KGS SINCE 1986

KHALIL GIBRAN SCHOOL

مؤسسة جبران خليل جبران

Khalil Gibran School Rabat

Parents' Handbook

2026 - 2027

An inspired school

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WELCOME TO KHALIL GIBRAN SCHOOL

Message from the Executive Principal

I am delighted to welcome you to **Khalil Gibran School**, Rabat (KGS). It is a great privilege to be Principal of such a long-established school, and a tremendous honor to be trusted with the education of all our KGS students. A proud member of the Inspired Group—we are delighted to have joined a global network of premium private schools committed to delivering excellence in education. As the Executive Principal, I am honored to extend a warm greeting to all students, parents, and stakeholders who form our vibrant and diverse school community. At **Khalil Gibran School**, Rabat, we take pride in being pioneers in offering a dual curriculum, a distinctive feature that sets us apart as one of the first schools in Morocco with a stellar reputation for educational excellence. Our commitment to providing a dual curriculum reflects our dedication to preparing students for a globalized world, where proficiency in multiple languages and a well-rounded education are essential.

Our school is founded on a set of core values that guide us in all aspects of learning and community life. These values—Respect, Honesty, Solidarity, and Integrity—serve as the foundation for the nurturing and supportive environment we strive to create. We believe that instilling these values in our students is crucial for their holistic development as responsible citizens.

INNA HAKOBYAN

EXECUTIVE PRINCIPAL

Mission Statement

Our mission at **Khalil Gibran School**, Rabat is twofold: to achieve academic excellence and to foster responsible citizenship. We are committed to providing a challenging and engaging learning environment that equips students with the knowledge, skills, and values necessary to succeed in the ever-evolving global landscape.

In line with our mission, our vision is centred on nurturing excellence for a multilingual, multicultural world. We understand the importance of preparing our students not only academically but also socially and culturally, enabling them to thrive in diverse and interconnected communities.

As part of the Inspired Group, **Khalil Gibran School** aligns with Inspired's Three Pillars: Academics, Sport, and Performing Arts. We believe in a holistic approach to education, where students are encouraged to explore their interests and talents beyond the traditional classroom setting. This well-rounded education prepares them for success in various aspects of life.

Being a part of the Inspired Group of Schools sets a global standard of excellence, and we are committed to upholding and surpassing these standards in every facet of our educational journey. Together, as a collaborative and dedicated community, we will continue to inspire and empower our students to reach new heights.

Expectations

At KGS, all the students have the right to attend school in an environment conducive to learning. All students are expected to take pride in being part of KGS community and to behave in ways that will bring credit to themselves and the school.

Admission process

The admission process begins with an application form. This is available from the School Website at www.kgs-rabat.ma or from the admissions team on the main campus.

Online applications can be sent to info@kgs-rabat.ma with “New admission” in the subject bar or you can return the application to the front desk at the school on Bir Kacem Site.

Class allocations will be based on academic, cognitive and linguistic abilities to ensure the best opportunities for each child to progress, develop and thrive in our school.

If a place at the school is offered and accepted by the parents, a registration fee and the first term tuition fees must be paid before the start of the academic year.

Non-payment of fees may lead to your children being removed from their classes or the school’s offer to you being revoked.

If you remove your children from the school a term’s notice is required. Should a term’s notice not be given then a term’s fees will be charged. The money for books, or other materials purchased, will not be refunded.

KGS Campuses

Khalil Gibran School is situated on three campuses:

1. Annex 1 for FS1 to Year 3 is located on 20 Rue Oulad Ayyad, Souissi, Rabat.
2. Main campus for Years 4 to Year 13 (Cambridge pathway) is located at 4 Avenue Bir Kacem, Souissi Rabat.
3. Annex 2 for Years 7 to Year 13 (Moroccan pathway) is located on 38 Lotissement Mouline 2, Souissi, Rabat.

School Day

The school grounds are open from 07:30 in the morning. Early Learning School offers supervised early drop-off, from 07:30.

It is important that children are on time as lateness disrupts lessons. Sanctions and rewards will be given for attendance and punctuality.

