

# PARENT GUIDE

August 2021

[www.oryxschool.qa](http://www.oryxschool.qa)



**ORYX**

International School, Doha

Support | Values | Community | Engagement | Achievement



# Contents

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Welcome to Oryx International School .....	4
Orbital Education .....	4
What we do .....	5
Behaviours for learning and attitudes for life .....	5
Academic Year calendar 2019 - 2020 .....	6
School timings .....	6
Code of conduct .....	7
Curriculum structure .....	8
Enrichment opportunities .....	9
Drop off and pick up procedures .....	10
Early drop off and after school care .....	11
School ID cards - keeping your children safe .....	11
Daily registration .....	12
Attendance .....	13
Home learning / homework .....	14
Assemblies .....	15
Field trips and outings .....	15
Communication .....	16
Parent Portal .....	17
Policies .....	17
Student leaders .....	18
Progress / assessments, parent meetings and reports .....	18
Our PTSA and parent community .....	18
Bring your own device to school (BYOD) .....	19
Mobile phone use by students .....	19
Bus service .....	19
School uniform .....	20
Is my child too ill for school? .....	25
Health and safety .....	26
Healthy habits .....	28
Our behaviour system .....	29
Student welfare and concerns .....	30
Contact details .....	31

# Welcome to Oryx International School

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Welcome to Oryx International School, at Oryx we believe the first step in your child's education is the most important one. We pride ourselves on providing a unique, learning-enriched environment accompanied by high-quality and experienced teaching staff.

We believe that every child is unique and special and it is our job to provide them with the appropriate attention, care, support and encouragement required to bring

out his or her own talents and strengths. We lay down the foundation for children's success to move from one key stage to another to achieve both academically and personally throughout life.

Oryx International School is owned by Qatar Airways and managed by Orbital Education and is exclusively for the children of employees of Qatar Airways.



## Orbital Education

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Orbital Education, which is based in the UK, owns and operates a growing group of international schools across the globe that cater for students between the ages of 2 and 18 years.

They specialise in delivering the English National Curriculum, enhanced to meet the needs of an internationally diverse student population.

## What we do

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### Our mission

Our mission at Oryx is to deliver an engaging, value rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways by highly qualified and experienced UK teachers.

### Our vision

Our vision is to ensure that students leave Oryx International School enabled, confident and ready to face the challenges that their next stage of life will bring. They will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21<sup>st</sup> century.

### Our aim

We aim to provide a happy, secure and caring environment in which the students feel safe and nurtured. This, combined with educationally stimulating surroundings and activities, encourages our students to develop their inquisitive nature and learn at their own pace.

## Behaviours for learning and attitudes for life

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The lists of 'behaviours and attitudes' are to help students gain a better understanding of what is expected and are by no means exhaustive.

### Behaviours for learning

- Be knowledgeable
- Ask questions
- Take responsibility
- Work as part of a team
- Set goals
- Have a go and don't give up
- Listen
- Think
- Communicate

### Attitudes for life

- Help others whenever you can
- Care about the environment
- Be positive and optimistic about life.
- Be nice to people and animals
- Respect everyone
- Be tolerant
- Support others
- Be open minded
- Keep mentally and physically healthy and fit

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# Academic Year calendar 2021 - 2022

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Academic Year begins	Sunday, 29 August 2021
Midterm break	Sunday, 24 to Thursday, 28 October 2021
Last day of term 1	Thursday, 16 December 2021
Qatar National Day	Saturday, 18 December 2021
Term 2 begins	Sunday, 2 January 2022
Midterm break	Sunday, 8 to Thursday, 10 February 2022
Qatar National Sports Day	Tuesday, 8 February 2022
Last day of term 2	Thursday, 10 March 2022
Term 3 begins	Sunday, 20 March 2022
Ramadan* Eid*	Saturday, 2 April to Monday 2, May 2022 Tuesday 3, May 2022
Midterm break	Sunday, 17 to Thursday, 28 April 2022
End of Term 3 and the Academic School Year**	Tuesday, 28 June 2022

\* To be confirmed

\*\* Students sitting International GCSE or A Level exams may be required to stay longer depending on the exam timetable from Edexcel/Pearson Examination Board. These exams are set by the Exams boards in the UK and cannot be changed. We should receive these dates in September

## School timings (due to COVID-19 restrictions: these may change during the year)

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07:00	Gates / doors open
07:20	Gates / doors close
07:20 - 07:30	School starts - Registration taken
14:15	End of the school day - students must be collected by 14:30
14:30	Gates / doors close
	Any children not collected by 14:30 must be collected from the main security gate
14:15	ASAs begin (there will be no ASAs due to Covid restrictions)
15:15	ASAs end - Children to be collected no later than 15:30
15:30	External ASAs begin - TBC

# Code of conduct

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All members of our school community are valued and should value others.

## Be respectful

- in speech and conduct
- by showing respect for others
- by being attentive
- by speaking when it is your turn to do so
- by respecting school equipment and that of your classmates
- by speaking in the language of the class

## Be prepared

- by wearing the school uniform correctly
- by being on time
- by being organised
- by having all the correct equipment
- by being ready to work

## Be hard-working

- by following instructions
- by starting work quickly
- by being focused on the learning activity
- by completing homework

## Be responsible

- by taking pride in your work
- by caring for your surroundings
- by moving around the school calmly
- by observing all safety practices
- by using all equipment carefully

## Certain forms of behaviour will not be tolerated under any circumstances:

- Bullying and malicious teasing
- Cyberbullying (in or out of school time)
- Physical or verbal abuse
- Persistent lying to a member of staff
- Stealing
- Vandalism
- Cheating in an exam
- Insolence towards any member of staff

## PLEASE NOTE

Mobile phones are not allowed to be used during the school day, whilst on site, on a school trip or at an official school event. Secondary students can only use their mobile phones with the teacher's permission for collection at the end of the school day.

Chewing gum, all nuts and sunflower seeds are not allowed in school.

We have a very clear set of procedures for dealing with any breach of conduct at school and whilst we endeavour to support and reinforce positive behaviour, students will be accountable for their own actions and should expect consequences for any unacceptable behaviour as per our Rewards and Sanctions Policy.

## Parents and visitors

Parents and visitors are expected to treat all staff, including facilities staff, and students with respect. Anyone using loud, abusive or aggressive language, intimidation, physical threats or ignoring the instructions of staff will be asked to leave the premises and reported to Qatar Airways HR department and the authorities if necessary.

**Please Note: Due to COVID restrictions parents must have a prior appointment, which has been approved by the Executive Principal, to come into school.**

## Reporting incidents

Students have a responsibility to report incidents of bullying, stealing and vandalism to a member of staff because these things are very damaging to the community to which you belong; covering up for others will do much more harm than good. Please speak to your children about this.

