



EYFS Parent Handbook

2025-2026



Table of Contents

General Information

Principles Welcome.....	2
Contacting School.....	3
School Fees.....	4
Transport.....	5

Pastoral

Attendance.....	6
School Uniform	7
School Bag Checklist.....	9
Birthdays.....	10
Medical.....	11

Academic

Starting School.....	13
EYFS Curriculum.....	14
Assessments and Reports.....	15
Behaviour.....	16
Additional Information.....	18



Principles Welcome



We are delighted to welcome you to The English Academy, a successful British school located in the heart of Hawally, Kuwait. Since opening our doors in 1993, we have been proud to provide a high-quality British education to students from Kindergarten through to Year 13.

At The English Academy, we are dedicated to nurturing every child's academic potential while also supporting their personal, social, and emotional development. Our committed staff, strong community values, and focus on holistic learning create an environment where pupils are inspired to grow into confident, respectful, and responsible individuals.



The purpose of this handbook is to inform parents about the facilities, systems, and expectations in the EYFS Department of The English Academy.

It is essential that the information contained within this handbook is the subject of discussion between parents and pupils, as it will be assumed that everyone has a full understanding of its content.

To this end, you will receive a reply slip that you must sign to acknowledge you have read this handbook. This must be returned by **Thursday 16th October** and should be given to your child's class teacher.

We look forward to working in partnership with you to ensure your child has a happy, successful, and enriching experience at The English Academy.

Welcome to The English Academy family.

Contacting School



We value strong communication between school and home, and we thank you for your continued support. To help maintain clarity, professionalism, and mutual respect in all interactions, we kindly ask all parents of the following.

If you have a question or concern that isn't addressed in this handbook, please contact the Infant Department using the steps below:

Step 1: Contact your child's class teacher using the communication book.

Step 2: If further assistance is needed, email or call the appropriate Department Secretary:

EYFS (KG and Reception) – **Ms Fatima**

✉ fas@tea.edu.kw | ☎ 96028962

KS1 (Year 1 and Year 2) – **Ms Aminah Al Thefery**

✉ amk@tea.edu.kw | ☎ 92294138

Appointments with Staff

Visiting the school without a scheduled appointment is not permitted. All appointments must be arranged through Ms Fatima (EYFS) or Ms Amina (KS1), who will liaise with the appropriate staff member to confirm a suitable time. Appointments will only be given if you have followed the appropriate procedure: Class Teacher, Year Leader, Head of Infants. **Please note if you arrive at school without a pre-arranged appointment, you will not be seen.**

Email Communication

All email correspondence with the school must come directly from a parent or guardian's email account. **Emails sent from student accounts will not be actioned.** Emails should be sent to the relevant secretary, who will communicate with the appropriate members of staff.

Online Communication & Resources:



Website: www.tea.edu.kw



Instagram: @tea_kuwait

School Fees



July

17 Payment Schedule

- 1st Installment (34%) – Due 1st September 2025
- 2nd Installment (33%) – Due 1st January 2026
- 3rd Installment (33%) – Due 1st April 2026



Sibling Discount

A 5% discount is offered for each additional child enrolled.



Need a detailed breakdown?

Contact the Accounts Department for the full fee tariff and payment Instructions.

- School Accounts – Ms Amal AlMousawi
amm@tea.edu.kw ☎ 22651061/62 or 22651195/96 ext. 418



Transport and Collection







School Bus Service

A bus service is available across many areas in Kuwait. Children in KG–Year 3 must be escorted to the bus in the morning and collected from the bus when they return home. If there is no one to meet them, they will be returned to school and parents will be contacted.

Each child using the bus service will receive a bus card. Parents must notify the school of any changes to travel plans, via a note in the communication book or by calling the secretary.



Bus Behaviour Expectations

- Stay seated with seatbelt fastened 
- Speak calmly and respectfully 
- No eating (water only )
- No leaving the bus to visit local shops 

Misconduct may result in sanctions or removal from the bus service.



Private Car Pick-Up:

- At 12.30pm, EYFS children should be collected from their classroom
- At 1.55pm, EYFS Late club children should be collected from designated late club rooms (see Google Classroom)
- At 1.55pm, Year 1-2 children should be collected from the flagcourt
- Children are not allowed to wait outside or at the front gate.



