

Empowering learners as leaders of change



## Parents' Manual

2019-20

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### Principal's Message

It is with great pleasure that I write this letter to you as the incoming principal of Aqaba International School. It is truly an honour to become part of this school and community. I can already tell that it is a unique and special place that I am incredibly excited to become a part of.

This year I eagerly, plan to spend the majority of my time and effort working with all to ensure a smooth transition. I will get to know our community, and familiarize myself with the unique needs of our school. I believe wholeheartedly that every student deserves quality education and that only happens when the school and the families work together for the best interest of our children. With that in mind, I will be calling on all of our faculty, staff, and parents to work as a singular unit so we can best serve our children and students.

I am truly honoured to be given this opportunity and look forward to immersing myself completely in our school and in our community. I believe my main responsibility is to put our teachers in the best possible position to succeed, as they will in turn put our children in the best possible position to succeed. I look forward to meeting all of you and please do not hesitate to contact me with any questions, concerns, or ideas you would like to share to help our students be exposed to the new and ever changing skills of the 21st century.

Mustafa Moh'd  
School Principal

# Empowering learners as leaders of change

## 1. About this Manual

The contents of this manual are presented as a guideline to Aqaba International School (AIS) Parents to acquaint themselves with AIS policies and procedures, rules, and general information related to their children. This manual will answer most queries and thoughts about AIS Admission, education, and curriculum. For additional inquiries, please don't hesitate to contact our staff for more detailed information.

This manual is not a legally binding document. However, every parent is advised to read it carefully and understand the content and the goal AIS is trying to achieve. Parents who still have unanswered inquiries are advised to raise their concerns and questions to our Heads of Departments.

Because AIS objective is to provide an educational environment that is conducive to students' creativity, personal, and academic growth, this manual is to draw general boundaries that are in line with both Jordanian Ministry of Education Regulations, as well as international best practices in Education and Learning.

### 1.1. Confidentiality Statement

Information mentioned in this manual is considered confidential and is the sole property of Aqaba International School (AIS). From this section on, Aqaba International School will be referred to in this manual as AIS.

### 1.2. Change and Update Policy

Some of the contents of this manual are subject to be modified, updated, or deleted. Moreover, and depending on the situation or conditions, some of the contents or policies might become void.

Therefore, and to avoid having an irrelevant and useless manual, AIS shall reserve the rights to revise this manual and update it at any time and parents are advised to check it occasionally.

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## 2. About Aqaba International School

### Introduction:

The creation of the Aqaba Special Economic Zone (ASEZ) in 2000 has resulted in enormous growth of investments in the region. A number of exciting projects are changing the face of Aqaba. The creation of world class educational institutions and hospitals are key social/investment enablers to support further development. As a consequence of this, Aqaba International School was established by ADC to enhance this vision.

Conveniently located in a residential area of Aqaba, AIS offers an affordable, international education complemented by a strong Jordanian cultural presence. Parents and students benefit from a motivating, open and friendly learning environment, where the standards of teaching and learning are high, with a strong focus on academic, social, cultural and moral development. A variety of extra-curricular activities compliment the high academic standards for the students' well-being to provide them with every opportunity to develop all aspects of their potential.

Mashrek International School operates AIS since 2015-16 and is highly involved in its operation as well as paving its future path.

**Our Mission:** Aqaba International School is committed to deliver an international, holistic education that optimizes lifelong learners to fulfil their duties towards local and global communities. AIS strives to enrich students' learning experiences, skills and ethics to shape their personalities, independency and academic achievements. AIS emphasizes on promoting intercultural awareness while maintaining the Arab culture, beliefs and traditions.

**Our Vision:** Our aim is to empower AIS graduates with quality education to become future leaders through investing in their potentials as well as inspiring them to lead the needed change in their communities.

### Our Objectives

#### To provide:

- 1) Key Performance Indicators" oriented programmes.
- 2) Unique supportive environment with teaching excellence.
- 3) Equal learning opportunities for individuals.

