



Qatar-Finland International School

Policy Document

Latest revision:
8/2018



Contents

Fee Policy	4
Assessment Fee	4
Registration Fee	4
Seat Reservation Fee.....	4
Tuition Fee	4
Other fees	5
Other Charges	5
Payment Methods.....	6
Bank Details.....	6
Home-School Cooperation.....	7
Parent Complaints and Feedback	8
Student Support	9
Pedagogical Touch	10
Student Attendance	11
Tardiness	11
Absences	11
Early pick-up.....	12
Late pick-up.....	13
Behavior Policy	14
Policy 1: Bullying (includes social media).....	14
Policy 2: Disturbing Behavior – Minor	15
Policy 3: Undone Homework, Missing Books, Materials and Equipment	16
Policy 4: Dishonesty (Cheating, Stealing, Plagiarism etc.)	17
Policy 5: Violent Aggressive Behavior	17
Policy 6: Breaking and/or Destroying School Property.....	18
Device Policy	19
Uniform Policy	21





Name of the student:

.....

Qatar ID:

.....

Enrollment number:

.....

Class and section:

.....



Fee Policy

Assessment Fee QAR500: This is a single, non-refundable payment to be made during the admission assessment to apply for a place at Q.F.I. School.

Registration Fee QAR2500: Once application is successful, this is a single, non-refundable payment to be made on the day of returning and signing of the acceptance letter. Upon the payment made, parent will be granted a student enrollment number, indicating that a place has been granted by Q.F.I. School.

Seat Reservation Fee QAR2500: This is an annual and non-refundable payment to be made to secure a place at Q.F.I. School. This fee will be deducted from the first term tuition fee. For newly enrolled student, the payment will be made on the day of returning and signing of the acceptance letter, together with the payment of registration fee.

For existing student, the payment will be made before the new academic year begin, Q.F.I. School will inform parents the due date of the payment according to the Ministry of Education and Higher Education (MOE&HE)'s guideline.

Tuition Fee Tuition fee is invoiced for a full academic year, which is divided into three terms according to Q.F.I. School's payment schedule.

Grade	First Term	Second Term	Third Term	Annual
	QAR	QAR	QAR	QAR
0	17,304	17,304	8,652	43,260
1-6	19,036	19,036	9,514	47,586
7-9	21,416	21,416	10,702	53,534

Tuition Fee includes textbooks

Tuition Fee and conditions may be subject to change each year. The fee schedule is updated each year according to the MOE&HE's guideline. Parents are informed in advance of any changes to fees or conditions for the following academic year, subject to approval by the MOE&HE.

Other fees

(These charges are not included in the tuition fee)

- Uniforms
- Transport to and from school
- Canteen meals
- School trips within Qatar and all outside Qatar
- Extra-curricular activities

Other Charges

Losses and Damage

Charges will be raised on an individual basis for damage to school property, loss of books, learning material, learning equipment etc. This list is not exhaustive and additional charges will be discussed with parents in advance.

Late Payment and Right to Refuse Admittance

Parent remain responsible for ensuring that all fees due are paid to retain school places for their children in Q.F.I. School, whether they pay personally or are supported by a Voucher or employer allowance scheme. Q.F.I. School reserves the right to refuse to allow a child or any sibling (s) to attend the school, or to withdraw the place (s) and to withhold any references or progress report (s) while fees remain unsettled or there is a persistent default in relation to the payment of fees.

Notice to Cancel School Place(s)

Written notice of parents' intention to cancel student place (s) must be given to the Principle at least 2 weeks before the end of the current term for cancellation of school place (s) or the start of the following new term. If no written notice to cancel school place (s) is given, it will be assumed that the school place is required and the fees for the following term will be due as normal. The School will require completion of a Cancellation School Place Form, which can be obtained from the Admission Office, email address: admissions@qfischool.com



Payment Methods

Fees can be paid by the following methods:

- Online/Wire transfer into our bank accounts. Transfer charges, if any must be paid by the parent.
- Cash /Cheque deposited directly to our bank account
- Cash/Cheque to the Finance Office

For online/wire transfer and direct deposit to our bank account, a copy of direct cash deposit or online bank transfer detail has to be delivered to Finance Office or emailed to: finance@qfischool.com, indicating parent name and student details.

Bank Details

Beneficiary Name: EduCluster Finland
IBAN: QA71 CBQA 0000 0000 4670 4163 6420 1
Bank Name: The Commercial Bank
Account Number: 4670-416364-201
Swift Code: CBQQAQQA

I confirm I have read and understood **Qatar-Finland International School Fee Policy** and agree to comply with it. As the parent/guardian of the student, I am responsible for the payment of the fees for the period that my child/children is/are enrolled at the school:

Name of parent/guardian:

.....

