

“TABEETHA SCHOOL IN JAFFA”

AMUTA NUMBER: 580500601

Founded 1863



PARENTS' HANDBOOK

September 2011

Please read carefully and keep for future reference

21 Yefet Street, Jaffa

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Welcome to “TĀBEETHĀ SCHOOL IN JĀFFĀ”

Thank you for choosing to send your child to “TĀBEETHĀ SCHOOL IN JĀFFĀ”, a school which has served Jaffa and the surrounding area since 1863.

Today we have pupils from over thirty nationalities and a mixture of faiths. The cultural heritage of each pupil is valued. We believe that it is through learning and working together, that nations can live together in peace.

We hope your child will be happy learning at our school. If there are any problems, please let us know. We expect high standards of work and behaviour at all times and look to you for support. We believe that partnership with parents is important.

Mission Statement

Through the work of “TĀBEETHĀ SCHOOL IN JĀFFĀ”, the Church of Scotland, in the tradition of Christian values:

- Expresses its care and concern for the community of Jaffa and surrounding areas;
- Aims to provide a sound, balanced education, in English, based on British standards, which will provide opportunities for educational excellence;
- Welcomes the children of its own community and further afield, regardless of ethnic or cultural background and including expatriates, who can benefit from such an education;
- Encourages an atmosphere of tolerance and understanding for people of all nationalities, cultures and religions.

Our Philosophy

We believe our pupils should develop into life-long learners, with enquiring, reflective minds, showing self-motivation, with good work habits and study skills. They should be able to work independently or in groups. Our aim is to ensure pupils become fluent in English. They should fulfill their academic potential in public examinations.

As individuals they need to become self-respecting and confident, able to face new challenges through adaptability and flexibility with initiative. We look for and encourage qualities of caring for others and courtesy, honesty and integrity, fairness and forgiveness.

As members of a community, our pupils should have an openness to, tolerance and respect for, all those of different abilities, nationalities and religions. They need an awareness of their responsibilities as well as their rights, and a willingness to play their part as citizens from local to global levels.

Environment

We aim to create an environment which provides a safe and secure haven for both expatriates and local children, by fostering sensitive, positive and caring relationships.

It is one in which faith is encouraged without coercion and every effort is made to be apolitical.

It is one which emphasizes positive reinforcement through praise and rewards, with fair and consistent discipline which is not repressive, working towards self-discipline as the ideal.

Curriculum and Teaching

Quality teaching is the main determining factor of quality education, therefore the best available qualified staff are appointed. Teaching methods will vary throughout the different sections of the school depending on age, ability and subject area being taught.

We aim to provide a curriculum which is broad enough to allow pupils to find areas they can excel in, while simultaneously providing a good all-round education. We pride ourselves in developing an intellectual, spiritual and social awareness in all our pupils, regardless of race, gender or ability.

Governance

The Church of Scotland accepted responsibility for the school in 1912, shortly after the death of its founder, Jane Walker-Arnott. Today, the school comes under the remit of the Church of Scotland World Mission Council, which continues to provide financial support.

There is a local Amuta: **"TABEETHA SCHOOL IN JAFFA" NUMBER 580500601** whose decisions are taken in accordance with the Aims of the School (see above) as set by the World Mission Council of the Church of Scotland.

Fee Policy for “TABEETHA SCHOOL IN JAFFA”

1. Admission test fee: the cost of the admission test is 300 NIS per pupil, paid in advance. It is non-refundable. This fee applies to entrants for Reception as well as for pupils entering further up the school.
2. Registration fee: the registration fee for new pupils is 700 NIS per pupil and 400 NIS for pupils who are re-registering. This fee must be paid by the end of March and is non-refundable. If it is not paid by that date, it will be assumed that the pupil is not returning and the child will be removed from the school lists or a fee of 700 NIS will be charged as for a new pupil.
3. Fees must be paid in one of two ways: standing bank order or cash paid in advance for the year. If fees are paid in advance for the whole year by the first of September, a 3% reduction will be given.
4. If standing orders bounce, a fee of 50 NIS will be made to cover bank charges and the bounced order must be paid within 14 days.
5. No child will be allowed to continue in the school after two months of non-payment of fees. Written notice will be given after one month and a final notice will be given one week before the end of the second month.
6. If parents claim they cannot pay the fees at any time, they must inform the school immediately. The school will request evidence of this claim in order to assess the options which may be available to the school management.
7. Fees for all pupils, both local and expatriate, will be charged and paid in shekels.

