

2026 - 2027



PARENT HANDBOOK

ENGLISH PRESCHOOL



المدرسة اللبنانية
THE LEBANESE SCHOOL



Dear Parents,

Welcome to the Lebanese School!

In our school, we strongly believe in collaboration between families and school staff to create a positive and happy environment, where the child feels safe to achieve academic excellence and personal growth. It is this shared commitment and genuine partnership between school and home that will enhance the educational opportunities for our students.

This handbook is designed to help you find answers to questions you may have concerning our school. It provides an introduction to the school and an overview of school operations and routines.

We want your children to flourish in our school by offering them the best we have: a solid curriculum, rigorous coaching, extracurricular activities, and much more.

The administrative and educational teams join me in wishing you an excellent school year!

Norma Dimassa
Superintendent



VISION

To inspire life-long learners who embrace the Lebanese heritage and are global citizens of the evolving world.

MISSION

To empower students to become independent learners and future leaders by fostering inquiry-based learning and critical thinking within a safe and supportive environment.

CORE VALUES



ACCREDITATION

In its efforts to provide world-class teaching and learning and prepare the students for the 21st century skills, the Lebanese School has been committed to a path of continuous improvement, seeking high levels of quality education via recognitions not only from the Lebanese and Qatari Ministries of Education, but also from international sources such as Cognia – previously AdvancED, which is a non-profit organization with more than a hundred years of work in school education, serving as a trusted partner to 36,000 educational institutions, and The French Ministry of Europe and Foreign Affairs, which granted the school the LabelFrancEducation, for being a “Francophone” establishment, adopting the French as a first language in teaching scientific subjects.

ADMINISTRATION

The Lebanese School is administered by a Board of Directors and overseen by a Board of Trustees. You can find the list of members along with administrative staff members on the school website.

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I. HEAD OF SECTION'S MESSAGE

Dear Parents,

Welcome to an incredible journey of early education for your precious preschoolers!

We are thrilled to have you as part of our preschool family.

At the preschool level, children are naturally curious and eager to explore and discover the world around them. As educators, we aim to create a supportive and nurturing environment that fosters curiosity and understanding. Through purposeful interactions, we turn everyday moments into valuable learning opportunities through engaging our preschoolers in sensory activities, imaginative play, and introducing them to basic concepts like numbers and letters.

Preschoolers are provided with valuable opportunities to develop essential motor skills within a secure and supportive environment. Alongside motor skill development, preschool offers a socially rich environment where children interact and play with their peers, cultivating important social skills. Various activities are designed to boost children's confidence, foster their independence as learners, and cultivate a mindset of lifelong learning, setting a solid foundation for their future academic and personal growth.

Our preschool department provides a nurturing environment that supports development across intellectual, social, emotional, and physical domains. We prioritize equipping children with necessary skills for an ever-changing world, following best practices and staying up to date with educational trends. We aim to empower our students to become innovative thinkers who are prepared to tackle future challenges and make a positive impact in their surroundings.

We are pleased to present you with this handbook that contains essential information about our department. Within its pages, you will find detailed insights into our curriculum, daily routines, schedule, medical guidelines, and other essential topics. It is of utmost importance that you carefully read through this booklet to familiarize yourself with our practices and procedures. We look forward to working with you.

We look forward to an enriching partnership in nurturing your child's growth and development.

Sara Soussi
Head of English Preschool Department

English Preschool HEAD OF SECTION'S MESSAGE

Email: sara.soussi@lsq.sch.qa

Phone Number: 449344545/46 Extension: 701



We aim to empower our students to become innovative thinkers who are prepared to tackle future challenges and make a positive impact in their surroundings..



II. CURRICULUM

1. OFFERED PROGRAM

The English Preschool Department adopts the Lebanese Curriculum, supplemented with Common Core standards. It embraces the most current practices in early childhood education and values whole child development. The preschool curriculum focuses on academic as well as social objectives that support the psychomotor, social-emotional, linguistic and cognitive development of children while preparing them for primary education.