Date:

.....

Signature:

.....

Home-School Cooperation

The school strongly believes that bringing up children is a collaborative task, which requires shared values and understanding between homes and the school. Q.F.I. School provides the parents with a handbook, which includes all school policies and procedures. This will help them organize their daily lives and find common understanding with the school in educating their children.

In the Q.F.I. School, we believe that the responsibility of learning is shared between students, teachers and homes. Whilst the parents are primarily responsible for the upbringing of their child, we support them by taking responsibility for the child's education at school. Parents are always welcome to our school to join classes, to talk to staff and to contribute to our community building after negotiating this with the school administration. We hope that parents will be active partners in supporting all aspects of their children's learning, in and outside of school. **The first point of contact for the parents is always the Class/Homeroom teacher who will in turn contact other professionals when needed.** Possible further actions will be decided in collaboration with parents.

All of our teachers are willing and happy to talk with the parents about their children's learning or any school matter that they might have in mind. However, this is not done during the lessons or other duties. **Classroom visits need to be booked in advance with the teacher.**

Home-school collaboration is enabled through following structures:

- Parents receive **feedback** about their child's behavior and academic performance in school **on a daily basis** through various means of communication (e.g., phone calls, e-mails, scheduled meetings, student management system, etc.).
- Parents receive a **weekly letter** from teachers with general information of the class (special events, tests, things to remember), topics that are being taught during the week and some pedagogical guidance on how to support the child at home.
- The school year is divided into three terms. Students receive a report card at the end of each term. Prior to this the parents have a possibility to meet teachers in a **Parent-Teacher Conference or a Student-Led Conference.**
**The first and second term report cards include the respective term evaluation. The last report card covers the student's progress over the whole academic year.*
- There is **Principal's Morning coffee** every first Thursday of the month at 7:30 am in the Canteen.
- The school has a **Parent Association (PA)**. PA is a parent-led group that supports the school

in its primary task according to the school values. PA meets on a monthly basis. Each class has a Class Representative who acts as a link between PA and Class/Homeroom Teacher. The school point of contact is the Lead Expert, Ms. Minna Repo.

The aims of PA are:

- To enrich the children's education by promoting parental involvement in supporting school policies and programs in a constructive way
- To maintain and foster a constructive partnership between staff and parents in the interests of the school and children
- To act as a vehicle for discussion, learning and positive action
- To enhance programs offered by Q.F.I. School
- To work toward achieving these aims through fundraising and other activities

Parent Complaints and Feedback

- When a parent places a complaint with the Class/Homeroom teacher, SEN teacher, Counselor, Vice Principal, Principal or General Manager – the complaint is communicated to all concerned team members as soon as possible.
- The concerned team then investigates the complaint and follows the necessary procedures as per school policy.
- If necessary, the measures taken will be communicated to the parent. Otherwise, a general notice may be included in the Principal's monthly letter to the parents or Class weekly letter.

Student Support

Our focus is on early intervention in a flexible manner with solid co-operation between the different stakeholders. To prevent the emergence and growth of problems, we offer support in three categories: general, intensified and special support.

Everyone is entitled to general support. It is a natural part of everyday teaching and learning process. If general support is not enough, further care is planned by multi-professional **Student Welfare Team**. The team consists of Vice Principal, School Counselor and Special Needs Teachers. The three levels of support for learning and school attendance are **general, intensified and special support**. School support structures include remedial teaching, part-time special needs education, interpretation and assistance services and special aids. These support forms may be used at all three levels of support, both separately and to complement each other. The support received by the student must be flexible, based on long-term planning, and adjustable as the student's needs for support change. Support is provided for as long as necessary, and at the level and in the form indicated by the student's needs.

Students who have been awarded a numerical grade indicating at least adequate knowledge and skills in the subjects contained in their syllabus for the school year, are promoted to the next grade. Students **may be retained in a grade** if they have failed one or more subjects in the syllabus for that grade. Students may also be retained in a grade without having had failing performances if retention is to be considered appropriate from the perspective of the students' general skills and academic success. In this case, the students' guardian must be reserved an opportunity to be heard before the decision is made. The performances of a student who is being retained for the grade in question are nullified.

School has a full-time nurse for emergencies and other health matters that occur during the school day. Please contact the nurse for appointment or enquiries (+974 4012 7896).

Please, do not bring your child to school if he/she is ill.

