

PARENTS' HANDBOOK 2025-2026

Modern Global International Schools – Riyadh, Kingdom of Saudi Arabia

KG to Grade 9 – IB Primary Years Programme (PYP)



Index

1. **Welcome Message**
2. **About MGIS**
 - MGIS Mission & Vision
 - MGIS Values
 - MGIS Philosophy
 - IB Mission Statement
 - MGIS as a PYP School
3. **School Structure & Leadership**
4. **Communication With Parents**
5. **School Visits & Appointment Guidelines**
6. **School Calendar & Daily Schedule**
7. **Attendance & Punctuality Policy**
8. **Curriculum Overview (KG–G9)**
 - Transdisciplinary Learning
 - Approaches to Learning (ATL)
 - Language Policy
 - Assessment Policy
9. **Homework Guidelines**
10. **Student Behavior, Discipline Policy, & Code of Conduct**
11. **Digital Citizenship & Technology Use**
12. **School Uniform Policy & Collection**
13. **Stationery & School Supplies (Nursery, KG, & Gr. 1 to 9)**
14. **Cell Phone and Smartwatch Guidelines**
15. **Health, Safety, & Child Protection**
 - School Clinic & Allergy Guidelines
16. **Transportation Rules & Policy**
17. **Food, Snacks, & Nutrition Rules**
18. **Library Use & Book Borrowing**
19. **Field Trips, Birthdays, & Special Activities**
20. **Extracurricular Activities & Clubs**
21. **Conferences & Reporting**
22. **Lost and Found Guidelines**
23. **Parent Participation & Volunteering**
24. **Emergency Procedures & Bad Weather Protocol**
25. **Registration, Payments, Instalments, & Student Clearance**
26. **Use of MGIS Name and Logo on Social Media**
27. **Contact Information**

1. Welcome Message

Dear MGIS Parents,

Welcome to Modern Global International Schools. We are proud to partner with you in providing a safe, nurturing, and academically strong learning environment for your children. At MGIS, we implement the **IB Primary Years Programme (PYP)** from KG to Grade 6 and apply PYP-aligned inquiry and concept-based learning approaches through Grade 9.

This handbook outlines our expectations, procedures, and policies to ensure smooth communication and a successful school year for all.

Thank you for your trust and partnership.

Warm regards,

MGIS Leadership Team

2. About MGIS

MGIS Mission

To transform educational communities by fostering academic excellence, positive character, and appreciation of cultures and global citizenship.

MGIS Vision

To provide a safe, innovative, and inclusive learning environment where every learner is empowered to grow intellectually, socially, emotionally, and physically.

MGIS Values

- Respect
- Responsibility
- Integrity
- Collaboration
- Empathy
- Lifelong learning

MGIS Philosophy

We believe that children learn best when they are involved in meaningful, purposeful activities that guide them to safely interact with their environment in authentic ways, constructing knowledge through planning, exploration, experimentation, and reflection.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

MGIS as a PYP School

We are an authorized IB PYP institution (KG–G6) and follow PYP principles across G7–G9. The PYP focuses on:

- Inquiry-based learning
- Concept-based understanding
- Student agency and voice
- Real-world application
- International-mindedness

3. School Structure & Leadership

Administrative Leadership

- Director of Operations
- Principals
- Registration Department
- Finance Department
- Activity & Logistics Department

Academic Leadership

- Academic Head of School
- PYP Coordinator & Cognia System Coordinator
- Lead Teachers
- Heads of Departments

Academic Support Teams

- Social Worker
- SEN Department
- Librarian
- School Nurse
- IT & Digital Learning Team

4. Communication With Parents

MGIS ensures transparent and timely communication through:

- Educare (main platform for announcements, homework, grades, and messages)
- Email (formal communication)
- Appointments through the school secretary
- School Website & Social Media
- Meet-the-Teacher events
- Three-way conferences

Parents must check Educare daily for updates.

5- School Visits & Appointment Guidelines

At MGIS, we value strong communication and collaboration between the school and parents. To ensure that all **academic** meetings are productive and that our academic team can give each parent their full attention, **all visits must be arranged in advance using the following procedure:**

1. Call the school secretary to request an appointment.
2. Clearly state the purpose of the meeting and the staff member they wish to meet.
3. Wait for confirmation. The school secretary will coordinate with the academic team to find an appropriate time.
4. The confirmed appointment details (day, time, and location) will then be communicated directly to the parent by the school secretary.

For the safety, privacy, and smooth operation of the school day, **walk-in visits without prior scheduling are not permitted.**

6. School Calendar & Daily Schedule

School Timing

- **KG1 & KG2:** 7:30 AM – 1:20 PM
- **KG3 & Grades 1–9:** 7:30 AM – 2:00 PM

Morning Drop-Off

- Gates open at **7:00 AM** for staff members
- Students are expected to be in class by **7:30 AM**
- School gates are closed at **8:00 AM**

Dismissal

- KG is dismissed from the designated KG gate (Gate 2).
- Grades 1–9 dismiss according to campus guidelines from Gate 1.
- Parents must pick children on time.