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- 4) A community built on care, respect, support, success, tolerance and open-mindedness. An environment that fosters international understanding as well as maintaining Jordanian traditions.
- 5) Quality international education for both expatriate and local students.
- 6) Support the efforts of Aqaba Development Corporation (ADC) in achieving their goals.
- 7) Gifted and talented students with opportunities to flourish.
- 8) Students with opportunities for university placement and preparing them well for life beyond school.
- 9) Detailed and frequent assessment advice to students and their parents.
- 10) Differentiated learning to cater for the needs of all members of the AIS community: students, parents and staff with very clear transparent standards that are applied equally to all stakeholders. To realize the best possible outcomes for all students.

### Our Commitments

- 1) Maintaining the highest quality of teaching and learning.
- 2) Providing students with opportunities for university placement and preparing them well for life beyond school.
- 3) Mutual respect and tolerance.
- 4) Working transparently with parents and legal guardians to realise the best possible outcome for all students.
- 5) Providing detailed and frequent learning outcomes to students and their parents.
- 6) Maintaining an environment that fosters international understanding as well as maintaining Jordanian traditions.
- 7) Responding to the needs and values of all members of the AIS community: students, parents and staff with very clear transparent standards.

### 3. Students' Day

#### 3.1 School Day:

- School day begins at 7:40 a.m. The students assemble in the Flag Area with their homeroom teachers for
- the national anthem, and then proceed to their classes.
- The first class begins at 8:00 a.m.
- The school day ends at 2:30 p.m. for students from G1-12. However, every Tuesdays school ends at 12:50pm
- Secondary school schedules may require additional hours, and/or include Saturdays as regular school days.

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**SCHOOL DAY 2019/20**

All students are expected to be in school at 7:40am every morning and leave at 2:30pm except on Tuesdays

Grades	First Break	Area	Second Break	Area
Grade 1 -4	9:30-9:50	Canteen & Plaza Area	12:05-12:25	Canteen & Plaza Area
Grade 5-12	10:15-10:35	Canteen, Plaza & Area between the two schools	12:50-1:10	Canteen, Plaza & Area between the two schools

Extra-curricular activities / Clubs during school hours

Grades	Day	Note	Second Break	Area
Grade 1 -4	Mondays	Students can purchase from canteen and then return to their clubs	11:35-11:45	Canteen & Plaza Area
Grade 5-8	Wednesdays	Students can purchase from canteen and then return to their clubs	12:50-1:00	Canteen, Plaza & Area between the two schools

**Important note: Every Tuesday all students leave at 12:50 and therefore they will not have a second break**

**ظهرا وبالتالي لن 0ملاحظة هامة: كل يوم الثلاثاء يغادر طلاب المدرسة الساعة 12:5 يكون هنالك فرصة ثانية**

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### 3.2 Flag Raising at Aqaba International School

Each morning the whole school participates in a Flag Raising ceremony. Classes in KG1 and KG2 are in their classes for their morning routine. Classes from G1 to G12 are lined up in the Plaza area. Out of respect to the country no member of staff or students can be talking during the National Anthem. Homeroom Teachers are to stand with their class; all other teachers are to stand behind the classes. The format of the Flag Raising Aqaba International Schooling Ceremony is as follows:

- National Anthem: all present are to stand still and face the flag and sing the national Anthem
- A Staff member is assigned to run the morning announcements or reflections in both languages Arabic and English.
- Announcements: The Principal, Primary and Secondary heads may make any necessary announcements.
- Students and teachers proceed to homerooms for registration.

### 3.3 Students Absence and Late arrival

#### Tardiness:

- Late students will be warned verbally after the second time.
- After the third tardiness each term, the parents will be informed through a written notice signed by the Head of School.
- A Notification will be sent to the parents from the School Principal if the students continues to arrive late to school for more than 5 times during the term.

#### Leaving the school:

- The student is only allowed to leave during school hours only if Head of School is provided with a written note from the parent/s stating the reason.
- In case of traveling, parents must fill in **The Leave of Absence Form and submit** to the School Principal for approval supported by required documents, which will then be handled according to the procedures.
- Parents should pick their children from the school's main gate.
- Parents who pick their children from school should be punctual as the responsibility of the teachers end at 2:40pm and on Tuesdays at 1:10pm.
- Students should wait for their parents behind the main gate for their own safety.
- School gates will be closed at 8am in the morning and will only re-open at 2:25pm for parents.
- Parents must not call their children or receive any messages directly from them during school hours. Emergency messages or an email should be left with the Students Services Reception.

