



CHELTENHAM
MUSCAT

Parent Handbook

Information for Parents | 2025-26



A Warm Welcome from Mr Snape

A very warm welcome to you all from our team at Cheltenham Muscat, whether you are long-standing members of our community or are new to the school.

Founded in 2021, Cheltenham Muscat was the first co-educational school in Oman to partner with a premium British independent school. We believe that this provides us with a unique advantage in drawing upon the excellence of Cheltenham College UK to build a compelling educational offer for your child.

At Cheltenham Muscat, we put each child at the centre of all decisions and ensure that the education we provide is appropriate for your child and his or her stage of development. We aspire to offer a world-class education, focused on developing the whole child in the finest traditions of British independent schools, adapted to our Omani context, with an emphasis on an all-round education that celebrates active learning both within and beyond the classroom.

The school has unrivalled facilities to support each individual child's learning and it my role as Principal to ensure that the quality of education we offer is every bit as inspiring, day-in and day-out.

Relationships are key to the success of schools such as ours and, as Cheltenham staff, we see ourselves as an integral piece in a three-way partnership between your child, our teachers

and you as parents. Important partnerships are built through trust and respect, and we aim to ensure the best outcomes for each child by developing strong working relationships. As a result, we have an open-door policy and you are welcome to meet with any member of staff to discuss your child's progress and needs, at any time.

I hope that this handbook will assist you in providing more information about the day-to-day life at the school. The information is designed to answer many of your questions but please do contact a member of the admissions team (if you are new to the school) or a member of our academic or pastoral teams if you require any additional information.

We look forward to welcoming you to Cheltenham for the new academic year and are here to support you and your family through each stage of the educational journey ahead.



Mr Richard Snape
Principal

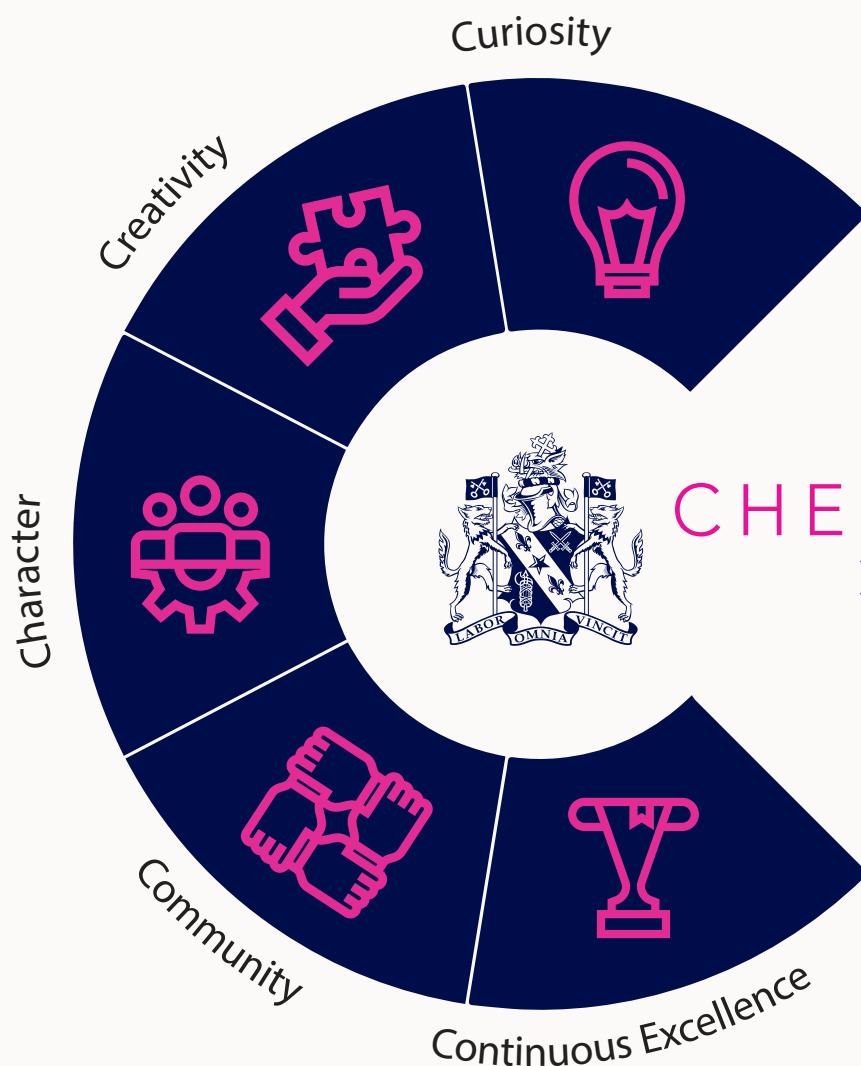
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Vision and Values

Cheltenham Muscat has a distinctive character. The all-round education we offer is the most valuable gift you can give your child, providing them with a foundation from which they can learn about themselves, their community and the world around them.



Our Core Values “Five Cs”

Our core values are represented through our “Five Cs” which underpin all our learning and activities at Cheltenham.

Our Vision

Cheltenham Muscat aims to lead education in Oman.

Our academic aims provide all our pupils with the opportunity to learn and develop as individuals and to achieve their potential. We promote genuine personal enquiry and intellectual appetite from a young age.

Children from Pre-Prep all the way to Senior school are nurtured to develop their individual talents and interests within and beyond the classroom, whilst fostering a culture of inclusivity and respect for each other. Our focus on friendliness

and community aligns with deep-rooted Omani values. Our extra-curricular programme leads pupils to develop strong character and the skills needed in a complex, fast-changing, global economy.

