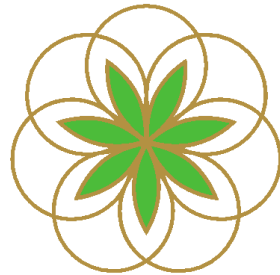


**OurPlanet International School Muscat**  
**Parents Handbook 2018/19**



OURPLANET  
International School  
MUSCAT

<b>Welcome</b>	<b>2</b>
About the School	2
Parent Teacher Association	2
School Management	2
School Governing Body	2
<b>School Philosophy</b>	<b>3</b>
Our Mission, Vision and Goal	3
Our School Motto	3
<b>Classes Offered for 2018/19</b>	<b>3</b>
Daily Schedule	3
Where to Pick Up and Drop	4
<b>General Information</b>	<b>4</b>
Who do I speak with?	4
Communication with Parents	5
Toys	6
Phones	6
School Uniform	6
Hats	6
Clothing for Art	6
Labelling Clothing Items and Spare Clothing (EY1, EY2 and PYP1)	6
Birthdays	6
Healthy Food	7
Absence	7
Medical Records	7
Bottles	7
School Calendar 2018/19	7
School Ethos	7
Class Assignments / Lists	7
Language of Instruction	7
Smoking at OurPlanet	8
Discipline Procedure	8
<b>OurPlanet International School Curriculum Overview</b>	<b>8</b>
Educational Philosophy	8
OurPlanet and Sustainability	8
Educational Programme	8
Our Curriculum	9
Homework Policy	9
The IB Learner Profile	9
The Five Essential Elements of the Written Curriculum	10
What the PYP Believes About Learning Language	11
What the PYP Believes about Learning Mathematics	12
Science	12
Social Studies	13
Physical Education (PSPE)	13
Information and Communication Technology (ICT)	13
<b>Questions &amp; Answers FAQ</b>	<b>14</b>
<b>Contact Information:</b>	<b>14</b>
<b>OurPlanet Terms &amp; Conditions of Contract for Admission of Students (Valid as of August 2018)</b>	<b>15</b>

## Welcome

We are proud and honoured that you have chosen OurPlanet International School Muscat for your child's education, one of the most important decisions for the future of your child. This document provides extra information about OurPlanet International School.

## About the School

The school opened in September 2013, with two combined classes and twenty children. By the end of the school year we had reached forty students. In 2014/15, we reached over one hundred students. Currently we have around three hundred students enrolled in school. The School invested in its own purposely built premises to cater for the natural growth of the classrooms and students. It is the intention and desire of the school to grow to IB Diploma certificate at suitable premises. The school is under Ministry of Education (MoE) supervision and closely collaborating with the MoE as well IB Organisation to ensure the education delivered to our students meet the highest standards and comply with the MoE regulations.

The School has four active management bodies that ensure the well being of the students.

### **Parent - Teacher Association (PTA)**

well as matters of interest to parents that they wish to bring to school attention. PTA also has developed its own charter or constitution that defines its operation and scope. Parents are encouraged to actively participate in PTA and highlight any matters of interest in order to be discussed and recommendations be presented to the School Management. PTA also has the role of organising events and other interests as they see fit for the school.

### **School Management**

The school management run the day to day matters of the school and are responsible for academics and the well being of the entire school community. The school head (Principal) has the leadership role and supported by a team of professionals in all disciplines (Academics, Sustainability, Human Resources, Health & Hygiene, Safety, Security and Commercial). The school head meets the school board on regular basis to discuss matters of interest and report the progress of the school. Matters of concerns are also presented to the School Governing Board by the head of the school and recommendations are endorsed or approved.

### **School Governing Body**

The Governing Body is the highest body governing the school. The Governing Body ensures the education and the well being of the school community is well preserved. Education is delivered as per the standards and the mission, and ensures the school is running smoothly.

## School Philosophy

### Our Mission

OurPlanet International School Muscat aims to foster a multicultural and inquiry-led learning environment in English and Arabic that promotes sustainability and celebrates Oman’s unique cultural identity.

### Our Vision

OurPlanet International School Muscat believes in creating lifelong learners who will build a better and more sustainable Oman and wider world.

### Our Goal

OurPlanet International School Muscat aims to be recognised as the first school in the Middle East to offer an international education based on the topic of sustainability.

### Our School Motto

The school motto is “Omani Hearts and International Minds.”

