



PRIMARY PARENT/PUPIL

HANDBOOK

THE ENGLISH ACADEMY

2025 / 2026

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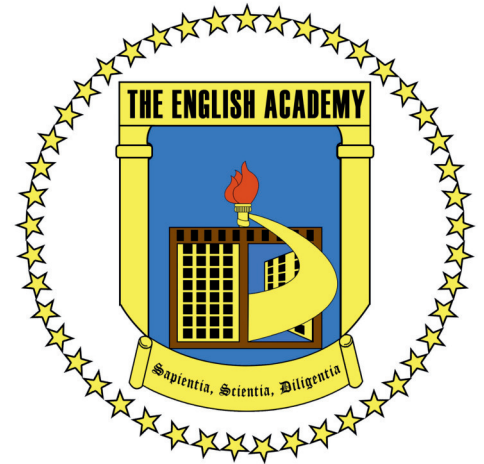


Welcome Message



We are delighted to welcome you to The English Academy, a successful British school located in the heart of Hawally, Kuwait. Since opening our doors in 1993, we have been proud to provide a high-quality British education to students from Kindergarten through to Year 13.

At The English Academy, we are dedicated to nurturing every child's academic potential while also supporting their personal, social, and emotional development. Our committed staff, strong community values, and focus on holistic learning create an environment where pupils are inspired to grow into confident, respectful, and responsible individuals.



The purpose of this handbook is to inform both pupils and parents about the facilities, systems, and expectations in the Primary Department of The English Academy.

It is essential that the information contained within this handbook is the subject of discussion between parents and pupils, as it will be assumed that everyone has a full understanding of its content.

To this end, you are asked to sign and return the reply slip at the end of the handbook by Sunday 14th September. This slip should be given to your child's class teacher.

We look forward to working in partnership with you to ensure your child has a happy, successful, and enriching experience at The English Academy. Welcome to The English Academy family.

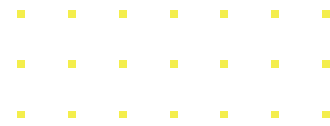
For the Special Attention of Parents:

We value strong communication between school and home, and we thank you for your continued support. To help maintain clarity, professionalism, and mutual respect in all interactions, we kindly remind all parents of the following:

- **Appointments with Staff:** Visiting the school without a scheduled appointment is not permitted. All appointments must be arranged through Ms Noha, who will liaise with the appropriate staff member to confirm a suitable time. ***Please note if you arrive at school without a pre arranged appointment you will not be seen.***
- **Appointments with Staff:** Appointments will only be given if you have followed the appropriate procedure (i.e., Class Teacher, Year Leader, Head of KS2).
- **Email Communication:** All email correspondence with the school must come directly from a parent or guardian's email account. **Emails sent from student accounts will not be actioned.** Please ensure that when you contact the teachers, you inform them of the class, the student's name, and the student's number. **Please note that all emails need to be sent individually, emails which have other parents copied in will not be responded to.**
- **Respectful Conduct:** The school will not accept or respond to any inflammatory or inappropriate comments made via email or during scheduled meetings. We are committed to maintaining a respectful and constructive dialogue at all times.
- **Mobile Phones:** Mobile phones are strictly banned in school. Students must not bring phones onto campus under any circumstances. Any phones found will be confiscated and returned only in line with school policy.

- **Social Media:** The English Academy does not respond to any concerns or disputes raised via social media. Any issues relating to social media activity must be directed to the appropriate Kuwaiti authorities.
- **Class and Form Groups:** Student class sets and form classes are created by the school after careful academic and pastoral consideration. ***These decisions are final and will not be discussed or altered at parental request.***
- **Student Appearance:** We ask all parents to carefully review the school's expectations regarding student appearance, particularly in relation to boys' hairstyles and the wearing of non-permitted items. Students must arrive each day in full compliance with the school's uniform and appearance policy. ***School lanyards are a non-negotiable part of the school uniform and must be worn daily.***
- **School Equipment:** Children must bring into school the expected school equipment which must be replenished quickly.
- **Behaviour and Sanctions:** The English Academy follows a clear, fair, and consistent behaviour policy. Any behaviour deemed unacceptable within the school is managed according to this policy. All sanctions applied by the school are in line with this framework and are not subject to parental negotiation or revision. ***Parents will be informed by their child's communication diary or a phone call from Ms Noha, this is not subject to discussion.***
- **School Transport:** The English Academy provides a bus service across many areas in Kuwait. Children in KG–Year 3 must be escorted to the bus. If not met, they will be returned to school and parents contacted. Parents or guardians must notify the school of any changes to travel plans. ***Misconduct on the bus may result in sanctions or removal from the bus service.***

Contacting the Primary Department



If you have a question or concern that isn't addressed in this handbook, please contact the Primary Department using the steps below:

Step 1: Contact your child's class teacher using the communication book.