Pedagogical Touch

Touching is a necessary element in every child's development to become mentally and physically balanced member of the society. Qatar-Finland International School recognizes and implements pedagogical touch in following situations:

- Caring touch (especially in early education but also for older students)
- Calming touch (for any over active child)
- Communicative touch (getting child's attention for communication)
- Therapeutic touch (e.g. a lot of SEN students benefit from "massage" treatment)
- Guiding touch (for students who have oriented themselves to wrong direction or needs to be stopped)
- Assisting touch (helping a child to perform a motoric task)
- Play touch (students and staff playing something that involves touching, e.g. catch)
- Holding (an extreme touch where the staff protects a child from harming him/herself of others around)

Touching is always a very personal experience and is based on adequate knowledge of student's background and situation.

Student Attendance

Tardiness

It is very important that the students come to **lessons on time**. Students coming late to lessons disrupts everyone's concentration. The students themselves will miss important information and instructions when coming late. Tardiness is marked in student files and report cards.

1. If there is a frequent pattern of student being late (10 times), the **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For further cases of tardiness (10 additional times), the student will **not be offered a place** at the school for the next academic year.

Absences

The Finnish curriculum emphasizes the learning of skills, both social and academic. Social skills can best be learnt in a group of peers. Therefore, it is important that students do not take extra leaves outside school's vacations.

However, if there is a need for an extra leave, it must be applied for **at least 2 working days in advance**. **Student Leave Request Forms** can be retrieved from the Front Desk in the Main Lobby. The class teacher can approve a leave up to 3 days. Longer leaves must be approved also by the Vice Principal. First, the teacher writes his/her comments in the form to inform the Vice Principal and the parents how learning arrangements have been organized. **Parents will ensure that the students will finish all the homework given to them.**

We apply the following policy in **student absences**:

1. On the 8th *unauthorized* absence day: **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. On 16th *unauthorized* absence day: the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. When the student has 25 *unauthorized* absence days: the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For any further absences, the student **will not be offered a place** at the school for the next academic year.

Early pick-up

In case the child is **picked up before the end of last lesson**, the person picking the student up must fill in a **Student Early Pick up Form**. This can be acquired from the Front Desk in the Main Lobby. The form must be signed by the teacher. No student is allowed to leave without the signed form.



Late pick-up

Q.F.I. School takes their responsibility on students' health and safety very seriously. We think that it is important that the students get enough free time and rest. Also, according to our policies, the students need to be supervised at all times to ensure their safety. Instead of monitoring the late pick-up, the school staff is occupied with numerous other duties after the teaching hours. **The school cannot take the responsibility for the safety of the children after the end of the last lesson.** For these reasons, the students should be picked up promptly after their school day is over.

1. If there is a frequent pattern of student being picked up late (10 times), the **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. If this policy is continuously violated (10 additional times), the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. Further violations of this policy (10 additional times), the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For further cases of tardiness (10 additional times), the student will **not be offered a place** at the school for the next academic year

I confirm I have read and understood **Qatar-Finland International School Attendance Policy** and agree to comply with it.

Name of parent/guardian:

.....

Date:

.....

Signature:

.....

Behavior Policy

The aim is to create an atmosphere where the student can experience continuous positive learning environment. However, the emphasis is put on creating the inner motivation mechanism contrary to outer reward mechanism. The positive reinforcement should come through **a realistic picture of one's actions**. This picture is build based on reflection coming from the child himself, the teachers and peer group. **The ultimate responsibility of behavior is on the students themselves.** Actions used for positive reinforcement might be:

- Student appraisal – noticing and appreciating good behavior continuously
- Student rewarding methods – individual recognition of good behavior at group, class, module and school level
- Group rewarding methods – recognition of good behavior at societal level promoting the sense of shared responsibility in the group. This is extremely important when guiding children towards effective group skills.
- Engaging students in collaborative programs (Peer Mediation, Student Council, Breakies etc.).

Based on these principles the school applies the following Behavior Policy in an age-appropriate manner:

Policy 1: Bullying (includes social media)

- **Continuous behavior** which targets a specific individual or group
 - Can be active or passive (isolating, spreading rumors, calling names)
1. Verbal or physical bullying is noticed or reported. The **concerned staff member** will report the incident (**Incident Report**).
The **class teacher** meets with the perpetrator, victim and observer/reporter (documenting the incident). **Parents are informed** about the incident and reminded about the school's behavior policy over the phone or by e-mail.
 2. If it occurs again, the **counsellor** meets with the perpetrator, victim and observer/reporter (documenting the incident). Parents are informed about the incident and again reminded about the school's behavior policy over the phone or by e-mail.

