



AJA

Student Handbook - Primary

School Year 2017-2018



Who's Who



- **Sheldon Smith** **Principal**
- Jame Batts Head of Primary
- Susan Ross Deputy Head Primary
- Saad Hayajneh Head of Arabic
- Sean Dennis Head of Phys Ed
- Rajani Arora Key Stage 2 Coordinator (Y4-6)
- Nadia Malik Key Stage 1 Coordinator (Y1-3)
- Marwa Salah PA to Head of Primary
- Ms Laila Office Receptionist lmaher@aja.edu.qa Ph 403 29651
- Mr Rami Office Receptionist rbahnasy@aja.edu.qa Ph 403 29608
- Ms Halleema School Nurse



Mission Statement and Vision

- *“We are committed to providing high quality education to raise a generation of continuous learners who are dedicated to the community and have high moral Islamic values and strong leadership skills”.*
- Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a correct moral and social contribution to the society in which they live in.
- ‘An excellent internationally recognised education with Islamic identity’.
- Every child has the potential to succeed and there are no excuses not to achieve that success. We expect every Al Jazeera student to graduate from our academy with the qualifications, skills and confidence to achieve their ambitions and go on to higher education or their chosen career.
- *Our students are Creative learners today and the future leaders of tomorrow!*
- *We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.*

Tarbeya

- **Vision:**

- Working towards a new generation of Youth of distinctive behavior.
- Belonging to the Homeland
- Having the ability to make a productive life.

- **Mission:**

- Enabling the best initiatives and educational programs aimed at creating a divine character with Islamic values.

- **Values:**

- Distinction and Pioneering. Transparency
- Citizenship Tolerance
- Moderation Openness
- Responsibility Cooperation and Partnership



Expectations

Academic

- AJA students are Academic
- They are lifelong learners
- They are creative thinkers
- They are bilingual
- They are confident
- They are innovative
- They are independent

General

- They have strength of character
- They are organized
- They are confident
- They are responsible
- They are future leaders
- They adhere to the five Pillars of Islam
- They have good morals
- They are polite
- They are considerate



What to expect from AJA

- A committed, dedicated, highly trained staff
- An excellent level of education
- An enjoyable, caring learning environment
- Modern Facilities
- Extracurricular activities both Academic and Non-Academic
- Educational trips
- Reward trips
- Charity events



School Rules

- Do:
- Arrive at school by 7:20
- Wear the correct uniform
- Have good manners
- Listen to the teachers politely
- Follow teachers' instructions
- Bring your right equipment
- Stay on task and complete work
- Don't:
- Bring mobile phones to school
- Call students or parents names
- Swear or use bad language
- Fight with other students
- Leave class without a pass
- Be disruptive, impolite or discourteous
- Be disrespectful to adults

Student Council

- Role and Purpose of the Primary Student Council
- Al Jazeera Primary School considers it important that the pupils should play an active, positive role in the life of their school and believes that our Student Council helps to achieve this.
- The Role of the Student Council is to:
 - provide an opportunity for pupils to voice their opinions and offer suggestions in relation to many aspects of school life
 - discuss issues relevant to our school and encourage and promote initiatives from the pupils
 - offer an opportunity for all pupils to voice their opinions on proposed changes and thereby play a very significant role in improving our school
 - act as a channel of communication within the school organisation, between pupils and between home and school
 - contribute to any special projects such as Food tasting, Special Presentations , Assemblies, Staff Farewells
- **How are our Councilors chosen?**
- Every September students are asked to apply for various roles in the school such as being Ecowarriors, House Captains, Buddies, Head Boy or Girl in Year 6, and Student Councilors. The Students Councilors are chosen to represent students from Years 4, 5 and 6 . They are required to be active participants in the Council, to attend meetings regularly, participate in activities and be role models for all other students. All Student Council members wear specially designed badges for easy identification.

Library

- Opening hours : 6.45am – 2.30 pm
- Allowance: 1 Fiction book and 1 Non-Fiction book for 1 week
- Books will not be issued if there are overdue books for the student.
- Books can be renewed after 1 week
- Students must have a permission slip if attending Library without a teacher.
- Teachers will be supervising the students during the breaks
- Classes are expected to come to the library through prior library booking only.
- Library booking is restricted to one class at a time.
- Library should be used for reading, research and project work, not for Socializing.
- Bags must be left at the entrance.
- Keep the noise low, whisper only.
- No food, drinks, seeds or gum allowed.
- No cell phones or gaming devices allowed.
- Permission must be obtained before using the computers.
- Games, music and social networking sites are forbidden.
- Reference books may not be checked out.
- Do not reshelv books
- Do not misplace the furniture.
- Treat books with respect

Cafeteria

- The cafeteria in our school will always be a safe and clean environment where everyone interacts with courtesy and respect.
- Students are to be escorted to the lunch area by their teacher in an orderly manner. Running or loud talking is not permitted. Electronic devices are not permitted.
- Speak clearly and respectfully to cafeteria staff, peers and all other adults using phrases such as "Please, Thank You, Excuse me and You are welcome"
- Students must use appropriate table manners that include:
- Keeping hands and feet to themselves, eating with their mouths closed and eating with cutlery.
- Each student is responsible for rubbish disposal and table clean up.
- Staff on duty are responsible to direct and discipline students in accordance with school and Ta'allum policy.
- Staff and students are not allowed to have any food brought from outside into the cafeteria.



Review of the School Day

Sunday to Wednesday

- Lesson 1 07:20 – 08:15
- Lesson 2 08:15 – 09:10
- BREAK 1 09:10 – 09:40
- Lesson 3 09:40 – 10:35
- Lesson 4 10:35 – 11:30
- BREAK 2 & Prayer 11:30 – 12:05
- Lesson 5 12:05– 12:55
- Lesson 6 12:55 – 13:45
- Payer/reflection in Break 2

Thursday

- Lesson 1 07:20 – 08:05
- Lesson 2 08:05 – 08:50
- BREAK 1 08:50 – 09:20
- Lesson 3 09:20 – 10:00
- Lesson 4 10:00 – 10:40
- BREAK 2 10:40 – 11:00
- Lesson 5 11:00 – 11:45
- Lesson 6 11:45 – 12:30

Contact Details

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