Step 2: If further assistance is needed, contact the appropriate Department Secretary:

- KS2 (Juniors) – **Ms Noha Zarka**
- ✉ noz@tea.edu.kw | ☎ 97421658 | 📞 22651061/62 or 22651195/96 ext. 417
- KS1 (Infants) – **Ms Aminah Al Thefery**
- ✉ amk@tea.edu.kw | ☎ 92294138 | 📞 22651061/62 or 22651195/96 ext. 516

Google Classroom:

Google Classroom is used to assign homework and share important documents. Your child will receive login details in September. These should be pasted inside the front cover of the communication book.

- ◆ Google Classroom is a learning tool, not a communication platform for parents.
- ◆ Parents should not use the comment section to contact staff.
- ◆ For all school matters, please follow the contact procedure above.

Online Communication & Resources:



📌 Website: www.tea.edu.kw



📱 Instagram: [@tea_kuwait](https://www.instagram.com/tea_kuwait)



School Fees



Payment Schedule





- 1st Installment (34%) – Due 1st September 2025
- 2nd Installment (33%) – Due 1st January 2026
- 3rd Installment (33%) – Due 1st April 2026
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Sibling Discount

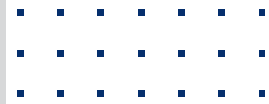
- A 5% discount is offered for each additional child enrolled.

Need a detailed breakdown?

Contact the Accounts Department for the full fee tariff and payment instructions.

- School Accounts – Ms Amal AlMousawi
-  amm@tea.edu.kw  22651061/62 or 22651195/96 ext. 418






Transport & Collection



School Bus Service:

- Available across many areas in Kuwait.
- Children in KG–Year 3 must be escorted to the bus. If not met, they will be returned to school and parents contacted.
- Each bus rider receives a bus card. Notify the school of any changes to travel plans.

Bus Behaviour Expectations:

- Stay seated with seatbelt fastened 
- Speak calmly and respectfully 
- No eating  (water only )
- No leaving the bus to visit local shops 

Misconduct may result in sanctions or removal from the bus service.

Private Car Pick-Up:

- Year 1–3: Collect from the flagcourt .
- Year 4–6: Collect from the auditorium.
- Children are not allowed to wait outside or at the front gate.

Pupils Walking Home:

Allowed only for students with:

- Signed parent permission form
- Valid walk-home ID card (must be carried daily)
- Children who have walking home passes must leave the school building - they are not permitted to wait by the school gates unsupervised.

Note: EYFS and KS1 pupils are not allowed to walk home alone.

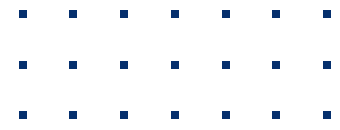
Carer Cards:

- Carer Cards are required for anyone collecting a student
- 2 free cards per child issued
- Extra cards: KD 5 each
- If a card is forgotten, the parent must get written permission from the secretary (Ms. Aminah/Ms Noha) to collect the child.

Pastoral



School Day



At The English Academy, the Primary Department follows an 11-period schedule, with two registration sessions (morning and afternoon) and two breaks.

Daily Timings:

7:20 AM: Students must arrive at school

7:25–7:30 AM: Line-up and registration

7:30 AM: First lesson begins

2:00 PM: School ends (KS1 & KS2)

For KS1: Children must be supervised by a parent or guardian until 6:30 AM, when staff supervision begins.



Attendance & Punctuality

At The English Academy, regular attendance and punctuality are key to student success. Arriving on time helps your child feel settled and ready to learn.

Arriving on Time

- Pupils must be in school by 7:20 AM each day.
- Line-up and registration begin promptly at 7:25 AM.
- Lessons start at 7:30 AM sharp.