All students are expected to arrive on time to classes. If students are late to school or to class, they will be marked as 'late'. Students who are late to class from another class and who do not have an appropriate written excuse will be marked 'unexcused lateness' by their teacher. This may be reflected in school reports.

Poor punctuality is not acceptable. Students who are late disrupt their own progress and the learning process of others. The school day is staggered to get all students in safely and we expect your child to be in class at that time.

Parents will be kept fully informed on their child's attendance and punctuality daily if their attendance has fallen below the school's minimum expectations.

Start of the school day

The school start times are as follows for this coming year (and will be subject to change during the holy month of Ramadan)

Early Learning School (FS1 to Year 1) - 08:00 am (Monday to Friday)

Year 2 to Year 13 – 08:00 am (Monday to Friday)

A formal register is taken punctually each day within the first 03 minutes during timetabled classes. Your child will be marked **late the first and second time**. Failure to arrive in school on time may result in escalation of sanctions.

If your child is persistently late, you must attend a meeting with the Head of Phase to discuss the reasons for their lateness.

If there is no improvement, then this will be escalated to the Executive Principal.

We have high expectations of all our parents to promote positive attitudes towards attendance according to their role.

The school aims to keep all students safe in accordance with the Safeguarding Policy which includes expected student attendance at school unless otherwise formally advised by parents.

The school finishes lessons at 15:30 (Years FS2 - Year 6) and 15:30 (Years 7-13) on Monday to Thursday. On Friday, school finishes at 13:00 for all year groups. In the Early School (FS1) lessons finish at 14:30 on Monday to Thursday (wrap around after-school care programme to run from 14:30 – 16:30) and at 13:00 on Friday.

Supervision is provided by teaching staff until 3:30pm each day and 16:30pm on ECA days/ After-school care (FS1).

Parents are expected to collect their children promptly after the end of school.

Extra-curricular after school activities (ECAs) will run from 15:30 to 16:30 on Tuesdays, Wednesdays and Thursdays for Years FS2-11.

End of the school day

When the school day has ended, parents will need to wait outside the entrances for their children. When a member of staff has seen you waiting, they will call your child/children and they will make their way to you at the gate. Please ensure that you meet your children on time at the times below to support the efficient and safe departure of students of all age groups.

Pick up times are as follows:

Year Groups	Monday to Thursday	Friday	Campus
FS1	14:30 (or 16:30 after-care)	13.00	Early Learning School
Year 2-6	15:30 (ECAs run until 16:30pm Tues to Thurs)	13.00	Early Learning School & Main Campus
Year 7-13	15.30 (ECAs run until 16:30pm Tues to Thurs)	13.00	Bir Kacem campus (Cambridge pathway)
Year 7-13	15.30 (ECAs run until 16:30pm Tues to Thurs)	13.00	Annex 2 (Moroccan pathway)

Children on the school bus will line up at the bus gate and wait to be escorted to the appropriate bus.

If you need to collect your children before the end of the school day, contact the school in advance so we know of their absence. Please inform the school if your children will be late for any reason in the morning.

If you need to arrange for somebody else to collect your children at the end of the day you will need to do the following:

1. Contact the school from the official e-mail or telephone number that is registered with KGS.
2. Explain who will be collecting your children and for what reason.
3. Give the school the person's name, ID card number and vehicle registration number. These documents must be produced when collecting the child.

Curriculum

There are 12 periods in the school day, (primary and secondary), except on Friday where there are 8 lessons and assembly.

Children will be expected to participate in all lessons. On PE days, school PE kit should be worn by the children. Children unable to take part in PE lessons should have a note explaining why they cannot take part in the lesson.

As an accredited Cambridge International school, **Khalil Gibran School** follows the Cambridge Primary curriculum for English, Mathematics and Science as well as The National Curriculum for England in other lessons.

Arabic is taught following the Moroccan Curriculum and children in Years 7 who will be sitting Year 7 National Exams which is taken at the end of Primary in Arabic, Islamic Education, French and Mathematics as set by the Moroccan Ministry of Education will receive classes alongside the Cambridge Primary curriculum.