1.1 ACADEMIC OBJECTIVES

LANGUAGE AND LITERACY

- Recite, identify, and begin writing the alphabet
- Identify and write his/her first name
- Understand that letters make sounds and compose words which have meaning
- Understand that words are a way of communication
- Speak in complex sentences
- Listen to others
- Communicate feelings, needs and desires effectively
- Enjoy "reading" and being read to
- Observe that written language is read from left to right & moves from top to bottom and front to back
- Observe that books have titles, authors and illustrators
- Expand his/her vocabulary
- Participate in group discussions
- Identify beginning letter sounds

COGNITIVE

- Compare and contrast
- Begin to observe and understand cause and effect
- Practice matching, sequencing, identifying and predicting
- Grasp concepts of up/down, big/small, more/less, etc.
- Ask and answer appropriate questions
- Follow three-step directions
- Understand and remember his/her accomplishments
- Begin to understand basic math concepts & number recognition
- Begin to understand basic scientific concepts
- Begin to understand global and local community concepts

1.2 SOCIAL OBJECTIVES

SOCIAL AND EMOTIONAL

- Show respect, kindness, patience, and love toward others
- Recognize that we are part of a large, diverse world in which we each play an important role
- Enjoy coming to school
- Interact properly with peers
- Begin to understand that our actions impact other
- Take turns and share when appropriate
- Understand and follow simple directions
- Develop and exhibit self-esteem, self-worth, and self-control
- Communicate feelings, needs and desires appropriately
- Follow a daily routine
- Respect the feelings of others
- Stand up for himself/herself appropriately when necessary
- Enjoy participating in dramatic play and role playing
- Foster enthusiasm and a sense of pride when completing themes/projects

PHYSICAL

- Jump, run, balance and climb
- Bounce, kick, throw, catch, roll and hit balls
- Recognize that physical activity is both fun and healthy
- Develop greater hand/eye coordination
- Use scissors correctly
- Manipulate small objects such as beads, blocks and play dough
- Move rhythmically to music

2. PROGRAMS OF STUDIES

2.1 ENGLISH

COMMUNICATION AND ORAL LANGUAGE

Oral language is the basis of learning in preschool. While much of verbal communication develops naturally, students need opportunities to practice talking to improve their understanding of spoken language.

Preschoolers learn to:

- Listen attentively
- Take turns and wait to speak
- Act on instruction and repeat spoken directions
- Engage in question-and-answer dialogue with classmates and teachers
- Work as a team on projects or problem-solving

PHONICS AND PHONEMIC AWARENESS:

An essential part of learning to read and write is the understanding that letters and combinations of letters make up sounds and words. Without knowing letter-sound correspondences, learners are deprived of a fundamental means of recognizing and producing known words and of figuring out new ones when reading and writing.

Preschool Phonics skills include:

- Letter identification
- Letter sounds
- Rhyming words
- Syllables
- Blending

READING:

Once preschoolers understand the basics of books and initial sounds, they will work to string sounds together and read basic 3-5 letter words, and eventually sentences.

Teachers use a variety of approaches in the classroom to develop preschool reading, such as reading aloud, storytelling, leveled books, dramatic play, educational toys, and online reading programs. Preschoolers learn to:

- Identify the front, back, title, author, and illustrator of a book
- Understand what both the author and illustrator do
- Understand the difference between fiction and nonfiction
- Name and imitate the sound heard at the beginning and ending of words
- Blend consonant-vowel-consonant sounds orally to make words
- Distinguish letters from words and words from sentences
- Use picture clues to read
- Make predictions
- Identify characters, setting, and the main idea of a story
- Understand the simple structure of a story (beginning, middle, and end)
- Retell a story with details

WRITING:

Writing is the act of translating thoughts into words. Students learn to write while passing through different writing stages, starting with basic writing skills that include scribbling and drawing, to writing letters and words, to short written sentences and daily journal writing with or without writing prompts.