## Classes Offered for 2018/19

Age	Grade	Criteria	Curriculum
3 years	EY1 (KG1)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP
4 years	EY2 (KG2)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP
5 years	PYP1 (G1)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP
6 years	PYP2 (G2)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP
7 years	PYP3 (G3)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP
8 years	PYP4 (G4)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP
9 years	PYP5 (G5)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP
10 years	PYP6 (G6)	Age before July 1 <sup>st</sup> 2018	International Baccalaureate PYP

### Daily Schedule

All students may arrive from 7.40am to 7.55am and will be welcomed and supervised by our personnel. Please note that the school gates will not be open before that time. A ‘kiss and drop’ system will operate for the child’s drop off in the morning. For the afternoon pick up children will wait in a supervised area until parents or drivers arrive.

There is an Early Morning Club for parents to drop off their child early (7am). The child will need to be signed up for this, and fees paid for it.

## Where to Pick Up and Drop off

Parents are asked to pick-up their children at the following times:

Class	Pickup Time (pm)	Entrance Location
EY1	1.45	Front — Al Inshirah Street
EY2	2.00	Front — Al Inshirah Street
PYP 4, 5, & 6	2:30	Front — Al Inshirah Street
PYP 1, 2 & 3	2.30	Back — Way 1930

OurPlanet School has two entrances: the front entrance on Al Inshirah Street, and a back entrance on Way 1930. For the morning kiss and drop, parents in EY1, EY2 and PYP 4, 5 & 6 use the front entrance. Parents in PYP1 to PYP3 must use the back entrance on Way 1930.

Your child's safety is our utmost priority; please inform the designated parent or adult who will be collecting your child. Please inform the class teacher and administration directly if there are any changes to the normal pickup. Children will not be allowed to go home with other parents or drivers unless the school office has been informed in advance. ID cards will be issued for people who will collect the children. Please do not be late in collecting students after school. There are late fees charged for students who are habitually left late.

Please **do not turn left into the school**, or left out of school at the front on Al Inshirah Street, but take a right and turn around, as this makes everyone safer and quicker. Since we are in a residential area, as courtesy as well as to allow a smooth traffic movement, we request you to observe the traffic rules and refrain from parking in areas that will obstruct traffic or stop residents from entering or exiting the or homes.

## General Information

### Who do I speak with?

Mr Tim Sloman	Head of School	principal@ourplanet-muscat.com	Operations, including buses, catering, teachers, purchasing, HR, student discipline (after teachers and Coordinators etc.), all-school parent communication, Activities (with Ms Francis)
Mr Hisham Farghaly	Vice Principal and Head of Arabic	Hisham.Farghaly@ourplanet-muscat.com	Arabic programme, Ministry of Education, student discipline in Arabic classes (after teacher)

Ms Ana Castro	PYP Coordinator	ana.castro@ourplanet-muscat.com	Curriculum and everything that happens in the classroom (IB and OP curriculum, Teaching and Learning), Student Development (after teacher), discipline (after teacher)
Ms Maria Trindade	Early Years Coordinator	maria.trindade@ourplanet-muscat.com	Early Years Development (after teacher), discipline (after teacher)
Mr Matt Green	Commercial Manager	matt.green@ourplanet-muscat.com	Financial
Heidi Allen	Admissions Manager	Heidi.Allen@ourplanet-muscat.com	Admissions
Khoula Al Yaroubi	Administration Assistant	khoulal.alyaroubi@ourplanet-muscat.com	Appointments, Transfer letters, school phone, general information
Teachers	Homeroom and Specialists (Arabic, PE, Music, Library, EAL, SEN)	see Managebac	Daily/weekly communication with individual and class families, first step for student development and discipline.

## Communication with Parents

At OurPlanet School, we believe in a partnership between home, school and the MoE and that communication is the key to this success. To that end, there will be regular communication between the classroom teachers and the parents. Much of our formal communication with parents is one to one in the form of email. The school is operating under the educational software programme called ManageBac. This programme help us to improve our communication with parents. Therefore, all official announcements and matters concerning the student including academia are officially communicated via our own ManageBac platform.

It is therefore essential that the school administration has the correct emails for both parents and that you check your email and ManageBac on a daily basis.

At times, it will be necessary to contact you by phone. Please be sure that we have correct mobile phone numbers for both parents and for the driver and other people who support your family, if necessary. We will also be sending out a full written school report twice a year in December and June, and a short one in March. At any time during the school year, you may contact the school

office to arrange a meeting with any of your child's teachers if you have any specific concerns. There will be two parent teacher conferences scheduled, one in the first semester and one in the second semester.

Please also check the school website ([www.OurPlanet-muscat.com](http://www.OurPlanet-muscat.com)) on a regular basis for additional information, and enjoy our Facebook page, which often has interesting information on it.