# Curriculum structure

Foundation Stage	FS1	British Early Years Foundation Stage Framework along with Development Matters	Ongoing EYFS Assessments
	FS2	British Early Years Foundation Stage Framework along with Development Matters	Ongoing EYFS Assessments
Key Stage 1	Year 1	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
	Year 2	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
Key Stage 2	Year 3	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
	Year 4	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
	Year 5	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
	Year 6	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
Key Stage 3	Year 7	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
	Year 8	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments
	Year 9	UK National Curriculum plus regulatory requirements of the MOE&HE, Qatar	Termly assessments and end of year GL Assessments Students choose I/GCSE subjects for KS4
Key Stage 4	Year 10	First year of I/GCSE courses with Edexcel Pearson Examination Board	Termly assessments and Mock Exams. Preparation of portfolio in practical IGCSE
	Year 11	Second year of I/GCSE courses	Mock exams in November/December All external exams in May/June
Key Stage 5/ Sixth Form	Year 12	First year of A Level Courses Edexcel Pearson Examination Board & BTEC first year studies	Mock exams in November/December Most external exams in May/June
	Year 13	Second year of A Level Courses with Edexcel Pearson Examination Board & BTEC first year studies	Mock exams in November/December Most external exams in May/June

**PLEASE NOTE:**

- I/GCSE, A Level and BTEC examinations include extra fees to be paid by parents, this is over and above the school fees and is not covered by the Qatar Airways Education Allowance. This is paid to the Pearson Edexcel examination board. Pricing will be sent to parents of students in Year 11, 12 and 13 in September by our Examination Officer.
- All Key Stage curriculum information can be found on our website <https://oryxschool.qa/curriculum>.



## Enrichment opportunities

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**Please note:** These are not available at this time due to COVID restrictions.

### After school activities

We provide a range of optional activities and clubs to help our students develop various skills and pursue interests. We also provide visits and trips, which are complemented by a programme of visiting speakers from the community.

We expect our students to take advantage of these opportunities and to contribute to the wider life of the school through in-school events, charity events and other

organised activities.

All students are strongly encouraged to sign up for at least one after school activity per week from Year 1 to Year 6. Students from Year 7 - 13 can choose an ASA or may opt to participate in fixtures or support for I/GCSE, speak to the Form Tutor for the options.

### Externally supplied after school activities

At Oryx we have a network of various external ASA suppliers, these can all be found on our website here: <https://oryxschool.qa/school-life/after-school-activities-and-clubs>

These optional activities require an additional payment as they are provided by outside agencies.

# Drop off and pick up procedures

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## **Please note: Arrangements have changed due to COVID restrictions.**

Our designated drop off and pick-up area is on the side of the school facing Barwa City via Gate 2 or parents can park outside the school grounds.

All children must be collected promptly at the end of the school day/ after an ASA/ at the end of after school care. **Staff are not available to supervise children after hours.**

## **Early Years Foundation Stage students:**

- Children must be dropped off and picked up by a parent or adult who has been registered by the school.
- Please ensure you **register** any other adults that may be picking your child up from school e.g. a driver or grandparent, at the Main Office Reception. You will be required to provide their QID/s, this will be handed to their Class Teachers as well as our security guards. You will also be required to apply for a School ID card for these individuals.
- All parents must wear the **Parent School ID Lanyard**. Failure to display this may result in refusal to enter the school buildings/grounds. A parent lanyard is available from the office.
- Children must be dropped off and picked up, directly from their classroom.
- We will not allow any child to be picked up without permission and the required School ID lanyard.
- Your child should arrive to school with their school bag, a healthy snack and lunch, a water bottle, wearing sun cream, their school hat and in full school uniform.
- If your child has swimming lessons then please send them in with their swimming costume, hat and goggles in a swimming bag.
- If your child has PE lessons, they can come to school dressed in their PE clothes.
- Please ensure that you have applied sunscreen on your child before arriving at school each day during the summer months. It is advisable to purchase a longer lasting sun cream so that it will last the entire day. Children are also required to wear either the school legionnaire or sun hat during outdoor play. You may keep hats in your child's locker for them to access when required.
- Children who are attending after school care will be accompanied to their aftercare classroom by a member of staff.
- Children who are going home with another student require **written permission** either via a letter from their parents, this should be handed to the child's class teacher or a message on Dojo, before the school will release them to another adult.

## **Primary students:**

- KS1 parents may drop and collect their children directly from their classrooms. (there is no access during Covid)
- KS2 parents must drop their children off at the bottom of the stairs next to the **PRIMARY ENTRANCE** and they can walk up to their classrooms on their own, parents may collect them from the classrooms at the end of the day.
- Your child should arrive to school with their school bag, a healthy snack and lunch, a water bottle, wearing sun cream, their school hat and in full school uniform. Students can purchase snacks and lunch from the canteen, these are available to certain year groups only, please ask your teacher for further info.
- If your child has swimming lessons then please send them in with their swimming costume, hat and goggles in a swimming bag.
- If your child has PE lessons, they can come to school dressed in their PE clothes. Girls from Year 5 and above will need to wear their tracksuit trousers over their PE shorts to and from school, these may be removed only during PE lessons on the school premises.
- Please ensure that you have applied sunscreen on your child before arriving to school each day during the summer months. It is advisable to purchase a longer lasting sun cream so that it will last the entire day. Children are also required to wear the school legionnaire hat during outdoor play.
- Children who are attending after school care will be accompanied to their aftercare classroom by a member of staff.
- **Walking home from school:** Students in Years 5 and 6 will require a **written permission slip** from their parents to walk home from school, this must be handed in at the Main Office Reception, the Executive Principal will then approve the request and all necessary staff notified.

## Secondary students:

- Secondary students can be dropped off and picked up at the designated areas and make their own way to the classrooms.
- Your child should arrive to school with their school bag, a healthy snack and lunch (Snacks and lunch are available from the canteen via a pre-paid card. Cash will not be accepted.), a water bottle, and in full school uniform.
- **Walking home from school:** Only secondary students, and primary students with older secondary siblings, will be allowed to walk home from school without a parent permission slip.

### PLEASE NOTE:

- Parents should always wait in the designated area/s provided.
- The Class Teacher/Form Tutor will release your child to you at the end of each school day.
- Please do not enter any classroom/s without permission.

## Before school care

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**Please note:** This is currently not available due to COVID restrictions.

If both parents work, or you are a single parent, you can register your child/ren for before school care club on a termly basis.