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### 3.4 Community Help Desk

- An Email has been made available to parents to inform the school if their children are going to be absent ([community@aqabais.edu.jo](mailto:community@aqabais.edu.jo)) if no email has been received parents are expected to receive a message from the students' services requesting parents to call the school to inform us why their children are absent for the day. The safety of your children is of paramount importance to us.
- This email has also been created to help you communicate messages to staff members. You will receive an automatic reply however the email will be forwarded to the correct channels to deal with any issues or information you might wish to inform us with such as but not limited to (bus pick up issues, absence, delays, permissions etc..)

### 3.5 Students' Departure

- Pre-school & KG parents are expected to be punctual in picking up their children from their classes at 1pm.
- Parents should pick their children from the school's main gate.
- Parents who pick their children from school should be punctual as the responsibility of the teachers end at 2:40pm and on Tuesdays at 1:10pm.
- Students should wait for their parents behind the main gate for their own safety.
- Parents must not call their children or receive any messages directly from them during school hours. Emergency messages or an email should be left with the Students Services Reception.
- During the day school gates will be locked at 8am and will only re-open at 2:25pm. Please cooperate with the guards at the gates who have the safety of your children as their priority and therefore have clear instructions which everybody should follow.

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## 4. Assessment and Reporting Policy

### 4.1 Introduction

The faculty, staff, students, parents, and community believe in the school's mission statement and vision in developing lifelong, 21<sup>st</sup> century learners who meet the demands of a global society. In corporation with all stakeholders (parents, students, educators, and community members), Aqaba International school acknowledges the need to provide a curriculum and instructional pedagogy that encourage both diversity and unity, develop integrity and promote initiative and collegiality among our students as well as caters for individual needs and learning styles.

### 4.2 Assessment philosophy

The primary purpose of assessment and evaluation at AIS is to support and improve student learning and cater for their different learning styles, experiences and abilities, therefore the assessment procedures must be fair to all students and varied in nature in order to allow students to demonstrate their full range of learning experience. All assessments are administered, interpreted, and analysed on regular basis (twice per year) for further development and to align with requirements and updates of the implemented programmes.

Assessment, learning and teaching are intertwined and interdependent and should be focused on the habits of mind, critical thinking skills, 21<sup>st</sup> century skills, knowledge and attitudes that will provide for success within our programmes, in their future education and beyond.

### 4.3 Assessment, Marking, Recording and Reporting Policy

Assessment should provide opportunities for students to reflect on and accept responsibility for their own learning. Assessment should be part of the way in which teachers and administrators as educators measure the efficiency of their programs and their approach to teaching and learning. It also allows the school to improve the educational program and enhance its quality and learning expectations.

At AIS, where final outcomes are monitored by performance in examinations and coursework as required by the Ministry of Education, teachers assess students in a way to assure learning program efficiency, teaching process success, and to identify points of weaknesses in students' performance to focus upon. Furthermore, heads of schools, head of departments monitor the assessment process, quality and outcomes, they analyse results and set remedial plans with the teachers in each department in good time to reach the required outcomes set for teaching and learning.

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The main assessment principles used during student assessment are based on the guidelines provided by the Cambridge Primary/Cambridge Secondary 1/Cambridge Secondary 2 (IGCSE)/Cambridge Advanced (A Levels) programmes offered by Cambridge International Examinations (CIE) and Edexcel. Those assessment guidelines are subject to be modified where necessary to comply with the regulations of the Ministry of Education.

Side to Side with the examinations required by the Ministry of Education, teachers use a variety of appropriate assessment methods and tools in evaluating student performance to meet the needs of all learners.

### 4.4 Assessment Timing and Results

- All students will be assessed on a regular basis and will be reported upon 4 times per academic year. This report is a summative report of student progress, which represents student performance against specific criteria, and provided to parents. Results are reported by way of percentages.
- Students are regularly, and timely informed of their own learning progress and guided over the year to improve their learning.
- Parents are informed of student progress on a regular basis through various means including but not limited to (holding regular meetings with parents, Parent teacher Interviews, diaries and reports) and any other means as may be appropriate.