Life at Cheltenham Muscat offers the opportunity to spark and develop interests in a variety of areas in the classroom, on the sports pitches, the stage and beyond. The school motto is ‘hard work conquers all’ and there is no better way to go about achieving your Cheltenham Potential.

Useful Information

Senior Staff		
Principal	Mr Richard Snape	principal@cheltenhammuscat.com
Vice Principal	Ms Sahra Al Sabti	salsabti@cheltenhammuscat.com
Deputy Head and Designated Safeguarding Lead	Ms Alex Hands	ahands@cheltenhammuscat.com
Head of Secondary School	Mr Richard Davies	rdavies@cheltenhammuscat.com
Head of Prep School	Mr Mick Hesselstine Wells	mwells@cheltenhammuscat.com
Head of Pre-Prep School	Ms Sara Harrison	sharrison@cheltenhammuscat.com
Assistant Principal	Mr Liam Hirrel	lhirrel@cheltenhammuscat.com
Head of Lower Prep (Grades 3-5)	Ms Anekka Scarth	ascarth@cheltenhammuscat.com
Head of Upper Prep (Grades 6-8)	Ms Kim Hirrel	khirrel@cheltenhammuscat.com
Head of Seniors (Grades 9-10)	Mr Dean Watson	dwatson@cheltenhammuscat.com
Head of Sixth Form (Grades 11-12)	Ms Emily Quinlan	equinlan@cheltenhammuscat.com

Admissions

The admissions team is responsible for managing all pupil admissions and entry procedures in liaison with the school leadership team and can be contacted either in person, by calling +968 9855 5397 or at admissions@cheltenhammuscat.com. A member of our admissions team will be available to help from 7.00am-4.00pm from Sundays to Thursdays.

where your child will be taken first and the school nurse will contact you if this is the case.

matters related to tuition fees and other payments, and can be contacted by calling +968 2407 3913 or, via email, at finance@cheltenhammuscat.com.

Finance Department

The school's accounts office is also open from 7.00am-4.00pm from Sundays to Thursdays. Our finance team will be available to support you with all

The fee schedule can be found on our website and fees are due in full before the start of the term to which they apply.

Reception

Our school reception is also open from 7.00am-4.00pm from Sundays to Thursdays and our friendly team are happy to help with general enquiries and information about the school.

Health Centre

The Health Centre is situated in the Pre-Prep block and is open from 7.00am-4.00pm during the working week. If your child falls ill or has an accident during the school day this is



Contacts at a Glance		
Reception By Phone	+968 2407 3900	
Reception By Email	reception@cheltenhammuscat.com	
All contacts relevant to your child will be listed in the parent portal. You will be able to click on the email address to send an email directly to them.	General Enquiries	reception@cheltenhammuscat.com
	Admissions	admissions@cheltenhammuscat.com
	School Nurse	nurse@cheltenhammuscat.com
	Finance	finance@cheltenhammuscat.com
	School Counsellor	schoolcounsellor@cheltenhammuscat.com

Reason for contact	Who to contact	How to contact
Absence due to illness	Reception	By telephone and/or email
Messages in advance or General Information	KG1 to G5: Class teacher G6 to G12: Form Tutor	By telephone (outside of teaching hours) or email
Day to day concerns	KG1 to G5: Class teacher G6 to G12: Form Tutor	Email
Taking children out of school	Head of Pre-Prep, Lower Prep, Upper Prep, Senior or the Sixth Form Lead (according to your child's grade). Principal (in writing) if longer than one day	Email
Enquiries about progress in a particular subject	Class teacher, tutor or specialist subject teacher (copying in the tutor) in the first instance.	Email
Enquiries related to general co-curricular activities	Assistant Principal/Director of Sport	Email
Enquiries relating to sport, swimming and co-curricular sports activities	Director of Sport	Email
Pastoral/wellbeing issues	KG1 to G5: Class Teacher G6 to G12: Form Tutor and Head of Upper Prep / Senior / Sixth Lead (according to your child's grade) Deputy Head School Counsellor	Email
Safeguarding	Designated Safeguarding Lead (DSL)	In person, by phone or email
Financial issues/fees	Finance Department	By phone, email or in person

Staff email addresses follow a common format of firstinitialsurname@cheltenhammuscat.com (for example: rsnape@cheltenhammuscat.com).

Please note that teachers and classroom assistants will not be able to accept phone calls or reply to emails whilst they are teaching. They will endeavour to respond to you within 24 hours depending upon when the email or message is received.

School Organisation

Cheltenham Muscat is organised into five phases:

Pre-Prep (Minimum age 3 years 2 months)	Lower Prep	Seniors
KG 1 KG 2 Grade 1 Grade 2	Grade 3 Grade 4 Grade 5	Grade 9 – IGCSE 1 Grade 10 – IGCSE 2
	Upper Prep	Sixth Form
	Grade 6 Grade 7 Grade 8	Grade 11 – A-level 1 Grade 12 – A-level 2

Calendar

The school's annual calendar can be found on our website or in the school mobile application. In addition to our annual calendar, the school will inform parents of termly events so that you are notified of important dates well in advance.

Teaching

Pupils in KG1 to Grade 5 have most of their lessons taught by their class teacher with an increasing number of lessons taught by subject specialists as they progress up the school.

From KG1 to Grade 5 children benefit from specialist teaching in Arabic, Islamic Studies, PE and Swimming. This focus on specialist teaching extends to Music, Art, PE & MFL in Grade 6.

From Grade 6, all children are taught by specialist teachers in every subject. This approach allows each Cheltenham child to develop deeper skills, knowledge and understanding of each subject as they progress through the Prep phase and then into the Senior years at Grade 9.

Role of the Tutor (academic and pastoral adviser)

Every adult at Cheltenham has the deep belief that children thrive in a caring and supportive environment where the pupils' wellbeing is at the heart of every decision.