If both parents work, please attach the official letter of employment for the parent that **does not** work for Qatar Airways with the application form.

Forms are available from our website: <https://oryxschool.qa/school-life/after-school-activities-and-clubs>

Students will be supervised from 06.30 to 07.15 for early drop off, Sunday – Thursday.

**Please Note:** Gate 1 will open for early drop off from 06.30 every day.

## School ID cards - keeping your children safe

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All parents and guardians must have a Parent ID Pass for security requirements, please provide us with the following:

- School ID form, which must be returned to photo-id@oryxschool.qa,
- a passport photo of yourself,
- a passport photo of any other guardians mentioned on the form.

Once your card/s are ready, you will receive an email to collect these from the Main Office Reception.

If you do not have a school ID Card, please register at the Main Office Reception, access may be denied onto the school grounds if you do not have your school ID Card with you.

# Daily registration

**Please note:** Please see COVID arrangements sent to parents for children feeling unwell.

Each Class Teacher / Form Tutor will take registration at the beginning of the school day starting at 07.20, please make sure that your child arrives at school on time.

**If your child is late** i.e. after 07.20, you **MUST** report to the Main Office Reception to be signed in and to ensure that they are marked as present to maintain our Fire and Safety Register. **All primary students from Foundation Stage to Year 4 must be accompanied by their parents to sign them in.** (not during Covid, you can leave your child at the security gate and a staff member will ensure that they are taken to Reception) Students from Years 5 to 11 can come to the Main Office Reception on their own.

**If your child is sick or not coming in to school for the day, please follow the below steps:**

1. Email or call the Main Office Reception on [reception@oryxschool.qa](mailto:reception@oryxschool.qa) or +974 4036 0063,
2. Communicate with your Class Teacher via Dojo (Primary) or Form Tutor via email (Secondary),

3. Please let us know the reason they will not be in school for registration purposes.

**If you wish to take your child out of school during the day** e.g. doctor's appointment, **please email or call the Main Office Reception**, as well as communicate with your Class Teacher or Form Tutor as per above, the day before the appointment. This will allow the teacher to be aware that your child will be leaving school during the day and to send them to the Main Office Reception where you can collect them.

Any parent wanting to **remove their child from school for a period of time** must email the Executive Principal via Reception ([reception@oryxschool.qa](mailto:reception@oryxschool.qa)) for approval.

If your child is not marked on the register (without a reason provided) you will receive an automated SMS as part of our safeguarding process, please respond and provide the reason to our Main Office Reception for this to be updated.



## Attendance - whole school



### DID YOU KNOW?

An attendance level of 90% means your child is missing **1 day of learning every two weeks...**

**Please note:** Online attendance will also be recorded.

### Attendance at every timetabled lesson or activity in school is compulsory.

If you do keep your child at home, it is important to phone +974 4036 0063 or email [reception@oryxschool.qa](mailto:reception@oryxschool.qa) the Main Office Reception before 07.20. Let us know that your child won't be in and the reason. We require this for registration purposes. All reasons for absence must be forwarded to the school office by the date of the child's return to school at the latest.

All absences require an explanation from the first day from a parent. Medical absences exceeding three days require a medical note from a doctor. Failure to provide a reason for absence will result in a 'Non Compliance' entry on your

child's register, which is subject to review and possible further action by the Executive Principal.

We understand that sometimes children get ill and are unable to attend school; however, we expect a minimum of 95% attendance. Attendance rates deemed detrimental to a student's learning may be reported to Qatar Airways and the MoE&HE. Any child below a 90% attendance within the first term, will be noted on your child's register and you will be called in to meet with the Executive Principal. If this continues in Term 2 and 3 Qatar Airways management will be informed.



## Attendance - Year 11 and 12

It is important to understand that during examinations, including the mock examinations held in December and March of Year 11, any absence must be justified with a doctor's certificate. With this document it is possible for us to apply to the examination board for special consideration. Please bear in mind that it is unlikely that the examination boards will still award a grade if a candidate has missed an exam – but without a doctor's note, translated into English, it is impossible to even apply for that consideration.

Attendance is extremely important for your child's learning. It is **not advisable** to take holidays during term time as your child will miss out on vital learning. It is also very difficult for your child to catch up.

Several 'end of term/year' events take place in the last week of term, including Award Ceremonies, it is important that your child is available to attend these.

**Please note:** International GCSE, A level and BTEC final examinations will take place in May and June. These are set by the UK examination board and are non-negotiable, your child has to write the examination on the date and time set by the board.

# Home learning / homework

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**Please note:** Arrangements have changed due to Online and Blended learning programmes.

## Primary

Home learning is an important part of school life and is necessary to reinforce knowledge, skills and concepts. All children are expected to complete age appropriate homework assignments as set by the teacher. Homework includes specific tasks or ongoing assignments or tasks.

In Primary home learning tasks will be sent home via the Class Dojo and/or in the Home Learning book. Home

Please communicate directly with the teacher if you have any queries with regards to your child's homework assignments.



## Secondary

Homework forms an integral part of your child's education. We constantly review our procedures for homework in light of most effective practise and new arrangements for the curriculum. As an initial guide, we recommend the following advice to parents:

Students should receive homework regularly each week for core subjects (English, Maths and Science). Other subjects vary and teachers may set longer time frames for projects and research topics etc. In general, each homework task should last no longer than 30 minutes. Where specific homework tasks have not been set, students are encouraged to revise notes, research, continue with further reading and preparation of the topics in class.

A Homework timetable will help students and parents to organise homework schedules. This is included in the Student Planner.

Homework should be additional study at home to complement the work done in school time. It should not be excessive and students should not become stressed over this. Students are, however, expected to hand in homework on time and completed to the best of their ability. Students should record the due date for each piece of homework in their student planner.

**Flipped learning:** sometimes the teacher will ask students to prepare work at home to be discussed later in class. This allows for more time in class to help and support each student's learning and progress.

## Assemblies

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Assemblies form an important part of the pastoral programme.

### Primary

Assemblies will take place on a weekly basis from FS2 to Year 6. Primary will also hold Key Stage Assemblies on a weekly basis.

Class Teachers will be responsible for providing a programme of assemblies and each class will be expected to contribute to an assembly during the year.

### Secondary

Assemblies form an important part of the pastoral programme in our Secondary School. Year Group assemblies and occasional whole school secondary assemblies will take place on a regular rotation during PSHE lessons.

Form Tutors and SLT will be responsible for providing a programme of assemblies and each class will be expected to contribute to two presentation assemblies per year.



## Field trips and outings

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**Please note:** These are currently unavailable due to COVID restrictions.