ClassDojo is used to create a community for Early Years 1 & 2 classrooms that allows the teachers to share photographs and other stuff with the families. It is not a means of official communication, and families can opt in or out with the teacher.

## Toys

Children are not allowed to come to school with toys and/or electronic devices, unless requested by the teacher when parents will be notified in advance. The school will not take responsibility for them in case they get lost or damaged.

## Phones

OurPlanet School has a policy that our children are not allowed to come to school with mobile phones. If children do come in to school with a mobile phone device, these should be kept in your child's bag until the end of the school day, and cannot be seen or used during the day.

## School Uniform

Wearing of the school uniform is compulsory. The school uniform may be purchased from the school uniform store.

## Hats

All children at OurPlanet may wear a cap during all outdoor activities due to the adverse effects of the sun on the child's skin, and putting sunscreen on before coming to school can also help. To keep your child safe please help explain the reasons why wearing a hat outdoors is so important.

## Clothing for Art

All children should bring to school an apron, old shirt or T-shirt that the child can use during the art sessions. The teacher will inform and ask about this when necessary.

## Labelling Clothing Items and Spare Clothing (EY1, EY2 and PYP1)

All clothing should be clearly labelled. Please provide a spare set of clothing in case of that can be kept at school. These should include a T-shirt, shorts and undergarments.

## School Nurse

OurPlanet will have a nurse on site, in our Nurse's Clinic for most of the school day. The nurse will treat basic problems, and if necessary refer other issues to a doctor. If this happens, the school will always attempt to contact the parent, which is why having up-to-date information is very important.

## Birthdays

If your child wishes to celebrate his or her birthday at school, please inform the teachers in advance so that time will be set as for the birthday celebration. Parents are not allowed to assist their child's birthday celebration during school time. **Please note that party bags are not allowed. As OurPlanet is focused on sustainability, we also do not use styrofoam plates etc. whenever possible.** For

birthday celebrations outside of school times, please do not send birthday party invitations to school unless the entire class has been invited. This might result in hurt feelings for those not invited.

## Healthy Food

A healthy mind makes a healthy body. At OurPlanet School we encourage all our children to have a healthy diet. Fresh fruit and fresh vegetables are encouraged. Try to avoid excessive amounts of sugar and salt. Please note that we do not suggest sodas, crisps and sweets. Although we are not a truly 100% nut-free school, we do try, to be mindful of our students with nut allergies.

## Absence

If a child is absent from school for any reason the school office should be informed or a written note should be sent to the child's class teacher. Children that have a fever and/or suffering infectious diseases should not be sent to school.

## Medical Records

Parents are requested to complete the medical records and hand these into the school office during the first week of school.

## Bottles

As a sustainable school, all students should bring their own reusable drinking bottle. Clean water will be provided in school.

## School Calendar 2018/19

The school year runs from August 26<sup>th</sup> 2018 through to June 20<sup>th</sup> 2019. In line with Ministry requirements and best international practice, we aim to offer 180 teaching days. Check out our website for a full view of the calendar.

## School Ethos

OurPlanet International School Muscat is an independent school that welcomes students regardless of race, gender, ethnicity or religion. We believe in the values of global citizenship and diversity. We also believe that children of varied backgrounds possess unique cultural and linguistic identities that should be preserved.

## Class Assignments/Lists

OurPlanet makes class assignments carefully, and with much thought. Meetings are made with teachers and other staff working with all our students, and of course age, gender and home languages are balanced when possible. Parent and student requests are considered, but it is not always possible to meet all requests, and the school does have the ultimate decision, always taking into consideration the best for all OurPlanet students.

OurPlanet has implemented a policy where twins are put in separate classrooms when possible, to encourage individual growth and independence, but at all times understanding and supporting the close sibling connection. Exceptions can be made on a case-by-case basis in Early Years 1 classes.

## Language of Instruction

English is our primary language of instruction. Additionally, Arabic will be taught to all students.



OurPlanet School Muscat is an authorised school for the Primary Years Programme(PYP) of the International Baccalaureate(IB). In the coming years, the school aims to offer the other programmes of the IB. For additional information on the International Baccalaureate programmes, consult the IB website: [www.ibo.org](http://www.ibo.org)

## **Smoking at OurPlanet**

We are a no smoking school and expect all visitors to respect this rule. Smoking must be done outside school grounds, and not within sight of students.

## **Discipline Procedures at OurPlanet**

It is OurPlanet’s responsibility to help our students learn respect for others, control of anger and most importantly, to make the right decision. The best way is for students to Stop, Think, Decide. Our goal is for all students to make the right decision every time, which may be an impossible dream, but is still a goal!