Students learn to:

- Write all of the letters of the alphabet in both uppercase and lowercase letters
- Write first name
- Write and spell some simple consonant-vowel-consonant words (i.e. cat)
- Write longer words spelled the way they sound (phonetically)
- Write from left to right and from top to bottom
- Use writing (letters, pictures, and words) to express own thoughts
- Write simple sentences

٢.٢ اللغة العربية وأهدافها

نعتد في روضتنا التعلّم من خلال اللعب في معظم الأوقات التي يقضيها التلميذ في حصّة اللغة العربيّة، من خلال اتّباع منهج تعليمي مقسّم لعدّة محاور اجتماعيّة، بحيث يتمّ تدريس مادّة وأكثر في الوقت نفسه من خلال طريقة الدّمج بين المواد، ممّا يجعل استجابة التلميذ وتعلّمه أفضل.

كما أنّنا نتّبع استراتيجيّات عدّة في التّعليم (منها التّعلّم الذاتي، التّعلّم الأقران، التّعلّم التّعاوني، العصف الذّهني وحلّ المشكلات...) والتي بدورها تساعد على خلق جوّ من المرح بهدف الاستفادة وجعل اللغة العربيّة مادّة سلسلة ومحبوبة من قبل التّلاميذ.

2.3 MATHEMATICS

The Mathematics program in preschool adopts the hands-on approach, providing the child with concrete experiences that lead to conceptual understanding and development of higher-order thinking skills.

Students learn to:

- Sort and classify objects using one or more attributes
- Recognize and write numbers
- Count orally by ones, fives, and tens
- Add and subtract using manipulatives
- Understand spatial relationships (top/bottom, near/far, before/behind)
- Compare quantities by estimating, weighing, and measuring
- Use graphs to gather information
- Recognize patterns and shapes
- Recite the days of the week and months of the year

2.4 DISCOVERY

Discovery helps the students think critically, problem solve and discover the world around them. It enables them to adopt a point of view other than their own through themes, discussions and projects that make them engage their senses, connect things together, and develop an understanding of key scientific concepts and principles. In addition, the students acquire skills, such as counting, classifying, ordering, questioning, and predicting.

2.5 FRENCH AS A FOREIGN LANGUAGE

KG2 students are assigned one session per week in order to facilitate the learning of the french language in the coming years. The introduction to the French language is done through games, songs, and fun activities that help the child develop his communication and comprehension skills while boosting his self-esteem.

2.6 PHYSICAL EDUCATION AND MOTRICITY

Physical activity and motricity (psychomotor activity) contribute to the motor, sensory, social, emotional and cognitive development of the child. They provide an opportunity for children to discover, express themselves, move safely, and recognize the notion of space and distance.

2.7 ART

Preschool is the first place where students get introduced to artistic concepts. Through visual, tactile, auditory, and vocal activities, the sensory possibilities of the students are amplified. They solicit their imagination and enrich their knowledge and capacities of expression, and contribute to developing their attention and concentration.

2.8 MUSIC

Music at preschool helps the students learn the sounds and meaning of words. It expands their communication skills and enriches their imagination. Dancing and moving to music enhance their motor skills, along with their artistic taste and memory. Simply speaking, music brings the students joy and makes them happy.

٢.٩ التربية الاسلامية

يمكن تعريف التربية الاسلامية على أنها أحد العلوم التربوية التي تسعى لتنظيم سلوكيات الأفراد. تهدف التربية الاسلامية إلى تربية الابناء على الاخلاق، ومبادئ الاسلام، وتنمية عقولهم، وتحفيزهم على التفكير بشكل سليم. تراعى عملية انفصال التلاميذ في حصة التربية الاسلامية، حيث أن التلاميذ من الاديان الاخرى يتلقون تعلم مبادئ الاخلاق والقيم.

2.10 SOCIAL EMOTIONAL LEARNING

The aim of Social Emotional Learning is to support children's overall safety, emotional well-being, and positive development. Through age-appropriate guidance, children learn about physical safety, personal boundaries, emotional safety, and safe interactions with others. The program helps them understand their feelings, build confidence and self-esteem, recognize safe and unsafe situations, and develop empathy, kindness, and positive decision-making skills.

III. ACADEMIC PROCEDURES

1. ASSESSMENT

All students are capable of learning and developing. The English Preschool Department keeps track of its students' progress and is keen on measuring the intellectual development and student readiness to inform instruction and best practices. Furthermore, it seeks to prepare students for primary years. Students' assessments are regularly shared with parents through skills checklists, sent at the end of each project.