Late Arrivals

- If your child arrives after the main doors close, they must report to Reception.
- Pupils arriving after 7:30 AM will be marked late and must collect a late slip from the Secretary.
- Frequent lateness will be followed up with parents and may result in sanctions or a scheduled meeting to discuss the issue.

Pastoral



Attendance & Punctuality cont...

Absences

- Please inform the school as early as possible by phone or via the Communication Book if your child is absent.
- When your child returns to school, they must bring:
 - A written note in their Homework Diary
 - A medical certificate if the absence was due to illness

Extended or repeated absences can impact your child's academic progress and social development. **It may also mean your child will not be able to progress to the next academic year.**

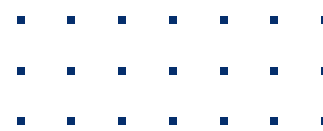
Missed assessments will only be repeated when a medical note is provided.

Term-Time Leave



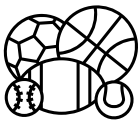
- Time off during term must be requested in advance by completing a Primary Holiday Request Form.
- Approval is required, and absences for travel are discouraged unless absolutely necessary.

School Uniform

Key Stage One



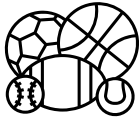


The uniform shop will open effective 18th August between 9-12. As of Sunday 15th September the opening times are from Sunday to Thursday 7:00-9:00 and 13:00-14:00.

Uniform	Girls	Boys
 Summer	<ul style="list-style-type: none"> - Blue & white striped dress with TEA badge - White socks - Classic black shoes (no trainers or trainer-style shoes) - Optional: shorts under dress (must be above the knee) 	<ul style="list-style-type: none"> - Blue & white striped shirt with TEA badge - Navy shorts with trim - White socks - Classic black shoes (no trainers or trainer-style shoes)
 Winter	<ul style="list-style-type: none"> - Tartan pinafore dress - White long-sleeved shirt with TEA badge - White socks or white/navy tights - Classic black shoes - Plain navy or black coat (if needed) 	<ul style="list-style-type: none"> - White long-sleeved shirt with TEA badge - Navy long trousers with trim - White socks - Classic black shoes - Plain navy or black coat (if needed)
 PE Kit	<ul style="list-style-type: none"> - White polo shirt with TEA emblem - House colour t-shirt (inter-house competitions) - White shorts with TEA emblem - White sports socks - Blue school tracksuit with TEA emblem (winter) - Sports trainers (no lights or sounds) 	<ul style="list-style-type: none"> - White polo shirt with TEA emblem - House colour t-shirt (inter-house competitions) - White shorts with TEA emblem - White sports socks - Blue school tracksuit with TEA emblem (winter) - Sports trainers (no lights or sounds)

Key Stage Two



Uniform	Girls	Boys
 <p>Summer</p>	<ul style="list-style-type: none"> - Light blue collared shirt with TEA badge - School tie - Navy blue trousers with trim - Simple black belt (optional) - White socks - Classic black shoes (no trainers or trainer-style shoes) 	<ul style="list-style-type: none"> - Light blue collared shirt with TEA badge - School tie - Navy blue trousers with trim - Simple black belt (optional) - White socks - Classic black shoes (no trainers or trainer-style shoes)
 <p>Winter</p>	<ul style="list-style-type: none"> - Light blue collared shirt with TEA badge - School tie - Navy blue trousers with trim - Simple black belt (optional) - Navy blue school jumper with TEA badge - White socks - Classic black shoes (no trainers or trainer-style shoes) - Plain navy/black coat (only if jumper is worn underneath) 	<ul style="list-style-type: none"> - Light blue collared shirt with TEA badge - School tie - Navy blue trousers with trim - Simple black belt (optional) - Navy blue school jumper with TEA badge - White socks - Classic black shoes (no trainers or trainer-style shoes) - Plain navy/black coat (only if jumper is worn underneath)
 <p>PE Kit</p>	<ul style="list-style-type: none"> - Blue school polo with TEA emblem - House colour t-shirt (Sports Day) - Blue shorts with TEA emblem - White sports socks - Blue school tracksuit with TEA emblem (winter) - Sports trainers (no lights or sounds) 	<ul style="list-style-type: none"> - Blue school polo with TEA emblem - House colour t-shirt (Sports Day) - Blue shorts with TEA emblem - White sports socks - Blue school tracksuit with TEA emblem (winter) - Sports trainers (no lights or sounds)