Pastoral care at Cheltenham is the foundation upon which our pupils gain confidence in themselves. Everything we do aims to ensure that the pupils' experiences will help them develop character and a sense of community. Your child's happiness and wellbeing are very important to us.

Pupils in KG1 to Grade 5 enjoy daily contact with their class teacher. This means that our class teachers can really get to know your child well and support them with their talents, interests and ambitions. Your child will also feel supported both academically and pastorally in whatever they want to achieve.

This focus does not stop as your child enters Grade 6, where all their lessons are taught by specialist teachers. All pupils from Grade 6 onwards are members of a tutor group and are supported by a tutor. Cheltenham tutors play a crucial role in the pastoral care of the pupils in the tutor group. They ensure the pupils' academic, co-curricular, personal and social development are monitored and supported and often act as the first link between the child, parents and teaching staff.

Your child's tutor is responsible for developing a caring, working relationship with each individual pupil in the tutor group. This will enable the pupils to have a sense of identity and belonging and to feel that they are valued both as an individual, and as a part of the group.

Houses

Pupils at Cheltenham are placed into one of four house groups: Hawks, Ospreys, Falcons and Kestrels.

Pupils can be awarded house points from staff members for demonstrating our core values. From time to time there will be house competitions and events to foster a culture of team spirit across the age groups.

Children from the same direct family are generally placed in the same house. Upon the admission of each child to the school, parents are informed of the house their child is in and the corresponding colour of the house shirt that they will need to purchase.

Daily Routine

The shape of our school day ensures there is always enough flexibility within the curriculum to tailor learning to each child's individual interests and needs. The school opens at 7.15am and the pupils will go immediately to their class or the Atrium, having been greeted every morning at the school gates by our team as they arrive to start their school day.

Timing for the School Day 2025-26

Time	KG-G2	G3-G5	G6-G12
07:30-07:40	Registration		
07:40-08:40	P1		
08:40-09:40	P2		
09:40-10:00	Break		
10:00-11:00	P3		
11:00-12:00	Lunch	P4	
12:00-12:20	P4	Lunch	Life Skills
12:20-13:00			Lunch
13:00-14:00	P5		
14:00-15:00	ECA*	P6	
15:00-15:45	Afterschool care/ Academy	ECA*	
16:00	Academy		

*ECA from KG2 upwards.



Lunchtimes

A healthy lifestyle and a healthy diet are vital to a pupil's learning and development. It is therefore a priority that our dining and food options offer and promote healthy meals and eating habits. At lunchtime, pupils develop manners and proper eating etiquette as they can sit down and eat with their peers and staff. We also ensure that pupils learn good routines of washing hands before and after meals.

There is an additional charge for meals provided by the school's caterers and parents can pay for their child's meals a term in advance. Parents can provide their child with a healthy snack and lunch to eat at break and lunchtimes, but the school's no nut policy must be strictly observed. We believe pupils need to be engaged with their food to experiment and develop their palate, and so our meals are wholesome, hearty and freshly cooked each day.

No Nut Policy

Cheltenham is a nut free school. No products containing nuts should be brought onto the school premises and any nuts may be confiscated for Health and Safety reasons. Thank you for your cooperation in this very serious matter.

