



The International Community School



Parent Handbook 2016 – 2017



*Setting the Standards
for International Education*



The International Community School

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Um Al Basateen - Naour

Jordan

www.ics.edu.jo

Message from the Principal

It is my pleasure to welcome you to the International Community School (ICS), Amman, Jordan.

ICS is a non-profit organization where fees and other income are devoted entirely to providing the highest standard of education for the students in our care.

ICS is one of longest-established international schools in the Kingdom of Jordan, having been founded in 1954 by the Archbishop of Jerusalem. ICS is very proud to have connections to the royal family through our patrons, HRH Prince El Hassan bin Talal and HRH Princess Sarvath El Hassan.

ICS is, beyond doubt, the most international of all international schools in Jordan, with a student cohort of more than 725 students from over 60 different countries across the globe. We are a British style school, catering for children from Kindergarten to Year 13. Our students progress through to GCSE, BTEC and A Level examinations, regularly gaining access to some of the best universities in the world.

Whilst ICS utilises the National Curriculum of England and Wales, we make every effort to teach a broad and balanced educational programme carefully adapted to our local and international context, with the aim of developing truly global citizens.

We are very proud of our school of our school community. ICS is a school with a real heart and you can be assured that you and your children will always receive a very warm welcome from us.



Kind regards,

A handwritten signature in black ink, appearing to read 'Mark Cripps'. The signature is fluid and cursive, with a prominent initial 'M'.

Mark Cripps

Principal

School Leadership



After leaving university in 1980, I worked for several years in sales, marketing and finance before qualifying as a teacher with a PGCE from University of London, Goldsmith's College. During my educational career I have worked at every level of the school organization and for the past 17 years been a senior leader of both UK and international schools. Following my Masters in Education at the University of Bath in 2005, I worked for seven years in Hong Kong as Principal of a large international school before joining ICS as Principal in 2015. I am honoured and excited to be Principal of this wonderful school, and delighted to be able to work with such highly qualified and experienced senior leaders and teachers.

Mark Cripps
School Principal



Since graduating from Liverpool University in 1997, I have worked in a number of Primary school both in the UK and internationally. For the past ten years as Headteacher, I have had the opportunity to work and lead in schools that have driven forward learning and teaching to ensure the highest standards of education for our children. I am excited by the prospect of what lies ahead as Headteacher of ICS Primary, working alongside such a diverse team with a wealth of experience.

Ian Hopkins
Primary Headteacher



Since graduating from Oxford University in 1995, my career has taken me across the globe, both as a Headteacher and also as a leadership consultant and adviser. I am delighted to lead the Secondary School at ICS, and privileged to work with such a fantastic team of students and teachers.

Matthew Savage
Secondary Headteacher



What makes us different?

Personalised Learning – We are proud to be the home of **#themonalisaeffect**, an innovative approach to personalising learning, so that every single learner enjoys a bespoke, challenging and fun learning experience at all times.

Global Citizens – Few schools place as much value on the global citizenship of their young learners, and our students' service for the local and global community is exceptional. We are also a hub school for *Polio Points*, through which our children directly fund polio vaccines and save children's lives, every single day.

Two Schools, One Journey – Unlike many international schools, we fully exploit the opportunities of having all our students on the same campus. Whether your child is 2 or 18 or somewhere in between, they are on the same, continuous learning journey, all headed in the same, exciting direction.

The Future, Now – We actively seek global best practice within, across and beyond the curriculum, and we hybridise cutting edge pedagogy from across the world. This is how we ensure outstanding learning and teaching for every child.

Wellbeing – First and foremost, an ICS child is a happy child, and the emphasis we place on student wellbeing, and Student Voice, is impressive. Our work on attitudes to learning is cutting edge, and we are small enough to know every single child.



ICS Community Members' Charter

ICS is fully committed to building and maintaining a strong home-school relationship which we believe is fundamental to our students' educational success and their physical and emotional well-being.

The school has developed seven core values which have been agreed by all stakeholders (staff, students and parents) as follows:

At ICS we value...

Integrity

we are honest and trustworthy and take responsibility for our actions

Determination

we strive for excellence through hard work, resilience, perseverance and a positive attitude

Respect

we are open minded, global citizens who appreciate, celebrate and honour other cultures, beliefs and worldviews

Compassion

we are kind, caring and supportive of one-another and generous towards those less fortunate in our community and society

Equity

we are fair-minded and treat everyone as we would like to be treated

Happiness

we work collaboratively and do our very best to ensure everyone at our school feels included, safe and valued

Challenge

we are adventurous and creative about our learning and believe in the importance of taking risks and stepping outside of our comfort zone

In order to establish and sustain a robust and enduring home-school partnership, ICS community members (students, parents and staff) agree not to engage in any activity that might undermine the good name of the school, or dishonour the reputation of ICS of any member(s) of the school community.