School Uniform Continued

Additional Uniform guidelines

Category	Details
Lanyard	These must be worn at all times. Replacements can only be purchased from the Primary Office (these are branded with the house logo).
Footwear	No trainers (except on PE days), no trainer-style shoes, no high-heeled shoes.
Jewellery & Accessories	Only one pair of plain studs (girls only), no necklaces or bracelets, no nail polish, no smartwatches and no hoodies. Earrings must be removed on PE days.
Hair Expectations	Hair must be neat and tidy. No gel, cream, or lotions. Hair must not be dyed. Girls: Hair tied back. No headbands with embellishments. Boys: No lines or designs shaved into the hair. Boys' hair should be cut above the collar. The hair around the ears should be cut clean and fringes should be cut short and above the eyebrows.
Non-Compliance	A note will be sent home if a hairstyle or uniform issue arises. Prompt action may result in your child being denied classroom entry or a whiteslip.

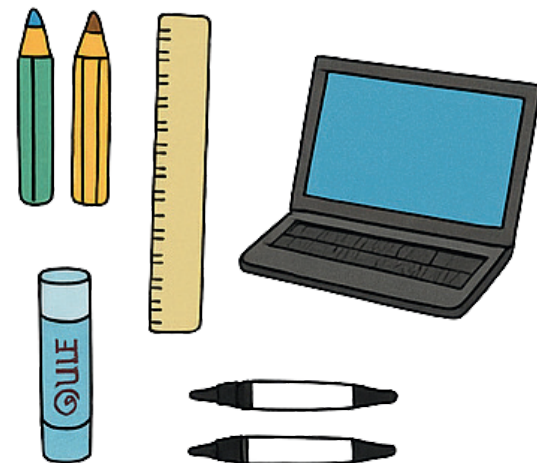
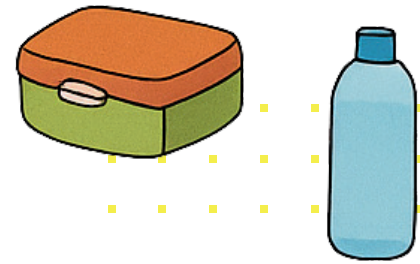
Equipment

KS1

Pupils should come to school with:

- A school bag
- A lunchbox
- A water bottle
- A pencil case with:
 - 4 x 2HB pencils
 - Coloured pencils
 - 2 x glue sticks (Pritt, not liquid)
 - A sharpener
 - 2 x fine whiteboard pens
 - 1 x mini whiteboard eraser

Note: No scissors allowed in KS1.



KS2

Pupils must bring:

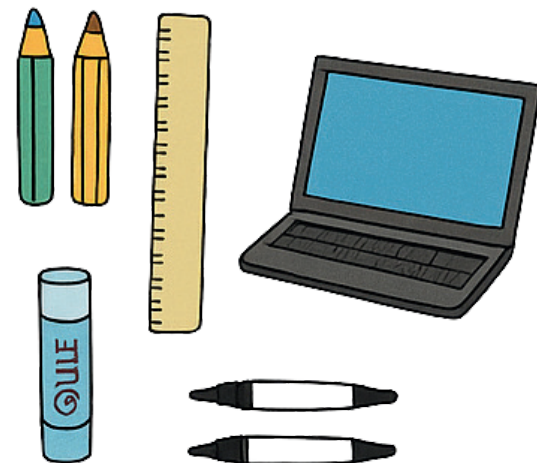
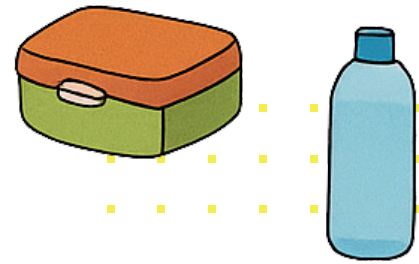
- A pencil case with:
 - 2 x HB pencils
 - An eraser
 - A green pen
 - Highlighter (pink, green, orange and yellow)
 - A 30cm ruler
 - A sharpener
 - 2 x glue sticks (Pritt, not liquid)
 - 2 x fine whiteboard pens
 - Scissors
 - Whiteboard (no metal casing)
 - A charged school Chromebook (once issued)

Equipment

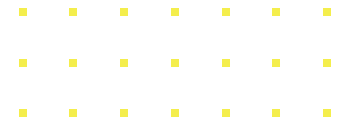
Bags & Textbooks

- Cover all exercise books with clear plastic film.
- Label with first name, family name, pupil number, and class.
- The school supplies all exercise and textbooks.
- Bought textbooks must also be covered and clearly labelled inside the front cover.
- No stickers or decorations are allowed.
- Pupils must pay for lost or damaged textbooks or library books.