Carer Cards:

- Carer Cards are required for anyone collecting a student
- 2 free cards are issued per child
- Extra carer cards: KD 5 each
- If a card is forgotten, the parent must get written permission from the secretary (Ms. Fatima/Ms. Aminah) to collect the child.

Attendance



Arrive

6.30am-7.00am - Students may enter through the Bus Gate.

7.00am-7.20am - Students may enter through Gate 2.

(Parents are not permitted to enter the school building. Members of staff will be available to take the children to the correct location.)

7.20am - Line up and registration begin.



Depart

12.30pm-12.45pm - Parents enter through Gate 2 and collect children from their classroom.

(Parents/Carers **must show their child's carer card** to the class teacher so we can ensure the safety of our students.)



Late Arrivals

- If your child arrives after the main doors close, they must report to Reception.
- Pupils arriving after 7:30 AM will be marked late and must collect a late slip from the Secretary.
- Frequent lateness will be followed up with parents and may result in sanctions or a scheduled meeting to discuss the issue.



Sickness / Absence

- Please inform the school as early as possible by phone or via the Communication Book if your child is absent.
- When your child returns to school, they must bring:
 - A written note in their Homework Diary
 - A medical certificate if the absence was due to illness








Term-Time Leave

Time off during term must be requested in advance by completing a Primary Holiday Request Form. Approval is required, and absences for travel are discouraged unless absolutely necessary.

Extended or repeated absences can impact your child's academic progress.

It may also prevent your child from progressing to the next academic year.


The uniform shop will open effective 18th August between 9-12. As of Sunday 15th September the opening times are from Sunday to Thursday 7.00-9.00 and 13.00-14.00.

	Girls 	Boys 
 Summer	<ul style="list-style-type: none"> - Blue & white striped dress with TEA badge - White socks - Classic black shoes (no trainers or trainer-style shoes) - Optional: shorts under dress (must be above the knee) 	<ul style="list-style-type: none"> - Blue & white striped shirt with TEA badge - Navy shorts with trim - White socks - Classic black shoes (no trainers or trainer-style shoes)
 Winter	<ul style="list-style-type: none"> - Tartan pinafore dress - White long-sleeved shirt with TEA badge - White socks or white/navy tights - Classic black shoes - Plain navy or black coat (if needed) 	<ul style="list-style-type: none"> - White long-sleeved shirt with TEA badge - Navy long trousers with trim - White socks - Classic black shoes - Plain navy or black coat (if needed)
 PE Kit	<ul style="list-style-type: none"> - White polo shirt with TEA emblem - House colour t-shirt (inter-house competitions) - White shorts with TEA emblem - White sports socks - Blue school tracksuit with TEA emblem (winter) - Sports trainers (no lights or sounds) 	<ul style="list-style-type: none"> - White polo shirt with TEA emblem - House colour t-shirt (inter-house competitions) - White shorts with TEA emblem - White sports socks - Blue school tracksuit with TEA emblem (winter) - Sports trainers (no lights or sounds)

Uniform continued



Additional Uniform guidelines:

Category	Details
Lanyard 	These must be worn at all times. Replacements can only be purchased from the Infant Office (these are branded with the house logo).
Footwear	No trainers (except on PE days), no trainer-style shoes or high-tops.
Jewelry and Accessories	Only one pair of plain studs (girls only), no necklaces or bracelets, no nail polish, no smartwatches and no hoodies. Earrings must be removed on PE days.
Hair Expectations	<p>Hair must be neat and tidy. No gel, cream, or lotions.</p> <p>Girls: Hair tied back. No headbands with embellishments.</p> <p>Boys: No lines or designs shaved into the hair. Boys' hair should be cut above the collar. The hair around the ears should be cut clean and fringes should be cut short and above the eyebrows.</p>
Non-Compliance	A note will be sent home if a hairstyle or uniform issue arise. If you do not take prompt action, your child may be denied entry.

