

ACS GETTING STARTED GUIDE

26/27



Welcome to ACS Doha International School



ACS Doha International School is a welcoming, inclusive community of more than 1,000 students aged 3 to 18, representing over 60 nationalities and supported by more than 150 dedicated staff members. We are committed to ensuring every student is known, valued, and inspired to succeed.

At the heart of our approach is readiness. Through our internationally recognised International Baccalaureate (IB) programmes, we develop curious, confident, and compassionate learners who are equipped with the knowledge, skills, and mindset to thrive in a rapidly changing world.

Our diverse international community fosters collaboration, respect, and a strong sense of belonging. Beyond the classroom, students benefit from a wide range of opportunities including sports, performing arts, leadership, service learning, clubs, and educational visits, helping them grow academically, socially, and personally.

At ACS Doha, we prepare students not only for academic success, but for life.
Ready for today. Ready for tomorrow. Ready for life.

Welcome from Niall Brennan

- CEO at Artemis Education



Welcome to the Artemis Education family.

Our mission is to improve access to outstanding education by designing, delivering, opening, and then operating new schools. We combine the best educational traditions with cutting-edge education innovation. We start, literally, at the drawing board: we design our schools from the ground up to maximize the learning experience.

We deliver exceptional facilities; we hire incredible staff and then we combine academic rigour with diversity of experience to enable our children to flourish. Our schools focus on academic rigour, universal values, individual growth, and multi-faceted development to enable students to realise their full potential, build resilience and become responsible citizens of the world.

We focus, first and foremost, on the individual child and their family.

We deliver internationally accredited curriculums enriched by dynamic extracurricular experience. We graduate expressive, self-confident, and critically minded individuals, with a solid foundation to flourish in higher education or life.

Niall Brennan
Chief Executive Officer

A Welcome from Dr Robert Jackson

– Head of School



Welcome to another exciting school year at ACS Doha.

As I begin my second year as Head of School, I continue to feel incredibly proud to be part of this exceptional community. Over the past year, I have had the privilege of getting to know our students, families, and staff, and I have seen firsthand what makes ACS Doha such a special place to learn and grow.

Our school is rooted in strong values and an unwavering commitment to student learning, wellbeing, and personal growth. Our core values, Welcome Everyone, Imagine Better, Work Together, Act with Kindness, and Aim High and Make It Happen, continue to shape everything we do. They guide how we teach, how we lead, and how we support one another, while creating an environment where every child feels safe, valued, and inspired to reach their full potential.

At ACS Doha, we know that the strongest outcomes for students come from a genuine partnership between school and home. Thank you for the trust you place in us each day. Your engagement, encouragement, and collaboration play a vital role in your child's success and help strengthen our vibrant school community.

Whether your family is returning or joining us for the first time, I look forward to another year of learning, growth, and shared achievement. Together, we will continue to inspire confident, compassionate, and future-ready learners.

Robert S. Jackson
Head of School

ACS CORE VALUES

Our effective, confident and caring students are ready to change the world



OUR VISION AT ACS DOHA

Inspiring the World's Next Global Thinkers and Doers

We define learning as growth and development, in knowledge and understanding, skills and dispositions

ACS VISION AND VALUES

At ACS Doha, our internationally recognised curriculum combines the academic rigour of the full International Baccalaureate (IB) continuum with the flexibility of the American High School Diploma. Designed to challenge, inspire, and support every learner, our programmes encourage curiosity, critical thinking, creativity, and a lifelong love of learning. Through personalised pathways and exceptional teaching, we empower students to achieve their full potential, preparing them for success at leading universities around the world and, most importantly, for life beyond the classroom.

We are proud of our international community and their commitment to make a difference. At ACS we prepare our students to be ready. Ready for cultures that crossover, boundaries that blur and ideas that interconnect. Ready for a world that demands a new kind of learning – and a new kind of citizen.



Getting Started at ACS Doha International School



Key Contact Information

How to contact ACS Doha

By telephone: +974 4474 9000

Key Contact Email Addresses

Name	Designation	Email Address
Robert Jackson	Head of School	robert.jackson@acsdoha.school
Cynthia Chancellor	Head of Finance and Operations	cynthia.chancellor@acsdoha.school
Christie Coomer	PYP Principal	ccoomer@acsdoha.school
Michael Elston	Principal MHS	michael.elston@acsdoha.school
Admissions	Enrolment	admissions@acsdoha.school

Grade, Name/Designation then Contact Details

Grade	Name / Designation	Contact Details
PK3 – Grade 5	Graham Herman Lower School Administrative Coordinator	gherman@acsdoha.school +974 5098 1174 +974 4474 9002
Grades 6 – 12	Alaa Al Nablsi Middle High School Administrative Coordinator	Anablsi@acsdoha.school +974 509 81044

Any questions?

A. Families who have not yet started at ACS should contact our Admissions Department.

B. Current families with general queries may contact the Divisional Admin Coordinators.

Divisional Admin Coordinators Contact Details

Communication

At ACS Doha, we believe that strong communication between home and school is key to every child's success. We use a variety of communication channels to keep families informed, engaged, and connected throughout the school year.

Toddle

We use Toddle as our main communication platform. Toddle helps you stay connected with your child's learning journey and school life.

Through the Toddle Family App, you can:

- Access your child's learning journey through photos, videos, audio recordings, and other evidence of learning.
- View school announcements, notifications, and important updates.
- Receive and send messages, helping you stay connected with your child's teachers and the school community.

At the time of your child's enrolment, you will receive your Toddle login details from our IT Department, along with a QR code linking you directly to your child's homeroom teacher.

If you experience any issues accessing or connecting to Toddle, please contact our IT Department at ithelpdesk@acsdoha.school or speak with your child's homeroom teacher, who will be happy to assist.

Email

Email is also our primary method for sharing important school information. Families will receive updates from the school, principals, teachers, and relevant departments regarding events, academic information, trips, reports, and other key announcements. Please ensure the email address provided during enrolment is kept up to date and check your inbox regularly.

Weekly Newsletter

Our weekly school newsletter keeps families informed about everything happening across the ACS Doha community. It includes important dates, upcoming events, student achievements, reminders, and highlights from across the school. We encourage all families to read the newsletter each week to stay informed.