- Pupils should use a medium-sized backpack with a top loop for hanging.
- ***No wheeled suitcases allowed.***



Lunch



To help your child stay healthy and focused at school, please make sure they bring enough food for the whole day.

What to Pack

A healthy lunchbox might include:

- Two small sandwiches
- Fruit or vegetables
- A drink – water, juice, or cold milk



Please do not send:

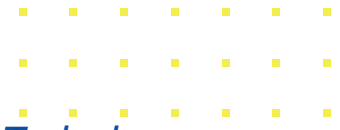
- Fizzy drinks (like soda)
- Big bags of chips
- Large bars of chocolate
- Glass bottles (they can break and are not safe)

Children in KS2 may buy food from the school canteen during break. Please help your child make healthy choices from the canteen.

Try to limit the amount of money they bring, so they don't over-buy snacks or sweets.

If a child's lunch is not deemed acceptable, a phone call will be made.

Birthdays at School



We know birthdays are a special time for children! To help everyone enjoy the day in a calm and fair way, please follow our updated school guidelines:

Birthday Treats 🍰 - Only on Thursdays!

If you'd like to send in a small treat for your child's birthday, it must be sent on a Thursday (Golden Time).

- Treats must be:
 - Individually wrapped (e.g. mini cupcakes, cookies, or snack bars)
 - Nut-free and suitable for all classmates
 - Enough for the whole class – please check with your child's teacher for class numbers
- Always speak to the class teacher in advance to agree on the best plan.



🚫 What Not to Bring:

To keep school calm and fair for all children, please do not send:

Birthday cakes, large trays of food, or homemade snacks.

Juice, party bags, hats, balloons, whistles, or decorations.

Gifts, cameras, or anything that makes it feel like a party.

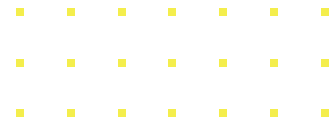
✉️ Birthday Invitations

Please do not send birthday invitations to school. Teachers are not allowed to hand them out, and we will send them back home.

🎉 No Birthday Parties in School

We do not hold birthday parties in school. A small treat is more than enough to make your child feel special!

Academic Life at The English Academy



At The English Academy, we help your child learn in small, manageable steps. This allows them to build confidence and knowledge that will help them succeed in their future education.

We also teach your child important skills such as working with others, solving problems, and understanding how to agree with others when there are different opinions. Pupils learn to take responsibility for their actions and understand how their choices can affect others. Teamwork and cooperation are important in every class.

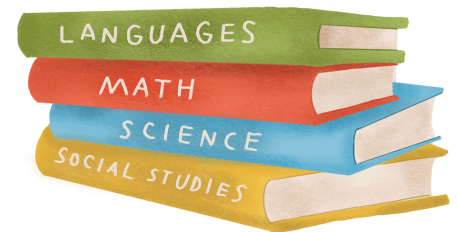
Our curriculum mainly follows the British National Curriculum.

In Key Stage 1, children learn through themes. A theme is a subject that links lessons in different areas, like Science, History, Geography, and Art. Each theme lasts for 4 to 6 weeks. In addition to theme lessons, your child will also have separate lessons in Maths, ICT, PE, and Music.

We make sure to adjust our teaching to suit the needs of children in Kuwait. This helps make learning more relevant and easier for your child to understand.

In KS2 your child will study:

- English (Literacy)
- Mathematics
- Science,
- Humanities (History and Geography),
- ICT ,and PSHE (Personal, Social, Health and Economic Education).
- PE,
- Music
- Art



In Years 5 and 6, students also study French and Social Studies, which helps broaden their understanding of the world.

We adapt our teaching to meet the needs of children in Kuwait, making learning more relevant and easier for your child to understand.