### 4.5 Exams

- Grade 1 through to Grade 3 complete in class end of semester formative assessment
- Grade 4 to Grade 9 participate in formal subject exams for Arabic, Islamic, English, Maths, Science, Social Studies and Humanities at the end of each semester (December and June).
- During this time all students from Pre School through Grade 3 finish school at 1:00 pm, while G4 – G9 students will sit exams and leave at 10:15am
- Parents will receive a schedule of examinations well in advance.

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#### 4.6 External Internationals Exams

The school prepares students for IGCSEs, CIPP, Checkpoint tests and various A Level qualification with Cambridge International and Edexcel. Under a 3-way agreement between these UK exam boards, the British Council (Amman) and the Ministry of Education, all administration passes through the British Council Examinations Section. Decisions on the courses we offer remain the responsibility of subject leaders and the Head of Secondary; and entries, including tiers, are ultimately determined by secondary subject staff in consultation with parents. The Examinations Officer is responsible for the security of the International external exam papers and completed scripts and processes entries under the guidance of the Head of Secondary.

The Examinations Officer runs the exams according to the regulations of the exam boards and the British Council. At the time of writing, most of the invigilation is done by internal and external invigilators appointed by the British Council and Ministry of Education. During the external international examination seasons it is vital that all staff play a part in ensuring that the areas where the exams are being taken remain as quiet as possible.

#### 4.7 Reports and Communication with Parents

Full reports are sent to parents in January and June using via the school system. Shorter interim reports are done in November and April. Expectations are made clear a few weeks before publication as well as a set of deadlines.

Parents- teacher's interviews follow the November and April reporting sessions.

#### *5. Parents' Online system*

##### **AIS E-learning site (SharePoint)**

We believe that communication between teachers and students through an interactive site will allow a better insight for teachers and students into various learning processes and outcomes. It will assist the whole AIS community to collaboratively store and organize information in order to enrich class schedules and calendars. It will also assist students and parents to stay up to date with school events and activities. It is also essential to allow for more comprehensive and collaborative methods of communication between parents, students and teachers, to create a better understanding about various e-learning outcomes, for example sharing calendars, homework and assignments, newsletters, gallery, etc...

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*Parents are able to view students':*

- report cards and mark sheets
- financial statements
- absence report
- misbehaviour report
- medical report
- weekly plans
- online homework and work sheets

Parents will be provided with a user name and password.

A training manual on how to use the share point will be sent to all parents.

A staff member from the IT department is available every day from 1:30 – 2:30 to assist you in case of any problems or enquiries regarding the SharePoint.

A tutorial is available on the school website on the following link:

<http://aqabais.edu.jo/En/webcontent.aspx?PageID=66>

### 6. Policies & Procedures

#### Behaviour Management Policy

##### Students Expectations:

##### Students are expected to demonstrate:

- Positive attitude towards learning and the school
- Positive work ethic.
- positive citizenship skills
- Politeness
- Caring
- Enthusiasm
- A level of work above and beyond expectation
- Positive behaviour in all contexts

##### Classroom Expectations:

- Tidiness
- Cleanliness
- Respect towards people, peers, place and furniture

##### Each student must

- Keep the playgrounds, common areas, hallways, classrooms and desks clean and intact
- Eat healthy food in the cafeteria and the playground during break time. Junk food, candy, and fizzy beverages should be avoided. Chewing gum is forbidden

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- Not bring large amounts of money or valuable items to school, (the school is not responsible for any loss).
- Not use cellular phones inside the school premises; using phone cameras is considered unethical and a major infringement. Parents should not respond to any messages or phone calls made by the students without contacting the school.
- Cellular phones, I pods, I Pads or laptops may be used in class if allowed by teachers for educational purposes.
- Be respectful, disciplined, and actively listen during seminars or meetings etc...

### **The students are not allowed to:**

- bring sharp edged tools to school for the safety of the students.
- Threatening of bodily injury or verbal abuse to any student or staff members.
- bring mobile phones in school for the safety of students as the school will not be responsible for the loss of any mobile. Using mobile cameras is considered offensive and will be treated as such.
- Eating inside the classroom or chewing gum.
- Misuse of internet and cyber bullying.