Social Media

Follow ACS Doha on our social media channels to see life around the school, celebrate student achievements, and keep up to date with community events, activities, and special announcements. Our social media platforms provide a window into the vibrant learning experiences taking place across our campus. We encourage all families to regularly engage with these communication channels to ensure they never miss important information and remain connected with the ACS Doha community.

Class Whatsapp Groups

To help strengthen communication between families, each class has a dedicated Parent Support Organisation (PSO) WhatsApp group. These groups provide a convenient way to share reminders, class updates and information about school events.

Once your child has enrolled and been assigned to their class, your Homeroom Teacher will share a QR code, allowing you to join your class WhatsApp group.

Instagram- [@acsdohaschool](https://www.instagram.com/acsdohaschool)

Facebook- [Facebook.com/ACSDoha](https://www.facebook.com/ACSDoha)



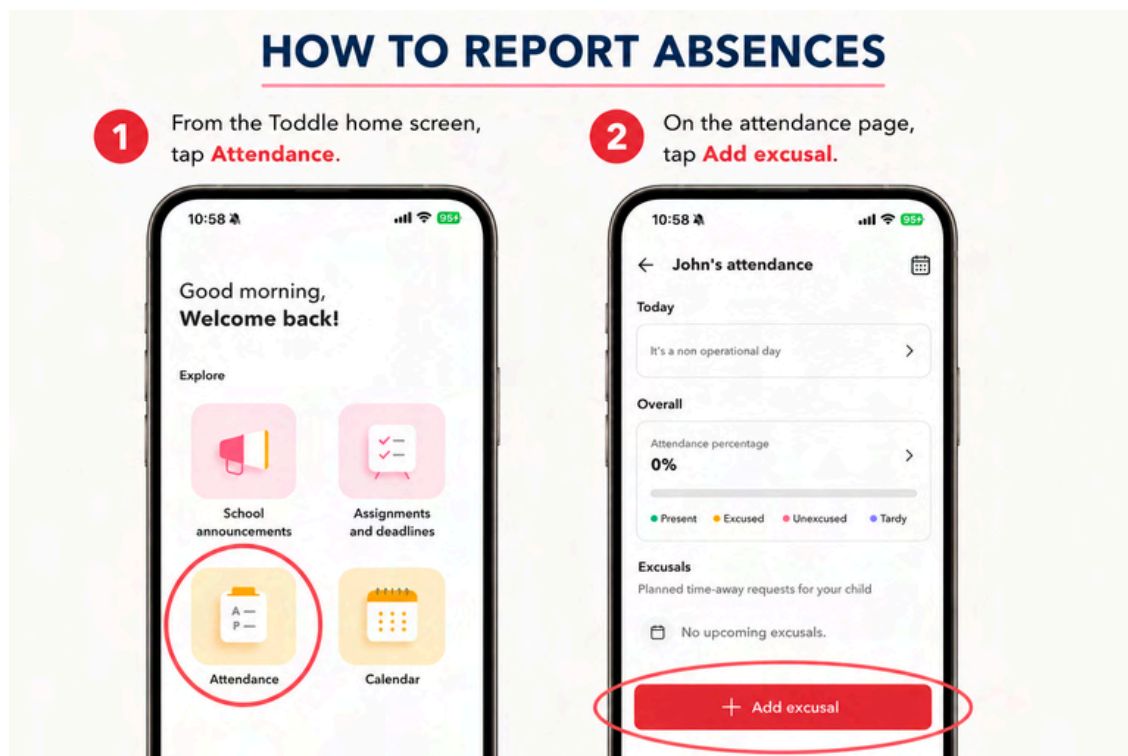
If your child is absent

Regular school attendance plays an important role in your child's learning, wellbeing, and social development. We encourage all students to attend school every day wherever possible. If your child is unable to attend, please notify the school as early as possible.

Absences can be reported in one of two ways:

1. Via the Toddle App – Open the Attendance section and select Add Excusal to submit your child's absence.
2. By contacting our Administration Coordinators:
 - Graham Gherman – gherman@acsdoha.school
 - Alaa Anablsi – anablsi@acsdoha.school
 - Telephone: +974 4474 9000

Thank you for helping us maintain accurate attendance records and ensure the safety and wellbeing of all our students.



If your child is absent and we have not been notified of their absence, one of our Divisional Administration Coordinators will contact you

Attendance categories:

- Excused Absences: Illness, medical appointments, family emergencies, religious observances — require prior notification or documentation.
- Unexcused Absences: Absences without valid reason or prior approval (including travel during term time) — these impact learning and will be monitored. Planned absences of two or more days require completion of an Extended Absence Form.

Unreported absences trigger a safeguarding response — the school will contact parents by 9:00am on the first day of an unexplained absence.



Arrival & Dismissal

Morning Arrival

School gates open at 7:10 am. Please do not leave children unattended before this time.

- PK3–Grade 2: Parents may escort students to their classrooms.
- Grades 3–5: Drive-through drop-off at the Lower School Entrance.
- Grades 6–12: Drive-through drop-off at the North Gate.

Afternoon Dismissal

The school day finishes at 2:10pm, with students participating in Co-Curricular Activities (CCAs) finishing at 3:15pm.

- Early Childhood (PK3–Kindergarten): Collected from the classroom.
- Grades 1–2: Collected from homeroom classrooms.
- Grades 3–5: Collected from the Lower School Gym.
- Grades 6–12: Collected from the Middle & High School Entrance.

If your child is being collected by another adult or travelling home with another family, please notify the relevant Divisional Office before 12:00 pm on the day.

Parent & Visitor Access

Parents and guardians entering campus are required to wear a yellow Parent Badge. Visitors must collect a Visitor Pass from Reception. Parent badges can be arranged through the Lower School Reception.

School Bus

At ACS Doha International School, we understand that a safe and dependable journey to and from school is an important part of every child's day. We are pleased to partner with Smart Step Transportation, a trusted provider committed to delivering a reliable, comfortable, and secure transportation service for our families.

Smart Step's modern fleet is equipped with GPS tracking, allowing parents added peace of mind by knowing their child's journey is being monitored. Every bus is also supported by a dedicated bus monitor, ensuring students are safely supervised throughout their journey to and from school.

