



الملكية البريطانية للتعليم المبكر
ROYAL BRITANNIA
KINDERGARTEN

PARENT GUIDE

ARRIVAL AND DISMISSAL TIMES

07:00 – 07:45	Parent and bus drop off period
07:45	School Day Starts
13:00	Dismissal for Standard Day Students and School Bus
13:15	Extended Day Starts
15:15	Dismissal for Extended Day Students and School Bus

The first week of school the school timings will be as follows:

Students: 07:45 – 11:00

Please note that the first week refers to the few days before the first weekend takes place. Therefore, if school starts on a Tuesday, the above timings will be for Tuesday, Wednesday and Thursday of that week. Normal school hours will resume the Sunday of the second week in Term 1.

STUDENT DROP OFF AND PICK UP PROCEDURE

All Children are to be dropped off at their respective classrooms between 7:00 and 7:45. No parent may take their child to the classroom after 7:45. In the afternoons, all parents, guardians and nannies are to report to the Reception area where each child will be called down from the classroom to meet at the Reception area. An important note to everyone: when parking, please be sure to not block anyone in while waiting for your child/children.

Standard Day students are to be collected by 13:15 the latest and Extended Day students are to be collected by 15:30 the latest. All students not collected by 13:15 will join the Extended Day students. You are to collect your child/children from the area in which they meet. Parents will be charged KD2 per 5 minutes late. An invoice will be sent home at the end of every month.

All parents collecting their children after 13:15 are to sign their children out when collecting.

COMMUNICATION

RB communicates with parents in various ways. Please see below:

- Journals

All students will receive a journal. Depending on the class, these journals are filled in daily or weekly. These journals are SENT HOME DAILY and should be checked by parents

daily. Information regarding curriculum and school happenings are placed in the journals.

- Email

Parents may receive emails regarding events and vital information via email.

- Newsletter

The Royal Mail newsletter is sent out weekly. This will contain all necessary information that needs to be known as well as some fun articles.

- WhatsApp

Blanket messages may be sent out on WhatsApp reminding parents about events/information that needs to be known.

- Mobile

The school numbers are +965 9800 9696 or +965 2523 9696

The school may make contact with you directly through a phone call. Kindly answer when you see these numbers.

Parents may contact the school through the journals, email or a phone call.

BUS RIDERS

RB provides a bus service for an annual fee for children. The bus service becomes active once 5 or more students are registered for the service. All students on the bus are accompanied by a staff member. Parents please review with your child that once they are on the bus they need to remain seated, keep their hands and feet to themselves, and talk quietly with the child seated next to them.



We realise many of the children cannot see over the seat in front of them, yet it remains extremely important that they understand it is for their safety to remain seated. They should also be seated near or at the front of the bus.

Please encourage them to do this. Our Administration Manager can be reached at +965 98009696. Additionally, you will be provided with the bus driver's mobile number. This is to ensure that you have an open line of communication should your child require not to be collected in the morning or for any other circumstance that arises.

FLEXIBLE BUS PASSES

Bus passes are available for children going home on the bus with a friend who already uses the bus. It's not offered for individuals. Families that do not have an existing bus contract, may purchase one way bus passes in the Kindergarten office for the cost of KD5 for this purpose. Each time a flexible bus pass is used, parents must contact the Administration Manager to confirm space availability and make a specific reservation. Parents are then required to inform the child's teacher or calling our office.

SNACK AND LUNCH

RB boasts an in-house chef that will cater to students' daily dietary requirements. We, at RB, pride ourselves in promoting a healthy lifestyle and therefore only fresh, healthy ingredients are used. We provide a morning snack as well as a cooked midday meal for all standard day students. Extended day students shall receive an afternoon snack to keep them going for the remainder of the session.

Please note that **no food is to be sent to school for snack or lunch.** We do not serve chocolates, sweets, chips, crisps, nuts in any form or sugar laden products to our students. Bread is also limited in our nutritional plan. Please do not send any food to school unless previously arranged with the Head Teacher.



OUTDOOR PLAY

On most days, RB students will participate in outdoor play twice a day for about about 20 - 30 minutes each session. These are our established rules for the playground:

I agree to play safely. This means I will:

- Listen to the adults
- Put toys away
- Go down the slide – sitting
- Slide down only
- Get permission before going back into the building
- Tidy up when asked
- Enter the kindergarten quietly and walking when recess is over
- Respect bushes, trees, etc.

