:15 p.m.

3. Staff supervision will start as early as 7:00 a.m., therefore parents are fully responsible for dropping their child before this time.

4. <u>The entrance door to the kindergarten will be opened from 12:15 p.m. to 2:15</u> <u>p.m. daily.</u>

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#### So kindly don't come before 12:15p.m. to pick your child up.

5. There will be staff supervising children till 3:00 p.m. Parents are fully responsible for keeping their child at school after 3:00 p.m. Please be on time to pick up your child.
6. If you're going to be detained for any reason at all please notify the school immediately.
7. If for unavoidable reasons you have to pick up your child before the usual time, please drop by the reception and get an authorization form ( early leave permit) signed by the supervisor. No child will be released without the authorization form.

#### <u>Authorization to pick up a child / Transportation:</u>

No child will be released to anyone other than his parents unless the parents call and notify the school or that person has a written permission signed by the parent with him or her. If you plan to pick up your child that normally rides the bus you must send a written

#### Attendance / Absence and Tardiness:

A successful school experience is the responsibility of the children, the parent and the school. Your child's progress, both academically and socially is influenced to a great extent by daily participation.

Now it is the time to establish good attendance habits. Help your child realize that school is an important part of his/her life and that you expect him/her to go to school every day and to be on time to class. Do not give the impression that there is a choice attending school unless he/she is ill. Kindergarten & section grades are a continuous experience with each day's learning built on the day before. Attendance is an important part of the school curriculum.

#### **Regular attendance without tardiness is a key.**

1- Tardy (late) children must have a permission slip from the supervisor to enter the class.

After three occurrences the child will not be permitted entrance to his/her first period to encourage punctuality.

2- If your child is absent, kindly inform the school.

If your child is absent for more than two consecutive days, a medical report from his / her physician stating the kind of illness and its duration is required before he/she will be admitted to class.

#### **School Rules and Expectations:**

Behavior management is very important in school as it is at home. In order to maintain an environment conductive to learning we expect the children to follow the basic rules: <u>Playground Rules:</u>

- ✓ I play in a safe way.
- ✓ I take turns.

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- ✓ I help my friends.
- ✓ I keep my hands and feet to myself.
- ✓ I line up quietly.

#### Classroom Rules:

- ✓ I am kind, friendly and helpful.
- ✓ I listen and follow directions.
- ✓ I raise my hand to talk quietly.
- ✓ I use good manners.
- ✓ I walk calmly in the classroom.
- ✓ I do my best.

Please familiarize yourself with the rules and help your child to follow them.

#### Parent / Teacher Conferences:

Conferences are scheduled regularly during the school year. The purpose of the conference is to discuss the child's progress. Parents will be notified of the conferences date.

Report cards and results are given to parents 3 times a year .However, if you would like to meet the teacher in order to discuss the progress or any problem your child might be facing, **please contact the supervisor to fix an appointment**.

**N.B**: Please do not discuss any matter related to your child with the teacher during the morning assembly, at the start of the school day or over the telephone .You may ask the Administration for permission, prior to speaking to the teacher.

#### School work / Homework:

The primary focus of making homework a habit is to build bridges between family and school. Not only homework will reinforce the concepts covered at school, but it will instill in your child an important sense of responsibility and a marvelous sense of pride and accomplishment.

Please look in your child's school diary/file / bag each day. We send all worksheets and school news by way of your child. Be positive and value the work your child has done at school.

Your child will have a daily folder to carry back and forth to school.

- 1- Make sure that your child has accomplished his/her daily homework under your supervision.
- 2- Make sure that your child writes his/her name.
- 3- The completed homework must be sent the next day to school.

#### 4- We ask you to keep the corrected homework and the parents letters at home.

5- Trolley school bags are not allowed in KG1 and KG2.

Students can get a lunch box with an appropriate size to the classroom.

#### **Snack:**

Children in Kindergarten will have their snack in the classroom. School section grades, will have their snack in playground. . Kindly keep the snack simple, light and healthy. Your child's snack needs to be in sturdy container with your child's name on the outside.

#### We ask you to send:

- **1-** Sandwiches
- 2- Fruits and vegetables.
- 3-Juice.
- 4- Cake / biscuits / cookies.
- 5- A water flask.

#### We ask you not to send:

- 1- Meat like hotdog, kofta, hamburger,....
- 2- Junk food like potato chips.
- 3- Eggs (hard boiled eggs or egg sandwiches).
- 4- Soft drinks, juice in glass bottles.
- 5- Chocolate, candy, chewing gum and lollipops.

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### **Events / Activities:**

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During the school year the students celebrate and participate in the following activities and events:

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- Hajj Rituals.
- Prophet's Birthday.
- Co-Curricular Days
- U.A.E. National Day.
- Mother's Day.
- Morning Assemblies.
- Graduation Ceremony.
- Sport Day.
- In school and out school Competitions.

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#### **General information:**

1-Fun and educational field trips will be organized throughout the school year.

- 2- We celebrate birthdays on Thursday only during the snack period, <u>for KG1 & KG2</u>. The kindergarten supervisor should be notified two days ahead of time in order to make the necessary arrangements.
- 3- We ask you to leave your child's toys / mobile/ I pad at home unless request by the teacher. The school cannot be responsible for the loss or breakage of any item brought from home
- 4- Jewelry is not allowed. The school will not be responsible for the loss or breakage of any Jewelry item such as (ring, bracelet, etc, ...).
- 5- Keep the school informed of a current telephone number and address in case of an emergency.

# We hope that by cooperating, your children will develop into responsible citizens, independent learners and future leaders.