For route information, registration, or any transportation enquiries, please contact Smart Step directly:

Email

info@smartstep.qa

admin@smartstep.qa

Telephone

3318 4882

3111 7570

3000 7631



Welcome to the Primary Years Programme (PYP)

A Welcome from Ms Christie Coomer



03

Welcome to the Primary Years Programme at ACS Doha International School.

It is my pleasure to welcome you and your family to our vibrant learning community. Whether you are joining us for the first time or returning for another exciting year, we are delighted to have you as part of our school family.

At ACS Doha, we believe every child is unique and capable of achieving great things. Through the International Baccalaureate Primary Years Programme (IB PYP), we nurture curious, confident, and compassionate learners who are encouraged to ask questions, think critically, and develop a genuine love of learning.

Our classrooms are places where students feel safe, valued, and inspired to explore new ideas. We believe strong partnerships between school and home are fundamental to a child's success, and we look forward to working closely with you throughout your child's educational journey.

Thank you for placing your trust in us. We are excited to support your child's growth, celebrate their achievements, and create wonderful memories together.

Warm regards,
Ms Christie Coomer
PYP Principal

EARLY CHILDHOOD PK3 • PK4 • KINDERGARTEN

Our Early Childhood programme provides a nurturing, play-based environment where children develop confidence, independence, creativity, and a lifelong love of learning. Every experience is carefully designed to support each child's academic, social, emotional, and physical development while encouraging curiosity through purposeful inquiry.

LOWER SCHOOL GRADES 1-5

Our Lower School programme builds upon the strong foundations established in Early Childhood, encouraging students to become confident, knowledgeable, caring, and internationally minded learners.

Through the International Baccalaureate Primary Years Programme (IB PYP), students continue to develop independence, resilience, collaboration, and critical thinking while making meaningful connections across all areas of learning.



Primary Years Programme (PYP)

Essential Information for Families

This page provides an overview of the key information every Primary Years family should know to help ensure a smooth and successful school experience.

What to Bring

To help your child feel prepared for each school day, please ensure they bring:

- A clearly labelled school bag.
- A refillable water bottle.
- A healthy snack (where applicable).
- Any additional items requested by their classroom teacher.

Students in PK3, PK4 and Kindergarten should also bring a clearly labelled spare set of clothes, including underwear and socks, which will remain at school in case of accidents or water play. Please ensure all personal belongings are clearly labelled with your child's name.

Learning in the PYP

At ACS Doha, our curriculum combines the International Baccalaureate (IB) Primary Years Programme with the American Common Core State Standards, providing students with a rigorous, inquiry-based education that develops both academic excellence and essential life skills.

Through transdisciplinary learning, students are encouraged to ask questions, think critically, collaborate with others and make meaningful connections across all areas of the curriculum. Alongside academic achievement, we place equal emphasis on developing character, wellbeing and international-mindedness.

Our literacy programme is supported by Amplify, a research-based curriculum that develops confident readers, writers and communicators through engaging, evidence-based instruction. In mathematics, students develop conceptual understanding through hands-on exploration using a variety of mathematical manipulatives before progressing to pictorial and abstract problem-solving. This approach builds confidence, deepens understanding and enables students to apply mathematical thinking to real-world situations.

Specialist Subjects

Students participate in a range of specialist lessons that enrich and enhance their learning experience, including:

- Physical Education (PE)
- Music
- Visual Arts
- Library

Additional specialist experiences and enrichment opportunities may be introduced throughout the year depending on your child's year level.

Language Learning

Developing multilingual learners is an important part of the Primary Years Programme.

- From PK4, Arab National students begin learning either Arabic.
- From KG students whom are not Arab Nationals can choose from Non-Native Arabic French or Spanish.

- Access school notices, events and important information.
- Communicate with teachers when appropriate.

We encourage all families to check Toddle regularly to stay informed and connected.

Healthy Eating & Lunch

Students are welcome to bring a healthy, balanced packed lunch from home or purchase lunch through the school's catering service.

We encourage families to provide nutritious meals and snacks that support children's health, wellbeing and learning throughout the school day.

For information on ordering lunch through the school's catering service, including menus and ordering instructions, please refer to the Lunch Services section of this handbook.

Home-School Communication

Toddle is our primary platform for communication between home and school.

Through Toddle, families can:

- Receive important school announcements.
- View classroom updates and learning experiences.
- Report student absences.
- Access school notices, events and important information.
- Communicate with teachers when appropriate.

We encourage all families to check Toddle regularly to stay informed and connected.



WELCOME TO MIDDLE & HIGH SCHOOL (MYP & HS)



A Welcome from Mr Michael Elston Middle & High School Principal

Welcome to the Middle and High School at ACS Doha International School.

It is my pleasure to welcome you and your family to our learning community. Whether you are joining ACS Doha for the first time or returning for another exciting year, we are delighted to have you with us.

The Middle and High School years are an exciting time of growth, independence, and opportunity. Our students are encouraged to challenge themselves academically, discover their passions, and develop the confidence, resilience, and skills needed for success beyond the classroom.

At ACS Doha, we are committed to providing a supportive and engaging environment where every student is known, valued, and inspired to achieve their personal best. By working in partnership with families, we help our students grow into confident, compassionate, and globally minded young adults.

Thank you for choosing ACS Doha. We look forward to welcoming your family and supporting your child's journey.

Warm regards,
Mr Michael Elston
Middle & High School Principal

MIDDLE SCHOOL GRADE 6-10

Our Middle School Programme provides students with a broad, engaging curriculum that develops academic excellence, confidence, and independence. As students progress from Grade 6, they begin to enjoy greater flexibility in their learning through a range of subject choices and elective opportunities, allowing them to explore their interests while building a strong foundation for High School.

Students in Grades 6-8 follow the Amplify curriculum for English Language Arts and Mathematics, providing a rigorous, research-based programme that develops critical thinking, problem-solving, literacy, and numeracy skills. This strong academic foundation prepares students for the increased choice and challenge they will experience as they progress through Middle and High School.

HIGH SCHOOL GRADE 11-12

Our High School Programme enables students to follow a personalised pathway that reflects their strengths, interests, and future aspirations. Through a balance of academic challenge and individual choice, students are supported in preparing for university and life beyond school.

ACS Doha offers three internationally recognised graduation pathways:

- IB Diploma Programme (IBDP)
- US High School Diploma
- IB Courses alongside the US High School Diploma (Hybrid Pathway)

Our experienced School Counsellors work closely with students and families to provide personalised guidance on subject selection, university planning, and future pathways, ensuring every student is supported in achieving their individual goals.