### **School Discipline Regulations:**

We at Aqaba International School believe that one of our main goals is to nurture students to become responsible and self-disciplined individuals. We yearn to raise the psycho-social skills of students through guidance.

Therefore, abiding by the school's disciplinary regulations is at the discretion of the School Principal according to The Ministry of Education's School Discipline Regulations for 2017.

### **Preventive Procedures:**

- A. The school and teaching staff provide students with guidance in order to equip them with the proper behavioural attitudes and to prevent them from getting into any form of trouble and the teachers will use reward and punishment methods with the students.
- B. the school will use preventive measures to emphasize on the positive behaviour of the students through various educational methods.
- C. Records of unacceptable repeated student behaviour will be kept and it is the homeroom teacher's responsibility in cooperation with the Councillor to keep a record which will be handed to the school Principal and the parents will be informed in writing of such behaviour.
- D. In addition to the above, continued educational methods will be used to correct unacceptable behaviour.

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### THE FUNDAMENTAL SCHOOL RULES

*“Nothing of real worth can ever be bought. Love, friendship, honour, valour, respect. All these things have to be earned.” – [David Gemmell]*

**Respect:** It is the policy of this school to embrace the international community, to accept and respect the right of the individual to his/her own religious beliefs; to expect the respect of students for all adults and fellow students; for students in return to expect to be treated with respect; and for all to respect the property of others.

It therefore follows that all persons are regarded as equal, regardless of nationality, religion or gender and have an inalienable right to be treated equally in accordance with the rules.

**Behaviour:** Think before you react. Positive attitude and good manners and appropriate responses to different occasions are an all time expectation.

**Honesty:** Be honest and always fair in all one does.

**Punctuality:** Arriving at school, arriving at each period and all other school functions.

**Neatness:** This includes wearing the correct uniform properly, maintaining personal hygiene and being tidy in appearance and work habits.

**Academic effort:** Class work and homework is to be completed as per instructions from the teacher/s.

**Fighting:** There should be no aggressive physical contact, even in play.

**Physical interference with another person:** Do not touch someone else other than in socially acceptable ways.

**Abusive language:** No-one is to use obscenity, blasphemy or racial insults.

**Out-of-Bounds:** Stay away from areas of the school designated as out-of-bounds. Games are only to be played in designated areas.

**Forbidden Substances:** There is to be no smoking or consumption of alcohol or illegal drugs; no glass bottles or carbonated “fizzy” drinks may be brought to school.

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## قواعد المدرسة الأساسية

"لا يمكن شراء أي شيء ذي قيمة حقيقية. الحب والصدقة والشرف والبسالة والاحترام.  
يجب كسب كل هذه الأشياء- [David Gemmell]"

**الاحترام:** تتمثل سياسة المدرسة في إعتناق المجتمع الدولي وقبول واحترام حق الفرد في معتقداته الدينية ؛ توقع احترام الطلاب لجميع البالغين وزملائهم الطلاب ؛ للطلاب في المقابل أن يتوقعوا أن يعاملوا باحترام ؛ وللجميع احترام ممتلكات الآخرين. وبالتالي ، يُنظر إلى جميع الأشخاص على قدم المساواة ، بغض النظر عن الجنسية أو الدين أو الجنس ، ولهم حق في المعاملة على قدم المساواة وفقاً للقوانين والسياسات المدرسية.

**السلوك:** فكر قبل أن تتفاعل. الموقف الإيجابي والأخلاق الحسنة والاستجابات المناسبة لمواقف مختلفة هي توقع في كافة التصرفات.