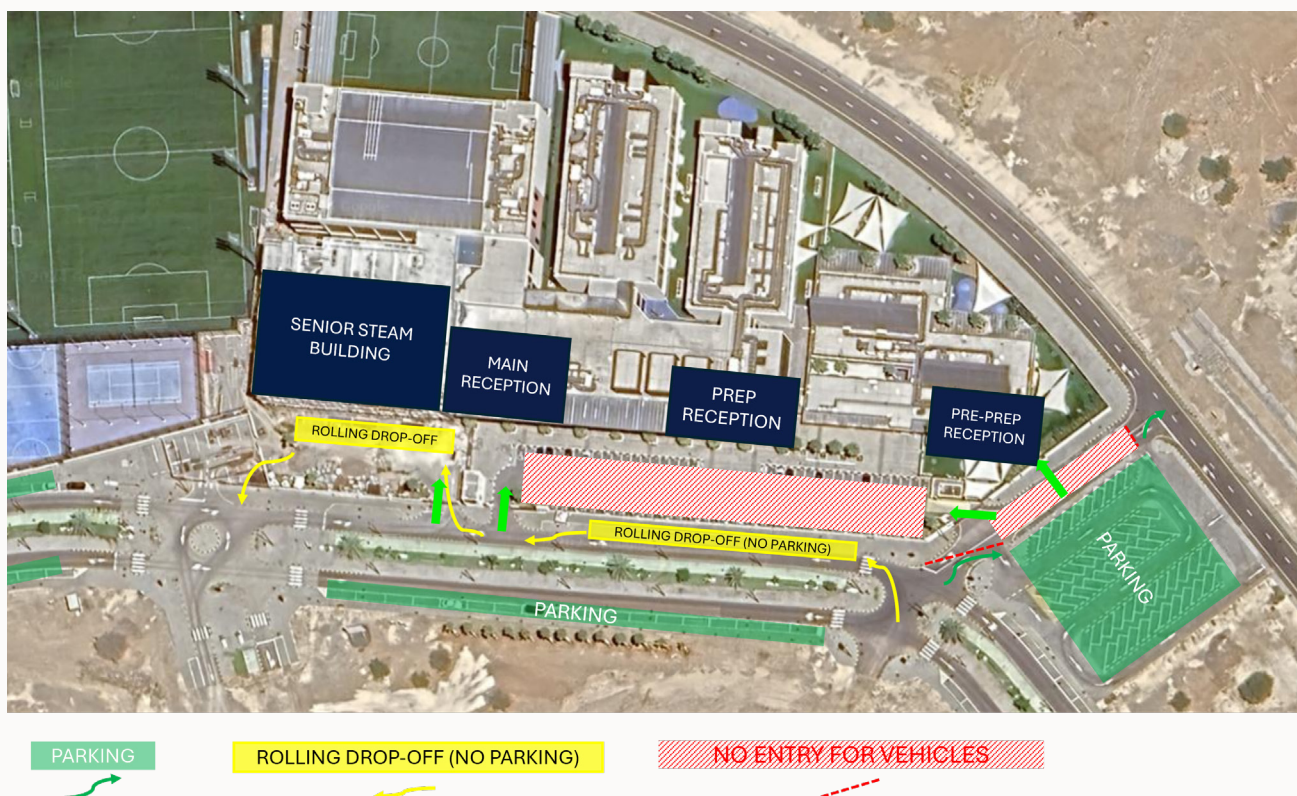
Drop-Off and Pick-Up

The school is open daily from 7.10am. Classrooms open from 7.15am and all children should be in school by 7.30am. Any latecomers will need to go to the main reception area to sign in the late book.

There will be no parking available inside the school gates during drop-off and pick-up times. All parents should either park in designated parking areas outside the school walls and walk their children into the school, or drop-off in one of our dedicated drop-off lanes. Pedestrian access is via any of our gates; please note the area in front of Gate D is pedestrian only to ensure safe crossing of the road at this point.

Drop-Off

KG1 and KG2 Children will be taken directly through Gate D to their exterior classroom door where a member of staff will greet them. Please note that parents are not permitted into classrooms. Gates are open to parents arriving until 7:30am and to departing parents until 7:35. Grades 1 to 8 will be dropped off at the Prep Reception and make their way to their classrooms. Grades 9 to 12 students will enter through the Senior Atrium entrance and make their own way to their classrooms.



Pick-Up

KG1 to G2 students can be collected from external classroom doors. Grades 3 to 5 children will be picked up from outside their classrooms at 3:00pm or the Prep Atrium after ECA's. Grades 6 to 8 can be picked-up from the Prep Atrium or allowed to make their own way out of school. Grade 9 to 12 may make their own way out of the school.

A member of staff will dismiss the children and parents are kindly requested to ensure they have their parent ID/lanyard visible at all times.

Late Pick-Up

Pupils who have not been picked up on time will be taken or directed to the Prep Reception where they will be supervised by a member of staff until you arrive at the school to collect them.

Communica-

Cheltenham Muscat Mobile Application

A new introduction for the 2025-26 academic year is our mobile application, designed to provide more convenient access to all the essential information parents need for day to day school life. The application is available on both Apple Store and Google Play Store.

The application contains links to all the key processes and platforms we use as a school, allowing you to view the calendar, upcoming events, curriculum guides and ECAs at the tap of a finger. It will be updated with the latest issue of our weekly newsletter, published at 4pm each Thursday, which is our main source of current news about school events. The application also allows us to notify you when a newsletter is published and when other key events in school are updated.

Seesaw

Seesaw is the platform we use to provide photos and video of the day to day learning taking place across our Pre-Prep and Prep schools. Accessible through our mobile application, it will give you an insight into the experiences your children are having each day in school and provide up to date information from their class teacher.

iSAMS

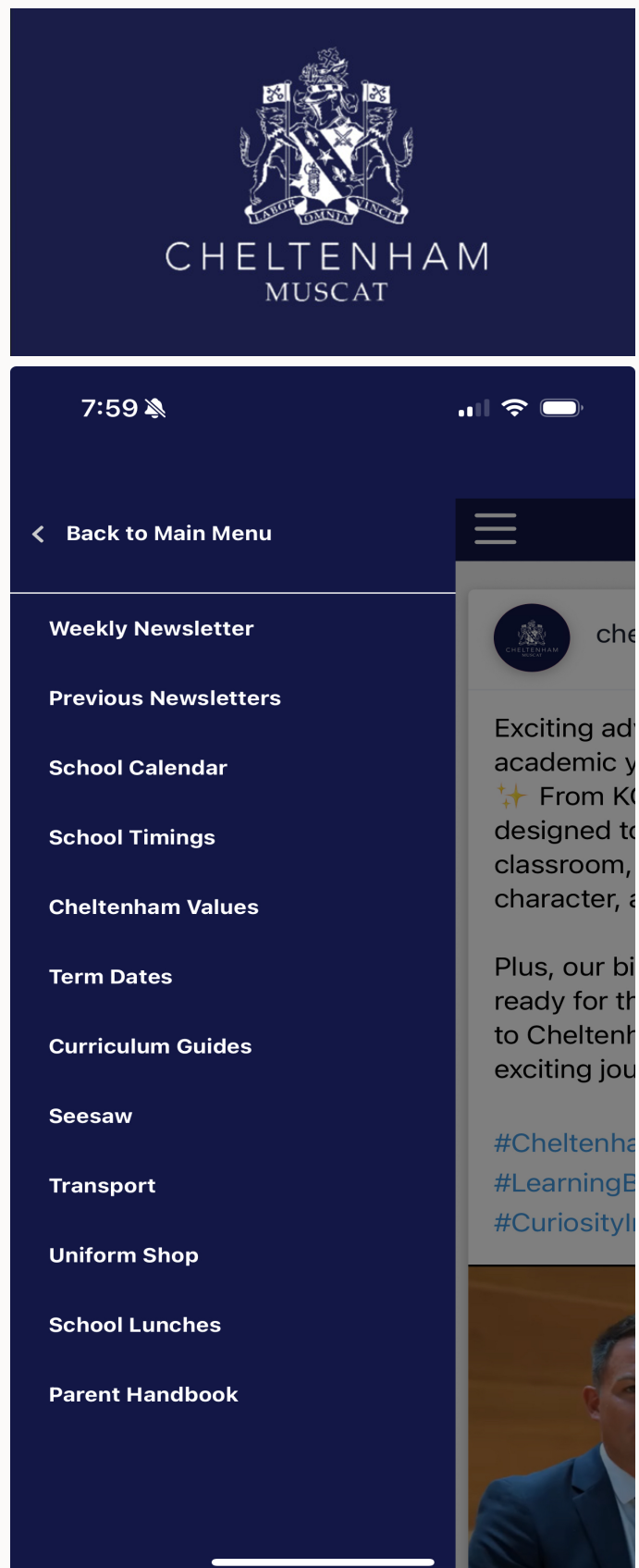
iSAMS is the platform used to share school reports. Accessible through our mobile application, it will give you access to your child's timetable, as well as their past and present reports.