School trips are considered important to your child's learning, all visits are encouraged as they are associated with schoolwork and projects. Parents will be required to give permission for all outings and will be asked to cover the cost of arranged trips, including transport and entrance fees, we will try to keep costs to a minimum. All trips are risk assessed in advance and signed off by the Executive Principal.

Parents will be provided with a Bus Permission Form via a link at the beginning of the academic year, which needs to be completed as per the email instructions.

A Trip Permission Form will be sent out for each trip, which needs to be completed and returned to the Class Teacher or Form Tutor.

# Communication

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At Oryx International School we pride ourselves on the communication and relationships we build with parents. Our aim is to reassure you that your child is supported and cared for and we want to establish a trusting relationship with you on your child's progress, development and well-being. Parents are always welcome at school. We believe that good communication between home and school is very important.

## Early Years Foundation Stage and Primary

**Class Dojo** is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos and messages through the school day. Parents need to download the app and your Class Teacher will invite you to sign up to your child's class. This way you will be able to receive the most up-to-date messages, notifications, reminders, pictures/videos of learning and achievements.

### To connect to Dojo:

- search for the Dojo App via your mobile's App Search function
- download to your phone
- search for Oryx International School
- connect to the school and to your Class Teacher
- the Class Teacher will give you 'rights' to access the App

You will receive a notification when your child has been rewarded with a dojo for positive behaviour.

You have the opportunity to message the Class Teacher privately via Dojo or email about any concerns or enquiries you may have. Teachers will reply within 24 - 48 hours during the working week. Teachers will not be able to respond to comments during the teaching hours.

Parents are always welcome and invited into the school. We strive to listen to your feedback and comments. Feel free to **schedule an appointment** to come and speak with the Class Teacher if you require a comprehensive discussion.

**Parent teacher consultations** will take place three times per year. This will give you the opportunity to meet with your child's teacher and discuss their progress and behaviour for learning. You will be given information in advance about timings for these meetings.

Your child will be given a **home schoolbook**, which will contain lots of useful information and a place for you to sign when you listen to your child read.

## Secondary

**Student planners** are the routine way of communicating between home and school. Form Tutors will closely monitor these on a weekly basis. E-mails and/or telephone calls are encouraged from tutors and parents on individual and specific student matters. Parents are requested to **sign** the planner each week.

The first point of contact for parents will be the class **Form Tutor**, who has daily contact with your child. For any issues regarding the health or wellbeing of your child you should contact the **school nurse**. If you have concerns regarding the overall academic progress of your child, you should contact the **Year Group Leader**.

The Executive Principal can be contacted for serious issues regarding your child's welfare or matters of confidentiality, via the Executive PA on +974 4036 0084.

**Email contact groups** for each form class will be created to ensure open communication. Form Tutors will liaise with parents regarding general and academic overviews of students as well as specific matters, which require their intervention and / or support. If you contact teachers, they will reply within 24 - 48 hours during the working week.

Form time, PSHE and assemblies will be used to communicate important information to students.

Staff meetings will take place regularly throughout the week to monitor and plan appropriate strategies regarding student performance and progress.

**Parent consultation meetings** will be arranged on a termly basis and will be found in your child's planner.

## Other communication methods

**Parent Portal:** The parent portal will be used to communicate information between school and home on a regular basis. An email will be sent to all parents on how to sign up for this.

**Student email:** Parents will automatically receive an email copy via iSams, every time your child receives an email from teachers

**Electronic Bulletin Boards:** These boards can be found around the main school and will display relevant school information and photos.

**Website:** You will also be kept up-to-date via our school website at [www.oryxschool.qa](http://www.oryxschool.qa) and social media.

**Social Media:** The school updates our Social Media channels regularly to keep parents informed of activities in class, school events with lots of exciting photos.

### Please follow and like us on:

- Facebook: @OryxSchool
- Twitter: @OryxSchool
- Instagram: oryx\_school
- YouTube: Oryx School

We will upload all the latest photos, news, videos and events.

**Newsletter:** The school will email a newsletter to you every month, which will include whole school news, information on events and important reminders, as well as highlighting our whole school or individual achievements. If your child receives any successes outside of school, please let us know so that we can include it in our newsletters and celebrate it.

## Parent Portal

Our Parent Portal will give you access to relevant school information, most importantly your child's School Report as well as the School Calendar and essential school documents and forms.

**To create an account, our technical team will send you an email with the link to the parent portal**

<https://parentsoryx.orbital.com/>

and your personal registration details which will include your registration number and password with step-by-step procedures to complete.

Once you have set up your account please check under 'COMMUNICATION --> MY CONTACT INFORMATION' to update your contact details, this will ensure that the school has your current information.

If you have any difficulties with setting up your account, you can contact IT on +974 4036 0088 for assistance.

## Policies

Our main school policies can be found on our website: <https://oryxschool.qa/school-life/school-policies>, other policies will be made available through the Parent Portal.

Policies on our website include:

- Admissions
- Anti-bribery & Corruption
- Anti-bullying
- Assessment
- Attendance
- Behaviour (Rewards and Sanctions)
- Child Protection & Safeguarding
- Concerns & Complaints
- Curriculum
- Data Protection
- EAL
- Equal Opportunities
- First Aid
- GDPR
- Group Assessment
- Health & Safety
- Internationalism, Inter-culturalism & Global Citizenship
- Literacy
- Online Safety
- Primary Behaviour & Learning
- SEND
- School Nurse

# Student leaders

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We believe in giving students the opportunity to take responsibility for certain aspects of school life and to experience leadership.

## Primary

In Primary we appoint a Student Council, which includes two students from Year 1 to 6, the students that are elected in Year 6 will also be the Primary Head Boy and the Primary Head Girl. These will be re-elected on a termly basis.

## Secondary

In Secondary, we appoint a student leadership team which comprises of a Head Boy and Head Girl, Deputy Head Boy and Deputy Head Girl including other student leader posts. Each Year Group elects two representatives for the Student Council, these students meet regularly to discuss student

We will also appoint four Digital Leaders from Year 5 and four from Year 6, Eco Warriors, one student from each of the years - Year 1 to 6 and House Captains who will be appointed from Year 6 comprising of two student per house. These will be re-elected on a termly basis.

issues and to contribute to the wider life of the school community. These posts will rotate each term.

In addition, various monitor posts and buddy positions will be available for students in their areas of particular interest (e.g.) library, etc.

# Progress / assessments, parent meetings and reports

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**Please note:** Meetings currently take place by ZOOM due to COVID restrictions.

Whilst formal meetings are important, we especially value day-to-day contact with parents. The Class Teachers are always pleased to see parents on an informal basis via an appointment.

