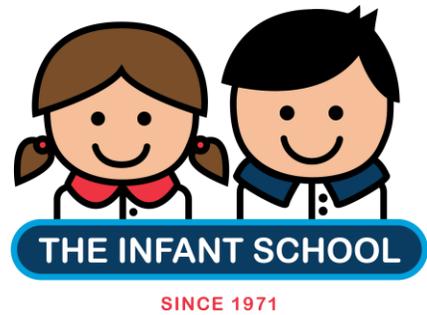


**Talent
International
School**



Talent International & The Infant School

Student/Parent Handbook

Updated JAN 2020



Dear Parents,

I am delighted to welcome you to Talent International and The Infant School.

This Handbook includes the basic philosophy, expectations, policies, regulations, and procedures of Talent International and The Infant School.

The main aim of Handbook is to provide with essential information about the day-to-day running of TIIS. The Parent-Pupil handbook is by definition a working document and as such will be reviewed regularly, with additional policies and information being added throughout the year. Your comments will be much appreciated. Additional information will be given on a daily basis via your child's class/from teacher, in his/her, by email and on our website.

In order to maintain harmony in the school and ensure a sound educational environment, students are urged to read the handbook at the start of the academic year and refer to it whenever needed. Our goal is two-fold: firstly, we aim to provide children in the region with the skills and knowledge to complete on a level playing field with students from the world's top schools. Secondly, we're determined to raise the standard of private education in Bahrain, thereby spearheading a fundamental and permanent behavioral change in both consumers and providers of education.

I look forward to getting to know and your child during the course of this year and to ensuring that the education provided for your child at TIIS is second to none.

Mrs. Shaikha Abul
Principal



Mission vision and Values

Our mission

Talent international aims to enhance its student's cognitive, social, personal, physical and academic development in a stimulating environment in order to develop confident, self-assured children who become successful global citizens. We honor the diversity of our staff and students and thus provide an international outlook and prospect in our pedagogic approach.

Our vision

To be a reputable, high-quality English curriculum educational provider in the Kingdom of Bahrain. We aim to provide a continuous warm, friendly and family-like environment, making our students feel welcomed and motivated and thus attend school willingly.

We aim to help the youth of Bahrain to be confident, connected and actively involved life-long learners who seize opportunities to be:

creative
energetic
enterprising
enthusiastic
motivated
empathetic
action focused
problem solvers
culturally connected

Guiding values

Our motto is "Teach. Make a Difference ". We believe that better change comes through education and embodied in our guiding goals are the values of:

Honesty
Forgiveness
Hard work
Loving Bahrain

Respect
Ambition
Responsibility
Unity
Peace



1. DAILY ORGANIZATION AND ROUTINES

1.1 Academic year

There are three terms in the academic year.

- 1- Autumn term – September, October, November & December.
- 2- Spring term - January, February & March.
- 3- Summer term - April, May & June.

1.2 The School Day and timetable – from 2018

A bell will ring at 7:25 a.m. to indicate the start of the day, and another bell will ring at 7.30 a.m to start the first lesson.

PN - KG1		7.25	7:30-8:15	8:15-9:00	9:00-9:45	9:45-10:30	10:30-11.15	11.15-12.00	12.00-1.00
SUN									
MON									
TUE									
WED									
THU									

KG2 - G2		7.25	7:30-8:15	8:15-9:00	9:00-9:30	9:30-10:15	10:15-11:00	11:00-11:45	11:45-12:00	12:00-12:45	12:45-1:30	1:30-2:15
SUN				45 minutes				15 minutes indoor break				
MON												
TUE											Activity	
WED												
THU												

G 3-8		7.25	7:30-8:15	8:15-9:00	9:00-9:30	9:30-10:15	10:15-11:00	11:00-11:45	11:45-12:00	12:00-12:45	12:45-1:30	1:30-2:15
SUN				45 minutes				15 minutes				
MON												
TUE											Activity	
WED												
THU												

G 9-12		7.25	7:30-8:15	8:15-9:00	9:00-9:30	9:30-10:15	10:15-11:00	11:00-11:45	11:45-12:00	12:00-12:45	12:45-1:30	1:30-2:15
SUN				30 minutes				15 minutes				
MON												
TUE												
WED												
THU												



NOTE: TUESDAYS ARE SHORT DAYS- STUDENTS LEAVE AT 12:30PM.