Holidays

There are 180 days each year, in accordance with the Ministry of Education requirements (see school calendar attached). A high attendance rate is expected.

Taking children on holiday during school time severely affects their education and is strongly discouraged.

The School Day and Attendance

Monday to Thursday

PRIMARY			SECONDARY	
Period	Time		Period	Time
Registe	07.55 - 08.10		Regist	07.55 - 08.10
1.	08.10 - 08.50		1.	08.10 - 08.50
2.	08.50 - 09.30		2.	08.50 - 09.30
3.	09.30 - 10.10		3.	09.30 - 10.10
Break	10.10 - 10.40		4.	10.10 - 10.50
4.	10.40 - 11.20		Break	10.50 - 11.20
5.	11.20 - 12.00		5.	11.20 - 12.00
Break	12.00 - 12.30		6.	12.00 - 12.40
6.	12.30 - 01.10		Break	12.40 - 01.10
7.	01.10 - 01.50		7.	01.10 - 01.50
8.	01.50 - 02.25		8.	01.50 - 02.30

Fridays

PRIMARY		SECON	SECONDARY	
Period	Time		Period	Time
Registe	07.55 - 08.10		Register	07.55 - 08.10
1.	08.10 - 08.40		1.	08.10 - 08.40
2.	08.40 - 09.20		2.	08.40 - 09.20
3.	09.20 - 10.00		3.	09.20 - 10.00
Break	10.00 - 10.30		4.	10.00 - 10.40
4.	10.30 - 11.10		Break	10.40 - 11.10
5.	11.10 - 11.50		5.	11.10 - 11.50
6.	11.50 - 12.25		6.	11.50 - 12.30

Please ensure that your children arrive on time.

The School will not be responsible for supervising children who arrive before 7.30 a.m. or who remain more than 15 minutes after school hours, so please collect your children promptly. Young children in particular can become very distressed if no one arrives to take them home.

The School is obliged to keep **Registers of Attendance**. Children not in class when the register is closed at 8.10 a.m. will be marked absent. Children who arrive late **must report to the School Office** to be marked in the register there. Only in exceptional circumstances will a child be allowed to leave school early and a request by phone or letter will be required from parents.

Students are expected to be present in school every day unless there are specific medical or family reasons, in which case absences should be supported by a letter to the Form Teacher or a phone call to the Secretary.

Where a student's attendance falls below 90% in a given term, without good cause, a warning letter will be sent to parents. If there is no improvement, parents will be invited to discuss the future of their child in the school. In extreme cases, parents could be asked to remove their children from the school.

Uniform

The school uniform consists of a school T-shirt or sweatshirt and navy, black or white shorts, skirt or trousers.

It is a condition of admission that pupils wear uniform.

Jewellery and makeup should be kept to a minimum and shoes should not have high heels or platform soles.

Grades 11 and 12 do not have to wear uniform but they are expected to wear clothing suitable for school. Pupils should not wear clothes that are too revealing.

Form teachers will monitor uniform.

School tee-shirts and sweatshirts can be purchased from the School Office. Prices vary according to size: tee-shirts NIS 30 or 35, sweatshirts NIS 50 or 60.

Sports T shirts can also be purchased at the office for NIS 30 or NIS 35

PLEASE LABEL or MARK CLOTHING with student's name.

Please note that political symbols of any form are not part of the school uniform for pupils in Reception to Grade 12.

Books

The majority of textbooks are provided by the school and the cost is included in the school fees. A record of textbooks issued will be kept by the teacher. Lost books will have to be paid for. Work books, which pupils will use and keep are not included in school fees and must be paid for.

Bags

In the primary school, the pupils should leave heavy items in their desks. The secondary school pupils should make use of the lockers provided by the school.