**الصدق:** أن نكون صادقين وونتعامل بنزاهة دائماً وفي كل ما نفعل.

**الالتزام بالمواعيد:** الإلتزام بمواعيد المدرسة والإستراحات وكافة الأنشطة المدرسة هو إلتزام من الجميع.

**الدقة:** ويشمل ذلك ارتداء الزي الرسمي الصحيح بشكل صحيح، والحفاظ على النظافة الشخصية والترتيب في المظهر والعادات.

**الجهد الأكاديمي:** يجب إكمال العمل المدرسي والواجب المنزلي وفقاً لتعليمات المعلمين.

**القتال:** يجب ألا يكون هنالك أي نوع من القتال داخل المدرسة وعلى الطلاب تجنب اللعب الخشن.

**التدخل الجسدي مع شخص آخر:** لا تلمس شخصاً آخر غير الطرق المقبولة اجتماعياً.

**اللغة المسيئة:** لا يسمح باستخدام أي ألفاظ مسيئة من أي نوع كان.

**المناطق الممنوعة:** ابتعد عن مناطق المدرسة الممنوعة. يجب فقط اللعب في المناطق المخصصة لذلك.

**المواد المحظورة:** لا يجوز التدخين أو استهلاك الكحول أو المخدرات غير المشروعة ؛ لا يجوز إحضار قارورات زجاجية أو مشروبات غازية إلى المدرسة.

### Transportation

The school offers students a paid service for the use of busses. Rounds are run as per below:

Morning Round starting at 7:10am

KG return Round at 12:50pm daily

G1-12 Round at 2:30pm daily

Teachers are responsible to take children from their classrooms for students from KG and the conductors will pick up students in Grade 1 & 2 from their classes, however all other students are expected to go to the bus areas on time.

Teachers will be provided with the bus students lists at the start of the academic year and in case of any changes during the year.

### Bus students are expected to

- Be ready and prepared five minutes before pick- up time.
- Immediately proceed to the bus after the end of the last period, since the bus leaves after 5 minutes from the last period.
- Face forward and remain seated while on the bus. Students must not at any time put their hands or heads outside the windows.
- Refrain from eating and drinking in the bus.
- Refrain from speaking to the driver, for safety purposes.
- Contribute to the safety of the group riding the bus.
- Keep the bus clean and refrain from vandalism.
- Respect and collaborate with the bus supervisor.
- Behave well during transportation and field trips as well as before boarding on the bus.
- Parents should contact the principal's assistant for students' affairs for inquiries or complaints. Parents may not address the bus driver or the bus conductor.

### School Uniform

- The school uniform reflects students' discipline. Hence, students should adhere to wearing the uniform from the first day of school. The winter Jacket is considered part of the school uniform
- The school uniform consists of (navy pants, skirts, shorts, PE Polo shirt, school striped shirts, caps and Burgundy Polo shirts for pre-school students).

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- Homeroom teachers should attend to this matter, and report to the respective heads of schools regarding any form of violation. As a result, the parents will be contacted in order to provide their child with the proper school uniform.
- Students are allowed to wear the P.E. (Physical Education) uniform the entire day only if they have a P.E. lessons on the day.
- Scarves, belts, hats or any forms of accessories are not allowed.

### Health Care

#### **The Clinic and Health care**

The clinic is responsible for following up on emergency incidents at the school, in addition to the annual physical, dental check- ups.

Students must only visit the clinic with a Nurse Referral Note from their teachers if they are unwell with a detailed time of visit and return.

#### **Immunization:**

The Ministry of Education requires that some students of certain grades be immunized. Parents will be notified of that in writing and should submit their approval in writing also.

#### **Injuries:**

- Parents will be notified if their child is very ill and needs to rest at home.
- All in-school accidents will be transferred to the clinic
- In case of a situation that requires immediate action, the student will be transferred to a hospital and the parents will be informed immediately, in case parents couldn't be contacted by the school, the school will carry on with procedures for the students well-being.
- If the incident took place after school hours. The parents will be contacted to accompany their child to the hospital and the school will not be held responsible.
- The nurse will notify the parents in writing about the condition of the ill or injured student.
- The school will not consider any case that requires hospitalization or any medical follow up if the student had NOT informed the nurse about it on the same day of occurrence.
- The school will not be responsible for any incident which isn't reported by the student at the same day of the injury or any action taken outside the school clinic

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## Calendar

A school calendar is established by the School Management. It provides parents of planned events, holidays and important dates during the year. The formal school calendar is available on the school website. The calendar is updated throughout the year as may be needed.