Academic Life at The English Academy cont...

All pupils at The English Academy learn Arabic. If Arabic is spoken at home, it's taught as a first language. If not, it's taught as a foreign language.

Muslim pupils also study the Qur'an and Islamic Studies, following the Ministry of Education's official curriculum.

Throughout the year, we have themed learning weeks including:

- International Week,
- Health Week,
- Literacy Week,
- Science Week.



During these weeks, there are competitions for best dressed and various other exciting challenges. Each week ends with a colourful costume parade where students can show off their creative outfits.

Awards for these competitions are carefully chosen by the teachers, and we encourage everyone to celebrate the winners for their creativity and effort. **These awards are not open to dispute, as they reflect the teachers' fair judgment and the fun spirit of the event.**

We organise educational trips to help students learn outside the classroom in fun and real-life settings. We also have exciting BSO competitions such as Mathletes, Spelling Bee, and Poetry. These events give students opportunities to showcase their skills and talents in a fun and engaging way.

Assessments & Reports

Your child will have formal assessment throughout the course of the academic year. Their progress will be communicated through the end of term reports.



Missed Assessments


Please note that if your child misses an assessment (for a medical reason) they will complete this after the assessment has already taken place. **A medical note must be sent to the school secretary.**


Reports


Your class teacher will communicate your child's progress on a regular basis which will be provided through termly reports, if you have anything which you wish to discuss a follow up appointment can be made during Parent Consultation Days. School fees must be up to date in order to access school reports.


Please note that their progress will be based upon formal assessments, classwork and contributions in class and is based upon teacher discretion. In both Literacy and Maths, children will only be able to progress to WAB during Term 3.

Grading:

 WAB: Your child is exceeding expectations, showing deep understanding and going beyond in their thinking. This is consistently evident in three or more pieces of high-quality work.

 WA: Your child is securely meeting year group expectations and can apply their learning independently. This is based on clear evidence in at least three pieces of work.

 WT2: Your child is showing growing confidence and is nearly meeting year group expectations. They still need some support but are making steady progress.

 WT1: Your child is beginning to develop the basic skills needed for their year group. With support, they are making small steps in understanding key concepts.

Rewards & Sanctions

Rewards:

House Points:

House points are awarded for academic achievement and effort. These are collected across the school and contribute to each house's total. At the end of each term, the house with the most points is rewarded with special events such as:

- Non-uniform days
- BBQs
- Fun days



Bankoz:

Bankoz points are awarded specifically for positive behaviour. These points can be accumulated and spent in the Bankee Shop on a range of privileges, toys, and experiences.

Star of the Week:

A student will be selected each week by the class teacher for one of the following possible reasons:

- Demonstrates consistently good behaviour or has made a noticeable effort to improve behaviour.
- Produces work that is well-presented and of a high standard.
- Has made a clear effort to improve the presentation and quality of their work.
- Maintains strong focus and concentration in class or has shown significant improvement in this area.
- Displays a consistently positive attitude towards school.
- Has shown a marked improvement in their overall attitude.
- Been helpful in the classroom.

The selection is entirely at the discretion of the class teacher and is not open for discussion.