Summer Uniform



Summer PE Kit

Winter Uniform



Winter PE Kit

School Bag Checklist



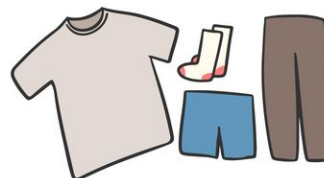
To ensure your child is prepared for the school day, we kindly ask that you provide the following:

- A small backpack
 - Labelled with your child's name, class and student number.
 - This should have a top loop for hanging.
 - **No wheeled suitcases allowed.**



- A complete change of clothing, including:

- A pair of shorts
- A shirt
- Underpants
- Socks



- A lunch box

- Labeled with your child's name, class and student number.
- Easy to use, so your child can open and close it independently.
- Children should have a **healthy** lunch, which might include:

- ✓ Sandwiches
- ✓ Fruits
- ✓ Vegetables
- ✓ Juice or water



- **Unhealthy** food is **unaccepted** , including:

- X Chocolates
- X Sweets
- X Chips
- X Cans of fizzy drink



- A water bottle that seals firmly to avoid unnecessary spillages.



Note: Children are **not** allowed to bring in toys.

Birthdays / Special Events



We know birthdays are a special time for children! To help everyone enjoy the day in a calm and fair way, please follow our school guidelines:



Treats

If you'd like to send in a small treat for your child's birthday (or any special event) always speak to the class teacher in advance to agree on the best plan.

Treats must be:

- Individually wrapped (e.g. mini cupcakes, cookies, or snack bars)
- Nut-free and suitable for all classmates
- Enough for the whole class – please check with your child's teacher for class numbers



What Not to Bring

To keep school calm and fair for all children, please **do not send** a large birthday cake, extra snacks, juice, party hats, blowers, balloons, whistles or gifts etc. **All of these will be returned to you.**



Birthday Invitations

Please do not send birthday invitations to school. Teachers are not allowed to hand them out, and we will send them back home.



No Birthday Parties in School

We do not hold birthday parties in school.

General Medical Information

Health Card	Every pupil must have a valid Ministry of Education Health Card.
School Nurse	Available during the school day for minor injuries or illness.
Parental Contact	Parents will be contacted if a child needs to go home or requires attention.
Health Conditions/ Allergies	Parents must inform the school of any allergies, conditions, or special medical needs.

Illness Guide

Child feels unwell at school	Will be referred to the nurse. Parents may be asked to collect the child: this is non-negotiable .
Vomiting or Fever	Child must be collected by a guardian and stay home for 48 hours after the last symptom. A doctor's note is required to return.
Contagious Illnesses (e.g. chicken pox)	Inform the school. Child should stay home for 10–14 days . A doctor's certificate is required to return.
Minor Colds	Keep child at home if symptoms affect learning or comfort.

Vaccination & Health Checks

Vaccination Programs	Conducted as advised by the Health Department.
Routine Check-ups	May be carried out by a school-approved doctor.
Parental Consent	Written approval will be required for any vaccination or check-up.

Return to School After Illness


Vomiting, diarrhoea, or high fever	Must stay home for 48 hours after the last symptom and return with a doctor's note.
Any contagious illness	Must bring a medical certificate confirming recovery and non-infectious status.

Medication at School


Bringing medication to school	Not allowed unless essential and with written parental permission.
Administering medicine	Will only be done by the nurse with written consent from a parent/guardian.

Nurse Visits

If your child visits the nurse during the school day, but is deemed well enough to return to class, the nurse will inform you via a 'nurse slip' that will be attached to your child's communication book:



Nurse Visit



Name: _____ Student Number: _____
 Date: _____ Time: _____ Temp: _____

Your child visited the nurse today. The problem was resolved immediately so we did not need to call you. Please be aware of the following:

Reason:

☐ Headache / Stomachache

☐ Sore throat / Earache

☐ Cough

☐ Nose Bleed

☐ Minor Graze/Scrape

☐ Accidental bump on body

☐ Bumped head

☐ Other: _____

Treatment / Comments:

Nurse: _____








The school reserves full rights to deny a child entry to school/class if we suspect or have established that they are unwell.

Starting School



Starting school is an exciting new adventure for all children. Our aim is to make the transition as smooth as possible through our induction process. Please be assured that we are here for you, and will do all we can to ensure your child is ready, confident and excited about starting school.