3. In reoccurring cases, there will be **meetings with the parents** of both sides, students, class teacher and school counselor to review the cases. A **verbal warning** is given to the student and family for the reoccurring behavior.
4. If the student's behavior does not change, a written **Action Plan** is created for further steps to prevent the bullying. This Action Plan will be signed by the student, parent, class teacher and counselor.
5. If the student continues to violate this policy, the parents will be asked to meet with the **Vice Principal**, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced. A follow-up meeting will be organized within one month to review the progress.
6. In case of continuous bullying, a meeting will be organized with class teacher, Counselor and Vice Principal for the **suspension** of 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.
7. If the behavior continues, and the student has been suspended for the 3rd time, the **Principal** will convey the decision of expulsion to the family.

Policy 2: Disturbing Behavior – Minor

- Name-calling, pushing, arguing, etc.
 - Moving around the classroom, running away from the teacher, failing to follow classroom rules and procedures, etc.
1. Minor disturbing behavior is noticed. The observer will immediately give a **verbal reminder** to the student.
 2. If the disturbing behavior reoccurs, **class teacher, homeroom teacher or learning assistant** will have a **pedagogical discussion** with the student.
 3. In case the behavior continues, the **teacher** decides on further actions (i.e. break suspension, lesson suspension, break volunteer work, temporary class switch). Documentation of the incidents and the decision is prepared (**Incident Report**).
 4. If it continues, the **counselor** will have a discussion with the student and work on skills and strategies. All incidents will be documented (**Incident Report**) and informed to the parents.

5. If the student continues to violate this policy, the counselor and teacher will **meet with the parents** together with the student to review the whole disciplinary process. A **verbal warning** is given to the student and family for the reoccurring behavior.
6. If the student's behavior does not change, a written **Action Plan** is created for further steps to prevent the disturbing behavior. This Action Plan will be signed by the student, parent, class teacher and counselor.
7. If the student continues to violate this policy, the parents will be asked to meet with the **Vice Principal**, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced. A follow-up meeting will be organized within one month to review the progress.
8. In case of continuous disturbing behavior, a meeting will be organized with class teacher, Counselor and Vice Principal for the **suspension** of 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.

Policy 3: Undone Homework, Missing Books, Materials and Equipment

1. When the above-mentioned behavior is first noticed. The teacher or learning assistant will immediately give a **verbal reminder** to the student.
2. The second time this happens, the **teacher** will have a **pedagogical discussion** with the student and **decides on the action** taken (e.g., homework to be re-assigned for the next day, homework to be done over the break).
3. If it is repeated, the teacher will **communicate with the parents**. The student will stay in the class during the break to complete missing work.
4. If the student repeats the behavior, the **SEN teacher and counselor** are informed about the situation. They will in turn meet with the student and try to investigate the reason behind the behavior. The teacher will also communicate with the parents. A **meeting with the parent** will be scheduled at this point. A written **Action Plan** is created for further steps to prevent the behavior in question.
5. The constant violation of this policy will result in the student attaining a **lower grade on the report card** in that particular subject.
6. In the event of the student losing school materials and/or books, the teacher will have a pedagogical discussion with the student, inform home, and asks them to **replace the materials** at their own cost.

Policy 4: Dishonesty (Cheating, Stealing, Plagiarism etc.)

1. Above mentioned behavior is noticed or reported. The **concerned staff member** will document the incident and inform the class teacher/homeroom teacher (**Incident Report**). The **teacher** will have a **pedagogical discussion** with the student immediately and decide on the action taken (e.g., repeating/failing the exam, detention, replacing the stolen item). **Parents are informed**. The counselor will work with the student on life skills and other coping strategies if needed.
2. If the student continues to violate this policy, the parents will be asked to a **meeting with the Counselor and Class Teacher/Homeroom teacher**. A written **Action Plan** is created for further steps to prevent the behavior in question.
3. If it occurs again, parents are called in for a meeting with the teacher, Counselor and **Vice Principal**. The student will be **suspended** for 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.
4. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
5. If it continues, the **Principal** will meet the parents and inform them about the **expulsion**.

Policy 5: Violent Aggressive Behavior

- Severe: Violent fights, Physical injuries, obscene use of language
1. Verbal or physical violent behavior is noticed or reported. The **staff member** will react immediately. The **Counselor** will meet with the perpetrator, victim and observer/reporter. The observer/reporter will document the incident (**Incident Report**).
 2. Parents will meet with the **teacher, Counselor and Vice Principal** on the same day. The student(s) will be **suspended** for 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home. A written Action Plan is created for further steps to prevent the behavior in question.
 3. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
 4. If it continues, the **Principal** will meet the parents and inform them about the **expulsion**.