1.3 Entering the school

No pupils should arrive at school before 7:00AM.

- Students are expected to arrive to school at least five minutes before classes begin.

Foundation pupils should be dropped off directly at the foundation unit as directed at 7:30 a.m.

Primary pupils should congregate in the secure area in front of school where two teachers will be on duty from 7:15 a.m. – 7:25 a.m. At 7:25 a bell will ring and the primary pupils will line up according to their classes at a designated spot. They will be met by their class teacher who will stand at the front of the class and ensure that they are standing in an orderly and in quiet manner. The class teacher then will lead the pupils to their classroom.

Secondary Students should also congregate in the secure area in front of school where two teachers will be on duty from 7:15 a.m. -7:25 a.m., immediately upon hearing the bell, the secondary pupils should enter the school in a quiet and orderly manner, supervised by their teachers . They will then go to their locker and subsequently straight to their form room.

1.4 Registration and assembly

Pupil Registration will take place daily at 7:30 by the first lesson teacher. On Sundays, all classes will line up in orderly manners on the pitch for the weekly assembly.

1.5 Absence from school.

Parents are required to explain a pupil's absence by telephoning the school on the morning of the absence or by sending a note the next day. The school will monitor attendance carefully and will follow up unexplained and frequent absences by telephone. Absence undermines and disrupts learning, and it is not possible to 'make up' the learning lost during such a period. Repeated absence will affect the overall grade and report of the student.

1.6 Break time Procedures



Break time is also an important opportunity for the development of primary aged children's social skills. We make careful provision for this time. Children upto KG1 will be asked to sit at their tables in their classrooms to eat their snacks. Snacks and drinks will also be available for purchase from the school canteen for KG2 and above. Both breaks will be supervised by duty teachers.



2. ACADEMIC MATTERS

The school is accredited as a **Cambridge International School** and thus adopts the Cambridge curriculum along with the English National curriculum with the “Grade system”. The Infant School concerns the formative years of Pre-Nursery, Nursery and KG1 classes only. Talent International School concerns Primary levels of KG2-Grade 5 and the secondary level that covers the middle and high school sections of Grade 6 to 8 and 9 to 12 respectively.

In the Elementary School students acquire the basic elements of learning, with help and supervision from teachers and parents. When they reach the High School in Grade 9, they will have to meet high academic expectations, show strong study habits, and assume personal and social responsibilities. The Middle School helps them make a good transition between the elementary and secondary levels. It covers only 3 years but plays a major role in student’s future success.

2.1 Important Life Skills

In Talent International and The Infant School, students are expected to show self-reliance and responsibility in their learning and behavior. Teachers will help them achieve these important life skills. The school is a place where students learn facts from different subject areas, but also learn how to acquire new knowledge, how to use and transmit the knowledge acquired, and learn how to collaborate with others in order to become a constructive member of society. Each day there are new inventions around the world and new skills are needed however students cannot stay at school all their lives to keep learning, they need to be able to continue learning on their own, to count on themselves, and manage their time and effort effectively.

With this constant increase in knowledge, students will also face new situations, challenges, and problems, and will need to show imagination, creativity, and highly organized thinking skills. The tasks they will be required to perform in their professional life will be more complex thus they will not be able to deal with them alone, and will need to participate actively in teamwork and assume social responsibilities.



2.2 Responsible Attitudes towards self and others

At Talent International and The Infant School, we aim to prepare students to become constructive citizens. There are simple things students can do to demonstrate self-reliance, responsibility for learning, and responsibility towards others. For example:

- Students should arrive to each lesson on time and adequately prepared, bringing all books and materials needed – without any help from parents or friends.
- They should be attentive to the teacher’s explanation and instructions.
- They should not let any student disrupt them from their learning, and, upon need, seek the teacher’s help in stopping any source of distraction.
- They should follow the school regulations and never disrupt the class because any disruption negatively affects all their classmates. If a disruption is repeated, this may oblige the teacher to send them out of the class to the administration in order to protect the educational interests of their classmates.
- At the end of each lesson, they should record their homework accurately – without being reminded by the teacher.
- They should study every evening – without being reminded by parents and without regular help from a tutor.

2.3 Books

Students’ textbooks and workbooks are to be brought to school daily according their timetable. They should be labeled and kept neat and tidy all year long.