Parents receive written reports on a termly basis and are invited to discuss their child's progress at 'Parent Teacher Student Conferences'.

# Our PTSA and parent community

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The PTSA is an important body, which supports and develops a strong and active parent - teacher - student community and provides opportunities for parents to become involved in the life of the school. Families are active participants in school life and should feel welcomed, valued, and connected to each other, to the staff and to our school community. Together we can continuously collaborate to support our student's learning and healthy development both at home and at school.

The PTSA committee consists of dedicated parents, teachers, staff and students who are interested in playing an active part in working together in the planning, organising and facilitating of school events.

We also have Class Parent Reps, which is a parent from each class that will liaise with other parents of the same class to help co-ordinate class contributions to school events and to welcome and assist new parents within the class.

Our parents are also involved in assisting to represent and support their communities in school. As a multi-national school it is extremely beneficial to add new parents to our list of native speakers of different languages and to appoint a representative from each language to be a Parent Contact Rep. This position helps families from all countries feel included and welcomed in our school by someone from their own country.

If you are interested in joining the PTSA, or becoming a Class Parent Rep or Parent Contact Rep to complete the relevant form which can be found on our website or provided at our Main Office Reception. Please complete and return to PTSA@oryxschool.qa.

**Parent Volunteers** - Parents are invited to volunteer to assist with school trips and other selected events.

Forms are available on our website here: <https://oryxschool.qa/school-life/parent-teacher-student-association>

## Bring your own device to school (BYOD)

**Please note:** All students are currently required to have access to a computer or tablet at home for online learning.

### Primary

Primary students are **not permitted** to bring any devices into school.

### Secondary

Secondary students are **required** to bring their own personal laptop into school for use in some lessons. Students will be required to sign a BYOD Agreement Form. The recommended minimum specification for this should be as follows:

#### Minimum System Requirements:

- 4gb of RAM and Core i3, i5 or i7
- SSD Hard drive 256gb or higher
- Minimum screen size: 10"
- Ability to run Microsoft Office and applications such as Adobe Photoshop
- USB port for connecting devices
- Battery life: minimum 6 - 8 hours (full day)
- Aim for under 1.6kg
- Wi-Fi connectivity: 2.4 GHZ and 5 GHz dual-band

- Full keyboard (detachable is fine)
- Touchscreen and Pen is recommended but not essential

**More buying advice here:** <https://www.microsoft.com/en-au/education/for-parents>

#### Examples of suitable laptops/notebooks (for guide only, not a recommendation)

- Surface Pro
- Surface Laptop
- Lenovo 300e
- Laptop/notebook carrier bags, if supplied, should be black in colour

**NB :** The school operates on Windows platform

**Please note:** If your child does not bring a device to school, they may be able to have temporary use of a school device, however this might entail sharing a device and may not be able to store anything on it or be taken out of the classroom.

If you require any further IT information, please do not hesitate to contact us on [itsupport@oryxschool.qa](mailto:itsupport@oryxschool.qa).

## Mobile telephone use by students

Oryx International School recognises the importance of being able to contact your child; however, students are not permitted to use their mobile phones during the school day or on trips.

If a message needs to be relayed to your child during the

school day, please contact the Main Office Reception on +974 4036 0063.

If your child travels by school bus, the Bus Monitor has a phone with them on the bus, please ask the bus company for this mobile number directly.

## Bus service

Our new bus transportation supplier is New Image Building Services. Parents will deal directly with them and not with the school Main Office. You can email them on [jennica@newimagebldg.com](mailto:jennica@newimagebldg.com) or call +974 5597 0138. For further information go to our website here: <https://oryxschool.qa/school-life/bus-service>

# School uniform

Our school uniform is **supplied by Noble House Trading**. You can either purchase directly from the shop or via their website. Both options can be found below:

## Address

Barwa Commercial Avenue, Safwa Building - Unit no 30,  
Gate 10 from the back side (near TechnoQ)

**Telephone number:** +974 4039 0264

## Opening times

Saturday – Thursday, 10:00 - 19:00

**Customer Care number:** +974 3381 3328



## You can purchase the uniform online:

[www.noblehouseqatar.com](http://www.noblehouseqatar.com)

Log on, locate ORYX, create an account and you can shop.  
Use the following code when making your online order:  
OX1104.

Email: [info@noblehouseqatar.com](mailto:info@noblehouseqatar.com)

The school uniform is compulsory; however, there are

items that are optional e.g., the cardigan or jumper do not need to be purchased. However, if your child is cold while in school they can only wear the school cardigan or jumper, they may not wear any other brand of clothing.

The school uniform brochure is available on our website. This includes all the prices and guidelines.

<https://oryxschool.qa/school-life/uniform>

# General

- Hijab colours may include grey, black or burgundy. White socks (girls and boys) (compulsory)
- Black tights (girls) with the school uniform.
- Leggings are not permitted to be worn with the school uniform.
- Water bottle (not compulsory)
- **Please ensure that ALL belongings are clearly and permanently labelled with your child's name and class.**



## Early Years Foundation Stage

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### Girls:

- Floral summer dress.
- Cotton blend burgundy cardigan with school logo.

### Boys:

- Collared white shirt with school logo and grey shorts or long trousers.
- Cotton blend burgundy jumper with school logo.

### General:

- School legionnaires or sun hat.
- Children can wear their PE kits on swimming days - they should come to school wearing their swimming costumes under their PE kits.
- Swimming costume – any appropriate swimwear can be worn.

## Primary School

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### Girls:

- Floral summer dress &/or collared white blouse with school logo and tartan skirt &/or trousers.
- Cotton blend burgundy cardigan with school logo.
- PLEASE NOTE: Skirts and dresses must cover girls knees.

### Boys:

- Collared white shirt with school logo and grey shorts &/or long trousers.
- Cotton blend burgundy jumper with school logo.

### General:

- School legionnaires or sun hat.
- Children can wear their PE kits on swimming days - they should come to school wearing their swimming costumes under their PE kits.

### Swimming costumes:

- Swimming costume – any appropriate swimwear can be worn.

# Secondary School

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## Girls:

- Collared white long &/or short-sleeved blouse with school logo and tartan skirt &/or trousers.
- Tartan necktie/scarf.
- Cotton blend burgundy cardigan with school logo.
- Black tights can be worn if the skirt is worn.
- Hijab colours may include grey, black or burgundy.
- PLEASE NOTE: Skirts must cover girls knees.



## Boys:

- Collared white long &/or short-sleeved shirt with school logo and grey shorts &/or long trousers.
- Shorts may be worn from Years 7 – 9 only.
- Tartan tie.
- Cotton blend burgundy jumper with school logo.