In a classroom, a teacher is the first line of discipline, where a student starts to learn consequences for actions. Teachers will have their own series of consequences for students, for different levels of poor decision making, to continual poor decision making, to larger degrees of poor decision making. These should not include physical punishment of any type. Consequences should also not embarrass or degrade a student, especially in front of other students.

A teacher will then seek help and advice from colleagues and the Senior Leadership Team, who may contact you. You may have valuable insight into the situation, but at the very least need to be appraised of the situation that has or is occurring.

In a more delicate or extreme case, the Head of School will be involved, and may ask you to come in to school and meet.

## **OurPlanet International School Curriculum Overview**

### **Educational Philosophy**

OurPlanet is committed to providing an educational programme that incorporate best practices of both local and international programmes of study, that is guided by the International Baccalaureate (IB) Programme. We are a PYP school which is accredited as an International Baccalaureate World School. We are striving to be a community where the skills and attitudes of global citizenship and community responsibility are refined, promoted, and practiced.

### **OurPlanet and Sustainability**

To care for the natural resources is one of the top challenges of today’s world. The name OurPlanet points to the school’s world topic of “Sustainability”. The theme of sustainability is embedded in our enquiry based learning through the units of the enquiry of the Primary Years Programme (PYP). The 3R’s are central to what we do: Reuse, Reduce and Recycle. From EY1 onwards, we believe that it is through understanding our planet and protecting its resources that we can create the eco warriors that will be the responsible adults of the next generation.

### **Educational Programme**

Our international academic programme allows students to build on their home culture, for Arab speakers and non-Arabic speakers- to develop critical and analytical thinking skills and at the same time, to enhance their abilities in understanding sustainability as a society of tolerance and commitment. The main language of instruction is English. All students will learn Arabic but we will offer two strands: one for first language Arabic speakers and the other for those who do not have Arabic as their first language. Omani and first language Arabic speaking students (from the 22 Arab

speaking nations) will generally be taught Arabic as a first language and social studies. During that time, other students will generally learn Arabic as a second language. Additionally, all Muslim students will learn Islamic Studies in accordance with the Omani Ministry of Education.

## Our Curriculum

Implementing the Primary Years Programme (PYP) at OurPlanet school encourages our students to become life-long learners and will equip them with the academic and life skills to be responsible citizens in a rapidly changing global society. The PYP provides an opportunity for learners to construct meaning, principally through concept-driven inquiry. Traditional academic subjects are part of the programme but the PYP emphasizes the interrelatedness of knowledge and skills through a transdisciplinary programme of inquiry. The most important premise of the PYP is that children learn through their own curiosity, and that it is the school's responsibility to encourage them to be curious, to ask questions, and to explore ways of finding answers to their questions. This is called Inquiry Based Learning.

## Homework Policy

Homework is any out-of-class learning experience assigned to enhance student learning. Homework provides opportunities for students to make authentic connections between home and school, and fosters the development of independence, self-discipline and time management skills.

Typically, homework is not assigned over long weekends or holiday periods, with the exception of daily reading. Weekends may be opportunities for older students to work with greater concentration on some assignments.

### Expectations

- All students are expected to read, or be read to, every evening. This is included in the time allotted for homework.
- Homework is assigned on weeknights to develop independent work habits and time management skills
- The amount of homework ranges from 15 minutes per day in PYP1, up to 30 minutes per day in PYP2-4, and up to 45 minutes per day for PYP5-6.
- If a student does consistently more or less than the average for her grade, her teachers should be notified.
- All homework is recorded on a communication form or on [www.classdojo.com](http://www.classdojo.com) which serves as a means of communication between home and school.
- Students are responsible for completing homework tasks on time.

## The IB Learner Profile

The aim of all IB programmes is to develop internationally minded people, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

**Inquirers:** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable:** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers:** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators:** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded:** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and tradition so for the individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers:** They approach unfamiliar situations and uncertainty with courage and fore thought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced:** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective:** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## The Five Essential Elements of the Written Curriculum

At the centre of the PYP curriculum are five essential elements: knowledge, concepts, skills, attitudes and action. These are developed and applied in a context defined by six organizing themes, resulting in Units of Inquiry in each of the following theme areas.

### Knowledge

Students inquire into and learn about globally significant issues in the context of unit of inquiry. Each of which are relevant to a particular disciplinary theme.

### Concepts

Great importance is attached in all areas of the curriculum to the exploration of a corset of concepts. The PYP is committed to the principle that structured, purposeful inquiry is a powerful vehicle for real learning, which promotes genuine understanding and challenges the students to engage with important ideas. Hence the PYP maintains a commitment to a concept-driven curriculum.