2.4 Course Content

The following subjects are taught in school at the different stages:

Stage	Day care	Foundation	Primary	Secondary	IGCSE's	AS/A levels
Grade	Day care	Pre-nursery Nursery,KG1	KG2-Grade 5	Grade 6 - Grade 8	Grade 9 - 10	Grade 11-12
Age	3 months- 2 years	2 - 5	5 - 11	11 - 14	14 – 16	16-18
	Montessori	Montessori	English	English	English	English
			Maths	Maths	Maths	Maths
			Science	Science	Chemistry	Chemistry
			Geography	Geography	Biology	Biology
			History	History	Physics	Physics
			ICT	ICT	Arabic	Arabic
			PE	PE	Economics	Economics
			French	French	Business studies	Business studies
			Art	Art	ICT	IT
			PHSE/Social studies	PHSE/ Social studies		
			Music	Music		
			Arabic	Arabic	Arabic	Arabic
			Islamic	Islamic	Islamic	Islamic
			citizenship	citizenship	citizenship	citizenship
			Arabic social studies	Arabic social studies	Arabic social studies	Arabic social studies

Although most of the learning occurs at school, homework plays an important role in supporting and reinforcing it. Students will not be asked to study new lessons on their own. In class, teachers explain the lesson, give examples, monitor students working on exercises, and check their understanding.



2.5 Time Needed for Homework

People work at different personal speeds. If students concentrate on their work and do not allow their concentration to be disrupted by telephone calls, younger brothers and sisters, music, or TV, they will naturally need less time. Average time is as follows:

Grade 6: 3 Subjects 20 minutes per night = 60 minutes

Grade 7: 3 Subjects 20 minutes per night = 60 minutes

Grade 8: 3 Subjects 20 minutes per night = 90 minutes

Grade 9: 3 Subjects 20 minutes per night = 120 minutes

Grade 10: 3 Subjects 20 minutes per night = 120 minutes

Grade 11: at the discretion of each subject teacher

Grade 12: at the discretion of each subject teacher

2.6 Academic Integrity

Copying work from other students, using materials from books, CD-ROM's, computer programs, Internet sites and other sources without proper acknowledgment is a contradiction with the principles of honesty, self-reliance, and responsibility. Such actions will be considered Plagiarism and may lead students to suffer loss of grades and serious disciplinary actions.

2.7 Submitting Assignments

Teachers expect to receive all assignments on time. If students are late once and present acceptable reasons to their teachers, they may be given more time, but never more than one week. This privilege cannot be repeated.

For unexcused lateness in submitting assignments, the student will be subject to consequences according to the policy explained by teachers.

All assignments must be given in before the end of term exams; otherwise students will receive a zero on non-submitted assignments.

2.8 Plagiarism

Plagiarism (presenting someone else's work as a student's own) is a form of cheating. TIIS staff demand a high standard of academic honesty from all pupils from the very first day of the school year.

Pupils will be provided with clear guidance to the effect that they must always:



- Acknowledge their sources, possibly using parentheses to enclose the citation.
- Use quotation marks for all quoted material.
- Revise paraphrased material so that it appears in their own writing style.
- Provide a bibliography list for every source used.
- Ensure that others do not copy their work ensure that work they submit is actually their own.

In the secondary school particularly, if a pupil is caught cheating in a test or if a teacher has good reason to suspect that a piece of work has been done by someone else (or simply downloaded from the internet) the matter will be referred to the principal and will be graded as zero. Parents are also asked to be vigilant when their children are using the internet, and to not down any website addresses which offer downloadable, essays, coursework assignments etc.

2.9 Assessment

Assessment is an important means of evaluating a pupil's achievements and experience. It permeates and informs all aspects of a pupil's development, progress and attainment. Assessment is an integral part of process of the planning and delivery the curriculum, is an on-going process and needs updating regularly.

Students are assessed formally twice a term (Mid-term and end of term).

Students also take the Cambridge checkpoint exams at the end of the secondary stage in English, Maths and Science. These are graded in the UK and detailed reports are generated. This gives teachers and parents a clear indication of students' strengths and weaknesses in those three subjects.

Formative assessment will be made through observation, discussion, and analysis of pupil's work as well as through specially designed activities.