There are many things you can do at home to prepare your child for school:

-  Purchase school shoes with Velcro fastenings (not laces).
-  Ensure all items of clothing have name labels, and teach your child to read them, including: socks, bags, coats, lunch boxes and water bottles.
-  Teach your child how to open their lunch box and wrapped foods. Support your child with packing their lunch box away again, particularly if there is a specific way to do this.
-  Ensure your child can use the toilet and wash their hands independently. (The nannies will be available to support your child where needed, but confidence around this will support your child greatly.)
-  Teach your child how to use a tissue efficiently.
-  Encourage your child to tidy up toys and put them away in the correct places.
-  Encourage taking turns and sharing toys with siblings/friends. Board games are excellent for encouraging this and for supporting children with understanding how it feels to 'win' and to 'lose'.



EYFS Curriculum



At The English Academy, we follow the British Early Years Foundation Stage (EYFS) curriculum. This framework helps children aged 3 to 5 learn and grow in a safe, caring, and fun environment.

We focus on learning through play, exploration, and hands-on activities. Children develop important skills in communication, language, physical development, and social interactions. They also begin early learning in areas like reading, writing, maths, and understanding the world around them. The curriculum is broken down into seven key areas of learning:

Prime Areas:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

Specific Areas:

- Literacy
- Maths
- Understanding of the World
- Expressive Arts and Design



Our aim is to give every child a strong foundation for future learning, while respecting and celebrating their individual backgrounds and cultures.

Arabic and Islamic

All pupils at The English Academy learn Arabic. If Arabic is spoken at home, it's taught as a first language. If not, it's taught as a foreign language. Muslim pupils also study the Qur'an and Islamic Studies, following the Ministry of Education's official curriculum.

School Trips

We organise educational trips to enhance our curriculum and help students learn outside the classroom, in fun and real-life settings. Trips include: a visit to the farm, aquarium and so many more!

Assessments and Reports



In the Early Years, assessments are ongoing and happen through observations of children as they play and learn. Teachers use these observations to understand each child's progress and plan activities that support their development.



Baseline Assessment

A baseline assessment is conducted at the beginning of the year. This helps teachers understand each child's starting point.



End of Term Assessments

At the end of each term, teachers work one-to-one with each child, asking a series of questions and carrying out simple tasks. This helps identify what the child has learned and what areas still need further support.



Reports

Teachers communicate each child's progress through termly reports. Reports are based on daily observations, end-of-term assessments, and overall classroom contributions. ***Please note: School fees must be up to date in order to receive school reports.***



Grading

Children in the Early Years will be graded as:

- **Expected** – meeting the expected level of development
- **Emerging** – not yet meeting the expected level of development



Parent Consultation Days (PCDs)

Parents are invited to meet with the teacher to discuss their child's progress at the end of Term 1 and Term 2. If needed, parents are welcome to request an additional meeting in Term 3.



Behaviour – Rewards



We adopt a positive approach to behaviour management and have three school rules:



Rewards

Children are rewarded for good behaviour. Rewards include:

- Star of the Week
- House points
- Stickers and stamps
- Proud Cloud - displaying good work in class
- Principal's Pupil (One child chosen once a term)

Star of the Week

One student will be selected each week by the class teacher. The student selected is entirely at the discretion of the class teacher and is not open for discussion. Students may be selected for one of the following possible reasons:

- Demonstrates consistently good behaviour or has made a noticeable effort to improve behaviour.
- Maintains strong focus and concentration in class or has shown significant improvement in this area.
- Displays a consistently positive attitude towards school or has shown a marked improvement in their overall attitude.
- Been helpful in the classroom.