Schools Buddy

Schools Buddy allows users to browse available ECAs and register students for chosen activities. Accessible through our mobile application, it will give you access information about all activities available to your children.

Email

Where we have need to contact you directly about your child, be that for academic or pastoral reasons, we will contact you initially either via email directly or phone. Large group emails are not shared and all large scale announcements are made through the newsletter on our application.



Our Curriculum

Curriculum Overview

At Cheltenham, we set high standards for each child in every area of the curriculum and aim to develop the whole child through a truly all-round education. Teachers have high expectations of each child and constantly strive to facilitate each child's potential in all areas. Children learn to develop individual motivation, sustain concentration, and work cooperatively with others.

The curriculum for Cheltenham in KG1 and KG2 is structured around the UK's Early Years Foundation Stage framework and is enhanced by the teaching of Arabic, Islamic Studies and Swimming.

In Grade 1 to Grade 5, we follow the Cambridge Primary curriculum, drawing inspiration from the Cheltenham College UK curriculum, which is enhanced by the teaching of Arabic, Islamic Studies and Social Studies.

As they progress through the Lower and Upper Prep years, our students advance from the Cambridge Primary curriculum to the Cambridge Lower Secondary curriculum. At this stage, the curriculum continues to be influenced by the curriculum outcomes of Cheltenham UK and extended by the continued teaching of Arabic, Islamic Studies and Social Studies.

A full IGCSE programme across a diverse range of subjects, which ensures that pupils have a choice and can explore their interests, starts in Grade 9 and finishes in Grade 10. Uniquely, Cheltenham Muscat offers its pupils either a two- or three-year IGCSE pathway, thus providing a personalised route to their first set of public examinations.

In Grade 11, pupils begin either their A-level courses, to be completed in Grade 12. A broad range of subject choices are again on offer, providing our pupils with the best opportunity to gain a place at a top university.

Co-Curricular

To achieve our aim of providing a first-class all-round education, co-curricular activities are integrated into the school day at Cheltenham Muscat. This extended offer ensures that every child is given opportunities to discover interests and talents beyond the classroom, helping them to build character, teamwork skills, self-confidence and to find a passion for



something they can turn into a successful career.

From KG2 through to Grade 12, pupils take part in clubs, activities and trips outside the core curriculum. Each week, we offer a variety of clubs as part of our extensive after-school programme.

We also offer academic clubs to help children target specific subject interests, while developing broader learning skills and fostering a deeper understanding of the wider world around them.

Educational Visits

We believe that children learn best when they are engaged in first-hand experiences. Where there is an opportunity to make an educational visit to support learning, teachers will arrange to take the children. All visits relate to the curriculum topic being studied. Written permission is sought from parents, who are asked to contribute to the cost of transport and/or entrance fees to places of interest.

Academic Life

Prep

At Cheltenham, 'prep' (homework) is a partnership between parents, teachers and children. It is an important part of your child's learning and aims to enhance standards of achievement and maximise educational opportunity.

Prep is set regularly throughout the school, gradually increasing in quantity and complexity as our students get older. All children are issued with a prep timetable appropriate to their age group.

Daily Reading

A crucial part of learning at home is daily reading and we expect children to read each day. Reading is the key to unlocking so much more learning. In this way, fostering a love of reading and books will also accelerate the impact on each child's learning in other areas of the curriculum.

Our school libraries are available to every child and stock a wealth of fiction and non-fiction books in English, Arabic, French and Spanish.

Assessment

Your child's achievement is under constant review in all areas of the curriculum. This is done through observation, providing feedback on learning, marking, testing, discussion with children and observations through monitoring. The information gained is used to inform teachers when planning their next lessons, to ensure they are relevant and pitched at the appropriate level for your child.

More formal assessments, including external and internally set examinations, also take place at different intervals throughout your child's school career. The test results, along with the ongoing teacher assessments, will determine a level of attainment for your child in different subjects. Regular assessments help to track the progress of each child and thereby maintain and improve their standard of work.

Reporting to Parents

Parents will receive regular reports based on teachers' assessments. These will provide feedback on attainment and attitude to learning.

Parent Teacher Meetings take place each term and are a chance for you to discuss your child's progress.



It is always better to talk to somebody early on to avoid the prospect of a minor problem becoming a larger issue. We encourage parents to communicate with the class teacher throughout the year by making appointments as required.

Learning Support

Cheltenham Muscat offers individual programmes for pupils who may require learning support and for pupils with a diagnosed specific learning difficulty if the school determines that it can meet the needs of these pupils. Where there are needs that require external support from clinics and practitioners, these matters will be addressed with individual parents as appropriate. A termly report will be provided.

All provision is aimed at each pupil's individual learning needs and is cross-curricular wherever possible. Pupil support is often through individual, small group withdrawal systems or in-class support, and is carried out by our learning support team, which



uses effective learning strategies and appropriate programmes to help remove barriers to learning in mainstream classes.