All pupils will undergo in-class continuous assessment throughout the academic year. Students in grade 10-12 can opt for IGCSE, AS and A-level examinations from Cambridge International examination board (CIE). Pupils' progress will be communicated to parents through formal parent-teacher meetings which occur thrice yearly and are supported by written reports.

2.10 The Aims of Assessment

- To inform planning on both a short term and a medium term basis.



- To particularly inform the planning of appropriate activities matched to the identified needs of individual pupils.
- To form an integral part of the process of identifying and supporting special needs.
- To inform the setting of individual targets for pupils.
- To provide continuity and consistency between year groups and stages.
- To monitor each child's progress and attainment through their school life.
- To assist in informing parents of the progress that has been made by a child over a given period and to ensure that both weakness and strengths are identified.

2.11 Need for Instructional Assistance

If learning difficulties become frequent, teachers, school administration, and parents will cooperate with the student to find the appropriate help. This may be through remedial classes in breaks or after school.

Private tutoring by any of our teachers outside school requires the prior approval of the school administration.

If students do not work effectively every day and do their homework every evening, they will have serious difficulty in the cumulative tests and End of Term exams.

2.12 Announced Tests

Students are expected to make all efforts to sit for announced tests on the date scheduled. If they are absent for reasons beyond their control with an excuse accepted by the school, they will be required to sit for a make-up test at the administration's discretion. If they do not sit for that make-up session, or if their excuse is not accepted, they will receive a zero on the test.

Tests are expected to be prepared for at home and not during school time. Repeated exams are to be done in the school office.

2.13 Make-up for Lessons Explained During an Absence

If students are obliged to be absent from school, parents are kindly requested to call the school office before 9:00AM and request the instructional materials for the day. Upon their return, students are responsible for requesting missed assignments from each of their teachers.



2.14 Student Evaluation

Teachers use different ways to evaluate students' work. They observe them in the class and record their readiness for the lesson, attention to explanations and instructions, participation in activities, the questions they ask and the answers they attempt, the recording and preparation of their homework and projects, etc.

Teachers also use daily oral recitations or written short quizzes on the day's lesson, and announced assessments at the end of each topic or assessments that cover the lessons studied during the last two to four weeks. All these contribute to the terms average. Students at our school are under constant evaluation. Mid Term and End of Term Examinations are part of the continuous assessment process. Students who get more than 90% in the average all of their subject in mid-term exams as well as Term end exams make it to the Honor Roll.

2.15 Grading Scheme

The grading scheme used by school is based on continuous assessment throughout KG2-Grade 2. From Grade 3-12, a mark is given out of 100 for each academic subject at the end of each term. The passing mark is 60.

The mark is generated from:

Midterm exam	Classwork	Homework	Behavior	Attendance	End of term exam	Total
20%	10%	10%	5%	5%	50%	100%

-Attendance 5%

If a child gets more than 10 excused absences per term, the child loses the 5%.

IF a child gets more than 7 unexcused absences per term, the child loses the 5%.

-Behavior 5%

If a child gets more than 5 misconducts per term he loses the 5%.

2.16 Reporting and Study Skills

Whilst grades are granted for academic achievement, it is important for students to realize that a percentage of their final coursework comes from the teachers assessment of daily classroom attitude, punctuality, organization and participation



as well as the way in which homework done and presented. This is communicated to parents in a Monitoring Report which is sent out each half term.

Good citizen attributes are very important and determine whether or not students get house points. Each student has to be a team player and so belongs to one of four houses: Red, Green, Yellow, Blue. House points can be gained for excellent work, improvement in quality of work, kind deeds to one another as well as achievement in sports, music and other activities. House points are collected in individual pockets in the classroom and at the end of each term, certificates are awarded to those individuals who gained the most honours for their house. Students collect points for their team not only for themselves.

2.17 Reports

As mentioned above teachers will report to parents at regular intervals on the student's achievement, their attitudes and behaviors and their study skills and work habits. The School years are an important period of development and change. The learning programme is very important and must be appropriate for children and young adults conceptual and physical development.

A full school report is sent out three times a year, to all pupils, at the end of each term, giving a full picture of the students examination results, attainment, endeavor attitude and attendance record.

Monitoring Reports are sent out in the middle of all terms to all grades except foundation stage. After distributing monitoring reports, teachers meet with parents to discuss the student's situation and examine their specific needs.