Assessments can be formative and summative; oral and written, and of various types:

- Project presentations
- Diagnostic Assessment
- Local Assessment
- Formative or On-going Assessment
- Projects Presentations
- Running Records

2. REPORT CARDS

Evaluations in preschool allow teachers to celebrate achievements and identify areas that need improvement. All evaluations, formal and informal, are based on specific standards, objectives and observations. Report cards are published 3 times a year, at the end of each term. Report cards can be accessed via the school portal.

3. PROMOTION AND RETENTION

In preschool, students are automatically promoted to the upper level, except for particular cases.

4. HOMEWORK

Follow-up at home is very important, even at an early age, as it offers parents the opportunity to be actively involved in their children's educational process. A newsletter is published on weekly basis for parents to help their children reinforce the skills learned in class. In addition, students have assignments to be completed over the weekend.

Students are expected to complete their homework within the assigned time frame.

Parents can access their child/children's homework via MS Teams.

5. ACADEMIC SUPPORT

At the beginning of the year, teachers identify struggling students based on class observations. The Student Support Committee, comprised of the Head of Section, Coordinator, Homeroom teacher and co-teacher, collaborates with the parents to provide the necessary support, and devises a tailored action plan that caters to the need of the low-achieving students, offering the following:

- One-on-one teaching time
- Using multisensory instructions
- Breaking down the concept/instructions
- Differentiating instructions/activities
- Encouraging and motivating the learner
- Providing supplementary material that can be used as practice at home

6. REWARD SYSTEM

Students are frequently rewarded by their teachers and their principal. They receive certificates upon completing a project and for their achievement or progress in all subjects as well as for their good behavior, attitude, benevolence, leadership, group work, etc.

7. TECHNOLOGY IN EDUCATION

As part of our belief in the importance of keeping up with current educational trends, our school encourages the purposeful and age-appropriate use of technology to support learning while ensuring safe, guided exposure for students within limited time frames. To achieve this goal, classrooms are equipped with Active Boards to enhance interactive learning experiences. Tablets are also available for students' use inside the classroom under teacher supervision, for limited periods of time, and within planned learning activities. In addition, students have access to selected educational websites that support and enrich classroom learning in a safe and purposeful manner. The school also makes use of MS Teams as a virtual platform to facilitate communication, collaboration, and the sharing of learning resources with families.

IV. INTERNAL REGULATIONS

1. THE SCHOOL DAY

In the English Preschool Department, the school day starts at 8:00 a.m. and ends at 2:00 p.m. The students spend their day with their teachers and co-teachers.

The school timing undergoes modifications, where the school day becomes shorter during term exams, Staff Learning and Development Days, the Holy month of Ramadan, and the hot season.

Nursery		
Session	Time	Duration
Period 1	8:00 - 8:40	40 minutes
Period 2	8:40 - 9:20	40 minutes
Breakfast	9:20 - 9:45	25 minutes
Recess	9:45 - 10:10	25 minutes
Period 3	10:10 - 10:50	40 minutes
Period 4	10:50 - 11:30	40 minutes
Period 5	11:30 - 12:10	40 minutes
Snack	12:10 - 12:25	15 minutes
Recess	12:25 - 12:40	15 minutes
Period 6	12:40 - 1:20	40 minutes
Period 7	1:20 - 2:00	40 minutes
Dismissal	2:00	
Bus Students	2:20	

KG1 & KG2		
Session	Time	Duration
Period 1	8:00 - 8:40	40 minutes
Period 2	8:40 - 9:20	40 minutes
Period 3	9:20 - 10:00	40 minutes
Breakfast	10:00 - 10:25	25 minutes
Recess	10:25 - 10:50	25 minutes
Period 4	10:50 - 11:30	40 minutes
Period 5	11:30 - 12:10	40 minutes
Recess	12:10 - 12:25	15 minutes
Snack	12:25 - 12:40	15 minutes
Period 6	12:40 - 1:20	40 minutes
Period 7	1:20 - 2:00	40 minutes
Dismissal	2:00	
Bus Students	2:20	