The full calendar is shared at the beginning of each academic year.

7. Attendance & Punctuality Guidelines

Regular attendance is essential for continuous learning.

Absences

Parents must inform the school by email or text message if their child is absent.

Absences are categorized as:

- Excused (medical, family emergencies)
- Unexcused

Late Arrivals

- Students arriving after **7:40 AM** are marked late on Educare.
- Students arriving after **8:15 AM** are marked absent on Educare.
- Excessive tardiness affects academic progress and learner agency.

8. Curriculum Overview (KG–G9)

Transdisciplinary Learning

Our units of inquiry integrate:

- Science
- Math
- English Language Arts (ELA)
- Social Studies
- French
- Art
- ICT
- Arabic
- Islamic Studies in Arabic, in English, or Manners
- Social Studies in Arabic (KSA for Grades 4 to 9)
- P.E.
- Music

Approaches to Learning (ATL)

- Thinking skills
- Research skills
- Social skills
- Communication skills
- Self-management skills

Language Policy

English is the medium of instruction; Arabic is mandatory for all students, and French is the third language offered.

Assessment Policy

MGIS uses:

- Formative assessments
- Summative assessments
- Performance tasks and projects
- Rubrics and checklists
- Diagnostic Assessments
- Ongoing teacher observations
- Placement Test (for students who are newly joining MGIS)

Reports are issued twice a year (at the end of every semester).

9. Homework Guidelines

Homework reinforces class learning and builds responsibility.

- Frequency and amount vary by grade level.
- Homework must be completed independently.
- Parents may support but not complete tasks for students.

10. Student Behavior, Discipline Policy & Code of Conduct

We follow a positive discipline approach aligned with the Saudi Ministry of Education and the IB Learner Profile attributes.

Expected Behaviors

- Respect for teachers, peers, and school property
- Safe and responsible actions
- Academic honesty

Consequences for Misbehavior

- Verbal warning
- Reflection sheet
- Parent meeting
- Behavior plan

Bullying of any kind is strictly prohibited.

11. Digital Citizenship & Technology Use

- Students must respect online safety rules.
- iPads/Chromebooks must be used for learning only.
- No photos, videos, or messaging during school time.
- Cyberbullying is strictly prohibited.
- All communication must be through Educare only (no WhatsApp groups).

12. School Uniform Policy & Collection

MGIS students must wear:

- Full school uniform daily
- Sports uniform on PE days
- Closed-toe black shoes

Students who are out of uniform may be sent home or asked to change.

13. Stationery & School Supplies (Nursery, KG & Gr. 1 to 9)

- MGIS provides a list of required notebooks at the beginning of each academic year.
- Parents are responsible for purchasing all personal stationery supplies.

14. Cell Phone and Smartwatch Guidelines

Cell phones and smartwatches are **strictly prohibited inside classrooms**. Students who need to bring a phone to school for family or transportation reasons must hand it to the principal immediately upon arrival and may collect it at the end of the school day. Any phone or smartwatch found in a student's possession during class time will be confiscated and held in the principal's office. Parents will be contacted to attend a meeting with the principal before the item is returned.

15. Health, Safety, & Child Protection

MGIS complies with KSA health and safety regulations.

School Clinic & Allergy Guidelines

- Staffed by qualified school nurses.
- Parents must provide updated medical records.
- Sick children must stay home until they recover.

Child Protection

The school has zero tolerance for:

- Physical harm
- Emotional harm
- Neglect
- Bullying
- Exposure to inappropriate content

Staff are trained to keep children safe at all times.

16. Transportation Rules & Policy

For bus users:

- Students must follow bus rules.
- Parents/guardians must be present at drop-off.
- Misbehavior on the bus may result in suspension from service.

17. Food, Snacks, & Nutrition Rules

- Parents may register for the daily hot lunch service.
- Healthy snacks only
- No candy, soda, chips, or fast food
- Nuts-free environment (KG)
- Lunchboxes and water bottles must be labeled

18. Library Use & Book Borrowing

- Students attend weekly library periods.
- Books must be returned on time.
- Lost or damaged books must be replaced or reimbursed by the borrower.

19. Field Trips, Birthdays, & Special Activities

- Permission slips are required for any field trip.
- Trips link directly to the school curriculum and PYP units.
- Students must wear the school uniform unless otherwise specified.
- For **birthday celebrations**, please contact the Activity & Logistics Coordinator, who will explain the MGIS birthday protocol to you. For safety reasons, this protocol includes the following restrictions: no knives, no candles, no matches or lighters, no milkshakes, and no fizzy drinks.