Because fresh air and exercise are so important for young children, we will only stay indoors during severe or extreme weather conditions. Very hot, as well as very cold weather both raises questions about outdoor play. We closely monitor the weather and make adjustments and/or cancellations about outdoor recess as needed.

Early autumn and late spring can bring uncomfortably warm weather. When children do go outside, we make sure they are appropriately hydrated. As boots and warm coats are needed in winter, be sure to send hats, sun screen and any other clothing you feel is appropriate for your children during hot weather. In addition to checking children's clothing as they prepare for recess, we monitor children while at recess and make decisions about their comfort and safety. Children are more attentive and eager to learn after fresh air and exercise. We prefer children have the opportunity to be outside, therefore please support us in this matter: be sure that your children have proper clothing each day.



HOMEWORK

Although a child would rarely be assigned “homework”, we do encourage parents to participate in their child’s learning while at home. You are encouraged to regularly read to and with your child, engage in meaningful writing, and take notice of numbers and math that occurs in their everyday lives.

Children in Reception will bring home readers and/or practice pages to do at home. Students will be bringing home library books that interest them and they would like to share with you. Children may also be asked to gather information and materials to help support Units of Inquiry. Please watch for information from your child’s teachers about ways in which you can support your child’s learning at home.

REPORTS

Academic reports will be issued twice a year indicating every student’s progress in the EYFS programme.

Winter Reports will be issued in January. However, they will not be issued to you if the full fees are not paid up by the due date provided.

Summer reports will be issued on the last school day of Term 5 in June.

Parent Teacher consultations will take place termly. Please check the journals for letters regarding this as there will be time slots to choose from. Consultations take place during school time.

SCHOOL FEES

Registration fees and re-registration fees secure a seat in a class for a given academic year.

Please note that that no student will be able to start the school year without at least 60% of the school fees being paid by the day before school opens for all students.

The second payment of 40% needs to be paid by the set date in January

UNIFORM

School uniform includes Medium Blue denim pants (which can be bought from any store) and a blue polo shirt (exclusive from Marks & Spencers – we have stock on site). A Navy Blue jumper/jersey may be worn over the polo shirt. There may be no words, patterns or designs on the jumper/jersey. The denims may also not have any rips or designs. Shoes are to have non-marking soles.

Please send a change of clothes in the school bag just in case an accident takes place.



INDOOR SHOES

RBK are the exclusive providers of Moccis (a large range of hand sewn Swedish Moccasins): www.moccis.co.uk These shoes are perfect for indoor play. Should you wish to purchase Moccis, advise the school accordingly.

BAGS

Children should bring a kindergarten bag, satchel or backpack daily that is large enough to carry their journal, folder, a library book, a change of clothes and water bottle. Please do not send large bags with wheels, as they are too tall to fit in the cubbies in the classroom and cause a danger to other children walking behind it. Some classes are additionally on the first floor and so we request students to carry their bags on their backs and not drag their bags up the stairs.

TISSUES

Tissues are provided for children at RB, however, if you would like to donate a box during “cold season” you are most welcome to do so.

WATER BOTTLES

Please have your child bring a plastic water bottle, labelled with his/her name, to school every day. This will be sent home daily to be washed and cleaned.

ASSEMBLIES

Gathering together as an entire school for a weekly assembly on a Thursday is a tradition we have started at RB. At assemblies, we sing songs, celebrate birthdays, honour achievements, participate in cultural celebrations, and enjoy child performances. Once a term parents will be invited to special events where students present on stage.

BIRTHDAYS

Birthdays are recognised at RBK and are celebrated at our weekly assemblies. Should you however wish for your child's class to celebrate his/her birthday on a specified day, please inform the class teacher a week in advance.



Due to regulations regarding hygiene and health, we are to insist on pre-prepared individual portions. Small cupcakes, doughnuts, muffins or popcorn is acceptable. Whole cakes requiring cutting and cold drinks requiring pouring will not be accepted. No fizzy drinks will be accepted either. Please ensure no nuts are in any of the treats. Please include paper plates, napkins and spoons if necessary.

All items are to be delivered to reception by 10:30 on the day of the celebration.