3. ATTITUDES AND BEHAVIOUR

3.1 Rights

The school is a community where fundamental rights apply to all persons – students and staff – and to the entire school day, including travel to and from home. These are:

- The right to education, which means that teachers are free to teach and students free to learn without being interrupted by inconsiderate or unruly behavior.
- The right to develop one's own personality (so long that it does not interfere with the rights of others) without criticism or pressure from others.
- The right to be treated respectfully, and freedom from physical abuse and from mental abuse such as intimidation, harassment, or name-calling.
- The right to privacy.
- Freedom from being set apart or mocked because of race, sex, religion, nationality, appearance, age, culture, handicap, performance, etc.
- The right to have personal and school property respected and safeguarded.

Self-discipline is essential for the observance of these rights by all members of the community. It reflects and promotes responsible citizenship. Continued positive self-control requires the cooperation of pupils, faculty, and form staff members and parents.

3.2 Improving behaviour

- In the event a pupil does not demonstrate appropriate self-discipline regarding the school's policies, procedures and regulations, a variety of sources help the student to improve his behaviour.
- Initially the teacher concerned interacts with the student.
- With persisting inappropriate behaviour, the student is referred to a teacher counselor or Principal.
- If a pattern of inappropriate behaviour continues, parents are invited to share in improving the pupil's behaviour.
- Recurring misbehavior may lead to written warnings, detention, suspension and expulsion.

N.B. During his/her suspension, the student loses the privilege of participating in the group learning and any work missed should be done at the student's own time.



3.3 Students are expected to:

- Abide by school rules and regulations.
- Perform the expected schoolwork.
- Attend all classes on time and be quietly seated before the starting bell.
- Respect and cooperate with teachers, staff, and other students.
- Respect rights of others and avoid disturbing and interrupting the class.
- Work quietly during the class and follow all instructions of the teacher.
- Avoid vandalism and show full respect for school property and property of others.
- Students are responsible for any damage they cause to school property or property of others.
- Obtain teacher's permission before asking questions, moving, or addressing other students.
- At the end of the period, wait for the teacher's signal to leave class, even if the bell rings.
- Before leaving the classroom, put their chairs in place, check the cleanliness of the table and area around them.
- In corridors, walk slowly and quietly, and avoid running, pushing, or shouting.
- On playgrounds, avoid rough play.
- Remain outside classrooms during breaks.
- On the bus, sit quietly in the assigned seat, avoid moving and disturbing other students, and be alert to the directions of the bus supervisor.
- Avoid chewing gum.
- Avoid bringing or using toys, gadgets or games.
- Students are expected to keep their hands and feet to themselves.
- **Premeditated vandalism (including destruction or theft of student or school property), bringing in devices that put others lives at risk premeditated fraud in tests, quizzes, or exams, and plagiarism are major offences which will be referred directly to the Principal. Students involved in such offences may be suspended or expelled from school.**



4. ATTENDANCE

- Students are expected to be in school and to follow their assigned schedule every day.

Parents and students should be aware that what goes on in the classroom (daily teaching, student interaction with the teacher and other students, discussion, lecture, reports, audiovisuals, cooperative learning) cannot be duplicated and is a crucial part of coursework.

- In order to participate in any extra curricular activity a student must be present during the day. This includes drama, musical rehearsals, productions, competitions, athletic practices, clubs, activities, and school socials.

- In case of absence, parents are requested to notify the school by telephone or in writing before 9:00 o'clock to enable teachers to provide any work to the school office for parent pick-up.

- When returning from absence students must submit a written absence letter to the teacher during registration. If they fail to submit an excuse the student is considered as absent without an excuse. Students are not allowed to leave the school campus during the day. A student who leaves illegally will be subject to disciplinary action.

4.1 Types of Absences

Excused absences include:

- **Medical** (personal illness, serious family illness, and medical appointments);
- **Death in the family** and **Family emergency**.

In this case, the Student Homework Form is sent to the student upon his/her request.

4.2 Unexcused Absence

- Absence is unexcused when the reason does not fall within the above-mentioned categories, even if parents are aware of the absence.

- Cutting a class cannot be excused and leads to serious disciplinary actions.

Consequences for skipping classes:

First Unexcused absence: Student is referred to the administration and receives verbal warning. Parents are informed.

Second Unexcused absence: Parents are informed in writing.