Middle & High School Programme

Essential Information for Families

This page provides an overview of the key information every Middle and High School family should know to help ensure a smooth and successful school experience.

What to Bring

To help students feel prepared for each school day, please ensure they bring:

- A fully charged personal laptop and charger.
- A clearly labelled refillable water bottle.
- A healthy snack and/or packed lunch (where applicable).
- Any additional materials requested by their teachers.

Students are encouraged to take responsibility for organising their learning materials and arriving prepared for each lesson.

Bring Your Own Device (BYOD)

Middle and High School students are expected to bring a fully charged personal laptop to school each day as part of our Bring Your Own Device (BYOD) programme.

Technology is fully integrated into teaching and learning, enabling students to access digital resources, collaborate with peers, complete assignments, undertake research and engage with learning through Toddle and other educational platforms.

Students should ensure their device is fully charged before arriving at school and bring their charger each day. We also recommend using a protective case to help keep devices safe while at school.

Healthy Eating & Lunch

Students are welcome to bring a healthy, balanced packed lunch from home or purchase lunch through the school's catering service.

Throughout the school day, students can also purchase a selection of lunches and healthy snacks from the school cafeteria.

Students can pay using cash, card or a pre-paid top-up account.

For further information on ordering school lunches, payment options and menus, please refer to the School Lunch Services section on page XX of this handbook.



Arabic, Islamic Studies & Qatar History

In accordance with the Ministry of Education and Higher Education (MOEHE) requirements:

- **Arabic Language** is mandatory for all Arab nationals from PK4 to Grade 12. It is also offered to non-native speakers.
- **Islamic Studies** is mandatory for all Muslim students from PK4 to Grade 12, with differentiated programs for native and non-native Arabic speakers.
- **Qatar History** is mandatory for all students in Grades 1 to 9.

These programs aim to develop language skills, cultural understanding, and appreciation of Qatar's heritage.



Everyday School Life





School Lunches

Jazz Café

Our school canteen is operated by Jazz Café, providing students with a variety of fresh, nutritious meals, snacks, and beverages throughout the school day. With a focus on quality, convenience, and healthy eating, Jazz Café offers a range of menu options to suit different tastes and dietary requirements.

Jazz Smart Pay

Jazz Café operates a secure cashless payment system through the Jazz Smart Pay app, making it easy for parents to manage their child's cafeteria account.

Using the app, parents can:

- Top up their child's cafeteria account securely.
- Pre-order meals and snacks in advance.
- View account balances and transaction history.
- Manage payments conveniently from their smartphone.

Getting Started

1. Download the Jazz Smart Pay app from the Apple App Store or Google Play Store.
2. Register your account using the school invitation code provided during enrolment.
3. Add funds to your child's cafeteria account.
4. Your child will then be able to purchase food and beverages using their cashless student account.

Early Childhood & Lower Primary Meal Delivery

To support our youngest learners, students in PK3 through to Grade 1 will have their pre-ordered meals delivered directly to their classroom each day by the Jazz Café team. This service provides a smooth, safe, and supervised lunchtime experience, allowing students to enjoy their meals within their classroom environment without the need to visit the canteen. If you require any assistance with setting up your Jazz Smart Pay account or have any questions regarding the Jazz Café service, please contact the school administration team, who will be happy to assist.

Guidelines for Food in School

Lunches can be purchased from school.

We aim to support healthy eating habits and ensure the safety of all students.

Packed lunches and snacks should:

- Be nutritious and well balanced
- Not include nuts (ACS Doha is a nut-free school)
- Not include items containing latex (e.g. certain balloons, gloves)
- Promote hydration – students are encouraged to bring reusable water bottles

Lunch at School

- Lunches can be brought from home or purchased from school.
- Students are encouraged to make healthy food choices.

Water & Hydration

Students must bring a refillable water bottle to school each day and are encouraged to drink water regularly throughout the day, especially during PE and outdoor activities.

Celebrations

Birthdays will be honored at school; however, please do not bring in party bags, balloons, large cakes, etc. If you would like to share the occasion with your child's class, please bring in individually wrapped items which can be taken home at the end of the day.

Dress Code & Uniform

School Uniform

Students are expected to wear the correct ACS Doha school uniform with pride each day. Wearing the school uniform helps foster a sense of belonging, promotes equality and reflects our shared commitment to maintaining high standards across the school community.

School uniforms can be purchased from Noble House. Please see below for full uniform requirements, ordering information and the school ordering code.

Uniform Flexibility: Families may choose bottoms of their choice, provided they are appropriate for a school environment. Families also have the option to purchase plain T-shirts and polo shirts independently and have the ACS Doha logo professionally embroidered. For more information, please contact the Admissions Department on +974 4474 9000 or admissions@acsdoha.school.

UNIFORM LIST



ACS DOHA UNIFORM ITEMS

PYP (PK3–G5)



Short Sleeve Polo Shirt

Long Sleeve Polo Shirt

Short Sleeve Round Neck T-Shirt

Long Sleeve Round Neck T-Shirt

Sweater

Fleece

MIDDLE & HIGH SCHOOL (G6–G11)



Short Sleeve Polo Shirt

Long Sleeve Polo Shirt

Short Sleeve Round Neck T-Shirt

Long Sleeve Round Neck T-Shirt

Sweater

Fleece

Hooded Varsity Jacket

GRADE 12 (G12)



Short Sleeve Polo Shirt

Long Sleeve Polo Shirt

Short Sleeve Round Neck T-Shirt

Long Sleeve Round Neck T-Shirt

Sweater

Fleece

Varsity Jacket (No Hood)

ACCESSORIES



Baseball Cap

Gym Bag

Backpack



SHOP & PRE-BOOK ONLINE

www.noblehouseqatar.com

Use school code: **ACS0407**



NOBLE HOUSE

TRADING & SERVICES

Thank you for your continued support.

Sports and Swimming

PE kits can also be purchased through Noble House. Students are expected to wear the appropriate sports footwear on PE days to ensure their safety and full participation in physical education activities

Girls: one-piece swimsuit

Boys: swim trunks with appropriate lining, above the knee

If a student is not dressed appropriately, they will be referred to their divisional leadership for follow-up.



