

September 2021

Dear Parent/Guardian,

We would like to warmly welcome you to CADMUS™ International School Duhok's Annual Parent Orientation for the 2122 Academic Year. Our core purpose is to provide you with adequate information and materials necessary in order for you to understand your child's(ren's) educational needs towards achieving his/her full potential. Please take a look at the agenda prepared for you to have an idea of what topics will be covered during this orientation accordingly. The following important information pertains to all students joining the 2021-2022 academic year, as it will explain all our procedures and resources for your convenience.

TRANSPORTATION – PICK UP & DROP OFF

Please note that we are using a third party company to operate our busses, therefore we would like to thank you for your patience and compliance as we delegate drivers to transport your child to and from school following the most convenient mapping routes for all current and new students. All drivers are required to adhere to our school rules and regulations. All busses will continue being monitored through our **GPS tracking system**, as they transport students to and from school.

- Children using a school bus will be escorted by their teacher Assistant to the busses. Upon drop off, please ensure there is an adult present at the time of drop up to receive the child(ren).
- Occasionally, plans change. If your child usually takes a school bus home, but will not be riding the bus home on a particular day, then you must first notify administration with whom you wish to pick up your child, along with showing a form of identification. Under no circumstances should you come to school and take your child off the bus without first notifying administration.
- Pick-up time for **KG1-Gr.4 is 2:50 p.m.** & for **Gr. 5-7 is 3:40 p.m.** The children work very hard and are tired at the end of their day, so please make sure that you or your driver/nanny is at school ready to collect your child promptly at the given time.
- Should you pick your child up at a later time, he/she will be placed in an "After School Room" supervised by an adult until pick up, of which a signature is required to take the child.
- No child may be collected before 2:50 p.m. unless there is an important reason.
- Please note that students or parents may not, under any circumstances go into the halls and classrooms before school starts in the mornings or during the day unless they contact the school admin team.

- Drivers who arrive late in the mornings must escort their child to the receptionist, where a supervisor can be called in to take charge of the student. The student will receive a later note and the corridor supervisor will take them to the class.
- Students who arrive late repeatedly will unfortunately receive infractions recorded into the system to not repeat such behaviors, of which parents will be contacted accordingly.
- Keep in mind that the teacher will schedule the most important lessons early in the morning, and your child will miss a lot of work if he/she cannot attend the first lesson of the day.
 - Also, the first 10 minutes every day are used to review the previous concepts so it is important that your child doesn't miss any minute.

SCHOOL CAFETERIA & FOOD

As a courtesy, the school provided a well-balanced and nutritious snack and lunch free of charge for the first week only. The school offers cafeteria services, of which include breakfast and a hot lunch. If you would like to sign up, please visit the school accountant accordingly.

It is essential that the school is informed of any allergies, particularly if they are related to food or drink.

- Your child should have a healthy, balanced breakfast before he/she comes to school. Please try to avoid any sugary breakfasts.
- Each child should have in the labeled lunchbox (name, class and section) a healthy morning snack and lunch consisting of a sandwich, vegetables or fruit, and milk or juice (with no added sugar) each day.
- All water fountains are filtered drinking water; therefore, it is encouraged that all students bring a refillable, non-glass water bottle. If you prefer to have your own water, it is essential that every student brings his/her own water bottle to school.
- Teachers will encourage the children to eat their food, but will not force them. Should your child(ren) not eat, the school admin team will inform you accordingly.
- Glass containers, gum, fizzy drinks, chocolate, candy bars and chips are not permitted.
- Please do not send money that exceeds 10,000 IQD per day to avoid any high loss, in case lost.

CLOTHING & APPEARANCE

Being an international private school, all students are required to wear their school uniforms, as it is compulsory. School Uniforms are available for purchase at the school's bookstore.

- Please make sure all your child's clothing and belongings are labeled with your child's name and class.
- For the infants (KG1, KG2 & Gr. 1), sometimes "accidents" happen. Please send a change of clothes to school with your child (including underwear) to be kept at the school and used upon need. This does not need to be school uniform. Make sure that your child's spare clothes are properly labeled with his or her name and class. Soiled clothes will be sent home with the child in a plastic bag. The extra set of clothes will be kept in your child's cubby for the whole year. Should there be any accidents, parents will be informed by the school admin team.
- Please provide baby wipes to be used for your child upon need.
- Children may not wear jewelry or expensive watches to school, but girls may wear small stud earrings. Girls are not allowed to wear make-up or nail polish and must wear their hair away from the face.
- Boys should have short hair, and may not wear gel or rings of any description.
- For the infants (KG1, KG2 & Gr. 1), the best shoes are those without shoe laces (Velcro straps work the best). No flip flops or slippers please.
- Please see the class timetables in order to know on which days your students should come to school with either Cadmus everyday uniforms or Cadmus P.E. Uniforms.

ACADEMIC – BOOKS & TABLETS (E-BOOKS)

- All students will be provided with a set of books. Students in grades 3 & up will be using SABIS® E-books through tablets. Kindly note that our policy regarding sending books home stem from our belief that academic targets can be reached by restricting learning to school hours. Extending the school day beyond that will eventually have a negative effect on both the children and parent. We recommend the parents to encourage children to read on a daily basis.