## Curriculum

Primary: Aqaba International School Primary Curriculum is based on the UK National Curriculum with the addition of the Ministry of Education of Jordan subjects of Arabic, Islamic and Jordanian Social Studies.

Middle School and Secondary: Aqaba International School Secondary Curriculum is based on the UK Curriculum in addition to the Jordanian Ministry of Education subjects in Arabic, Islamic and Jordanian Social Studies. The Secondary School prepares students for the IGCSE and British A Levels.

Subject Options: Until the end of (Grade 8), the curriculum is prescribed for all students. The only variations are that Christians take Christian Studies instead of Islamic Studies and French is taught to expatriate students as well as Arabic for Foreigners (AFF).

From the start of Grade 9, students are offered a range of optional IGCSEs (currently 4 out of Art, Biology, Business Studies, Chemistry, Geography, History and Physics). At A Level, students choose their own subjects in consultation with Head of Secondary and IGCSE & A Level Coordinator. They receive counselling on careers, higher education requirements in various countries and, for Jordanian students, the requirements for Jordanian National Programme equivalency (Tawjihi). Full details are given in the booklets we produce annually and available on the school website. Two orientation sessions are held annually, one for IGCSE and one for A Level.

**As of 2020/21 International Baccalaureate Diploma Programme (IBDP) will be offered and both International programmes will be running parallel for Grade 11 & 12 students.**

### **IBDP Programme**

The DP is an academically challenging and balanced programme of education that exceptionally prepares students, ages 16 to 19, for university and higher education; it offers a holistic approach to teaching and learning with a strong emphasis on developing intercultural awareness. Students learn to explore and understand the world around them through inquiry, critical thinking and open-mindedness.

**IBDP is a well-balanced curriculum with a unique core** DP students complete courses from six subject groups, ensuring a depth and breadth of knowledge and understanding. Students choose courses from the following subject groups:

Group 1: studies in language and literature

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Group 2: language acquisition

Group 3: individuals and societies

Group 4: sciences

Group 5: mathematics

Group 6: arts

Each student takes at least three (but not more than four) subjects at higher level, and the remaining at standard level. In addition, students complete of a compulsory programme core consisting of three components.

- Theory of knowledge (TOK)
- Extended essay
- Creativity, activity and service (CAS)

As of 2020-2021 the following subjects will be on offer for students wishing to study the IBDP programme at Grade 11.

Subject Group	Name of Subject	Level: HL/SL
<b>Group 1</b>	Arabic A: Literature	HL
		SL
	English A: Language & Literature	SL
<b>Group 2</b>	Arabic B	HL
	English B	HL
<b>Group 3</b>	Business & Management	HL
		SL
	Global Politics	SL
		HL
<b>Group 4</b>	Biology	HL
		SL
	Physics	HL
		SL
	Chemistry	SL
		HL
	Computer science	HL
		SL
<b>Group 5</b>	Mathematics: Applications and interpretation	HL
		SL
<b>Group 6</b>	Visual Arts	HL
		SL

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For more detailed information on the IBDP & policies please check the following link:  
<http://aqabais.edu.jo/En/webcontent.aspx?PageID=71>

### AIS Premises

The school Enjoys spacious accommodations in a land with a total area of 34,350m<sup>2</sup> owned by Aqaba International Schools Company.

The current buildings consist of:

Administration Block consisting of 4 floors with a total space of 903 square meters including a very spacious library.

Students Block consisting of 3 floors with a total space of 3200 square meters which include 18 classrooms, ICT laboratory, Bio. & Physics Lab, French Room, AFF room etc..

Canteen with a total space of 326 square meter.

All-purpose sports hall and an indoor solar heated pool for a total space of 2510 square meters.

New Pre-school, Creche & KG Buildings for a total area of 2402m<sup>2</sup> that include 16 classrooms, indoor and outdoor play areas, music room, kitchen, offices and nurse room.

The first floor consists of Junior ICT lab., music and art rooms, Chemistry lab., SEN Dept. and resource room.

3 external rooms as uniform and books store.

External works include: outdoor pool, artificial turf football field, Volley ball, sand pit, basketball court and shaded play areas.