In French lessons the school follow the Moroccan Curriculum for first language French, with French as an additional language being taught through resources of The French Institute.

The school's main language of instruction is English, and this will be used in all lessons except those of Arabic and French. Children are free to use their native tongue at breaktimes, though the use of English will be encouraged by the school's staff to support language development.

It is not expected that children will change classes during the school year, unless in extreme circumstances. This change needs to be recommended and agreed between parents and the school.

Items for pencil case

To understand the school supply requirements for your child's section and year group, please click on the relevant link below:

- Cambridge Section:
  Year 7 to 13 School Supplies
- Moroccan Section:
  School supplies Moroccan Middle School
  School supplies Moroccan High School
- Primary Section:
  FS2 to Year 6 school supplies

Please do not send your children to school with correction fluid pens (Wipeout) as this will not be used during lessons.

Years 5 and 6 will also need blue and black pens to write with and a good geometry set for Science and Mathematics. Please try to avoid felt-tip pens and markers as these will stain through paper on the books the child is using in school. A school Supply list will be issued for Year 5 and 6 to get the notebooks needed. A clear (see through) pencil case is required for Year 6 for the Cambridge Checkpoint exams.

Absence from School

If your child is absent from school for any length of time, please inform the school as soon as possible. When the children return to school, please ensure they have a note explaining why they were absent or a doctor's note. The school will contact you on the first day of your child's absence to confirm the reason for their absence and authorize this absence.

If you know your children will be away from school in advance, please inform the school as soon as possible. Please do ask the teachers for schoolwork in advance. Secondary students should speak to their teachers independently and ensure any work missed is caught up.

Parents and students should keep the following in mind:

- ATTENDING EACH DAY IS IMPORTANT
- BEING ON TIME EACH DAY MAKES A DIFFERENCE
- THERE WILL BE SANCTIONS AND REWARDS FOR ATTENDANCE AND ARRIVING IN SCHOOL ON TIME

Illness

If your child is unwell, please keep them at home. This way illness will not spread around the school and affect both children and school staff. If a child becomes ill in school, you will be notified if there is a need to make arrangements to take the child home.

Conduct on the bus

Transportation to and from KGS by bus should be pleasant and safe. Students who choose not to abide by the bus rules will be suspended from taking the bus for periods ranging from one week to permanently. Bus fees are refunded for suspension periods if the student is excluded permanently from the bus. Students are requested to meet their bus time. Bus drivers have been requested to allow one minute's grace before moving on. Abuse means loss of the privilege temporarily.

The drivers, the monitors and all teachers are in authority on the buses. The transportation coordinator has the authority to assign seats on the bus, if necessary. The bus rules are as follows:

a. Keep noise to a minimum on the bus as excessive noise may distract the driver.
b. Do not talk to the driver except in an emergency.
c. Stay seated when the bus is moving.
d. Do not consume food and beverages on the bus.
e. Wear seat belts at all times.
f. Littering will not be tolerated on the bus.

Children with Special Educational Needs

The school believes that all children have the right to an Education. The school also acknowledges that it may not have the facilities to accommodate all children with special educational requirements. The school will consider the requirements of each child case-by-case and holds the right to decline an application if we believe we cannot accommodate the child, or it is not in the child's best interest to be at our school. All issues will be discussed with the parents and all possible reasonable solutions will be explored. At KGS Rabat, we have a dedicated Learning Support Teacher and a School Counsellor.

Dietary Requirement

The application form contains a section asking whether you require your children to use the canteen for mealtimes. If you have any requests, for reason of religion or because of allergies, please include this in your application. Please note that all meat in the canteen is Halal.

Healthy Lifestyle in KGS

At KGS we are committed to encouraging and developing positive attitudes towards food and a healthy diet.

Promoting a healthy lifestyle is integral to our curriculum and we recognize the importance of offering children the opportunity to make informed choices about what, when, where and why they eat. As a school we endorse fresh, local food.

As a school we know that food is fundamental to the quality of a child's life; not only just in providing essential nutrition but in communicating and sharing positive values, attitudes, and experiences with each other.

We believe that adults (staff, parents, and carers) should be good role models and should support the children in understanding how balanced nutrition contributes to a person's health, happiness, and general well-being.