### Transdisciplinary skills

The search for understanding is central to the belief of the PYP. The construction of meaning and, therefore, understanding is complemented by the students' acquiring and applying a range of transdisciplinary skills; the social skills, the research skills, the thinking skills, the communication skills and the self-management skills.

In PYP schools, students should demonstrate: appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect and tolerance.

### Action

Successful inquiry will lead to responsible action, initiated by the children as a result of the learning process. This action may extend the child's learning, or it may have a wider social impact, and will clearly look different within each age range.

## What the PYP Believes About Learning Language

Language plays a vital role in the construction of meaning. It empowers the learner and provides an intellectual framework to support conceptual development and critical thinking. In the IB Primary Years Programme (PYP), it is recognized that the teaching of language should be in response to the previous experience, needs and interests of the student, rather than the consequence of a predetermined, prescriptive model for delivering language. Fragmenting learning into the acquisition of isolated skill sets can create difficulties for learners—for example, learners may be able to read, write and spell words correctly in isolation but may not be able to read, write or spell those same words in other contexts. Learners' needs are best served when they have opportunities to engage in learning within meaningful contexts, rather than being presented with the learning of language as an incremental series of skills to be acquired.

Effective language teaching and learning are social acts, dependent on relationships with others, with context, with the environment, with the world, and with the self. Such learning is relevant, engaging, challenging and significant. Exposure to and experience with languages, with all their richness and diversity, creates an inquisitiveness about life and learning, and a confidence about creating new social interactions. Language provides a vehicle for learners to engage with the world and, in an IB World School, to relate to and accept responsibility for the mission of the IB to “help to create a better and more peaceful world”.

### **Language in a transdisciplinary programme.**

Language is involved in all learning that goes on in a school, in both the affective and effective domains. Learners listen, talk, read and write their way to negotiating new meanings and understanding new concepts. In the “knowledge” area of the PYP, language is the most significant connecting element across the school's curriculum, both within and outside its transdisciplinary programme of inquiry. It is the school's responsibility to provide authentic contexts for language teaching and learning in all areas of the curriculum that are reflective of, and relevant to, the community of learners, and to the educational theories underpinning the programme. In PYP schools there should be opportunities for students to negotiate their roles. Literacy, including oral and visual literacy as well as the ability to read and write, becomes increasingly important as greater demands are placed on learners as participants in the learning process.

Language provides a vehicle for inquiry. In an inquiry-based classroom, teachers and students enjoy using language, appreciating it both functionally and aesthetically. The love and enjoyment of language through the integration of literature into student inquiry is an indicator of good practice in a PYP classroom. For example, this may include: a series of books read as an author study; regional fairytales as part of a unit of inquiry with a particular social studies emphasis; discussing a scientist's biography or a newspaper article to front load a science investigation; early years counting stories as reinforcement for mathematics development; and the comparison and practice of illustration techniques to encourage the development of art skills.

The programme of inquiry provides an authentic context for learners to develop and use language. Wherever possible, language should be taught through the relevant, authentic context of the units of inquiry. The teacher should provide language learning opportunities that support learners' inquiries and the sharing of their learning. Regardless of whether language is being taught within or outside the programme of inquiry, it is believed that purposeful inquiry is the way in which learners learn best. The starting point should always be learners' prior experience and current understanding.

## What the PYP Believes about Learning Mathematics

The power of mathematics for describing and analysing the world around us is such that it has become a highly effective tool for solving problems. It is also recognized that students can appreciate the intrinsic fascination of mathematics and explore the world through its unique perceptions. In the same way that students describe themselves as “authors ” or “artists”, a school’s programme should also provide students with the opportunity to see themselves as “mathematicians”, where they enjoy and are enthusiastic when exploring and learning about mathematics.

In the IB Primary Years Programme (PYP), mathematics is also viewed as a vehicle to support inquiry, providing a global language through which we make sense of the world around us. It is intended that students become competent users of the language of mathematics, and can begin to use it as a way of thinking, as opposed to seeing it as a series of facts and equations to be memorized.

It is important that learners acquire mathematical understanding by constructing their own meaning through ever-increasing levels of abstraction, starting with exploring their own personal experiences, understandings and knowledge. Additionally, it is fundamental to the philosophy of the PYP that, since it is to be used in real life situations, mathematics needs to be taught in relevant, realistic contexts, rather than by attempting to impart a fixed body of knowledge directly to students.

### **Mathematics in a Transdisciplinary programme.**

Wherever possible, mathematics should be taught through the relevant, realistic context of the units of inquiry. The direct teaching of mathematics in a unit of inquiry may not always be feasible but, where appropriate, prior learning or follow-up activities may be useful to help students make connections between the different aspects of the curriculum. Students also need opportunities to identify and reflect on “big ideas” within and between the different strands of mathematics, the programme of inquiry and other subject areas.