A minimal additional charge is applied for learning support identified either at the time of your child being admitted or as they progress through the school. Please refer to our school fees policy for further details.

English as an Additional Language (EAL)

At Cheltenham Muscat, our principal language of instruction is English.

We recognise that many of our pupils are learning in their non-native language and therefore offer excellent EAL programmes to ensure that all pupils can fully access the curriculum. Our EAL programmes offer pupils group sessions and one-to-one tuition. We also provide additional teaching and learning resources, online activities and mentoring.

Pupils attending additional EAL lessons are consistently monitored, with regular assessments to track progress.

A minimal additional charge is applied for additional EAL support, which is identified either at the time of your child being admitted or as they progress through the school. Please refer to our school fees policy for further details.

Arabic as an Additional Language (AAL)

Some of our Arabic speaking pupils may need some support with their Arabic language skills via group sessions or one-to-one tuition.

A minimal additional charge is applied for additional AAL support identified either at the time of your child being admitted or as they progress through the school. For further information, please refer to our school fees policy.



Caring for Your Child

Rewards and Sanctions

At Cheltenham, we are committed to establishing a safe and caring environment according to our aims and ethos, where the happiness, safety and confidence of pupils are given the highest priority. Our aim is for the school community to recognise and understand what behaviour is expected and why. Rewarding positive conduct and work should always be the priority of the school and unacceptable behaviour should not be allowed to impact on the wellbeing of others.

We expect children to always conduct themselves with courtesy, honesty and good sense. It is important that all staff, teachers or otherwise, visitors and friends, are treated with the respect and civility we would expect for ourselves.

If a child's behaviour endangers the safety of others, the activity is stopped immediately to prevent the child and/or other children having an accident.

The school's behaviour policy is built on positive praise and rewards for good behaviour, good work, good learning habits and a positive contribution to the life of the school. The school's rewards system focuses on celebrating all things good and includes verbal praise, written praise, house points and Principal commendations.

Anti-Bullying

The way we behave has a tremendous effect on our school community. It is always important that everyone shows respect and understanding to one another. There is no place in our school for bullying; if a child feels they are being bullied, they should tell their parents or their teacher so they can help solve the problem.

The school has a clear policy for dealing with bullying and parents should notify the school immediately if they suspect that their child may be being bullied or is unhappy. In most instances, bullying can be prevented by clear and direct action at an early stage. We provide support to empower

children to tackle bullying and provide opportunities for discussion as well as activities that are centred around role-play.

Parents are actively encouraged to support the school through discussion of bullying and harassment, its meaning, and its implications with their children. We require all parents to cooperate and work in partnership with the school to resolve any difficulties.

Safeguarding and Child Protection

Children at Cheltenham Muscat should feel safe and protected from any form of abuse or neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

The school will take all reasonable measures to ensure that we:

- attend Child Protection training annually;
- practise safe recruitment in checking the suitability of staff and volunteers to work with children;
- protect each pupil from any form of abuse, whether from an adult or another pupil;
- are alert to signs of abuse both in the school and from outside;
- deal appropriately with every suspicion or complaint of abuse;
- contribute to supporting children who have been abused in accordance with his/her agreed child protection plan where appropriate to the role of the school;
- are alert to medical needs of children with medical conditions;
- operate robust and sensible health and safety procedures.

Please seek immediate advice from the Designated Safeguarding Lead if you have any concerns regarding a child and their safety. The school has a Safeguarding Team of staff members that are trained in dealing with child protection issues.

Uniform and Appearance

School uniform is compulsory for all children at Cheltenham and can be purchased by following these steps:

1. Visit www.kapesuniforms.com
2. Click the person icon in the top right corner to create an account.
3. A 6-digit code will be sent to your registered email address.
4. Select "Go to Store" in the top right corner, which will take you back to the Kapes homepage.
5. Enter the Cheltenham Muscat school code: CHEL8937
6. Start shopping for your child's sustainable uniforms!

You can order uniforms online and schedule delivery or pickup. Once stocks arrives we will offer home delivery within 24 hours if the order is placed online by 4pm.

For those that wish to try on uniforms, the school shop will be open for try-ons only.

It is essential for the appearance of all Cheltenham pupils to be at the highest standard and all parents are expected to support the school's uniform requirements. For queries, please contact our school shop at www.cheltenhammuscat.com, schoolshop@cheltenhammuscat.com or via WhatsApp at +968 9389 4650.

All children must wear the school uniform correctly to and from school and normally for all occasions when they are representing the school including school visits and sports fixtures, whether these are in school hours or outside of school hours.

It is essential that all uniform and PE clothing are clearly labelled with your child's name. It is inevitable that children will lose some of their belongings, but it will make it virtually impossible to find them if they are not correctly labelled.

Children will be asked to wear their house shirts on special occasions such as Sports Day. You will be informed in advance if your child is required to wear this shirt.