Personal Belongings & Valuables

Students should avoid bringing valuables (jewellery, large sums of money, electronics) to school. The school is not responsible for loss or damage to personal items.

Backpacks:

Appropriately sized backpacks may be used. Backpacks must be stored safely during the school day as per divisional guidance.

Materials / Supplies:

Basic stationery is provided. Textbooks and workbooks are loaned by the school — students are responsible for their care. Lost or damaged items will be charged to families.

Personal Devices:

Personal devices are not permitted during the school day. If a student choose to bring a device on campus it will be secured in a Yondr pouch (policy).

Lost & Found

EC&LS: Lost items are given to Security at Reception, monthly display for collection

MHS: Lost items held by Security; students should contact the Divisional Admin Coordinator

We strongly encourage all families to label personal belongings clearly. Unclaimed items will be donated to charity after published notice.



Learning Beyond the Classroom



General Information

Times of CCAs

CCAs are offered two times a week:

- Monday and Wednesday
- Timing: 2:20 PM – 3:15 PM
- All students to be collected by 3:30pm at the latest

Timings of some CCAs do vary depending on the CCA itself. Students who participate in representative teams or engage in offsite CCA timings may vary. Timings will be made clear prior to the CCA Terms beginning.

Category of CCA

At ACS Doha, after-school activities include term-based Co-Curricular Activities (CCAs) across areas such as creativity, sports, wellbeing and enrichment, alongside season-based Athletics/Activities, including competitive and recreational sports such as football, basketball and swimming.

Application and Allocation of CCAs

Applications and Allocations are primarily made through the online signup platform. Platform opening and closing dates will be shared prior to the Terms and will be based on a first come first served basis. Students and parents are to choose in order of preference, then students will be assigned to a CCA based on preference for CCAs which are over subscribed.

Some Committees/Squads will have their own methods of application and students must follow the CCAs specific guidelines for admittance. Furthermore some committees are elected positions and as such students must go through the formal process of election.

Artemex & ACS

At ACS International School Doha, we are proud to collaborate with **Artemex** to provide a range of **paid Co-Curricular Activities (CCAs)** that offer students unique opportunities outside of what our teacher led CCA offerings. These specialized activities, led by expert instructors from Artemex, require prior sign-up and payment, as they involve dedicated resources and tailored instruction beyond the standard CCA programme. To ensure smooth participation, families must complete the registration process and submit payment before the start of the activity. Full details, including schedules, fees, and deadlines, will be communicated in advance to help families make well-informed choices.



Representative Team Events & CCA Offerings

At ACS International School Doha, **Representative Teams** and Co-Curricular Activities (CCAs) serve distinct but complementary roles within our wider extracurricular programme. Representative teams are **selective, trial-based opportunities** designed for high-performing students to compete at regional, national, or international levels. These representative teams reflect the school's commitment to excellence and require a high level of skill, discipline, and dedication, as students represent ACS Doha in competitive forums. In contrast to our CCAs which are open to all students and are focused on exploration, personal growth, and enjoyment. While some CCAs may involve informal competitions or performances, their primary aim is to foster interest, build skills, and promote community engagement in an inclusive and supportive setting. Together, both strands ensure a well-rounded experience, offering pathways for both high-level performance and broad participation.



Events Calendar

All events specific to your child's homeroom and/or grade can be found in the Toddler Calendar. This is updated regularly. Timely reminders will also be sent, as we hope you can attend as many vents as possible.

tudents, while fostering a seamless continuum of education across the school.

Class Placement

We believe in creating well-balanced, inclusive learning communities. Our class placement process considers each child's academic, social, emotional, and behavioral needs. Our goal is to create diverse groups of learners who will thrive together.

Factors considered in class placement include:

- Academic levels across content areas
- Social and emotional needs
- Gender balance
- Nationality balance
- Behavioral needs
- Unique learning needs (e.g., SEN, EAL, Gifted)

While we greatly value parental partnership, we do not accept parent requests for specific teachers or class placements. We encourage parents to trust in the professional expertise of our teaching teams to make decisions in the best interest of all learners.

Homework & Independent Study

We value meaningful home learning that reinforces class concepts, builds responsibility, and encourages reflection. Homework expectations vary by grade level and are age-appropriate.

- **Early Childhood & Lower School:** Focus on reading, foundational skills, and family engagement
- **Middle High School:** Increasing emphasis on subject-specific tasks, research, and exam preparation

Toddle and PowerSchool provide information about assignments, due dates, and strategies for support. If you have questions about homework expectations, please contact your child's teacher or divisional coordinator.

Student Support Services

We believe that all students can succeed with the right support. Our Student Support Services team works collaboratively to ensure learners' academic, emotional, behavioural, and language needs are met.

Support Areas:

- Learning differences (including SEN and Gifted learners)
- English as an Additional Language (EAL)
- Social-emotional support
- Transition support
- Conditional admissions monitoring

Support is offered through:

- In-class accommodations
- Small group or 1:1 intervention
- Language support
- Individual Learning Plans (ILPs)

Entry and exit into support programs are reviewed regularly in partnership with families. For more information, please contact the divisional support team.

Academic Integrity

At ACS Doha, we foster a culture of trust, honesty, and responsibility. We expect students to uphold the highest standards of academic integrity at all times.

Students are expected to:

- Produce original work
- Credit others' ideas through appropriate citation
- Avoid plagiarism and collusion
- Follow guidelines during assessments and exams

Instances of academic misconduct will be addressed through our academic integrity procedures, and students will be supported in understanding the consequences and expectations for future success. For details, refer to our [Academic Honesty Policy](#).

Accessing Learning & Teaching Remotely

When required, ACS Doha delivers high-quality remote learning through:

- Toddle (main learning platform)
- Microsoft Teams (for video conferencing)

Remote learning expectations include:

- Participation during scheduled hours
- Appropriate attire and learning environment
- Responsible digital behavior (in line with the IT Acceptable Use Policy)

Please note: synchronous online learning is only guaranteed during authorised absences under MOEHE guidelines.

Library

We have library hubs across campus. Students in Early Childhood and Lower School visit their respective library weekly. MHS students use the Learning Hub during class and personal study times.

Our libraries:

- Encourage reading for pleasure and academic research
- Offer print and digital resources
- Provide access to e-catalogues for parents and students
- Issue late notices and replacement fees for lost materials

We aim to instil a lifelong love of reading and information literacy in every student.