Please ensure that your child's bag is within the acceptable weight limit before coming to school in the mornings.

Your child's health and safety is very important to us. Thank you for your co-operation in this matter.

Sickness and First Aid

Please do not send children to school who are sick or unwell. It is unfair to spread sickness to other children and their teachers. Any sick children will be sent home after contacting parents or a family member.

If your child is absent owing to illness (or any other reason) you must **send a note or phone in**, giving the reason for absence. In the case of an **infectious illness**, please send a doctor's note stating that the child is fit to return.

As a rule, no medicine should be sent to school. The School is not able to accept liability for the administration of medicines. The School has staff responsible for First Aid, and there is a Nurse's Room.

The First Aid Staff is to stabilise the patient as far as possible, but it is the responsibility of parents to ensure correct medical treatment is provided. The cost of an ambulance, if necessary, will be charged to parents of the patient.

Please inform the school if your child has allergies, asthma, epilepsy or any other serious medical condition.

Insurance

The school has Accident Insurance for accidents which may occur in school or on supervised educational visits. Details can be obtained on request from the Bursar.

Personal Insurance. The School does not carry insurance for students' personal property and will not be liable for loss or damage. Items such as expensive watches, jewellery, cameras, iPods, mp3 and CD players and personal organisers, should not be brought into school, nor should large amounts of money.

Mobile phones should be turned off during school hours and will be confiscated until the end of the day if used.

Food

Parents are encouraged to send their children to school with a healthy snack. The school does not operate a kitchen or dining-room but there are vending machines.

Sweets are discouraged and chewing gum is banned.

All children should come to school with a bottle of water.

Homework

Primary:

We have updated our Homework Policy in the Primary School. Here is an outline of the homework that will be set for your child.

Homework should be done only on four nights a week.

Reception: 10 minutes a night - to read daily and learn weekly spellings; Arabic (10 minutes a week) from January, letter recognition.; Hebrew (10 minutes a week) from the 3rd Term letter recognition and reading.

Grade One: 15 minutes a night - reading, weekly spellings and Maths Learning; Arabic (15 minutes a week) weekly spellings; Hebrew (15 minutes a week) weekly spellings and reading.

Grade Two: ½ hour a night - reading, weekly spellings and Maths Learning; Arabic (½ hour a week) weekly spellings and reading; Hebrew (½ hour a week) weekly spellings and reading.

Grade Three: ½ hour a night - reading, weekly spellings, Maths Learning and occasional topic work; Arabic (½ hour a week) weekly spellings and reading; Hebrew (½ hour a week) weekly spellings, grammar and reading.

Grade Four: ¾ hour a night - reading, weekly spellings, Maths Learning and occasional topic work; Arabic (¾ hour a week) weekly spellings and reading; Hebrew (¾ hour a week) weekly spellings, grammar, reading and comprehension.

Grade Five: 1 hour a night - reading, weekly spellings, Maths Learning and occasional topic work; Arabic (1 hour a week) weekly spellings and reading.; Hebrew (1 hour a week) weekly spellings, grammar, reading and comprehension.

Secondary:

Grades 6 and 7 - three subjects per night, 30 min. each maximum.
Subject totals: 1hr. max. English, Maths, Science, Hebrew, French/Arabic. 30 min. History, Geography, RE, MES per week.

Grade 8 – four subjects per night, 30 min. maximum each. Subject totals: 1.hr 30 min.. max. English, Maths, Science. 1hr. Hebrew, French/Arabic. 30 min. History, Geography, RE, MES per week.

Grades 9 and 10 - IGCSE/GCE O level courses - five subjects per night, 30 min. each maximum. Subject totals: 2hr. max. English and Maths. 1hr. 30 min. for all option subjects per week.

Grades 11 and 12 - staff decide according to each student's needs. Extensive personal reading and research is necessary to achieve exam success at this level.

School Rules

The school is our second home; our workplace; a place of learning. By respecting our school we add to our self-respect.