In addition community members agree to abide by the school values and promise to adhere closely to all ICS policies; in particular those related to uniform, conduct, complaints procedure and the responsible use of information technology, including social media.

Uniform at ICS

All students at ICS are required to adhere to the school's Uniform Policy, and parents expected to fully support the school in this endeavor.

PRIMARY	
Uniform	Colour/ Type
Polo Shirt	Sky Blue (short or long sleeved)
Shorts/ Trousers/ Skirt	Navy Blue
Socks	Plain Navy Blue/ Black
Shoes	Plain Black Leather
Hat	School Baseball Cap
PE KIT*	
Tee Shirt	Colour of House
Shorts	Navy Blue with House colour stripe
Socks	Plain White
Trainers	Any Colour
Tracksuit	Navy Blue with House Colour (cold weather)
Hat	School Baseball Cap



SECONDARY	Y7 – Y11	Y12 &Y13
Uniform	Colour/ Type	Colour/ Type
Polo Shirt	White	Navy Blue
Shorts/ Trousers/ Skirt	Navy Blue	Grey
Socks	Plain Navy Blue/ Black	Plain Navy Blue or Black
Shoes	Plain Black Leather	Plain Black Leather
PE KIT		
Tee Shirt	Colour of House	Colour of House
Shorts	Navy Blue	Navy Blue
Socks	Plain White	Plain White
Trainers	Any Colour	Any Colour



For further details regarding Hadayana, including a location map for their shop near 7th Circle in Amman, please go to: <https://www.facebook.com/hadayana.stores/>

The School Day

	School Starts (All Students)	School Ends (Primary)	School Ends (Secondary)
Sunday	7.45am	2.20pm	3.20pm
Monday	7.45am	2.20pm	2.20pm
Tuesday	7.45am	2.20pm	3.20pm
Wednesday	7.45am	2.20pm	2.20pm
Thursday	7.45am	2.20pm	3.20pm
Ramadan*	8.45am	2.00pm	2.00pm

- Students should arrive each morning **by 7.40pm** for the start of school to enable them to be in the classroom by 7.45am
- Students must be collected from school **within 15 minutes of the end of the school day** (e.g. Tuesday by 2.35pm for Primary and 3.35pm for Secondary)
- **Primary children are only permitted to wait for older Secondary siblings if they travel home together by private car.** These children must go to the library for supervision. Those travelling by bus must travel home at the end of their school day

**During the Muslim feast of Ramadan school hours will be shortened to make allowances for families who are fasting and to ensure the school bus service is able to operate efficiently.*



School Bus Service

The school bus service is operated by an independent company - Nino & Son contracted by the school. Questions regarding the bus service (e.g routes, pick up and drop off timings) must be negotiated directly with the company.

Whilst the bus company is independent from the school, a School [Bus Charter](#) has been agreed with Nino & Sons to better ensure the safety and wellbeing of ICS students travelling by bus.



Communication

At ICS, one of our main priorities is to develop effective communication between home and school which is crucial to a student's wellbeing and academic attainment.

The school communicates in various ways, including via the weekly Newsletter, a mobile ICS App and our website, as well as by email and phone. The school hosts several parent-teacher meetings each year and the school leadership regularly host forums and educational evenings through a well-established 'Parents As Partners' programme.

Teachers keep parents regularly updated by email and children have access to homework and support via the [ICS Portal](#) linked to the website (www.ics.edu.jo). ICS has an 'open door' policy towards parents and our staff are proactive in ensuring that requests for meetings are arranged as quickly as possible.



Acceptable Use of Information Technology (IT)



ICS understand the importance of information technology, including social media to effective communication and quality learning and teaching. The school is well equipped in terms of learning technology, with a high computer/student ratio. Students are encouraged to bring their own devices (laptops, mobile phones and tablets) in to school but also have access to technology including computer labs.

Students are trusted to use IT appropriately as a learning tool. However, because the use of such technology can easily be abused, the school has an [Acceptable Use of IT Policy](#) which lays down strict guidelines for students, staff and parents regarding the use of technology, including social media – both inside and outside the school.

The Acceptable Use of IT policy aims to:

- Allow all users to use IT effectively to enhance teaching and learning
- Protect students and staff from inappropriate sites, information and individuals
- Provide rules which are consistent with the aims and values of ICS
- Ensure that IT including social media is not used in such a way that might undermine the good name of the school, or dishonour the reputation of ICS or any member(s) of the school community.

