

August 2020

Dear Parents/Guardians,

We would like to welcome you and your child to **Year 3**.

We feel that children make the best progress when there is a good partnership between the school and home and always appreciate any support that is provided. If you have the chance to further your child's interest in the areas being covered please take it, discussing what your child is doing and allowing them to teach you!

Kind regards,

**Natasha Hilton**  
Head of Primary

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Useful Information

### School Time

The Years 1 to 6 school hours are from 7.35 am to 1:50pm. Years 3 to 6 pupils are to enter the school via the front gate and proceed through the main school reception area into the right side hand side of The Heather Brennan Auditorium. Staff members will be on hand to assist. As students (and parents) arrive at school they will have their temperature checked using a thermographic body temperature measuring camera located at the entry area. During pick up at 1.50pm, one adult per child will enter via the front gate and proceed to the primary playground. Children will be waiting on the left hand side (near the Auditorium) and will be released to the supervising adults as they are identified.

The gates are open from 6:45 am for a staggered drop off and school will finish at 1:50 pm. If collecting a child/ren in EYFS/KS1 and KS2 you must collect the younger child and walk round the building to the main entrance to go and collect the KS2 child.

Please click on the link to access the [day to day](#) information.

### School Uniform

School uniform is compulsory. Please make sure that all your child's clothing and belongings are clearly marked with your child's name. You can refer to the school website [www.parkhouseschool.com](http://www.parkhouseschool.com) for uniform details.

### Lunch Box

Pupils are required to bring a snack and packed lunch each day and a drink of water. Please do not send treats like chocolate, candy, cake, crisps, or biscuits.

### Illness

Please inform the school office if your child is ill. Sick children should remain at home for the well-being of the child and to prevent the spread of germs. Medication can be administered at school, by the school nurse, if a parent has provided approval in letter form.

General advice for parents is that if a child is suffering from runny or congested nose alone (no fever or cough) and feels well, then the child may attend school.

If your child feels unwell and complains of fever symptoms, cough, sore throat and a runny nose, we ask you to keep your child home and seek medical advice. Before returning to school, we require a 'fit to attend school' medical certificate from your doctor.

### Lesson delivery

Registration 7:40 am - LIVE online every day for all children- if children are face to face they will do this in class and if they are at home they will do this via a live link.

English – Blended  
Math- Blended  
IPC- Blended  
Music – Blended  
PE- Face to face only  
IT- Face to face only  
Qatar History- Online only  
Islamic- Online only  
Arabic- LIVE via Teams  
French/Spanish - LIVE via Teams

For live lessons a TEAMS link will be sent to children which they will click and join.

### Online learning

Every class in KS 1 and 2 are now using Microsoft Teams. You will receive an email in the next few days with your child's log in details. Please click [here](#) for the MS Teams agreement you need to go through with your child. There will be an adult logged in throughout the day to respond to questions etc. They will endeavour to respond within **1 hour**. However, if your child is stuck move onto another task and go back to it once the question is answered.

### Completing work and marking

The children are expected to follow normal school day timings when online as much as they can. We are aware that sometimes this may not work with working parents and time zones, so we are setting an expectation that work has to be completed over a 3-day timetable. Work online will be available from 7

am Qatar time on Sunday and close at midnight on the Tuesday. The next 3 days will be the same and so on. If it runs over a weekend it will be closed the midnight on the 3<sup>rd</sup> school day. All marking will be fully completed for those 3 days by midnight the next day (some will be completed before this but this is the deadline). Staff will only respond to questions from children about their work between 7:40 am to 2:30 pm on school days.

### Reading books going home

These will still go home and when returned we have strict sanitisation procedures.

### Communication

At Park House English School, communication is by email to the preferred email address as stated on the recently completed registration form. Please ensure that you update your contact details at the school office should these change in the future.

Teachers will respond within 48 hours 24 hours ideally (during the working week)- If after 48 hours you haven't received a response you can send a chasing email. They will not respond after 3pm or on weekends.

If you need to contact your child's class teacher their email is:

[firstname.surname@parkhouseschool.com](mailto:firstname.surname@parkhouseschool.com)