Third Unexcused absence: Student is referred to the discipline committee that may suspend him/her, or apply more severe measures.

4.3 Vacations and Trips

The school strongly discourages pupil absence for family vacations or social occasions, due to the negative impact absences could have on the pupil's achievement.

4.4 Dismissal

- Students obliged to leave school before the end of the school day must submit a written parent request (or under certain circumstances a parent telephone call or a parent appearing at school) approved by the administration. Approval forms must be signed in the Administration.
- Dismissals without good reason are denied.

4.5 Lateness

- Students are expected to arrive at school no later than 7:25am. This allows them the time to go to their class and prepare themselves for lessons 1.
- All students should be lined up to go inside their classes after the 7:30 bell as Lesson 1 starts promptly at 7:45am.
- Students who are late for first period go straight to the office, where a late slip is given to them.
- Students who have more than 3 lates a week will have parents informed by letter.
- Students with beyond 10 lates a month will be asked to have a conference with their parent at school.
- Lateness beyond this point will go before the Principal.
- Late students must check with teachers to receive advice on how to make up for work missed.
- Repeated lateness will lead to the loss of house points and the student will be subject to discipline consequences.

4.6 Promotion Requirements

The three term averages contribute to the yearly average. In order to be eligible for promotion into the next year a pupil must have:

- A record of regular attendance.



- An acceptable disciplinary record.
- A general average of 60% or above in core subjects (Mathematics, English, Arabic and Science).
- No extremely poor marks in any of the other subjects.

-Students who fail in a core subject (English, Arabic, Science and Maths) in the last term will be given a make-up test before school starts in September.

-Students who fail the same subject for two consecutive years will not be eligible for promotion. However, they may be authorized to repeat their year if they have not previously repeated a year at the elementary level, and if they fulfil the proper age, attitude, and discipline conditions.

In times where students request to repeat exams without a sick leave, 5 BD will be charged for each examination.

In times where parents request to see exam papers, 5 BD will be charged for each paper seen.



5. ACTIVITIES AND CLUBS

The goal of participating in activities and clubs is to help students develop interests beyond academic studies, broaden their perspective and provide them with opportunities for effective and pleasurable use of leisure time.

5.1 School Trips

Educational trips provide students and teachers with opportunities for learning and teaching beyond classroom. Some trips might be recreational. Students have 2-3 trips per term.

5.2 Student Council

Students elect their officers and representatives in accordance with the constitution and bylaws to develop ideas and implement activities that support the school in positive ways. Faculty advisor(s) are appointed to help the Student Council.

5.3 Socials

All school student socials and other activities suggested by students and faculty are organized in conjunction with Student Council approval, cooperation and support.

5.4 Book Faire

A book faire is conducted in school for 3 days, twice every year where books will be available for sale. All students are encouraged to purchase books for reading.

5.5 Publications

Students are encouraged to volunteer in helping to develop the year book and the school magazines.

5.6 End of Year Procedures

Students have to comply with the end of the year procedures (this includes returning all library books, GINN reading books, locker keys, and paying the outstanding fees) to be eligible to receive an end of the year report.

5.7 Certificates of Recognition

At the end of the school year and based on the house points achieved, special certificates are awarded to pupils in recognition of outstanding academic achievement and exemplary behaviour.



5.8 Gifts

Gifts to school staff are not to be made. Parents and students are requested to abide by this regulation.

5.9 Birthday Parties

Birthday parties are allowed for pupils in the Pre-Nursery, Nursery, KG1. They are restricted to the picnic period and should not be elaborate celebrations. A birthday cake with candles and songs is adequate in school. Parents are requested to provide paper plates and napkins with the cake. In the upper levels birthday parties should be limited to informal celebrations without cakes, gifts or special performances.

5.10 Musical concert

All students are encouraged to participate in the annual music concert, which takes place in the Cultural Hall. Parents and friends are invited to enjoy the show.

6. GENERAL MATTERS

6.1 School Uniforms – from September 2018

The general atmosphere of a school must be conducive to learning. A student’s general attire or appearance must not represent a danger to his or her health or welfare, or attract undue attention to become a disruptive factor in the school. As such, Talent International and The Infant School have a uniform policy. Within the guidelines of the policy clothing must not be unduly revealing or in any way detracts from the educational mission of the school.