### Information Technology and Communication (ICT) Provision

AIS provides its students with various facilities and equipment to aid in their educational process and enhance their experience.

AIS is fully committed to ensuring that all its facilities and teachers are in a position to make the best use of new Information Communication Technologies to raise education standards, enhance learning and equip young people with ICT skills and knowledge they will need to be effective communicators in the 21st century. AIS boasts two modern ICT suites. All students from Grade 1 upwards have a minimum of two IT lessons per week to ensure good exposure to this technology from an early age.

The school has a number of interactive whiteboards which are used by students across all year groups.

### Laboratories

Our laboratories are fully equipped with the needed facilities and equipment needed to facilitate students' education. Our students are advised with the following guidelines while practicing at the labs.

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- No food or drinks are allowed inside the lab.
- After being used, labs are to be left clean and tidy.
- The lab technician is in charge of the lab, and shall be inquired when needed or notified when a problem arises.

### Sports Hall

AIS has provided all students with spacious areas to practice sports as well as a heated indoor and outdoor pool. All students from Grade 1-12 receive at least one lesson of swimming a week according to a pre-set schedule which will be shared with parents during the academic year. Boys and Girls from Grade 5 upwards are separated during these lessons.

The Sports Hall is managed by trained and professional team. Our Life Guard is as well trained to assure students safety while swimming.

Whenever students use the Sports hall, they are kindly advised of the following:

- Suitable sports attire should be worn when using the sports arena. Sport uniforms are available from school.
- When playing sports, you are to assure that body odours are not there.
- All premises are to be handled well, and must be left clean and tidy when done.

### **AIS Swimming Pool Rules and Regulations**

At AIS we are firm believers that swimming positively affects many aspects of students' lives, including physical, mental, and emotional well-being and as swimming and water safety skills are of paramount and foremost priority to AIS therefore we offer swimming during the academic year at different intervals and parents will be informed in advance on starting dates. The below pool rules and regulations have been established to ensure the safety of all:

#### **Students/obligations:**

- 1) to bring their full swimming kit when they have swimming lessons.
- 2) to take a shower before and after using the pool.
- 3) to sanitize feet before entering the pools.
- 4) to listen to safety instructions of their coaches. (no running, no pushing, no flipping, no jumping, shoving or inappropriate behaviour is allowed in or around the pools).
- 5) not to bring food or drinks to the pool area.
- 6) not to bring any glass containers.
- 7) to deposit of Band-Aids before entering the water.

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**Parents /obligations:**

- 1) if a child is sick and cannot swim then a doctor's/signed parent's note needs to be sent to the Students' Affairs Coordinator to liaise with their coaches.
- 2) to ensure that their children do not bring any valuables to the pool area as the school will not be held responsible for their loss.

**School obligations:**

- 1) Lifeguard is available to ensure the safety of all students.
- 2) The Teacher on duty must make sure that **all students** leave the swimming pool area at the end of the class. Under no circumstances should a student be left alone in the swimming pool area without the presence of a Teacher.
- 3) Provide support and supervision in the changing rooms for the younger students.
- 4) We do not allow photos to be taken except with prior approval from the School Management and parents.
- 5) Students who do not bring their full swimming kit will not be allowed to swim as missing items might cause accidents or injuries.

**Cafeteria**

The cafeteria is catered and managed by a third party contractor who is a food and diet specialist. We abide by the standards and health regulations from the Ministry of Health and ASEZA. Students are advised to eat healthy food and drink water. Fizzy drinks, high sugary food, gum and chips are not allowed.

For all our students to have equal access to the Cafeteria, we kindly advise them of the following:

- > Cafeteria is to be left clean with all personal trash being thrown out.
- > Trash is to be thrown in the trash cans and not to be left on tables, floor, or chairs.
- > Tables and chairs are to be handled well and not to be vandalized.

**Safety & Security Committee**

The school has a committee which has been established to ensure the safety & security of all the school community.

Evacuation manuals are available for each school building.

For more detailed information on our policies please refer to the below link:

<http://aqabais.edu.jo/En/webcontent.aspx?PageID=9>

**The school also has a Facebook page where parents can follow all school events and important information and activities:**

**مدرسة العقبة الدولية – Aqaba International School**

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