Parent Information & Safeguarding



Complaints Policy

ACS Doha has a clear, robust Complaints Policy that reflects our commitment to transparency and accountability.

- All concerns should first be raised with the school so we can resolve them at the most appropriate level.
- The Ministry of Education requires that complaints are addressed through the school before being escalated externally.
- Complaints not resolved through standard channels may be reviewed by the school's **Complaints Committee**, which meets formally as required.

We take all complaints seriously and aim to resolve them promptly and fairly. For details, please refer to the full **Complaints Policy**.

Parent-School Organization (PSO)

The PSO is an active and valued part of our school community. It fosters partnerships between parents and the school, coordinates events, and helps build positive community connections.

- PSO representatives attend regular meetings with the Senior Leadership Team.
- PSO helps cascade information via email and WhatsApp groups.
- Parents can opt in to join their Grade-level WhatsApp group at the start of the year. WhatsApp Groups via your child's homeroom teacher upon joining.

We warmly encourage parents to get involved with the PSO — it's a great way to support the school and meet other families.

For any questions or interest in joining our PSO, please email e_psallida@hotmail.co.uk

Parent Workshops

Throughout the year, we offer a range of Parent Workshops to help families support their child's learning and wellbeing.

Topics may include:

- Teaching and learning approaches (e.g. math, reading)
- Digital safety
- Positive behavior strategies
- Supporting emotional wellbeing

Workshop dates are shared via Toddle and the school calendar. If you would like to request a workshop on a particular topic, please contact Dr. Robert Jackson (rjackson@acsdoha.school).

Parent-Teacher-Student Conferences

Regular communication between home and school is key to student success.

Key conference points:

- **Parent-Teacher Conferences:**
- **Student-Led Conferences:**
- Additional individual conferences may be arranged at any time upon request or as initiated by the school.

During conference days, regular lessons are replaced with asynchronous learning (EC/LS) or conference-based learning (MHS). Dates are published on the school calendar.

We encourage all parents to take advantage of these opportunities to engage with your child's learning.

Section 4: Student Welfare, Behaviour & Safeguarding

Safeguarding

The welfare and safety of all students is the highest priority at ACS Doha. Safeguarding means:

- Protecting children from harm, abuse, and maltreatment
- Promoting their health and development
- Ensuring a safe and supportive environment
- Enabling all students to thrive and achieve positive outcomes

We are committed to creating a caring and stimulating environment where all children feel safe, valued, and respected. Staff are trained in safeguarding procedures and are vigilant to signs of distress or concern.

The Safeguarding Team

The designated safeguarding leads (DSL and DDSs) can be contacted regarding any safeguarding or child protection concerns. Full details of the safeguarding team and policy are available on our website.

We believe that safeguarding is the responsibility of every member of our community.

Child Protection

Child Protection is an essential part of safeguarding and focuses on protecting individual children who may be at risk.

ACS Doha has a clear Child Protection Policy and reporting procedures. If a concern arises, the designated safeguarding team will take appropriate action in line with this policy.

In most cases, parents will be informed if a concern is raised. However, there may be situations where it is not appropriate to inform parents immediately if doing so might place a child at further risk.

We work closely with external agencies where required to ensure the best outcomes for children.

Social & Emotional Counselling Services

ACS Doha provides dedicated counselling support to promote students' wellbeing.

Our wellbeing approach includes:

- A strong pastoral care program
- Social-emotional learning integrated into the curriculum
- Restorative practices
- Support from school counsellors and inclusion teams
- Partnership with parents and external agencies as needed

We believe that student wellbeing underpins both academic success and personal growth.

Our counselling team:

- Offers support to students across all divisions
- Provides individual and group counselling sessions as needed
- Works in partnership with parents and staff
- Refers families to external services where appropriate

The focus of counselling is on building resilience, developing skills, and supporting positive mental health. Counsellors also contribute to whole-school wellbeing initiatives and preventative education.

Health & Safety

All members of our community contribute to creating a safe school environment.

We monitor:

- Heat and air quality: Outdoor activities are modified based on temperature, humidity, and AQI readings.
- Sun protection: Students are encouraged to wear sunhats, sunscreen, and drink water regularly.
- Security: Trained security staff are on duty 24/7. Access to campus is carefully monitored. Visitors must sign in and wear a lanyard.

Emergency drills are held regularly to ensure staff and students are prepared for different types of emergency situations.

If you observe any unsafe behaviour or conditions, please report them immediately.

Emergency Procedures

Our **Crisis Management Plan** ensures that ACS Doha is prepared to respond to emergencies.

Emergency drills include:

- Fire evacuation
- Lockdown
- Shelter-in-place

Parents will be notified via SMS and or Toddle if there is an emergency affecting school operations. Please ensure that your contact details are always up to date.

Outdoor Activities & Weather Policy

Given Qatar's climate, we have specific policies to ensure student safety during outdoor activities. We monitor both the temperature and the Air Quality Index (AQI).

We will go outside for recess and other activities when the real feel temperature is below 40°C and the AQI is below 100. When the AQI is between 100 and 149, students who are vulnerable to air quality issues will be asked to stay indoors.

If the AQI is 150 or higher, all students will remain indoors for their safety.

To protect against the strong sun, we advise all students to wear sunscreen daily, stay hydrated, and dress appropriately for the weather. While indoors, the air conditioning can make it feel chilly, so a light sweater or jacket is often a good idea.

Technology Acceptable Use

ACS Doha embraces the use of technology to support learning, creativity, and global citizenship. We expect all students and families to use technology responsibly and in line with the school's Acceptable Use Policy (AUP).

Key expectations include:

- Using school devices and platforms for educational purposes only
- Maintaining respectful and appropriate communication online
- Protecting personal information and respecting the privacy of others
- Following guidelines for digital citizenship and online safety
- Adhering to device requirements by division (e.g. 1:1 iPad in LS, BYOD laptop in MHS)

Use of Images & Photography Permissions

Photographs and videos are used to celebrate student learning and promote our school community. Images may appear on:

- School website
- School social media channels
- Toddle
- Internal communications
- Marketing materials (with parent permission)

Parental consent for photography is collected through Forms Online at the start of each school year.