Books:

- KG1 & KG 2 (Level A-B): All books are kept at school, except for Mental Math, and the reading books, which are sent home daily and must be returned to school each morning. Reading books will have a reading schedule indicating what pages to read per week. Completed pages from the books will be sent home after every 2 weeks for you to keep at home.

- Gr1-Gr 4 (Level Cnew-F): Books are kept at school, except for the reading books, mental math and spelling books, which are sent home daily. Grades 3+ use E-books with minimum hard cover books. Class readers will be provided along with a CD's. It is useful if the child listens to the CD for five-ten minutes per day, to help his/her pronunciation, intonation, speed and fluency skills in English. No study lists will be sent home. Students are advised to read books via myOn platform to enhance reading skills.
- Gr.5-7 (Level G+): E-Books are available via Tablets, which meet the school's specifications. All books are mapped by the courses students are enrolled in, therefore they will be accessible once enrolled in his/her courses. Students are advised to read books via myOn platform to enhance reading skills.

Exams:

- KG1 & KG 2 (Level A-B): Students are assessed 2 times per term followed with a generation of an End of Term report. End of Term reports are issued at the end of each of the first two terms and will be sent home with the student. The End of Year report must be collected from the school administration. This report is of special importance because it gives promotion information.
- Gr1-Gr2 (Level C, Cnew-D English & Math): C.A.T (Continuous Assessment Test) reports are issued at the end of each CAT session (usually twice per term).
- Gr3-Gr7: weekly exams given called AMS (Academic Monitoring System) and Periodic exams are conducted.
- Kurdish: C.A.T (Continuous Assessment Test) reports are issued at the end of each CAT session (usually twice per term).
- End of term exams: given at the end of each term.
- Please Note, reports are sent home to be reviewed, signed and returned by parents. If you have any inquiries regarding your child's academics, please feel free to make an appointment with your AQC at a time convenient for you.

HEALTH & SAFETY

Due to the COVID pandemic, we as a school offer both options of physical and distance learning. Should parents opt out of online and choose the physical learning, a consent form is required to be signed acknowledging that all risks are understood and accepted accordingly. The school has a registered Nurse on duty at all times during the day. Parents will be informed immediately if in the case, god forbid, there were any issues relating your child's health.

- If your child is taking a prescribed course of medicine and has to take it during school hours, give the medicine to the school nurse first thing in the morning along with clear directions regarding time to take the medication, usage/dose. The school nurse will ensure that the child takes his/her medicine at the correct times. Should there be any medication found without informing the school, the nurse will contact parents for further steps to take.
- It is essential that the school is informed of any allergies, particularly if related to food or drink and/or conditions/illnesses the school should be aware of.

- In case of illness, call the supervisor, school nurse or front desk and inform them of the reason for absence from school and give an approximate period of absence.
- In the case of an emergency (e.g. an accident requiring medical attention) the school must have a working telephone number to contact you. Please provide a current telephone numbers and, in case of changes, make sure we have the updates.
- It is extremely important that you provide the administration with all medical information necessary regarding your child's health and wellbeing.
- Routine checkups for lice is conducted on a semi-monthly basis and if your child has been spotted with active lice, he/she has to be sent home for 3 full days and treated. The child will be check again upon return.
- Setting a bedtime for your child(ren) is highly advised as a fully rested mind and body ensures efficient learning will be retained. If your child(ren) come to school sleepy, it is not guaranteed that he/she will grasp all lessons with focus.

STUDENT LIFE ORGANIZATION® & SOCIAL MEDIA

The Student Life Organization® (SLO) ensure we have a well-balanced plan filled with different activities, events and field trips, of which the entire school is involved in to add life to the school spirit. Anytime students are taken out of the school for a field trip, parents are informed to provide their consent prior to departing. All events that take place are documented and shared on our school's social media platforms such as the school website, Facebook, Instagram, etc. Should you not feel comfortable to have your child exposed, please ensure you inform the school accordingly.

COMMUNICATION WITH THE SCHOOL

Clear and consistent communication between the school and parents helps to bind the students, parents, teachers and administration into a team working towards a common goal. Please see below a list of directory along with what kinds of matters each would address for your reference. For all memos or letters shared by the school, ensure you've downloaded SABIS® Connect to receive all. The following procedures should be used to facilitate rapid and appropriate communication.

- Call the right department to book an appointment with whomever you wish to see

If you cannot make it to a meeting, schedule telephone meetings for your convenience.

Department	Title	Person of Contact	Contact Information
Admissions	Admissions Officer	Jala Selah	cadmusduhok@cisduhok.sabis.net +964-751-121-9205

Student Management & Transportation	SMC	Nawras Sleefo	nsleefo@cisduhok.sabis.net +964-751-470-2194
Academics	AQC	Zeen Missouri	zalmissouri@cisduhok.sabis.net +964-751-121-9205
Tablet Support	Admin Coordinator	Baravan Hasan	+964-751-121-9205
General	Reception	Warvin Tahir	+964-750 544 4222

Thank you for your cooperation and support. We wish you and your child a successful academic year and a prosperous future with CADMUS™ International School Duhok. If you have any further inquiries, please don't hesitate to contact the school at your convenience.

Regards,
Delene Missouri
 Director
 Administration

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