2. DRESS CODE

All students are expected to wear the school uniform, which they obtain at the beginning of the academic year. In addition, parents are requested to provide the school with a set of clothes (underwear, a pair of socks, pants, t-shirt, etc.) properly labeled with their child's name and class, on the first day of school. Sometimes, "accidents" happen. Soiled clothes will be sent home with the child. Parents need to replace them then to keep. The extra set will be kept in class for the whole year. The child's shoes is preferable to be black and without shoelaces. The child is not allowed to wear jewelry or expensive watches to school.

3. HYGIENE

Teaching children about personal hygiene and cleanliness, helps them continue to take care of themselves as they get older. In preschool, hygienic measures include:

- Short hair for boys
- Braided or tied hair for girls
- Short and clean nails free of nail polish
- Clean uniform
- Washing hair regularly
- Washing hands before and after eating, and using the toilet
- Taking daily showers

4. FOOD

In the Preschool Department, students are encouraged to bring their own food and practice healthy eating habits. Parents are required to ensure that their child has breakfast before coming to school to support readiness, focus, and energy throughout the day, especially before the first eating break.

Parents are also required to provide their child with a lunchbox and two water bottles labeled with his/her name and class. The lunchbox should contain a healthy morning snack, such as a sandwich, fruit, and juice with no added sugar each day.

Please note that the school adopts a nut-free policy; therefore, nuts and nut spreads are not allowed at school. Foods that require refrigeration, such as eggs, yogurt, and similar items, should not be sent unless they can be safely kept fresh. In addition, all round foods that may present a choking hazard, such as grapes, cherry tomatoes, olives, and similar items, must be cut in half vertically before being packed in the lunchbox.

Glass containers, cans of juice or milk, chewing gum, fizzy drinks, chocolate, biscuits, candy bars, and packets of potato crisps are also prohibited. Older students are not allowed to buy cafeteria food for their siblings.

Teachers will encourage children to eat their food but will not force them to do so. It is essential that the school is notified of any allergies related to food and drink.

5. BOOKS AND COPYBOOKS

Books and copybooks are provided at the beginning of the academic year to either the students or their parents. Their cost is covered in the tuition fees. In addition, parents are sent a list of extra school materials, which they need to procure for their kids.

6. ON-CAMPUS ELECTRONIC DEVICES AND INTERNET

Students are encouraged to use electronic devices to support the achievement of educational goals. Active Boards and tablets are available in every classroom and are used under teacher supervision within specific time limits to ensure safe and purposeful exposure.

Furthermore, students have access to various digital platforms in English and Arabic that support learning, help bridge learning gaps, and encourage the development of autonomous learning skills.

7. PERSONAL ELECTRONIC DEVICES

It is prohibited for students to bring personal electronic devices, such as tablets and mobile phones to school.

8. BIRTHDAY OR HOLIDAY CELEBRATIONS

Teachers organize class celebrations on specific occasions. Students are notified in advance of when the celebrations will take place and what they should bring with them.

The school recognizes that birthdays are very special and exciting days for kids. However, birthday celebrations in school are not allowed.

V. HEALTH AND IMMUNITY

LSQ Health Department includes full-time licensed nurses, acting as a First-Aid Unit, responsible for the assessment, treatment and referral of student injuries and illnesses that occur during the school day. Throughout the year, the nurses undergo a series of workshops, held by the Ministry of Public Health to stay updated about health protocols and procedures, as a part of their license renewal. Their practices, which comply with the Ministry of Public Health, focus on health promotion and disease prevention.

Nurse's Name	Email	Phone Number & Extension
Mrs. Layal Diba	Layal.Diba@lsq.sch.qa	449 344 545/46 - Ext. 611

1. THE HEALTH PROGRAM

The primary objective of the LSQ health program is to promote, maintain and enhance the well-being of the students. Parents are responsible for completing a Student Medical Record form (available on the school portal) and update it as needed/annually.