We will continue to educate our students about the benefits of a healthy lifestyle, particularly a healthy diet, this in turn will enable the school to develop and maintain a shared philosophy on all aspects of food and drink. Its key aim is to develop healthy eating and drinking activities within the school that benefit children, staff, parents, and the whole school community.

At KGS we recognise the important connection between a healthy, balanced diet and a child's ability to learn effectively and achieve high standards in school.

Packed Lunches

At KGS we are committed to encouraging parents to provide healthy lunch boxes for their children.

1. Students' lunch boxes should contain a balanced nutrition meal. Throughout the week parents are encouraged to provide a variety of healthy foods
2. Lunch boxes should not contain any of the food listed below to maintain a healthy diet; crisps, confectionary, chocolate bars and sweetened drinks, Fizzy drinks, chewing gum, nuts and sweets are not allowed.
3. The contents of children's lunchboxes will be monitored, to ensure a balanced meal is being provided and the portion size is appropriate for the age of the child.
4. Children are taught not to share packed lunches and parents are reminded about the need to avoid sending in packed lunches containing nuts. Some children are allergic to nuts and serious reactions, including breathing difficulties, can occur.
5. Food not eaten in a packed lunch will be taken home by the child to ensure that parents know what their child has or has not eaten.

NO FOOD DELIVERY IS ALLOWED IN SCHOOL

This includes foods such as McDonalds, Pizzas, Fries, Fried foods such as chicken etc. – and/or fizzy drinks and confectionaries. Any food orders delivered to the school during the lunch break will be sent back.

The Dining Environment

At KGS, we are committed to providing a welcoming eating environment encouraging the positive social and cultural interaction of students. The school will aim to provide a calm, ordered environment conducive to good behaviour and mutual respect.

1. The dining areas are well staffed with staff and school leaders who assist the children in various ways such as serving dinner trays, and opening containers.
2. Children will be encouraged to develop good eating skills and table manners at lunchtime and will be given plenty of time to eat.
3. Children will be encouraged to try a wide range of foods at lunchtimes to develop a taste for a greater variety of foods and achieve a balanced diet.
4. Children will be required to enter and leave the dining area in an orderly way; to show respect for other diners.
5. The children will be encouraged to demonstrate good manners by keeping table surfaces clean and tidy, cleaning up after themselves and conducting themselves respectfully during dinner time.

School Uniform and Dress Code

Our school Uniform Policy is designed to ensure that every student, from FS1 through to Year 13, embodies the values and identity of our school. It helps to foster a sense of belonging, unity, and equality among our students. When all members of our school community wear their uniform with pride, it reinforces our collective identity and supports a focused and professional learning environment.

For detailed information about our uniform standards and requirements, please refer to our Uniform Policy.

Students dressed correctly and neatly can expect to be praised for taking pride in their appearance. Conversely, uniform infringements are treated as examples of negative behaviour, as per the Behaviour Policy.

If a student comes to school without KGS uniform they will be required to return home. The student will be placed in internal suspension until they are collected by the parent/guardian to correct the issue.

The same procedure applies to students who do not follow the guidelines for PE kit.

For more information, please refer to our Uniform Policy, uniform infringements policy section.

Behaviour expectation

We take discipline, respect, and good manners very seriously. We would appreciate your support to maintain these three pillars of good conduct. With your help, we would like our children to respect themselves, their teachers, their classmates and the school environment. All children in the Primary school are expected to agree to our Behaviour Policy.

At KGS Rabat, we recognise student contributions through Rewards and Conduct points and progress awards.

OUR GOLDEN RULES

- Always do the right thing, even when nobody is looking
- Treat other people with kindness and respect
- Show respect to yourself, other people and their possessions, and school property
- Ask for help, or tell an adult, if you are unhappy or need advice
- Accept responsibility for your actions.