Policy 6: Breaking and/or Destroying School Property

1. The concerned staff member will document the incident (**Incident Report**) and then inform the class teacher. The staff member will have a **pedagogical discussion** with the student immediately. Depending on the severity of the case (if it has been continuous/value of the property/child's age), the teacher will communicate with the Vice Principal to decide on the action taken. **Parents are informed** and may be requested to pay the necessary amount to replace the destroyed property.
2. If the student continues to violate this policy, the parents will be asked to a **meeting with the Counselor and Class Teacher/Homeroom teacher**. A written **Action Plan** is created for further steps to prevent the behavior in question.
3. If it occurs again, parents are called in for a meeting with the teacher, Counselor and **Vice Principal**. The student will be **suspended** for 1-5 days.
4. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
5. If it occurs again, the **Principal** will meet the parents and inform them about the **expulsion**.

**Note: Suspension is an escalating process. The first suspension is shorter and the number of days increases in reoccurring cases.*

I have read and understood the **Qatar-Finland International School Behavior Policy** and agree to comply with it.

Name of parent/guardian:

.....

Date:

.....

Signature:

.....

Device Policy

In general, the school encourages and supports the educational use of technology at school. The difference between educational and recreational use is often ambiguous. The educators in school decide the best possible use of technology at a given time. All students are guided for correct, moral and ethical use of technology.

The school offers students devices to be used during the lessons (iPads and laptops). However, the students can also bring their own devices from home. The general policy regarding the possession and use of these devices (iPads, laptops, phones) is as follows:

Human interaction is more important than the use of technology. However, they shouldn't be seen as two competing sides but rather combining the best features of each approach. Technology is a natural part of life and students should learn to use it for their learning. We remember good manners also while using technology.

The students are allowed to use their own devices in the morning before the beginning of school (before 07:30) and/or in the afternoon after school hours. Primary students are not allowed to use their own devices during the breaks. Secondary school students are allowed to use their devices during one allocated break in a dedicated area. Students' own devices are stored in their school bags on silent mode when they are not in use. During the school hours, the permission to use technology always comes from the pedagogical staff – otherwise the students do not touch their devices (school's or their own).

Students are not allowed to take any pictures or make recordings on school premises unless the pedagogical staff instructs them to do so for educational purposes.

The content used in students' own devices must be according to the values of Q.F.I. School.

In case students misuse their own devices, the school staff has a right to confiscate the device. It will be given back only to students' guardian.

The school cannot be held responsible and will not cover any loss or damage of devices brought from home.



During school days and special events, the school personnel takes pictures of the students and visitors. These pictures can be used for school purposes.

I confirm I have read and understood **Qatar-Finland International School Device and Technology Policy** and agree to comply with it.

Name of parent/guardian:

.....

Date:

.....

Signature:

.....





Uniform Policy

This is the Uniform Policy of Qatar-Finland International School. The school expects every student to wear the right uniform every day at school and the parents to supervise and support it. Not following the policy gives the school the right to send the student back home for changing clothes. Repeated breach of the policy endangers student's school place at Qatar-Finland International School.

The garments differ between grade levels as shown in the pictures. In addition, the students in primary (grades 0-6) are expected to wear black closed shoes with black socks. The school recommends that the shoes support physical activity. The secondary students (grades 7 and up) must wear black closed formal shoes with black socks (low heels). If a head scarf is worn it must be navy blue.

For physical education all students are expected to wear good quality running shoes. If a head scarf is worn, it must be navy blue or black sports hijab. If a hat/cap is worn, it must be the official one with the Q.F.I. School logo (as shown in the accessories). School is also offering other accessories such as the Lynxes jacket and Q.F.I. School Sports bag. No other clothing outside this Policy is allowed.

In addition to the above mentioned, long hair must be tied with simple hair band for safety reasons. A wrist watch is allowed for all students and small stud earrings are allowed for girls. No other jewelry is allowed for primary students. The secondary school students may use simple jewelry. Jewelry must always be removed during PE lessons or when asked by a staff member. **The school cannot be held responsible and will not cover any loss or damage of jewelry brought from home.**

I confirm I have read and understood **Qatar-Finland International School Uniform Policy** and agree to comply with it.

Name of parent/guardian:

.....

Date:

.....

Signature:

.....