# Sixth Form

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## Girls:

- Collared white long &/or short-sleeved blouse with school logo and grey skirt &/or trousers.
- Striped necktie/scarf.
- Blazer with logo.
- Cotton blend burgundy cardigan with school logo.
- Black tights can be worn if the skirt is worn.
- Hijab colours may include grey, black or burgundy.
- PLEASE NOTE: Skirts must cover girls knees.



## Boys:

- Collared white long &/or short-sleeved shirt with school logo and grey shorts &/or long trousers.
- Shorts may be worn from Years 7 – 9 only.
- Striped tie.
- Blazer with logo.
- Cotton blend burgundy jumper with school logo.

## PE uniform, swimwear, sport fixture kits



### PE Uniform

- Burgundy polo shirt (compulsory) with school logo and burgundy shorts (either shorts or black tracksuit trousers or both).
- Girl's leggings for under shorts.
- Black tracksuit trousers.
- Burgundy sport fleece with school logo.

- Any trainers can be used with the PE or Sport Kit.
- PE Bag (not compulsory)

**Sport Fixture Kits** will be provided by the school for fixtures, these will need to be returned after being used washed and ironed.



### Swimming costumes:

- Black swimming costumes similar to the examples above can be purchased for PE and swim team requirements. School swimming costumes are NOT available to purchase for the moment, parents will be informed when they are in store.
- Boys – Jammer and/or rash vest.

- Girls – Any combination of the above can be purchased, black long legging jammers will be permitted with the rash vest.
- Burgundy swimming cap with school logo. (compulsory) and is available from the Uniform Shop.

**PLEASE NOTE: Girls from Year 5 upwards** may not come to or leave school in their PE uniform / Sport Kits unless they have their tracksuit trousers on and their burgundy sport fleece (if their shoulders are exposed). They may remove their tracksuit trousers once on the school grounds or when they reach a sport fixture outside of the school grounds. This is a directive from Qatar Airways management.

## Jewellery

- Students may wear one set of stud earrings, nose and other piercings are forbidden except for cultural reasons and only with the express written permission of the Executive Principal.
- Students may wear a watch but no other jewellery is permitted, e.g. necklaces, rings, etc.
- Jewellery must be removed or covered with tape or a band-aid for PE and certain other activities in school.

## School House kits

Venus	Mars	Jupiter	Saturn	Mercury	All Houses
					

### Girls and Boys:

- Blue (Saturn), red (Mars), yellow (Jupiter), green (Venus) or orange (Mercury) t-shirts with house names and school logo (a house will be allocated to your child when they start school).
- Black shorts.
- Black leggings can be worn under the shorts.

## Shoes

Permitted	Not Permitted
	

- Black leather school shoes. (trainers or shoes with logos are not permitted) (compulsory)
- Black leggings to go under PE Shorts for PE and sport fixtures only.

## School bags (any one of the below can be purchased)

Book bag	Infant backpack	Classic backpack	Active backpack	Portfolio bag
				

- Book bag (limited stock)
- EYFS to Year 2 Infant backpack
- Year 3 - 6 Classic backpack
- Year 7 - 10 Active backpack
- Year 7 - 10 Portfolio bag (limited stock)

## Is my child too ill for school?

**Please note:** the separate COVID-19 Symptoms and Procedures sent out to all parents.

It can be tricky deciding whether to keep your child off school when they are unwell. Please follow the guidelines set below to assist with this decision.

### Chickenpox

If your child has chickenpox, please keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

### Cold sores

There's no need to keep your child off school if they have a cold sore. Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels

### Conjunctivitis

You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

### Coughs and colds

It's fine to send your child to school with a minor cough or cold. But if they have a fever, please keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

### Ear infection

If your child has an ear infection and a fever or severe earache, please keep them off school until they're feeling better or their fever goes away.

### Fever

If your child has a fever, please keep them off school until the fever goes away.

### Hand, foot and mouth disease

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

### Head lice and nits

Treat head lice as soon as you spot them. You should check everyone in the house and treat them on the same day if they have head lice. Children can return to school once the condition has been treated.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know. All medication must be provided to the school nurse, labelled and in a box with the exact dispensing instructions.

### Impetigo

If your child has impetigo, they'll need antibiotic treatment from the GP. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share towels, cups and so on with other children at school.

### Ringworm

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see the GP. It's fine for your child to go to school once they have started treatment.

### Scarlet fever

If your child has scarlet fever, they'll need treatment with antibiotics from the GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

### Slapped cheek syndrome (fifth disease)

You don't need to keep your child off school if they have slapped cheek syndrome because once the rash appears, they're no longer infectious. If you suspect your child has slapped cheek syndrome, take them to the GP and let their school know if they're diagnosed with it.

### Sore throat

You can still send your child to school if they have a sore throat. But if they also have a fever, they should stay at home until it goes away.

### Threadworms

You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

### Vomiting and diarrhoea

Children with diarrhoea or vomiting should stay away from school for 2 days after their symptoms have gone.

# Health and safety

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**Please note:** We have an enhanced range of Health & Safety procedures and arrangements for COVID-19.

Our school nurse is always on hand if you have any concerns regarding your child. Please feel free to contact her for advice. Email: nurse@oryxschool.qa Tel: +974 4036 0087

## Accident and medical emergency procedure

In the event of an accident or medical emergency on the school premises, our nurse or a trained first aider will assess the condition of your child.

### Your child will never be left alone.

A member of staff will act as a coordinator during the emergency.

The coordinator will liaise with the Executive Principal or member of management and request that an ambulance is called.

YOU WILL BE CONTACTED IMMEDIATELY.

## Important notes

If an accident occurs during a trip, the teacher responsible for organising the trip will take the appropriate action and the same procedure as above will apply.

## First Aid procedure

First Aid kits are kept in various strategic locations in school, the main centres being:

- Medical Room
- Reception
- Science Laboratories
- Design Technology Laboratory
- Primary Block
- PE Block

## Student illness

Children who feel unwell whilst in school will be observed for a short time in class. If there is no improvement, he/she will be sent to the school nurse. If the nurse judges that your child needs to be cared for at home, we will contact you.

Every teacher and class has a list of students with medical needs e.g. asthma, allergic reactions and how to treat a medical emergency.

With the exception of asthma inhalers for students in Years 6 and above, no medicines should be kept by the child

We will try all means possible to reach you or your emergency contact. In the event that we are unable to reach you or your emergency contact, the Executive Principal will act on your behalf.

Your child's best interests are our number one priority and we will continue our duty of care until you take over this responsibility.

In the event that your child must go to hospital, he/she will be accompanied by the School Nurse. **They will stay with your child until you arrive.**

A Medical Emergency Incident Report will be completed by the nurse. A copy will be given to you.