1. **Respect school property;** do not deface walls and desks or make litter; take proper care of the books and materials entrusted to you.
2. **Respect each other;** do not fight, swear, run or shout around the building. There is no place for bullying in our school.
3. **School Uniform must be worn** as listed earlier in this Handbook.
4. **Be punctual.** Check in at the School Office if you are late. Bring a note after absence or to request absence. Students cannot leave the premises during the day without permission, except for Grades 11 and 12 who may leave after their lessons are finished.
5. **Eating inside the School building** is normally forbidden.
Chewing gum is banned.
6. **Alcohol, drugs, cigarettes, and weapons** are forbidden on school premises. Offenders can expect serious sanctions. Pupils bringing knives into school will be expelled.

Behaviour Policy

The rules have been devised to ensure the well-being and safety of everyone within the school community. Sanctions will be applied if rules are deliberately broken, but we do not use any form of corporal punishment. Poor behaviour will result in a discredit or detention and will be recorded in the Pupil File. In serious cases, parents will be called to school and pupils given a behaviour card. If there is no improvement, the pupil will be suspended either internally or externally. All incidents are recorded and put in pupils' files.

The Curriculum

Full details of the curriculum, by subject, can be obtained on request. The curriculum is based on the British system, culminating in IGCSE and GCE 'A' Levels.

Arabic and Hebrew are taught throughout the school.

Primary School

The Primary School takes children from the age of five through to eleven. The maximum class size is twenty-five children. The first two classes have a classroom assistant in addition to the class teacher. Parent induction meetings are held in September; Parents' Meetings are held in October and March. Report cards are sent home at the end of December and at the end of June. The Primary School is divided into two stages: Key Stage 1 and Key Stage 2. Each Key Stage has a weekly assembly, which is taken by the school Chaplain, a teacher, or the children themselves.

Throughout the Primary School we are keen to develop the following **"characteristics of successful learners"**, which are assessed on the report sheets.

- Respect for, and acceptance of others
- Active participation in school life
- Coming to class prepared
- Following directions, oral and written
- Following classroom and school rules
- The ability to work independently
- Working cooperatively with others
- Completing classwork and homework on time

We are an English medium school. All subjects are taught in English following the British Curriculum; apart from Arabic and Hebrew.

English

All classes have a daily English lesson; with additional lessons for reading and handwriting. We follow the objectives of the National Literacy Strategy (U.K.). We ask all parents to encourage reading at home in accordance with the Homework Policy. All classes are given the opportunity to use the school library and we offer a termly opportunity to purchase English books through Scholastic. There is a specialist ESL teacher to provide additional support.

Mathematics

All classes have a daily Maths lesson. These all follow a similar format with an emphasis on mental strategies; applying Maths to real-life situations and of course games! We follow all the objectives of the National Numeracy Strategy (U.K.)

The Rest of the Curriculum

The other classes taught are Science, History, Geography, R.E., P.S.H.E. (Personal, Social and Health Education), P.E., I.C.T., Art and Music. All subjects are taught in accordance with the U.K. National Curriculum.

Hebrew and **Arabic** lessons are compulsory in Reception and Grade 1. From Grade 2 – 5 all pupils will receive Arabic lessons. Hebrew lessons are also provided for Grades 2 – 5.

There is a curriculum map available for all subjects and age groups.

There is a Primary School Student Council which meets every fortnight.

After school English lessons are available at extra cost for new pupils needing to catch up with their year level and prospective students aiming to reach the entry levels

Secondary School

Students enter Secondary School at around age eleven. The curriculum is subject based, as listed below, with the number of lessons per week given in brackets. Most subjects are taught by specialist teachers, especially in the High School age group. Written subject reports are issued twice a year for Grades 6-9 in December and June. Grades 10-12 receive a report card in February after the mock exams. Parent-Teacher consultations are held in October and March. Grades 11 and 12 have tutorials twice a year, Sept/Oct and Jan/Feb when their progress and targets are reviewed by a senior member of staff.

Middle School Section

Grades 6 to 8 follow a broad curriculum before choosing IGCSE courses, which begin in Grade 9. There is an Assembly once a week, on Fridays, attended by all secondary school students. The rest of the time-table is organised as follows:

English (5 periods per week), Mathematics (6), Science (4), History (2), Geography (2), Middle East Studies (2), Religious Education (2), Hebrew or General Studies (4), Arabic or French (4), Art (1), Personal and Social Education (1), Physical Education (2), Information and Communication Technology (ICT) (1), Activities (1), Assembly (1).