Sanctions:

10 Step Reminder	Action
1st	Non-verbal- finger to lips, hand up. Eye contact
2nd	Verbal – warning to stop, refer to golden rules
3rd	Name on Board -visual action
4th Written Report	Moved to another class – 5-10 minutes in another class to think about their behaviour, write why removal has happened and what action needs to be taken to change behaviour.
5th Written Report	Lesson in another class -lesson to be conducted in isolation with another class.
6th Written Report	Taken to appropriate Adult – Inclusion Manager/Senior Manager – Signed Contract, steps taken, and time agreed to improve behaviour.
7th Written Report	Head of Primary Informed – Agreement Contract set up and daily report to be signed over set period. Parents Informed.
8th Written Report	Meeting with Head of Primary, Parent and Student –Contract report strategies agreed and signed between student, parents and Head of Primary.
9thWritten Report	Contract put into Action – regulated over course of set period, to be signed and reviewed between school and home.
10thWritten Report	Reviewed – set course of action, discontinued/exclusion process agreed. Action to be agreed between Students/ Parents, Head of Primary and the Executive Head.

What happens if a child behaves inappropriately?

The child will be given a verbal warning. They may be given 'time out' to calm down and reflect. If inappropriate behaviour continues other possible sanctions including but not limited to will be applied, demerits, parental meeting, detention, internal suspension, external suspension, exclusion.

We expect parents will support the school by reinforcing school rules and good behavior at home.

"EACH DAY IS A FRESH START."

The House System at KGS

The KGS House System has been established to support the creation of a culture of success and friendly competition. However, it's more important goal is to foster a greater sense of belonging and pride among students and staff by creating smaller communities within our wider school. Through membership of a House, students will have opportunities to build meaningful relationships, develop leadership skills, participate in a wide range of activities and contribute positively to school life.

The House System is built around the values that define our school community:

- Integrity
- Honesty
- Altruism
- Solidarity
- Respect

These values provide the foundation for how we learn, lead and work together. Through House activities, service opportunities, competitions and student leadership initiatives, students will be encouraged to actively demonstrate these values in their daily lives.

There are 4 houses at KGS that are linked to the impressive and diverse geographical regions of Morocco. Atlantic, Atlas, Rif and Sahara. All students will belong to one of these Houses and this membership will be determined by the School.

To understand more about the House System, please refer to the Parent Guide to the House System at KGS.

General information for parents

Class Dojo, ISAMs and Arc Pathways

Class Dojo is used by teachers to keep you informed of your child's behaviour and progress in the classroom in Years FS1 to Year 6. The teacher can communicate with you instantly through your PC, mobile phone or tablet.

You will need to download Class Dojo from the appropriate Google App or Apple Store. For PCs this may be downloaded from www.classdojo.com The teacher will then give you a log in and password for you to monitor your child's progress.

At KGS, we use ISAMs as our secure, web-based school management platform. Once the parent Portal is ready to be used, it will allow parents to access important information about their child's school life, including: timetables, attendance records, academic reports, behaviour updates and school announcements and messages.

Appointments with Staff

The school encourages contact between the parent and the teacher. It is an important part of the partnership between parents and the school to enhance your child's educational progress.

In the first instance call or email reception on either campuses for an appointment request to be filled in by the receptionist. You will then receive an email within 24 hours to arrange an appointment with the right person in school who can listen to and discuss your concerns.

It is essential that your concern is dealt with promptly and professionally by the correct member of staff. This may be the class or subject teacher in the first instance. Should further meetings be required the Head of Phase will then meet with you as parents. It is not usual that a meeting with the Executive Principal would be scheduled in the first instance. We also encourage parents to meet with us to discuss their individual concerns or request extra information. It is school policy to address concerns individually and the school will never discuss other students or concerns with parents that do not relate directly to their child or children.

What happens if a parent behaves inappropriately?

With the school values in mind, we expect parents/carers to respect the caring ethos of our schools by:

- Understanding that teachers and parents/carers need to work together for their children's benefit.
- Demonstrating that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour when communicating with any member of KGS school community.
- Seeking to clarify a child's version of events with the school's view to bring about a peaceful solution to any issue.
- Correcting their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approaching the school and its staff courteously to help resolve any issues of concern.
- Avoiding using staff as a threat to influence children's behaviour.
- To support a peaceful and safe school environment at KGS we cannot tolerate parents/carers and visitors exhibiting the following:
- Disruptive or aggressive behaviour.
- Being rude or using offensive or threatening language to a member of school staff, visitor, fellow parent/carer, or student; in person, over the telephone or in written communication.
- Approaching someone else's child to discuss that child's actions towards their own child or to chastise them for those actions.
- Smoking and consumption of alcohol or other drugs whilst on school property.
- Dogs being brought on to school premises.