Links to the transdisciplinary themes should be explicitly made, whether or not the mathematics is being taught within the programme of inquiry. A developing understanding of these links will contribute to the students’ understanding of mathematics in the world and to their understanding of the transdisciplinary theme. The role of inquiry in mathematics is important, regardless of whether it is being taught inside or outside the programme of inquiry. However, it should also be recognized that there are occasions when it is preferable for students to be given a series of strategies for learning mathematical skills in order to progress in their mathematical understanding rather than struggling to proceed.

There are four strands of mathematics that will be covered; data handling, number, measurement, shape and space and pattern and function

## Science

Science is the exploration of the natural, physical and material worlds. Students use inquiry to investigate and understand the world around them. They will experience what it is to think and act like a scientist. Science study is split into four main strands: living things, earth and space, materials, matter, forces and energy.

Living things

The study of humans, other animals, plants, the environment and the interactions between them.

Earth and space

The study of the planet Earth and its relationship to the universe.

Materials and matter

The study of the origins, properties and uses of natural and human-made solids, liquids and gases.

Forces and energy

The study of energy, its origins and transfer, and its effects. Strong connections and applications to Inquiry Based Learning and schools world topic “Sustainability” are relevant and evident in Science.

## Social Studies

Social Studies is essentially about people:

- How they think, feel and act
- How they interact with others
- Their beliefs, aspirations and pleasures
- The problems they have to face
- How and where they live (or lived)
- How they interact with their environment
- The work they do
- How they organize themselves

Students will look at:

- Human systems and economic activity
- Social organization and culture
- Continuity and change through time
- Human and natural environments
- Resources and the environment.

Students will think about human behaviour realistically, objectively and with sensitivity. They will develop a deeper understanding of themselves and others and of their place in an increasingly global society. Social Studies aims to promote a sense of responsibility towards caring for and protecting the environment.

For the views, needs and rights of others. They will show appreciation of cultural, racial, social, linguistic and religious differences. They will recognize and deal appropriately with conflict situations.

## Personal, Social and Physical Education (PSPE)

Physical Education (PE) offer students the opportunity to discover the capabilities of their bodies and the variety of ways in which they are able to use their bodies to solve problems, address physical challenges, function as part of a group, manipulate equipment or apparatus, and express themselves in a range of situations. Students will be exposed to a number of activities that will develop gross motor skills that may later be applied in various sports. They will become aware of a number of positive leisure time pursuits. Students will develop skills that they may apply in a variety of contexts within and beyond the school setting. These skills include the use of proper safety precautions when engaging in physical activities, recognition of the importance of fair play, use of cooperative behaviours and the ability to function as part of a group or team. Students will be introduced to a healthy and active lifestyle and the ways exercise affects their bodies and overall fitness or well-being.

## Information and Communication Technology (ICT)

The ICT Programme introduces the students to technology as a learning tool. Basic computer skills are taught, developed and integrated within the curriculum. Each classroom has an interactive whiteboard. There are also additional computers in each classroom, where subject-based programs supporting class studies are used by the children.

## Questions & Answers FAQ

### **What curriculum do you follow?**

OurPlanet is an accredited IB school for the Primary years Programme (PYP).  
The IB curriculum can be found online at: <http://www.ibo.org>.  
The school also follows the Omani Ministry of Education Arabic Subjects Curricula.

### **Will the students be local children from Muscat or from all around the world?**

Students from Muscat, from Oman, from Europe and from all over the world are welcome to apply as OurPlanet is truly an international school that offers the IB programmes taught by international faculty to international students with more than 20 nationalities represented at the school.

### **Must my child be fluent in English and/or Arabic to attend OurPlanet?**

This depends on the grade level in which the student is to be placed. As an international school offering EY1 through PYP6, English and Arabic language support will be offered. The School also follows Ministry of Education Arabic subject curricula.

### **Is there an OurPlanet school uniform?**

Yes, OurPlanet chooses to make the school uniform obligatory. It is available in our own Uniform Shop.

### **What about fees for school trips and excursions?**

Excursions and school trips are paid extra. Outings that are linked to the educational programme will be offered free of charge.

### **When is the first day of school for new students?**

OurPlanet starts the school year 2018/19 on August 26<sup>th</sup> 2018. The school has rolling admissions so students who transfer from other schools may enrol during the regular academic school year.