High School Section

Grades 9 and 10 take English and Mathematics as compulsory subjects, 6 periods per week. Personal and Social Education, Middle East Studies, P.E., and Assembly, take one period per week each. The remaining subjects are options from which students select five subjects, four periods per week. (Please note that it is not always possible to give every student their first five choices). These option courses, plus Mathematics and English, run for two years and culminate in the English IGCSE external examinations. The optional subjects are as follows:

Arabic, Art and Design, Biology, Chemistry, English Literature, French, Modern Hebrew, History, Information Technology, Physics and Religious Studies.

Russian is also available outside the option system. Some other first language subjects may be studied outside school and examined for IGCSE.

All subjects earn points towards the High School Diploma (details below). The IGCSE examinations begin around the middle of May in Grade 10, at which time students are allowed study leave.

Grades 11 and 12 In the second half of High School most students will follow the two year GCE Advanced level courses. Entry to these courses normally requires grades A-C at IGCSE and they are two year courses. Students will usually take three such courses, choosing from the following subjects:

Arabic, Art and Design, Biology, Chemistry, English Literature, French, Modern Hebrew, History, ICT, Mathematics, Religious Studies and Russian.

Due to the small size of the school, most of these subjects have combined classes of Grades 11 and 12 in order to produce viable groups. This means that A/S levels are not always offered, except in Maths and Hebrew.

Students with low IGCSE results may continue into Grade 11 and re-take those exams. Students may re-take some IGCSEs as well as starting 'A' levels. An additional IGCSE, in Business Studies, may be available for some senior students.

We have a **High School Diploma**, which students work towards in Grades 9-12. Credits will be awarded for examination and non-examination subjects, Community Service, participation in Model United Nations, being member of a School Sports Team and holding student positions of responsibility. The diploma has pass, merit and distinction levels and is awarded on Graduation Day in the last week of June, to final year students.

Transcripts and Letters

All pupils (Reception – Grade 9) receive 2 reports per academic session.

All pupils from Grades 9 – 12 also have a transcript of subjects and marks which is generally given at graduation but will be given if a pupil leaves before Grade 12.

The school also provides a letter explaining the nature of Tabeetha and affirming years spent at the school.

References are also supplied for senior pupils.

Documentation over and above this which requires lengthy secretarial work will be charged for at a fee of between NIS 100 – NIS 250 depending on what is being asked for.

STUDENT COUNCIL

A President and Vice-President are elected by the students each year, as are two representatives from each grade (6 to 12). The Council meets once every two weeks with a member of staff in support.

There are written minutes to which the Principal responds. The Council is responsible for running events during the year.

SPORT

The School takes part in, and was a founder member of, the Peace League, based at the American International School, Kfar Shmaryahu. We send Soccer and Basketball teams to compete on Sundays, between September and March. The other teams come from Jerusalem, Nazareth and Tel Aviv.

In School there are House Soccer, Basketball and Volleyball tournaments, with individual Chess and Table-Tennis competitions. There are also occasional tournaments at the Matnas in Jaffa.

SPECIALIST EVENTS

In addition to other outings, the School participates in two important special activities.

Model United Nations (MUN) Conferences are held locally and overseas. In 2002, “Tabeetha School in Jaffa” began sending delegations of senior students to these events, at which they have to represent a given country. Resolutions are worked through committee stages, according to U.N. rules, culminating in a General Assembly. This is a very positive experience for the participants.

Neve Shalom. Since 2002 we have taken Grade 8 students for workshops to this Arab/Jewish village. Apart from the benefits of going away together, these young people are helped to deal with conflict and its resolution.

How to Find Us

"**TABEETHA SCHOOL IN JAFFA**" is in north Jaffa near the Old Port and the Clock Tower. From the Clock Tower, go up the hill of Yefet Street. At the top, on the left, you will see the blue gates of the school..

You can park on Louis Pasteur Street, first right after Tabeetha School.