***Emergency first aid measures must take priority over parental notification, but a designated staff member will phone you to ensure you have been informed of the incident.***

In the event of an incident requiring basic first aid, staff will report in the first instance to the nurse. Should this not be possible, then first aid will be administered following standard safety practices.

A record of the incident will be placed in the student's file and a note will be sent home to the parent. The incident will also be recorded in the Accident and Incident Book.

whilst in school. Younger students with asthma will have their inhalers kept in the nurse's office and in the teacher's drawer. Please supply two extra inhalers for your child's use in school, one to be kept in class and one with the school nurse.

Normally medicines are not administered in school. If your child needs to finish a course of medicine you must give us written consent stating that the Nurse, or other named and qualified member of staff, has authority to dispense the medicine.



### Fire drill procedure

Fire drills will be held at least twice a year. The Muster Points are located outside the school at the drop off and pick up area, and at Gate 1 Exit. The Emergency Evacuation Plan is displayed in each room and all children will be

### Lock down procedure

Lock down procedures are held twice a year. This procedure occurs if the school is ever placed under direct threat, teachers and staff will lock the doors into

### Personal belongings

We understand that children sometimes wish to bring personal items to school; it is advisable that children do not bring these belongings, toys or valuable items into school unless requested by the Teacher. If they do bring these in, please ensure that they are labelled.

### Banned items

Children should not bring to school any item that may cause danger or distraction to other members of the school community. Weapons, alcohol, sharpened objects, tobacco, drugs as well as chewing gum and sunflower seeds are strictly forbidden on school grounds or school trips

trained to follow instructions calmly. The children's swift exit of the building will be managed by our staff and security team.

classrooms to protect the children from a threat within the building. Parents will be informed via email.

Students who choose to bring personal items to school must understand that the school cannot be held accountable if they are damaged, lost, or stolen.

Please note: this is not an exhaustive list. Any item deemed to be a danger to the individual or others, or the environment will be confiscated, and the student may be suspended or excluded from the school. In serious/extreme cases, the authorities and Qatar Airways will be notified.

# Healthy habits

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## **Nut Policy / Allergies**

Oryx International School employs a strict '**NUT AWARE**' policy, as some students are extremely allergic to nuts and products containing nuts. Children should not bring any food containing nuts or nut derivatives into school.

We educate our children with respect to nuts and allergies, but we cannot guarantee that there are no nuts in school, therefore all parents and children should be nut aware.

If your child has any allergies, please ensure that you have communicated this during the admissions process, if you have not please inform your Class Teacher and the School Nurse immediately and provide any necessary medication.

## **Lunch and snacks**

A canteen is available to our students, they can either purchase their meals or bring in a packed lunch.

### **Packed lunch**

Children are expected to bring healthy food to school. Nuts, soda drinks, chocolate, glass bottles etc. are not allowed. Portions should not be excessively large, to enable your child to eat and enjoy their breaktime. However, please provide enough food for your child, especially if he or she is attending after school activities. Children should not share their food in case of allergies.

**Please note:** Due to COVID-19 the canteen is not in operation.

### **Canteen lunch**

Parents can obtain a card directly from the canteen staff from 07.15 to 08.00 every morning. Once obtained, parents can top the card up as required. Students are not permitted to top up their own cards nor can they purchase food with cash

Canteen lunches are available for students from Years 3 to 11.

Parents are requested to sign in before going to the canteen at the Main Office Reception.

### **Birthday celebrations**

We recognise that it is a positive experience to celebrate birthdays, parents are welcome to bring in gift bags (no food or drinks) that will be handed out at the end of the school day.

### **Plastic water bottles for students**

Oryx International School is conscious of the number of disposable plastic drinking cups, which students will use if they are made available. This is not only costly, but also damaging to the environment.

Children must bring a reusable bottle from home, clearly labelled with their name, which can be re-filled from water coolers.

### **Lost property**

We have a lost property cupboard in the Main Office Reception area. If a student finds a lost item, they should hand it in at reception and it will be placed in the cupboard. If a student has lost something, you or they are welcome to come to the Main Office Reception to check the cupboard. Please label all your belongings; those that are clearly labelled with the owner's name are easy to return.

## Our behaviour system

The behaviour system operates while a child is the responsibility of the school. It is in place for the health and safety of everyone in school. If we feel that this is in jeopardy, you will receive a call from the bus company and this will be reported to the school. Any student misbehaving may be denied use of the bus service.

### Behaviour on school transport

Appropriate conduct on school transport is vital for student safety. We will promote the following five safety rules for you as parents to reinforce at home and with your drivers.

- **Seat belts must be worn at all times;**
- Students will not distract the driver;
- Students will remain **properly** seated and keep hands and feet to themselves;
- Students will not eat, drink or chew gum on the bus;
- Students will respect the instructions of the

monitor/driver at all times.

Parents must their own arrangements with the bus company as this is a sub-contractual agreement with the school. Please inform the bus company if your child is absent from school.

**Any change to your usual routine with the bus service MUST be communicated to the school office AND the bus company before 12.00pm.**

### The house system

- Rewards are linked to positive behaviour and excellent learning. All students at Oryx are grouped into houses.
- The house system provides an opportunity for students to learn and collaborate in vertical groups alongside students of different ages. It also provides opportunities for siblings to spend some time with each other. The houses are the focus for friendly, light-hearted student competition in a wide range of activities, including academic, sporting and clubs. Many student activities throughout the year are organised by houses to promote the broadest possible participation from all year groups.
- When students start at school, they are assigned to a house so they can begin to develop a sense of belonging and identification through teambuilding and peer group activities. Siblings will be assigned

to the same house. House captains will be nominated at the start of each academic year. All staff at Oryx are also assigned to houses. Each house has its own unique identity and members aspire to honour the 'characteristics' of their house.

- Students may earn house points for a range of contributions to school life, including academic, athletic, arts, community service, behaviour and attitude.
- At the Primary school assembly each week, the house with the most points is awarded the house cup.
- In Secondary, we celebrate the inter-house competitions by regularly updating students and staff of the points achieved towards the final trophy at the end of the academic year.

“ *Honesty is always the best solution to any wrongdoing.* ”

## Primary School class Dojo

Each child in Primary has their very own Dojo avatar, this is normally displayed on the interactive whiteboard in class. If your child has done something positive, e.g. worked hard on a piece of work, listened carefully, worked as a team or shown kindness towards others, they will receive a dojo for this positive behaviour.

Children get excited about dojo's and love to see their number increase throughout the week.