Uniform List

Pre-Prep – KG1 to Grade 2	
Boys	Crested white polo T-shirt, crested navy-blue pullover jumper, charcoal grey shorts, navy blue socks and a pair of black shoes
Girls	Crested dress, crested navy-blue pullover jumper, navy/white scrunchie, navy blue socks, optional navy-blue head scarf, optional navy-blue leggings, navy blue ankle-length socks and a pair of black shoes
Both	Crested rucksack, crested book bag, crested water bottle, crested baseball cap and/or crested sun hat
Sports Uniform	White/blue crested polo t-shirt, blue shorts, white or blue socks, white trainers, and crested blue drawstring PE bag
Swimming Uniform	Crested blue swimming trunks – boys, crested blue swimming costume – girls, and a crested blue swimming cap

Prep – Grade 3 to Grade 8	
Boys	Crested short sleeved blue shirt, crested blazer, school tie, crested navy-blue pullover jumper, charcoal grey shorts and/or charcoal grey trousers, navy blue ankle-length socks and a pair of black shoes
Girls	Crested short sleeved blue blouse, crested blazer, school tie, crested navy-blue pullover jumper, tartan skirt, navy/white scrunchie, optional navy-blue head scarf, optional navy-blue leggings, navy blue ankle-length socks and a pair of black shoes
Both	Crested rucksack, crested book bag, crested water bottle, crested baseball cap and/or crested sun hat



Sports Uniform	White/blue crested polo t-shirt, blue shorts, blue and white hooped sports socks, white training shoes and crested blue drawstring PE bag
Swimming Uniform	Crested blue swimming trunks – boys, crested blue swimming costume – girls, and a crested blue swimming cap

Notes:

All items listed above are compulsory for all pupils.

From Grade 6 onwards, Omani boys have the option to wear a dishdasha. However, all compulsory school uniform and sportswear items listed above should still be purchased for sports activities including swimming, and formal school occasions.

Senior – Grade 9 to Grade 12	
Boys	Crested blue pin-striped sleeved shirt, crested blazer, school tie, crested navy-blue pullover jumper with pink piping, charcoal grey trousers, navy blue socks and a pair of black shoes
Girls	Crested blue pin-striped blouse, crested blazer, school tie, crested navy-blue pullover jumper with pink piping, blue long-skirt or blue trousers, optional navy-blue head scarf, dark blue hair tie/band, navy blue socks and a pair of black shoes
Both	Crested rucksack, crested water bottle, crested baseball cap and/or crested sun hat
Sports Uniform	White/blue crested polo T-shirt, blue shorts, white or blue socks, white training shoes and crested blue drawstring PE bag
Swimming Uniform	Crested blue swimming trunks – boys, crested blue swimming costume – girls, and a crested blue swimming cap

Hairstyles

Hair must always be clean and tidy, worn off the face and styled so as not to invite comment for any reason. Children with long hair, below shoulder length, must wear it tied back for school. For practical subjects and for health and safety reasons, pupils with hair that is touching the collar may be required to tie their hair back, so must have a hair tie with them. Exaggerated or extreme hairstyles are not allowed. This includes hair dyed to unnatural colours.

Nail Varnish and Tattoos

Nail varnish and tattoos, including temporary ones, are not permitted in school. Children who arrive in school with nail varnish or tattoos will be asked to remove it/them.

Jewellery

For reasons of safety and hygiene girls are permitted to wear only one pair of small stud earrings which must be removed for all PE and swimming lessons. Watches may be worn (except for PE and swimming lessons) from Grade 1 provided they are clearly named, a simple design and not SIM enabled. Children are not permitted to wear any other form of jewellery to school. The school cannot be responsible for loss or damage to any personal items.

School Equipment

Pupils in Grade 3 and above are expected to have the following items at school and in lessons. This list is not exhaustive and contains the basic items needed. Specialist subjects may require additional items.

Essential Equipment

- Pencil case which contains:
- Pens (Black, Blue and 1 other colour)
- HB Pencils
- Eraser
- Pencil sharpener
- Coloured pencils
- Highlighters (At least 3 different colours)
- 1 pair of Compasses (from Grade 5)
- Protractor
- Ruler
- Glue stick

Additional Equipment

- Calculator - a Scientific Calculator from Grade 5 (Casio FX 83GT Plus or similar)
- Computer memory stick
- Reading book
- Laptop (for Grade 9 and above)

Water Bottles

Being hydrated is crucial to a pupil's ability to remain focused therefore all pupils should have a clearly labelled Cheltenham water bottle with them every day. Pupils will always be allowed access to their water bottle during classes, breaktimes and lunchtimes and will be given the opportunity to fill their bottles throughout the day when it is appropriate to do so.

Laptops

Children from Grade 9 are allowed to bring a laptop to school. Having a personal learning device that children use to support their learning, both within school and at home, extends the classroom walls beyond the school day. Having a laptop rather than a tablet will enable pupils to more easily access and use programmes such as Excel and all pupils are expected to adhere to our ICT acceptable use policy. Younger students are not permitted to bring devices into school and will use school computers as needed.

Lost Property

All schools accumulate a lot of lost property during any one



term. If your child has lost something, please come into school either at the start or the end of the day and report the loss to reception who will help you look for the missing item. Any lost property will be collected and stored near the Prep reception. Please ask the receptionist for assistance in this matter. Of course, much of the lost property can be avoided if all items of clothing and possessions are clearly labelled/embroidered with your child's name. Any lost property not claimed is given to charity at the end of each term.

Mobile Phones

Mobile phones must be kept at home. The school will securely store any phones that are brought in. It is the role of the school staff to contact parents with important or urgent information. Children from Grade 9 and above will have access to a laptop should they need access to an electronic device. If a child brings a mobile phone into school, the teacher will take it to reception or a member of the leadership team, where it can be collected by the parent at the end of the school day or following day, as is practical. If this happens more than once, the period of confiscation will be extended.

Items Not Permitted at Cheltenham Muscat

Children are not permitted to bring:

- Mobile phones
- Other electronic devices (other than laptops for children in Grade 9 and above)
- Jewellery
- SIM enabled watches
- Toys (unless requested by the teacher)
- Any items which are considered as dangerous
- Nuts
- Expensive items

Absence from School

The role of the parent in ensuring high levels of attendance and punctuality is critical. At Cheltenham we hope to maintain close, effective, and positive links with parents and ensure that effective communication links avoid any unexplained absences for your children.