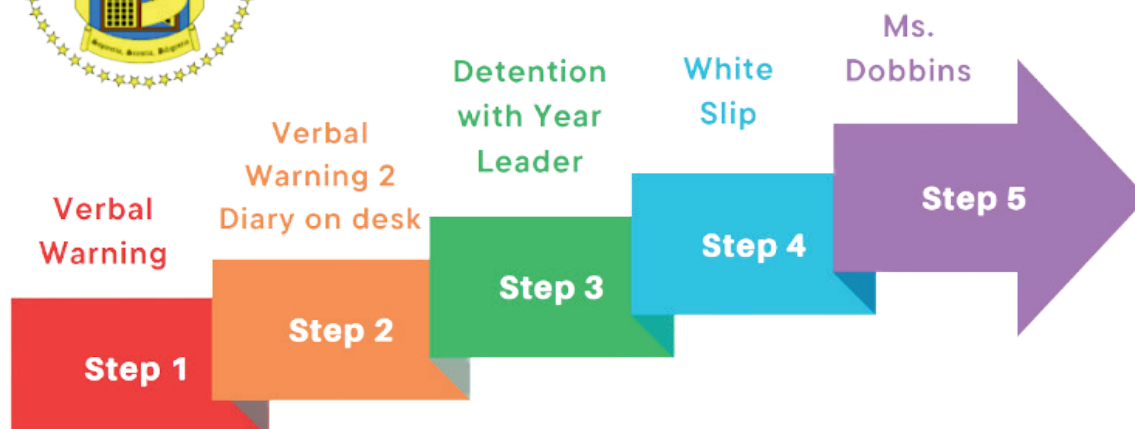
Sanctions in Key Stage 2

- 1st Warning: Verbal warning.
- 2nd Warning: 5 minutes of golden time taken away or a loss of bankoz.
- 3rd Warning: 10 minutes of golden time taken away or a loss of bankoz.
- 4th Warning: All golden time lost, sent to the year leader, note in communication diary to parents.



THE ENGLISH ACADEMY

KS2 Behaviour Steps



Additional sanctions

Level One: White slip

Can be issued by any member of staff in addition to a break time detention (at the teachers' discretion).

Students may be issued with a WHITE negative referral slip for the following:

- Remaining in class at break times without the supervision of a teacher.
- Not speaking in English if able to do so, other than Arabic, Islamic or French lessons.
- Not wearing a smart, tidy and correct uniform or kit.
- Being disruptive in lessons.
- Ignoring teacher instructions.
- Swearing or Inappropriate language.
- Not having the correct equipment or books.
- Repeatedly running on the roof.

3x White slips will result in a Yellow slip and/or a behaviour report and/or detention.

Level Two: Yellow slip

Students may be issued with a **YELLOW** negative referral slip for other more serious breaches by the Head of Key Stage Two or for receiving a 3rd White slip:

1st Step: The teacher informs the Head of Key Stage Two with details of the breach of conduct.

2nd Step: The head of Key Stage Two will decide the appropriate sanction to be given, depending on the situation.

An after school detention will be given when a one-off incident occurs, such as:

- Fighting
- Damaging school property.
- Being disrespectful to a member of staff.
- Racist remarks
- Other

Behaviour Report Procedure

A student will be placed on a Behaviour Report by the Head of Key Stage Two if they are frequently receiving white or yellow slips. Parents will be informed via a phone call home, explaining the reason for the report.

While on Behaviour Report:

- The student must carry the report at all times in school.
- Teachers must complete the report for every lesson.
- The Class Teacher must sign it daily.
- Parents must check and sign it each evening.
- The Head of Juniors will review the report with the student weekly.

The report remains in place until there is significant improvement in behaviour. Once this is observed, the Head of Juniors will remove the student from the report and notify the parents.

If concerns persist despite the report, a meeting may be arranged with the parents, the Head of Juniors, and the School Principal to discuss the next steps.

Medical



1. General Medical Information

Health Card	Every pupil must have a valid Ministry of Education Health Card.
School Nurse	Available during the school day for minor injuries or illness.
Parental Contact	Parents will be contacted if a child needs to go home or requires attention.
Health conditions & Allergies	Parents must inform the school of any allergies, conditions, or special medical needs.

2. Illness Guidelines

Child feels unwell at school	Will be referred to the nurse. Parents may be asked to collect the child: this is non-negotiable.
Vomiting or Fever	Child must be collected by a guardian and stay home for 48 hours after the last symptom. A doctor's note is required to return.
Contagious illnesses (e.g., Chicken Pox, Measles)	Inform the school. Child should stay home for 10-14 days . A doctor's certificate is required to return.
Minor colds	Keep child at home if symptoms affect learning or comfort.

3. Vaccination & Health Checks

Vaccination programs	Conducted as advised by the Health Department.
Routine check-ups	May be carried out by a school-approved doctor.
Parental consent	Written approval will be required for any vaccination or check-up.

4. Return to School After Illness

Vomiting, diarrhoea, or high fever	Must stay home for 48 hours after the last symptom and return with a doctor's note.
Any contagious illness	Must bring a medical certificate confirming recovery and non-infectious status.

5. Medication at School

Bringing medication to school	Not allowed unless essential and with written parental permission.
Administering medicine	Will only be done by the nurse with written consent from a parent/guardian.

The school reserves full rights to deny a child entry to school/class if we suspect or have established that they are unwell.