Parents wishing to take photos at school events should do so respectfully and for personal use only. Please be mindful of other families' privacy and of cultural sensitivities.

Full guidance is outlined in the Use of Images Policy.



APPLICATION & DEPOSITS

Application Fee

A one-off application fee of QAR 595 must accompany each application form. This non-refundable fee covers the administrative work involved in processing an application.

A non-refundable registration fee of QAR 4,163 must be received after a student has been accepted and before a place can be confirmed.

Towards the end of each academic year a non-refundable and non-transferable pre-registration deposit of QAR 2,000 will be payable at the time of pre-registration of existing students, to guarantee a place for the following academic year. This will be deducted from the first semester tuition fee invoice each year.

For more information on paying application fees and deposits, or to arrange any other method of payment, please contact the school's Admissions Office – details overleaf.

TUITION FEES

Tuition fees are paid per semester; there are two semesters per academic year. Fees include the loan of textbooks, laboratory fees, classroom materials, IT resources and curriculum-related field trips that take place within a single day.

High school fees (Grades 9–12) include technical infrastructure to enable students to bring their own laptops to school.

Grade	Semester 1	Semester 2	Annual
Pre K3, Pre K4 & Kindergarten (Ages 3–6)	QAR 25,654	QAR 25,655	QAR 51,309
Grades 1 (Ages 6–7)	QAR 31,992	QAR 31,993	QAR 63,985
Grades 2–6 (Ages 7–12)	QAR 35,162	QAR 35,162	QAR 70,324
Grades 7–12 (Ages 12–18)	QAR 40,232	QAR 40,233	QAR 80,465

Annual Capital Charge

A non-refundable annual capital charge of QAR 5,352 is payable in respect of the school's investment in, and maintenance of, educational facilities. This fee will be added to the first tuition fee invoice each year.

INVOICES

ACS Doha sends invoices two times a year (once per semester). These are sent electronically.

Invoices for the 2026–2027 academic year will be issued and due on the following dates below:

1 st Semester invoice issue date:	15th May 2026
1 st Semester invoice due date:	30th August 2026
2 nd Semester invoice issue date:	20th November 2026
2 nd Semester invoice due date:	24th January 2027

Invoices must be settled in full within the published due date (see list above).

PAYMENT METHODS

1. Bank Transfer (wire transfer, online banking)

Please quote the Student Name or Account Number when making a bank transfer.

Bank name and address:

Commercial Bank of Qatar
P.O. Box 4440, Doha
PO Box 3232, Doha, State of Qatar

Account name: ACS International School Doha

Account number: 4560-7700890-001

Qatar Swift: CBQA QAQA

IBAN Number: QA37 CBQA 0000 0000 4560 7704 9000 1

Please note that any bank charges incurred by payment of your child's school fees will be debited to your child's school fees account and further payment will be required to clear the account.

2. Payment by QAR cheque

Please make cheques payable to 'ACS International School Doha LLC' and deliver to the Business Office at ACS International Schools Doha.

3. Debit or credit card payment

Either online below or credit cards.



Please visit the Finance Office to make a payment by credit or debit card.

ACS International School Doha

Building no 10, Street No 161, Zone 70

PO Box. 200568, Al Kheesa

Doha, Qatar

Tel: +974 4474 9000 (switchboard)

Behavior for Learning Policy

1. Purpose At ACS Doha, we believe that positive behavior is essential for effective learning and for nurturing a safe, respectful, and inclusive school environment. This policy sets out our shared approach to promoting and supporting positive behavior for learning, aligned with the IB Learner Profile and the ACS Core Values.

2. Our Behavior for Learning Philosophy At the heart of our approach to behavior lies the belief that all children can learn to make positive choices and grow through reflection, support, and high expectations. Behavior is seen as a form of communication and an opportunity for learning. We aim to build a community where mistakes are met with compassion and correction, not blame. Rooted in the IB Learner Profile and ACS Values, our philosophy promotes:

- Respect for self, others, and the learning environment
- Restoration and repair, rather than punishment
- Clarity and consistency in expectations
- Celebration of growth and effort
- Partnership with families and staff

3. Behaviour Expectations Our expectations are embedded in the attributes of the IB Learner Profile. All students are expected to:

- Be Caring: Show empathy, compassion, and respect for others. Support classmates and include everyone.
- Be Principled: Act with integrity and honesty, taking responsibility for actions and their consequences.
- Be Reflective: Think about their choices and how they affect others and learning.
- Be Knowledgeable: About how their actions may affect others
- Be Open-minded: Listen respectfully to others and consider different perspectives.
- Be Balanced: Manage emotions and time, contributing positively to both learning and social situations.
- Be a Thinker: Consider other perspectives and options before acting
- Be a Communicator: Express ideas clearly and listen actively.
- Be an Inquirer: Show curiosity and ask questions
- Be a Risk-taker: Try new ways of solving problems.

These expectations are modelled by all staff and reinforced daily through routines, relationships, and classroom agreements co-created with students.

4. Promoting Positive Behavior We promote positive behaviour

through: • Proactive teaching of social and emotional skills (aligned with the MHSATL skills)

- Use of the Zones of Regulation and other SEL frameworks
- Clear routines and expectations in every classroom
- Recognition and praise (verbal, notes home, tokens, visual boards)
- Classroom circle time for reflection and celebration
- Restorative conversations and check-ins to resolve issues respectfully

5. Restorative Practices When conflict or behaviour challenges arise, we support students to:

1. Reflect on what happened
2. Consider the impact of their actions
3. Take responsibility
4. Repair harm where possible
5. Plan how to move forward

Teachers and leaders use tools such as restorative questions, peer mediation, and class meetings to rebuild trust and restore relationships.

6. Responding to Behavior That Does Not Meet Expectations

When behavior is not aligned with our expectations, we follow a clear, staged approach: In some cases, a student may be placed on academic or behavior probation. This is used to support students who are not meeting ACS Doha's expectations.