We trust that parents/carers will assist KGS School with implementing this policy and thank you for your continuing support of the school.

Inspired Education Group Parent Code of Conduct

Commitment to working with parents.

We are proud at Inspired schools to have excellent relationships, based on shared beliefs and common goals, between students, staff and parents – this partnership is key to the success of our schools and ensuring students can continue to flourish in a positive and supportive environment.

We encourage and welcome parents' full participation in the life of our schools, as part of a mutually supportive community that embodies the ethos and values of the school, in the best interests of the students; we are committed to listening to parental feedback to support our schools in being the very best they can be - this code of conduct clarifies our expectations of this relationship.

The school's philosophy and values should be considered as being shared by all members of the community, including parents, and hence parents are expected to uphold these values in all their interactions with the school and its community.

Every member of our community deserves to be treated with respect, dignity, and tolerance; they are also cornerstones of the Inspired philosophy. We expect all our students to uphold these values, and ask all adults, including parents, to abide by the same standards and set a good example in their own speech and behaviour.

Communicating with school.

We understand that there will be occasions when parents and guardians wish to raise concerns or complaints – we ask parents to share these with school leadership through the appropriate channels and/or following the school's complaints policy, so these can be quickly resolved for the best interests of our students.

We expect behaviour and communications between parents and school to be always respectful and mindful of the modelling of best behaviours we expect of our students, whether at school events, in person, on the telephone or online.

In the event of disagreements between school staff and parents, these should not be worked through in sight of the parents, children or, indeed, any other students in the school. We believe that when home and school can present a shared opinion or decision to children/students, this is ultimately beneficial as part of the student's learning and development process.

We expect parents to follow and uphold all procedures outlined in the school's published policies.

Behaviour and communication that are unacceptable.

We will always do all we can to facilitate communication with parents that is consistent with the above principles in resolving the concern or the complaint, but we will not tolerate communication or behaviour we consider disrespectful, abusive or threatening.

Behaviours that we consider to be unacceptable include, but are not limited to:

- Communication or behaviour that is disrespectful, offensive, aggressive, abusive, defamatory, threatening, harassing, bullying or otherwise considered unacceptable, whether this is at school events, in person, on the telephone, by email or on social media.
- Behaviour or communications that breach school policies, safety or procedures.
- Disruptive behaviour including offensive language or displays of anger which interferes or threatens to interfere with the normal, daily operation of the school.
- Inappropriate posting of libelous, defamatory, malicious or threatening messages on emails and on traditional and social media about the school or individuals connected with it, including creating or joining private groups or chats that victimize or harass an individual connected with the school or the school in general, or potentially damage the school's reputation.

Consequences of breaching parent code of conduct.

Where behaviours are displayed by parents that breach the parent code of conduct, the school will attempt to facilitate more effective lines of communication, investigate, and seek to resolve these issues.

Where that is not possible, the school reserves the right to take any action to ensure that members of the school community are not subject to abuse. Actions the school can take are, but not limited to include:

- request for a meeting to resolve the issue.
- issue a warning regarding the behaviour and how that breaches this code.
- withdraw the right to be on school premises or at school events.
- give notice to parents that the enrolment contract for their children has been rescinded and an alternative school will need to be found

Inappropriate use of Social Network Sites

Social media websites can sometimes be used to fuel campaigns and complaints against Schools, Senior Leaders, school staff, and in some cases other parents/carers/students. The school community considers the use of social media websites in this way unacceptable and not in the best interests of the students or the whole school community networking and other sites. Any concerns you may have about KGS Rabat must be made through the appropriate channels by speaking to the class teacher, the Head of Phase or the Executive Principal, so they can be dealt with fairly, appropriately, and effectively for all concerned. We would expect that parents/carers would make each person responsible for collecting children aware of this policy.