### **Is there a placement test?**

There is an admissions process for enrolment at OurPlanet designed by the faculty to best identify student strengths and possible challenges. The Admissions Committee also requires an interview with both parents and the student to safeguard a positive experience throughout the student's educational journey at OurPlanet.

## Contact Information:

OurPlanet International School Muscat  
Al-Inshirah Street, Building No. 205, Plot No. 95, Block No. 221  
Muscat  
Oman  
Phone: +968 2200 5642  
Email: [info@OurPlanet-muscat.com](mailto:info@OurPlanet-muscat.com)

## OurPlanet Terms & Conditions of Contract for Admission of Students (Valid as of August 2018)

Nobel Educational Services LLC Standard Terms & Conditions of Contract for Admission of Students  
Issued date: 1<sup>st</sup> August 2018

### Preamble

The School Management runs a state-approved, independent, international school. The school is implementing an innovative educational model that follows the International Baccalaureate Primary Years Programme. In addition to these guidelines, the school emphasises bilingualism and global citizenship.

### I. Admission

1. Admission is conditional on the OURPLANET student fulfilling the requirements for admission as posted on the website.

2. These conditions apply to every year the student studies at OURPLANET. When enrolling a new OURPLANET student, we make due allowance (in consultation with the Legal Guardians) for previous experience at other schools and for the OURPLANET student's acquired knowledge and stage of development. The School Management reserves the right to decide the class in which the OURPLANET student shall be enrolled. This decision is final.

3. In order to ensure the OURPLANET student is enrolled in the class most closely corresponding to his/her stage of development, Legal Guardians must carefully complete all provided questionnaires. Admission to the school is conditional on proper completion of the Application for Admission, which is an integral part of the contract. False statements or data in the questionnaires could result in a child being placed in an inappropriate class and could consequently be detrimental to his/her further development and academic progress.

4. The School requires that Legal Guardians inform us of any previously identified special needs or previously received support at the time of application. In some cases, parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out of school provision. Parents may be charged for such additional services. Failure to provide the agreed level of support on any day may require the child to be sent home from school. Continued failure to provide the agreed level of support for consecutive days may lead to the child being unenrolled from the school and school fees forfeited.

### II. School hours and services

1. The School Management will be responsible for the wellbeing of the OURPLANET students from Sunday to Thursday during the hours of 08:00 and 15:00. During this period the OURPLANET student will receive no less than the minimum number of lessons stipulated for the relevant classes in the framework syllabus drafted by the IBO and, for Omani students, by Omani Education Authority and the IBO organization (at least 180 school days). OURPLANET students must present themselves punctually for each lesson as stated in the timetable.

2. The regulations on public holidays and school holidays promulgated by the Sultanate of Oman shall apply.

3. The Legal Guardians are aware of the school's specific educational model and curriculum.

4. Drop off and pick up times will be advised by the school and must be strictly adhered to. Legal Guardians requiring access to the school premises outside these hours may only do so with prior written approval from the Principal, and will be encouraged to avail themselves of any before school care or after school care



programs that the School may implement from time to time. Students who arrive early or leave late and are not part of the aforementioned programs will be subject to a fee of five (5) Omani Rials per fifteen minutes, capped at 10 Omani Rials per day, which will be invoiced monthly and payable immediately on the month of occurrence.

### III. School fees

1. School fees are payable annually prior to the commencement of the Academic Year. The fees will be reviewed annually. The School Management expressly reserves the right to amend and to vary Fees and Conditions in respect to subsequent school years. Fees may be increased or decreased on the basis of changes in the costs of operating OURPLANET, such as staff salaries, taxes, charges, social security contributions, the cost of electricity, cooling, communications, cleaning, maintenance and repairs of buildings, facilities and equipment and their replacement, as well as in other revenue, such as rental and interest income, etc., with due regard to provisions and reserves necessary or advisable in accordance with generally accepted accounting standards.

A copy of the OURPLANET Tuition Schedule for the subsequent school year will be posted every year before the end of the month of March on the school website.

2. All fees are due and payable immediately within 30 days upon receipt of the invoice.

3. In the event of a late payment of any amounts due to OURPLANET from the Parent/Guardian for more than two (2) weeks, arrears penalties towards financing of the fees at the rate of 20 Omani Rials per month calculated from the day following the due date until receipt of payment by OURPLANET shall be charged by the school and shall be payable by Parent/Guardian.

If a late payment continues for more than three (3) months, the School Management in its discretion may terminate the schooling contract and unenroll the student by way of a notice in writing to the Parent/Guardian. Such a termination takes effect at the end of the month following the month of the giving of such notice. Any costs, including legal costs incurred by OURPLANET in the recovery of outstanding fees will be borne by the Parent/Guardian.