All pupils are required to wear the school uniform. This is available from the “House of Uniforms”, which is situated in A’ali Mall or Tala Plaza.



making colors work for you since 1985



Updated date : 06-01-2018



making colors work for you since 1985



Updated : 09-01-2018

Nusery to KG



Grade 1 to Grade 12



Nusery to Grade 12
(All Navy Blue with Badge)





6.2 Make-up/long hair/hats

- Girls cannot wear make-up
- Earrings cannot extend beyond the ear lobe
- Boys' hair should not be of a length that can be tied: hair should be neat.
- Hats are not part of the school uniform. As such, they are not allowed in the building.

6.3 Consequences for not abiding by the uniform policy

First time: verbal warning: a uniform pass is given to student: the pass is to be kept by the student for the Whole school day in order to be shown to teachers upon request.

Second time: call home to bring in uniform; a uniform pass is given on which the time for bringing in the uniform from home is indicated; student returns to class.

Third time: student stays in the office until uniform is brought from home.

Fourth time: student stays in the office until uniform is brought from home; student is referred to the discipline committee.

6.4 Jewellery and Valuables

Students are not advised to wear jewellery or bring valuables on campus. The school does not accept any responsibility in the event of a loss or damage of a valuable. Jewellery is not permitted when taking part in the PE lessons for safety reasons.

6.5 Identification of Belongings

All student belongings (books, copybooks, jackets, PE suits, bags, etc.) must be clearly marked with their names.

6.6 ID cards

Students are requested to wear ID cards all throughout the school day.

6.7 Change of usual routine

If a student has to change his usual routine, e.g. board another bus, go home with a friend, relative or driver written note from a parent is required to be given to the Secretary in Administration. She will inform form and duty teachers.



6.8 Houses

Students are assigned to one of the four houses for sports and house point purposes:

- ☐ Red
- ☐ Green
- ☐ Yellow
- ☐ Blue

6.9 Circular and Letters

Communication between school and parents is of utmost importance. Students are expected to deliver school letters and circulars to their parents on the same day. Communicating with teachers can also be done informally at the end of the school day or formally through the schools office. Formal communication to teachers or the office should be done through emails: admin@talentschools.com

Other school/parents communications are done on a daily basis through whatsapp.



7. DISCIPLINE PROCEDURES

- Verbal and written warnings aim at clarifying to students that their behavior needs immediate improvement.
- A continued pattern of inappropriate behaviour and / or major offences may lead the Principal to place a student under probation for a prescribed time (detention).
- Disciplinary probation is the last warning prior to suspension or expulsion.
- At the end of the probation period, the Principal may remove or renew the probation, depending on the improvement.
- If no improvement is observed at the end of the second probation period, student will be suspended from school.
- A student placed under disciplinary probation is not allowed to participate in school related activities (i.e. Student Council, sports teams, etc.)
- If the probation period is completed satisfactorily students with their parents as witness will be required to sign a good behaviour contract.
- Any breach of the good behaviour contract will result in a written warning and/or suspension depending upon the severity of the offence.

Sanctions should be seen as a consequence of the student's choice of behaviour. Clearly, matters of student behaviour that require intervention are best dealt with by the teacher who will provide guidance and assistance in a manner that encourages future student cooperation. However, there will be occasions when consequences will need to be imposed. These consequences would mirror the seriousness of the infraction and include:

- After school detention,
- Referral to the Principal or Deputy Principal
- Suspension from school for one or more days,
- Expulsion from school (immediately)

7.1 Types of inappropriate behaviors

The following are some examples of what might be considered minor and major problems.

Minor problems

- Disruptive classroom behaviour
- Pushing and shoving
- Littering
- Not wearing school uniform



- Tardiness

Major problems

- Leaving school campus without permission
- Disrespectful behaviour
- Fighting
- Smoking
- Cheating
- Stealing
- Vandalism
- Repeated inappropriate behavior

7.2 Behavioral sanctions

1) Morning lateness التأخير الصباحي

Action 1: A late slip signed by parents and taken to class teacher to mark the student late on the class register.

Action 2: 3 lateness in a week results in communication with parents.

Action 3: 6 lateness in a month results in afterschool detention.

2) Class lateness التأخير عن الحصة

Action 1: Verbal warning given by the teacher.

Action 2: A written pledge is signed by the student with a notice given to parents.

Action 3: Detention for one hour after-school.