Tobacco, Alcohol and Illegal Drugs Protocol

The school has a strict No-Smoking protocol in operation. No smoking is allowed anywhere on the school premises. Parents will not be allowed to enter the school grounds if they are smoking any tobacco products. This includes vaping.

Alcohol and Illegal drugs are not allowed to be consumed or be present on the school grounds. Infringement of these rules will lead to the school contacting the appropriate authorities.

Pick-up and drop-off

It is essential that parents, staff and students are safe in school whilst arriving to and departing from the campuses. The drop-off and pick-up on all campuses are well planned and supervised by school and security staff. We ask parents to observe the following expectations at times:

- Please keep the safety of all students, staff and parents in mind when approaching the school site
- Please respect the security and school staff when parking, collecting or dropping off your child and observe the expectations and rules of the road here in Morocco
- Please avoid double parking, U-turns on the road and watch your speed. Respect the one-way system that is in place around the new main campus
- Please remember that we are operating a 'Stop and Drop' policy between the crossings in front of school. This means that drivers should stop for only a matter of seconds to allow their children to get out of the car and move into school. If you wish to 'park and come in' please park further away from the front of school outside of the crossings.
- Collect your child or children promptly after school.

Medical Needs

The school has a full-time nurse and a Medical Room available for the children on all campuses. If pupils need to take medicine while in school, the child should leave the medicine with the nurse for her to administer for the child at the correct time. No member of staff, apart from the nurse, will administer any medicines to any of the children.

Electronic Mobile Devices

Ban on Electronic Devices: Mobile Phones and any other electronic devices will be banned during school hours. This policy Use of Mobile Phones Policy aligns with guidance from UNICEF and KCSIE (Keeping Children Safe in Education) UK, as well as best practices recommended by international education authorities. The goal is to minimise distractions and enhance the focus and productivity of our students. In addition, the vital goal is to ensure the Safeguarding and Wellbeing of our students is protected while on our care.

Device Storage: Students are strongly encouraged to leave their mobile phones at home. However, if a student chooses to bring a phone to school, it must be handed over to the Heads or Deputy Heads of Section for secure storage in designated lockers. Phones will be returned to students at the end of the school day from these lockers.

Consequences for Non-Compliance: If a student is found using a phone during the school day, the device will be confiscated immediately. Parents will be required to attend a meeting with the school leadership team to discuss the breach of policy. The phone will only be returned to the parents, not the student. Should a student need to make an urgent call to their parents, they may use the phones available at the school reception.

Parental Support: We ask for your support in reinforcing this policy with your child. It is crucial that students understand the importance of this rule and the role it plays in minimising distractions and improving academic focus. Our school rule on electronic devices is an integral part of our commitment to creating a learning environment that maximises educational outcomes.

Damage to School Property

The children are taught to, and we expect to see, respect for their own belongings, the belongings of others and the belongings of the school.

While normal wear and tear of school equipment is inevitable, the school will not accept any damage to the learning environment and its fixtures and fittings.

We expect all students to respect the property of **Khalil Gibran School**. The act of writing on desks, walls or any other school property as well as any other damage or destruction is a serious offense. Students who are found causing such damage will pay all costs to repair or replace the damaged property.

Fighting, theft, insubordination and possession of alcohol, drugs or cigarettes are all considered serious offenses that will result in suspension and potentially expulsion for continued or very serious breaches of the school's behaviour code and expectations.

The main goal of the code of conduct at KGS is to ensure the child is safe and valued, strengthen each student's character, to teach responsibility and to guide all students toward increased self-awareness. Students who misbehave will, in most cases, be given a choice to fix the problem and will be guided through a process of taking responsibility and making restitution, consequences will be imposed.

Penalties for breaking the school rules will consist of the following:

1. Discussion or counseling with KGS professional staff: The purpose of such a discussion is to find out the reasons for the behaviour and to explain why it is inappropriate.
2. Detention (break, lunch, or after-school): A detention is normally served on the day the misbehaviour occurs or on the day immediately following, as determined by the teacher or administrator supervising the detention.
3. Loss of extracurricular activities: students whose behaviour is inappropriate may be barred from specific upcoming extracurricular activities, tournaments and field trips.