4. School fees remain payable during school holidays and during periods when the OURPLANET student fails to attend the school for any reason whatsoever.

5. No fees paid to the school are refundable under any circumstances.

### IV. School uniform

1. Students must wear the approved OURPLANET School Uniform at all times unless otherwise directed by the school.

2. Should the student repeatedly come to school not wearing the proper school uniform and continue to do so after due warning, the School Management shall be entitled to terminate the contract without notice.

### V. School Rules

1. The School Management firmly believes the OURPLANET student's progress at the school will benefit greatly from close involvement of the Legal Guardians. In the event of conflicts and behavioural problems, the School Management will primarily use educational and disciplinary measures appropriate to the OURPLANET student's age and stage of development. These measures will be based on the applicable regulations for state

schools, without being bound to these regulations. Other appropriate educational and disciplinary measures may also be exerted.

2. The School Management shall be entitled to terminate the contract without notice if the OURPLANET student violates the School and Campus Rules either repeatedly or by serious misbehaviour. A written warning stating the consequences of further misbehaviour will normally precede any such termination.

#### VI. Insurance and liability

1. The OURPLANET student is either covered against accidents by the compulsory state accident insurance for students or by an equivalent private insurance. (Better be clear what we cover)

2. The OURPLANET International School Muscat's and the School Management's liability for any kind of personal injury and any and all material damages and/or losses is limited to that stipulated by Omani law. OURPLANET International School Muscat and the School Management accept no liability whatsoever for loss of money or clothing or loss of/damage to other articles of value or vehicles of any kind whatsoever, including accessories to such vehicles.

3. The Legal Guardians hereby undertake to take out third party liability insurance covering personal injury and/or material damage caused by the OURPLANET student.

#### VII. Duration and termination of contract

1. The duration of the Enrolment or Re-enrolment Contract is limited to one school year. The contract will terminate automatically without service of notice if the OURPLANET student is forced to leave the kindergarten, primary school system either at the demand of the competent state school supervisory authority or pursuant to the provisions contained in the Omani Schools Act, or if the School Management is forced to close down the kindergarten, primary school for reasons beyond its control, or if state approval of the school is refused or withdrawn.

2. Except in the aforementioned cases, the contract can be terminated by giving a three months' notice to the end of any school year. The school year is hereby defined as the period from 30 August to 16 June, or as indicated by the current Approved School Calendar.

3. Nothing in the preceding paragraph shall affect the right of termination of the contract without notice in cases where just cause exists. In particular, just cause shall be deemed to exist in cases where false statements are made in the application for admission, repeated defaults on fees and other payments, serious violations of the School and House Rules committed by the OURPLANET student, etc.

4. The Legal Guardians shall also be entitled to terminate the contract at any time by service of three months notice to the end of the current term in cases where change of domicile becomes necessary for professional reasons, the OURPLANET student contracts a serious chronic disease or the family's financial situation suffers significant and lasting deterioration (e.g. Legal Guardians' loss of employment).

5. Notice of termination of this contract must in all cases be served in writing.

6. The school fees are payable until the end of the notice period, regardless of whether the student attends school or not.

### VIII. Final provisions

1. The contractual relationship between OURPLANET International School Muscat, i.e. its operating company NOBEL EDUCATION SERVICES LLC, and OURPLANET student's parents/legal guardians and/or OURPLANET student him/herself is governed by Omani law with the exception of the Omani norms for selection of applicable law when conflicting provisions exist in foreign law. The sole place of jurisdiction for all disputes arising directly or indirectly from this contractual relationship shall be Muscat/Oman.
  
2. The Legal Guardians' and the OURPLANET student's personal data will be stored by the School Management with due regard for the legal requirements on data protection. Exact data on the Legal Guardians' and the OURPLANET student's names, titles, address/es, email address/es, telephone number/s and bank account details are essential to enable completion of the contract. The Legal Guardians hereby consent to use of the foregoing data by the School Management. Attention is drawn to the relevant legal requirements on data protection. The School Management is entitled to transmit the data to other members of the Nobel Education Network organisation.
  
3. Should any provision contained in this contractual relationship prove or subsequently become either partially or totally invalid, this shall not affect the validity of the remaining provisions. New provisions corresponding as closely as possible in legal and financial terms to the wishes of the parties as expressed in these standard terms and conditions as well as in any other contracts and/or written agreements shall be provided to replace any invalid provisions or remedy any omissions.
  
4. All amendments to contracts are only valid in written form. Verbal agreements waiving the requirement of the written requirement are null and void.
  
5. The Legal Guardians hereby mutually authorise each other to receive all declarations and communications in connection with this contract.