EVENTS AND CELEBRATIONS

Throughout the year, we will be participating in many celebrations. Details regarding the celebrations will be included in the Royal Mail Newsletter, journals and sent via WhatsApp.



Celebrations are based on the many traditions brought together from our wonderfully diverse child population.

FIELD TRIPS

Periodically throughout the academic year children take field trips into our surrounding community. These trips consolidate the themes being taught each term. Field Trips are part of the learning process where we reinforce academic concepts as well as teach life skills of transport and safety as well as social behaviour. All students are transported by bus. No parent may attend a Field Trip. No students may be dropped off or collected from the venue. These trips are organised and planned by the Head Teacher and teaching staff and they are most looked forward to!



MEDICAL PROCEDURES

Accidents/First Aid

First Aid kits are located in the health clinic and one on each floor. There is a school nurse who is on duty at the school daily. If an accident occurs, the teacher on duty will call the nurse and inform the Head Teacher. In any case that a child gets injured during school time an Accident/Injury Report will be completed by the teacher on duty and the Nurse and it will be sent home for the parents to sign and return. The report will then be filed in the child's medical file. Our staff are First Aid trained. We do not panic in the matters of emergency, because if we remain calm, the child remains calm.

Medicals

It is a requirement of the Government of Kuwait that all students submit a full immunisation record/vaccine card and a completed health questionnaire to the school. When a student is absent for more than three days the school nurse will request a medical certificate from the parents which will be placed on the students' health file.

Students with a communicable condition

Where the students show signs of a communicable condition such as head lice, chicken pox or conjunctivitis, they will be sent to the nurse. Students with a communicable condition will be sent home and not allowed back into the school until the required amount of time of isolation for that condition

has expired. Students must be assessed by the nurse before they can return to class.

Students taking medication at school

Students requiring medication at school should have the medication kept in the nurse's medical room. The nurse will supervise the timing and administration of the prescribed dose. Exceptions to this guideline may include "as needed" medications such as Ventolin inhalers for Asthma.



Medicine at School

Medication at RB can only be administered by a registered nurse holding a MOH Kuwait license. Exceptions are allowed only in emergencies when any staff can administer rescue medications provided the staff is trained and parental consent is secured. Medications available at RB clinic are consistent with the list of approved medications by the School Health Department at MOH Kuwait.

Medication can be administered at school only with prior written consent by parent/guardian. A consent form for medication administration at school is required to be signed by parent/guardian at the beginning of each school year. Any medication administered at school shall be recorded in the clinic records and a note sent to the parents with the name of the medicine, dose and time of administration.

Medication sent from home, to be given at school, must be accompanied by a note (preferably a doctor's note) indicating the name and class of student, name of medicine, dose and time of administration. Medication should not be put in the children's backpack and handled by children at any time but sent with the adult dropping the child off or the accompanying adult on the bus. Any remaining medication will be sent back home the same day, handed over to the adult who picks up the child or the accompanying adult on the bus.

Emergency medications brought by parents/guardians for chronic conditions (Ventolin inhaler, insulin, EpiPen etc.) should be accompanied by a doctor's note with clear instructions for administration. These medications shall be kept in the clinic and administered by any trained staff in case of an emergency.

PHOTOS

At RB, teaching staff take photos and videos of learners daily. These images are stored on the school system to be collated and sent to parents at the end of an academic year. Daily, selected photos and videos will be used on Social Media platforms. Selected photos and videos will also be used on the school website and in marketing resources. **Kindly inform the school in writing if you do not wish for your child's photos and/or videos to be used on Social Media platforms or for marketing purposes.** Please note that teaching staff will not send photos and videos to parents directly on a daily or weekly basis.



RB additionally arranges individual and class photos annually for children with a professional photographer. Parents have the option to purchase these photos.

SOCIAL MEDIA

Please follow us on Instagram and Facebook to keep up to date with all the school's happenings.

Instagram: rbkedu

Facebook: Royal Britannia Kindergarten

RECYCLING

At RB, we are environmentally conscious of the impact we make on the world. We therefore promote recycling and creatively make use of recycled items within lessons and arts and crafts sessions. We collect the following:

Toilet Rolls

Foil/Cling Wrap Rolls

Newspaper

Cereal Boxes

Plastic bottles

QUESTIONS

All questions are good questions! We are here as partners in your child's educational journey. We are committed to open two-way communication. Any time you have a question or concern, please let us know.