## Bullying and harassment

Oryx International School has a zero tolerance policy towards bullying and harassment.

All allegations are taken very seriously and should be referred directly to the Executive Principal.

## Student welfare and concerns

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If you have any concerns regarding the welfare of your child, you should contact your child's Class Teacher (Primary) or Form Tutor (Secondary) in the first instance in order to raise the matter. Thereafter, the Vice Principal of Primary or Secondary will be able to meet with you to discuss any specific ongoing concerns.

If you have serious concerns for child's welfare at school, you can contact the School Counsellor Mrs. Tobun via email at [oluwabunmi.tobun@oryxschool.qa](mailto:oluwabunmi.tobun@oryxschool.qa).

The school operates an Anti-Bullying Policy (including

Cyber-Bullying) and we encourage students, parents and staff to discuss concerns openly towards a satisfactory conclusion. In all cases of wrongdoing, we aim to change attitudes and behaviour to more acceptable levels and where necessary implement appropriate sanctions.

If you have a concern regarding a member of staff, or a particularly sensitive issue, please contact Mr. Laidlaw, Executive Principal, by emailing the Executive PA on [Exec.PA@oryxschool.qa](mailto:Exec.PA@oryxschool.qa) or +974 4036 0084.

## Contact details

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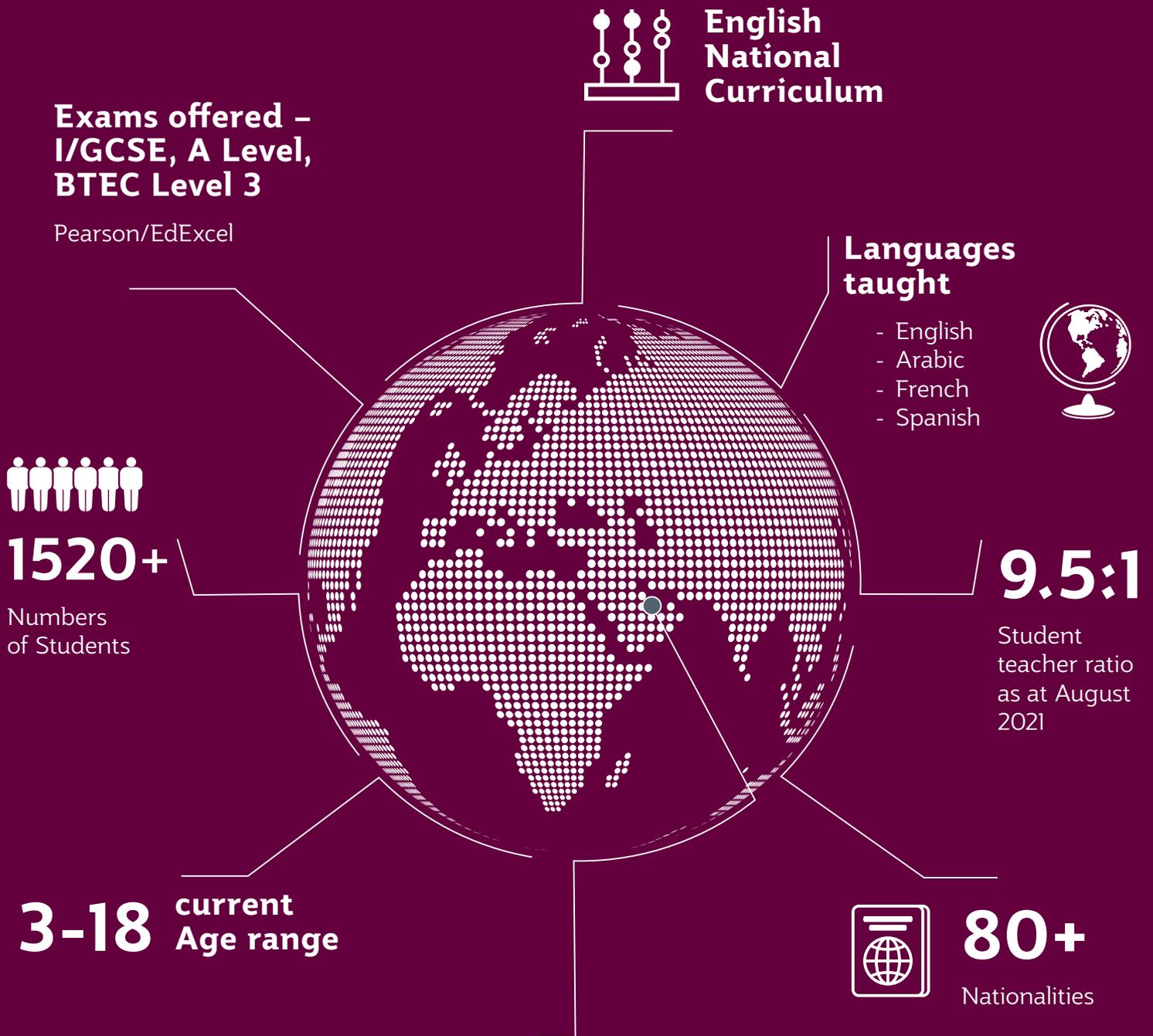
### Academic Heads of School

Executive Principal	Mr. Derek Laidlaw	Exec.PA@oryxschool.qa
Vice Principal	Mrs. Andrea Smith	HoP@oryxschool.qa
Vice Principal	Mr. Ken Haggarty	HoS@oryxschool.qa
Assistant Principal & Head of Sixth Form	Mr. Christopher Cundall	christopher.cundall@oryxschool.qa
Assistant Principal	Mr. Imran Sidat	imran.sidat@oryxschool.qa
Assistant Principal	Mr. Aodhan McKeown	aodhan.mckeown@oryxschool.qa
Assistant Principal	Mr. Liam Mernagh	liam.mernagh@oryxschool.qa
Assistant Principal	Mrs. Jane Rimmer	jane.rimmer@oryxschool.qa
Assistant Principal	Mrs. Grace Kelly	grace.kelly@oryxschool.qa

### Key Administrative Staff

Reception	Mrs. Griselda Gonsalves and Mrs. Sarah Baki	reception@oryxschool.qa
Nurse	Mrs. Julie Gano	nurse@oryxschool.qa
Head of Operations	Mr. Nicholas Pinks	nicholas.pinks@oryxschool.qa
Cashier - Fees	Mrs. Ross-Ann Enriquez	finance@oryxschool.qa
Admissions Manager	Mrs. Devika Chadda	admissions@oryxschool.qa

# Our school at a glance



Contact us to  
arrange a visit

British education for  
children aged 3-18 years

[www.oryxschool.qa](http://www.oryxschool.qa)