3) Day absence الغياب اليومي

Action 1: 2 days absence without notice leads to the office contacting parents who have failed to inform of the reason of child's absence for more than two days. Parents are required to sign a pledge if the absence is up to ten continuous days of absence.



Action 2: Absence upto ten days consecutively in a term, the student will not be entitled to sit for end of term examination. A copy will be sent to the Ministry of Education.

Action 3: Absence upto 25 consecutive days in the year, students will be not be able to pass the year.

4) Leaving early without permission الخروج المبكر دون إذن

Action 1: Written warning and parents informed.

Action 2: Suspension for 3 days.

Action 3: Referral to the discipline committee which may decide to expel the student.

5) Escaping from school الهروب من المدرسة

Action 1: Student is referred to the administration and receives verbal warning. Parents are informed.

Action 2: Student is referred to the discipline committee that may suspend him/her, or apply more severe measures.

6) Skipping class الهروب من الحصة

Action 1: Student receives a verbal warning. Parents are informed.

Action 2: Parents are informed in writing and student is detained for one hour after-school.

Action 3: Student is referred to the discipline committee and is suspended for one day.



7) Vandalism التخریب

Action 1: Refer him /her to the administration and inform the parents about what happened and charge them for the damages.

Action 2: Parents and student signs a pledge.

Action 3: Suspension or expulsion

8) Non-compliance with uniform عدم الألتزام بالمظهر العام

Action 1: Verbal warning.

Action 2: Written warning sent to parents.

Action 3: Detention on Thursday after-school until he/she wears correct uniform.

9) Violent Attacking السلوك العدواني والعنيف (التهجم)

Action 1: Written warning and a pledge is signed by students and their parents.

Action 2: Suspension for 3 days.

Action 3: Expulsion.

10) Fighting

Action 1: Verbal warning.

Action 2: Written warning and detention for one hour after-school.

Action 3: Suspension for 3 days.

11) Disrespect to staff or administration إساءة الأدب والأخلاق للمدرسين والإدارة

Action 1: Written warning and parents are informed.

Action 2: Suspension for one day.

Action 3: Expulsion.



12) Stealing السرقة

Action 1: Written warning and parents are informed.

Action 2: Suspension for 3 days.

Action 3: Expulsion

13) Smoking التدخين

Action 1: Warning letter to student, informing parents & counseling.

Action 2: Suspension for 3 days.

Action 3: Expulsion.

14) Mobile phones الهواتف النقالة

Action 1: Phone confiscated for 3 days.

Action 2: Phone confiscated for a week and student detained for one hour after-school.

Action 3: Phone confiscated for a month and student suspended for one day.

15) Impersonating انتحال الشخصية

Action 1: Verbal warning and parents informed.

Action 2: Written warning and parents sign a pledge.

Action 3: Suspension for 1 day.

16) Cheating in exams الغش في الإمتحانات

Action 1: Exam paper is withdrawn and zero grade is given.

Action 2: Written warning and parents sign a pledge.

Action 3: Suspension for 3 days.



17) Prejudice to national sovereignty المساس بالسيادة الوطنية

Action 1: Verbal warning.

Action 2: Written warning and contacting parents.

Action 3: Suspension and referral to the Ministry of Education for further investigation.

18) Missing books عدم إحظار الكتب المدرسية

Action 1: Verbal warning and informing parents through diary.

Action 2: Break detention with written warning.

Action 3: After-school detention.

19) Dealing with drugs التعامل مع المخدرات

Action 1: Written warning to parents and they are asked to sign a pledge.

Action 2: Suspension for 3 days.

Action 3: Expulsion, they are referred to the Ministry of Education for further actions.



Registration Certificate

Talent International & The Infant School Manama, Bahrain

This certificate confirms that Talent International & The Infant School, Manama Bahrain has met the required quality standards to be a registered Cambridge International School. Talent International & The Infant School works with Cambridge through the British Council under centre number BH049. The school is approved to offer:

- **Cambridge Lower Secondary Checkpoint** (typically delivered in Years 7-9 in Bahrain)
- **Cambridge IGCSE and Cambridge O Level** (typically delivered in Years 10-11 in Bahrain)
- **Cambridge International AS & A Level** (typically delivered in years 12-13 in Bahrain)

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Christine Özden, Chief Executive
Cambridge Assessment International Education