House Point System

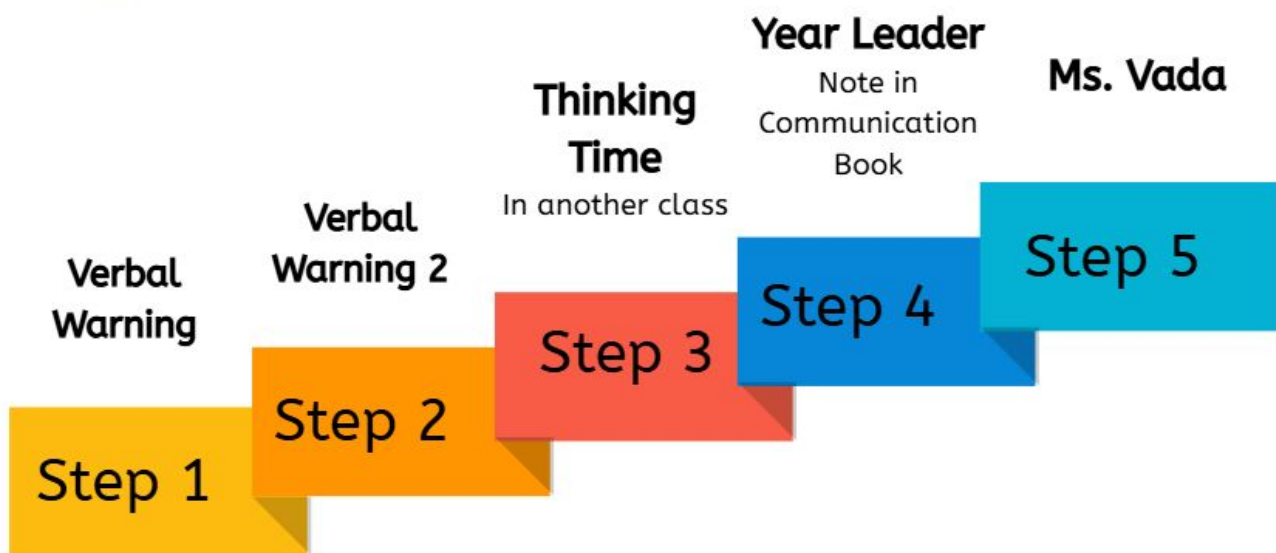
Each child is allocated a 'house' which they will keep for the duration of their time at TEA. These houses are used to encourage teamwork and collaboration. Your child will receive 'house points' for good learning, attitude and behaviour.



Behaviour – Sanctions



At The English Academy, we understand that young children are still learning how to manage their emotions and make positive behaviour choices. While we always support children when they feel upset or frustrated, we also have high expectations for behaviour. When a child behaves inappropriately, we follow the steps outlined below:



Step 1: Gentle verbal warning.

Step 2: Verbal warning with reminder for next consequence.

Step 3: 5 minutes thinking time in another class.

Step 4: Lost playtime, sent to the year leader and a note in communication book.

Step 5: Student will be sent to Head of Infants and parents will be called.

Behaviour Support Plan

A student will be placed on a Behaviour Support Plan by the Head of Infants if they frequently reach step 5. Parents will be invited in for a meeting to explain the reason for the support plan and discuss how to work together to support the child further.

If concerns persist despite the support plan, a meeting may be arranged with the parents, the Head of Infants, and the School Principal, to discuss the next steps.

Additional Information



Social Media

The English Academy does not respond to any concerns or disputes raised via social media. Any issues relating to social media activity must be directed to the appropriate Kuwaiti authorities.

Class and Form Groups

Student class sets and form classes are created by the school after careful academic and pastoral consideration. ***These decisions are final and will not be discussed or altered at parental request.***

Student Appearance

We ask all parents to carefully review the school's expectations regarding student appearance and ensure students arrive each day in full compliance with the school's uniform and appearance policy. ***School lanyards are a non-negotiable part of the school uniform and must be worn daily.***

Behaviour and Sanctions

The English Academy follows a clear, fair, and consistent behaviour policy. Any behaviour deemed unacceptable within the school is managed according to this policy. All sanctions applied by the school are in line with this framework and are not subject to parental negotiation or revision. ***Parents will be informed by their child's communication diary or a phone call from Ms Fatima (EYFS) or Ms. Amina (KS1), this is not subject to discussion.***

School Transport

The English Academy provides a bus service across many areas in Kuwait. Children in KG–Year 3 must be escorted to the bus. If not met, they will be returned to school and parents contacted. Parents or guardians must notify the school of any changes to travel plans. ***Misconduct on the bus may result in sanctions or removal from the bus service.***

Respectful Conduct

The school will not accept or respond to any inflammatory or inappropriate comments made via email or during scheduled meetings. We are committed to maintaining a respectful and constructive dialogue at all times.