Sickness

If for any reason your child is sick and unable to come to school, it is important that you contact the school to let them know. Please notify the school of your child's absence by 7.00am on their first day of absence via an email to the school reception at reception@cheltenhammuscat.com and your child's class or form teacher. The school Nurse will call to follow up on your child's sickness and discuss when they will be returning to school. A doctor's medical certificate may be required to confirm your child is ready to return to school.

Unauthorised Absence

An unauthorised absence is when children are absent but are not ill, not receiving treatment, on an authorised holiday or any other reason without gaining prior approval from the Principal, Mr Snape. Unauthorised absences can be avoided by communicating with the school and being careful about keeping your child away from school unnecessarily.

Requests for non-educational absence during term time (including holidays) will not usually be approved and will be recorded as 'non-approved'.

Medical Appointments

Where possible, all appointments e.g., dentist and doctors, should be made outside of school hours. If time does need to be taken during school hours, an email should be sent to the class teacher or tutor notifying them of the details. Children who must leave during school time will be collected from their classroom by a member of the reception team and taken to the main reception where parents can collect their child.

Approved Absence

Approval for any planned absence for your child should be applied for in writing to the Principal, Mr Snape, at least 14 days before the planned absence. Any authorised absence is at the discretion of the Principal. Absence during term time is strongly discouraged. Holidays in term time will not routinely be authorised.

Procedures for children excused from PE/ Sport

Any request to be excused from PE or swimming must be explained in a note from the parents.

A member of staff may use their discretion when a pupil requests to be excused from a lesson, but who does not have a parental note. Ordinarily, a pupil who has become ill during the day will have been sent to the nurse.

Parents who request a longer period for their child to be excused from PE/Sport, for more than two weeks, must produce a formal letter from their doctor. This serves to verify the illness/injury and so prevent self-determined absence from physical education, whilst enabling the school to understand and assist with the child's recovery. If appropriate, a member of teaching staff will call parents to establish the nature and extent of injury and in some cases request a case conference with the child and/or their parent.

In most cases, a child who is excused from a lesson will be required to attend and watch the lesson with the rest of the class. Parents are expected to support this protocol. This protocol allows children to observe the work they are missing and recognises the limits of their illness but allows children to assist in a way that is inclusive.

It is our policy that any child considered to be well enough to attend school is well enough to take part in PE and outdoor playtime.



Health and Medical

The health and welfare of each member of the school community is our primary concern. We will take every measure to ensure we keep our community safe and operate in strict compliance with any directives. We will communicate our procedures at the start of the academic year and whenever a new directive is issued.

Communications relating to Health and Medical matters

The school nurse is available in school and can be contacted by telephone or email at nurse@cheltenhammuscat.com. Please do not hesitate to contact the nurse with any medical enquiries you may have regarding your child. They will also be involved in delivering health education to the children in school.

Head Lice

Should your child be found to have some live head lice we will ask parents to take their child home and remain absent from school until the condition is treated. If eggs are found, parents will also be informed and asked to treat their child with medication.

Regular Medication

If your child must take regular medication e.g., inhalers, EpiPen, etc., the medication should be clearly labelled with your child's name and taken directly to the nurse. A letter with precise instructions detailing the dosage and time to be taken should also be given. A Consent Form giving parental authorisation should be signed prior to this.

In some cases, it might be necessary to seek records from previous clinics prior to a child commencing school.

Medical History

Parents are expected to ensure that children are up to date with all medical vaccinations and that all relevant medical information is shared with school. The school will send home a medical declaration form to be completed before the start of

the academic year. Without this form, children cannot attend the school.

If your child is unwell at school

If your child becomes unwell in class, he/she will be taken to the Health Centre in the Pre-Prep block where the nurse will assess your child. If your child is well enough to stay in school, he/she will be cared for by the nurse and will return to their lessons as soon as possible.

Otherwise, the nurse will contact you if your child needs to be collected from school.

Accidents and Emergencies

In the unlikely event of an emergency requiring immediate medical attention, we will contact you to inform you that your child has been involved in an accident. If you are unable to attend in a suitable time frame, we will take your child to the nearest appropriate hospital. Your child will be accompanied to the hospital by one member of staff and the school driver.

A consent form must be signed when your child begins school to give your permission for this to happen.

Contagious Diseases

If your child has been absent from school due to a contagious disease, a letter of discharge from your doctor is required before they will be allowed to return to school. Please submit this to the school nurse.

Please inform the school if your child contracts an infectious disease, including Covid-19, head lice infection (which can spread rapidly), Chicken Pox, Rubella (German Measles) or Impetigo which can have serious implications for female staff. If your child has diarrhoea and/or vomiting they should remain at home for 48 hours from last episode of diarrhoea or vomiting.



Raising a Concern

We are more than happy to listen to any concerns you may have regarding your child's progress or personal development in school. Please bring any concerns to our attention early before they grow and become more difficult to resolve. In the first instance, this is likely to be the form tutor or class teacher. Our formal complaints procedure is published on our website.

It is always better to talk to somebody early on to avoid the prospect of a minor problem becoming a larger issue.

Please do not try to contact members of the academic/teaching staff directly by telephone during the school day as our teachers' prime concern is the education and welfare of our children. For urgent matters, please contact the school reception and a message will be taken for a teacher to contact you the same day.

Pupil Records

Confidential records are kept about each child and will be updated regularly. It is important that the school is kept always updated about emergency contact details for your child. It is also important that the school is notified of any medical conditions (if any) or family circumstances that may affect your child in school. Parents should note that the school will share information held on the school's Management Information System, with the Ministry of Education and as required by Omani law.

Photo Consent

Upon joining Cheltenham Muscat, all parents will be asked to sign a parent agreement in which you agree to the use of photographs and videos of your child(ren) (with the option to opt-out by contacting the Deputy Head).







CHEL TENHAM

MUSCAT

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