4. In school suspension: The student spends a fixed number of days isolated but does his/her regular class work. The students' lunch periods and breaks are not taken with the other students.
5. External fixed term suspension: The student spends a fixed number of days at home and work is set for that student. The students and their parents will attend a reintegration meeting with the Head of Phase and the Executive Principal before returning to our community.
6. Behaviour Policy: This is used to specify the behavioural problems of a student and the specific steps the student must take to improve and or to remain in the school.
7. Review of Behaviour Conduct: If the problem persists the Behaviour Policy will be reviewed, and the Parents and Child warned that the next step will be expulsion from the school.
8. Permanent Exclusion: The student is no longer able to attend KGS.

The penalties are decided upon the following criteria:

- The severity of the incident
- The number and severity of prior incidents
- Timing of previous incidents
- The age of the student
- The attitude of the student
- The consequences of the student's action.

Permanent Exclusion is at the discretion of the Executive Principal.

Use of School Computers

All students and parents will be asked to sign the ICT Acceptable use Policy (AUP) form (Link). This must also be signed by you, as parents, so that you give permission for your children to use the school computers.

For safety, Pupils must always follow the teacher's instructions. The section on Damage to School Property also includes the ICT suite. Damage to the computers will lead to parents being asked to pay to replace the damaged equipment or for the necessary repairs required.

Children will not be allowed into the ICT suite unless accompanied by a member of the Teaching Staff.

Safeguarding Duty

As a school we aim to create an atmosphere in which children feel secure and valued. We work in partnership with parents and carers to support children in every way possible. The school has placed a clear responsibility on itself to ensure that we work with our community and beyond to safeguard and promote all children's welfare in our care.

children's welfare. In line with National and International Child Protection Policy, if safeguarding concerns are raised by the school, a child, or a parent, the matter will be dealt with by the DSL (DESIGNATED SAFEGUARDING LEAD), and the DDSL (DEPUTY DESIGNATED SAFEGUARDING LEAD). All staff are background checked and trained regularly to ensure they are up to date with all the UK, international and KCSIE (KEEPING CHILDREN SAFE IN EDUCATION) safeguarding and child protection regulations. This includes external training via Educare and internal bespoke training for our school. Safer recruitment training for senior staff is also undertaken.

Data Protection

Khalil Gibran School would like to inform you that the data supplied by you, or your child, in relation to your involvement with this school, both now and in the future, will be processed in line with our Data Protection Policy. The information you provide will be used for maintaining accurate records regarding registration and contact details. Also, statistical information required by other education bodies such as Moroccan Ministry of Education or Cambridge International.

Parent Handbook and Parent Code of Conduct Declaration

The partnership between home and school is fundamental to ensuring the success, wellbeing and personal development of every student at Khalil Gibran School.

The expectations, policies, procedures and guidance contained within this Parent Handbook have been developed to promote a safe, respectful and positive learning environment in which all students can thrive academically, socially and emotionally.

By signing this declaration, I/we confirm that:

- I/we have read and understood the contents of the Parent Handbook and the Parent Code of Conduct.
- I/we agree to support and comply with the school's policies, procedures, expectations and behavioural standards.
- I/we will work in partnership with the school and engage constructively with staff regarding matters relating to our child(ren)'s education, wellbeing and conduct.
- I/we understand that the school may take appropriate action where the Parent Code of Conduct is breached, in accordance with school policies.
- I/we understand that serious or repeated breaches of the Parent Code of Conduct may affect the ongoing relationship between the family and the school and may be taken into consideration when decisions regarding future enrolment or re-registration are made.

I/we acknowledge that signing this declaration forms part of the annual registration or re-registration process.

Parent/Guardian Name(s): _____

Student Name(s) and Year Group(s): _____

Signature: _____

Date: _____

KGS SINCE 1986

KHALIL GIBRAN SCHOOL

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KHALIL GIBRAN SCHOOL
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An inspired school