20. Extracurricular Activities & Clubs

MGIS offers:

- Sports clubs
- Arts & Music
- STEAM clubs
- Language clubs
- Recycling clubs

Clubs promote leadership, collaboration, and agency.

21. Conferences & Reporting

- Meet the Teacher events are held early every academic year.
- Three-Way conferences are held twice a year.
- Tracking forms are issued at the end of every transdisciplinary theme (6 weeks) or bi-weekly if needed.
- Learner Profile Tracking forms are issued at the end of every theme (6 weeks).
- Report cards are issued at the end of each term.

22. Lost and Found Guidelines

MGIS maintains a clear and organized Lost and Found process to help students and parents retrieve misplaced items efficiently. All found items are collected and kept in the Administration Office on the ground floor. If your child loses an item, please contact any of the school principals, who will assist you in reaching the designated administration office.

To avoid going through the lost and found process, please ensure all your child's belongings, such as sweaters, pullovers, lunch boxes, water bottles, and other personal items, are clearly labeled with their name.

Students should not bring valuable items or jewelry to school; MGIS is not responsible for the loss of any valuable personal belongings.

23. Parent Participation & Volunteering

Parents are welcome to support:

- Events
- Library reading sessions
- Community service
- Class guest speakers

Volunteers must follow school guidelines and child protection rules.

24. Emergency Procedures & Bad Weather Protocol

MGIS follows strict MOE safety protocols:

- Fire drills
- Evacuation plans
- Secure campus access

During bad weather conditions, such as sandstorms or heavy rains, MGIS follows the announcements made by the Ministry of Education regarding school suspensions.

Parents will be notified immediately in case of emergencies or school suspensions.

25. Registration, Payments, Instalments, & Student Clearance

- The MGIS Registration Form must be filled out and signed by the parents.
- Newly joining students must provide certain documents that are needed for MOE's Noor System.
- Tuition fees must be paid on time
- Payments are made through the finance department
- Services may be withheld if payments are overdue

Student Clearance Process

When a student withdraws from MGIS, parents must complete the official clearance process. All school items in the family's possession, such as iPads, Chromebooks, library books, textbooks, or any other school materials, must be returned in good condition. Financial obligations must also be settled with the Finance Department. Students will receive their academic folders and related documents only after the clearance form is fully completed and signed by all designated departments, including IT, the Librarian, and the Finance Department.

26. Use of MGIS Name and Logo on Social Media

Parents, students, and community members are not permitted to create or operate any social media pages, accounts, groups, or announcements using MGIS's name, logo, images, or branding without the school's official written approval. Unauthorized use of the school's identity, including logos, photos, or representations of the school, may result in legal action as per MGIS policy and governing regulations. All official communication must come only from MGIS's authorized platforms.

27. Contact Information

Campous	Position	Email	Mobile #
Qortuba	School Contact	global@menadev.edu.sa	+966 55 412 2051
Qortuba	Academic Head, PYP Coordinator, & Cognia System Coordinator	Soha Zidan s.zidan@menadev.edu.sa	+966 50 413 2683
Qortuba	Primary & Middle School Principal (Girls)	Nouf Albaz n.albaz@menadev.edu.sa	+966 55 220 1010
Qortuba	KG School Principal	Aysha Almutairi a.almutiri@menadev.edu.sa	+966 56 606 6718
Qortuba	KG Lead Teacher	Stephanie Ghafari s.ghafari@menadev.edu.sa	+966 53 293 0729
Qortuba	Middle School Principal (Boys)	Abdulaziz Alotaibi a.alotaibi@menadev.edu.sa	+966 50 842 4587
Qortuba	Middle School Lead Teacher (Boys)	Bilal Al-Hamad b.al-hamad@menadev.edu.sa	+966 57 051 8410
Qortuba & Digital City	ICT Manager	Dalya Hassan d.hassan@menadev.edu.sa	+966 55 913 0933
Qortuba	Activity & Logistics Coordinator	Samar Al-Natsheh s.alnatsheh@menadev.edu.sa	+966 50 879 1801
Qortuba & DC	Registration Manager	Nadine Harhous n.harhous@menadev.edu.sa	+966 56 190 9552
Qortuba	Finance Officer	Sara Zaqzouq s.zaqzouq@menadev.edu.sa	+966 59 137 2015
Qortuba	School Secretary & Transportation Officer	Hedaia Alroud hm.alroud@menadev.edu.sa	+966 54 416 0765
Digital City	School Contact	global-DC@menadev.edu.sa	+966 53 500 5651
Digital City	School Principal & PYP Head of School	Hanan Alataway h.alataway@menadev.edu.sa	+966 55 726 1000
Digital City	PYP Coordinator	Safa Chanane s.chanane@menadev.edu.sa	+966 55 880 4859
Digital City	KG Lead Teacher	Diana Wehba d.wehbe@menadev.edu.sa	+966 56 334 2924