Category / Stage	Definition	Examples of Behavior	Typical Actions & Consequences	Responsibility
Category 1 (Minor / Initial Misconduct)	Low-level behaviors that are disruptive or distracting but not harmful. Typically classroom - managed.	- Excessive talking / blurting out - Interrupting peers/ teacher - Not having materials - Eating/chewing gum - Misuse of device (earbuds, laptop) - Dress code issues - PDA (hand-holding, brief hug) - Mild off-task / horseplay - Inappropriate hallway behavior (running, yelling) - Using a language other than instruction - Undirected inappropriate language - Minor uniform violations - Prolonged unexcused absence from class	- Verbal reminder/ warning - Reteaching, seat change, reflection sheet - Teacher detention / loss of free time - Parent notification (if repeated) - Private restorative conversation - Behavior logged after repetition	Teacher / Homeroom Teacher
Category 2 (Moderate Escalation)	Behaviors that demonstrate disregard for rules, repeated Category 1 behaviors, or moderate disruption.	- Repeated Category 1 behaviors - Disrespectful tone / body language. - Refusing direction (insubordination) - Play fighting / excessive contact - Unauthorized elevator / out-of-bounds areas - PDA (sitting on partner, prolonged hug) - Disruptive hallway behavior (banging lockers, pushing) - Directed inappropriate language at peers/staff - Low-level bullying or exclusion - Skipping class / tardiness - Repeated uniform defiance - Phone visible in class	- GTL-student restorative conversation - Parent contact (by GTL) - Reflection form / behavior contract - Loss of privilege (device, activity, lunch seating) - Counseling referral - Detention (lunch/after-school) - In-School Suspension - Weekly review - Phone confiscated	Grade Team Leader (GTL) Principal Involved
Category 3 = (Major / Serious)	Behaviors that significantly disrupt safety or learning, involve intent to deceive, or require admin intervention.	- Bullying / harassment (verbal, online, social) - Fighting / physical aggression - Theft / vandalism - Severe defiance of authority - Use/possession of tobacco or vape - Reckless driving - Provoking conflict / instigating - Leaving campus without permission - Truancy (skipping class/day) - Racist/ discriminatory remarks - Recording others without consent	- Principal-student-parent meeting - School Suspension or 1-3 day suspension - Written behavior contract / probation - Restitution for damages - Behavior contract / restorative assignment - Referral to counselor or external support	Principal

Category / Stage	Definition	Examples of Behavior	Typical Actions & Consequences	Responsibility
Category 4 = (Critical / Severe)	Severe behaviors that pose a threat to safety or wellbeing. Immediate intervention required.	- Possession/use of illegal substances - Possession of weapons or facsimiles (if facsimiles used in a threatening manner) - Repeated bullying despite interventions - Sexual harassment - Assault - Threats of violence or serious harm. - Intimidation / extortion - Tampering with safety equipment (e.g., fire alarms) - Arson (intentional fire-setting) - Gross insubordination with community impact - Repeated fighting - Criminal activity affecting school - Reputational damage to school (online misconduct) - Endangering safety of others	- Immediate meeting (Head of School, Principal, parents) - Extended suspension / final probation - Expulsion review or denial of re-enrollment - Referral to legal authorities / police	Head of School

All incidents are documented in the school's behaviour monitoring system.

8. Partnership with Parents We recognise the vital role parents play in supporting behavior for learning. We:

- Keep open lines of communication
- Share behaviour expectations and strategies
- Partner with families when challenges arise
- Celebrate success together

9. Review and Oversight This policy is reviewed annually by the MHS leadership team with input from students, staff, and families. We remain committed to reflecting on our practice and aligning it with the evolving needs of our learners

Behavior Glossary – Alphabetical

- **Academic dishonesty (major)** – Cheating on assessments, plagiarizing, or falsifying significant work.
- **Academic dishonesty (minor)** – Copying homework or low-stakes assignments.
- **Arson** – Intentionally setting fire to property.
- **Assault** – Physical attack on another person with intent to cause harm.
- **Bullying / harassment** – Ongoing verbal, physical, social, or online mistreatment of another person.
- **Defiance / insubordination** – Refusing to follow directions from teachers or staff.
- **Directed inappropriate language** – Profanity or insults targeted at peers or staff.
- **Disrespectful tone / body language** – Eye rolling, mocking, sighing, or dismissive gestures.
- **Disruptive hallway behavior** – Banging lockers, pushing, or creating loud disturbances in corridors.
- **Eating / chewing gum** – Consuming food or gum in class without permission.
- **Excessive talking / blurting out** – Speaking out of turn, interrupting instruction.
- **Fighting / physical aggression** – Physical contact or actions intended to harm or intimidate.
- **Horseplay / mild off-task behavior** – Playful actions that distract from learning but are not aggressive.
- **Inappropriate hallway behavior** – Running, yelling, or loitering in halls.
- **Language of instruction violation** – Speaking a language other than the assigned classroom language.
- **Leaving campus without permission** – Exiting school grounds without authorization.
- **Low-level bullying / exclusion** – Teasing or deliberately excluding others from groups or activities.
- **Misuse of device / technology** – Using laptops, phones, or other devices for non-instructional purposes.
- **Not having materials** – Arriving to class unprepared without required items.
- **Phone visible in class** – Displaying or using a phone against school policy.
- **Play fighting / excessive contact** – Roughhousing that may escalate to aggression.
- **Possession of banned substances** – Having alcohol, drugs, or illegal substances.
- **Possession of tobacco / vape devices** – Having or using tobacco or vaping products.
- **Possession of weapons or facsimiles** – Carrying dangerous objects or realistic imitations.
- **Prolonged PDA** – Extended hugging, sitting on a partner, or other prolonged affectionate behaviors.
- **Public display of affection (PDA)** – Inappropriate affectionate behaviors (e.g., hand-holding, hugging) in a school setting.
- **Prolonged unexcused absence from class** – Remaining outside class without valid reason.
- **Provoking / instigating conflict** – Actions intended to start fights or escalate disputes.
- **Racist / discriminatory remarks** – Verbal statements targeting individuals based on race, religion, gender, or identity.
- **Recording others without consent** – Capturing images, audio, or video without permission.
- **Reckless or unauthorized driving** – Operating a vehicle in a dangerous or unauthorized manner on school grounds.
- **Repeated dress code violations** – Persistent refusal to comply with uniform or dress rules.
- **Skipping class / truancy** – Missing class or full school days without valid excuse.
- **Stealing / theft** – Taking or attempting to take property without permission.
- **Tampering with safety equipment** – Misusing fire alarms, extinguishers, or emergency devices.
- **Undirected inappropriate language** – Mild profanity not aimed at anyone.
- **Vandalism** – Deliberate damage to property.