2. HEAD LICE

At the beginning of each school year, as a part of a routine check-up, the nurses inspect all preschoolers for lice. Simultaneously, they educate the parents and their children about it through presentations, circulars, and booklets.

In case of an infestation, the following is performed to help eradicate it:

1. Informing the parents and the Head of Section and explaining the treatment
2. Following-up after one week
3. Explaining to the parents that they need to check their infected child once a week, and all the members of the family

In case of living lice, the following measures are taken:

1. Informing the parents and Head of Section
2. Sending the child home for a one-week treatment (The child can attend school the next day after starting the treatment.)
3. Inspecting the whole class

3. IMMUNIZATION

In-school vaccination occurs when the Ministry of Public Health launches vaccination campaigns and in accordance with the parents and the school nurse.

The nursing staff has access to every student vaccination card on the portal.

4. MEDICAL TREATMENT

4.1. ADMINISTERING MEDICATION

In case of illness, the parents are required to inform the nursing office about the medical case of their child, and should a child require medication, the school nurses are in charge of administering the medication as per the following steps:

1. The parents should submit a medical report.
2. The parents/guardian should supply the nurses with the medication along with the doctor's prescription.
3. The medication should be in its original bottle, not a container.
4. In case the student goes by bus, the medication should be handed to the bus assistant.

4.2. FEVER

If a student is found to have a temperature of 38 degrees Celsius and above, he/she is not allowed to go back to class. The nurses will do the following:

1. Inform the parents and the Head of Section.
2. Secure parents' consent to administer medication.
3. Request parents to pick up their child.

Unless the student is 24 hours free of fever, he/she is not allowed to attend classes, and if he/she has been absent for more than 3 days, he/she is required to submit a medical report.

4.3. CHRONIC DISEASES

As for students with chronic diseases (Diabetes, Asthma, Epilepsy...), the parents must submit a medical report, and are to deliver the medication to the nurses, along with a medical prescription and a consent letter signed by them. The students are not allowed to carry the medications in their bags as a measure of safety precaution. The school nurses work out a management plan to follow-up with these students.

Each visit to the nurse station is recorded in the student's file on the system, and the parents are notified via LSQ portal and application.

4.4. COMMUNICABLE DISEASES

In the case of communicable diseases, such as mouth, hand and foot disease; conjunctivitis; influenza type A and type B; measles; or chicken pox, parents are requested to provide a medical report from Hamad Hospital, indicating that the child is fit to attend classes. If any symptoms are detected, such as very high fever, secretions, rashes, or irritations, the nurses take the following actions:

1. Assess the condition.
2. Call the HOS.
3. Contact the parents to pick up their child and ask for a medical report.
4. Provide medication as per parents' authorization and doctor's prescription.

5. INJURIES AND EMERGENCIES

In case of an injury, the school follows a well-defined protocol. If the injury is minor, the nurses assess the situation and provide treatment. As for very serious injuries or medical emergencies, the nurses request an ambulance while providing the necessary care. The Head of Section and parents are immediately contacted.

VI. SECURITY AND EMERGENCY

1. SECURITY AND EMERGENCY

LSQ emergency plan comprises specific procedures to ensure everyone's safety. It is available on the school website under Crisis Management tab.

2. CONTACTS IN CASE OF AN EMERGENCY

In case of an emergency, parents can contact the English Preschool Head of Section, Mrs. Sara Soussi or her assistants Mrs. Soha Hashem and Mrs. Lynn Abdulnabi

Name	Phone Number & Extension	Mobile Number
Mrs. Sara Soussi	449344545/46 - Ext. 701	x
Mrs. Soha Hashem	449344545/46 - Ext. 702	31581101
Mrs. Lynn Abdulnabi	449344545/46 - Ext.703	77044029

3. EVACUATION DRILLS

LSQ conducts evacuation drills as a measure of safety precautions. This practice is held once per term for different purposes:

- Enabling students and staff to identify exits and assembly points
- Providing students and staff with the chance to practice emergency procedures in a safe environment
- Determining if students and staff comprehend and can perform emergency procedures
- Evaluating the effectiveness of evacuation procedures to improve performance

4. SECURITY

The Lebanese School has implemented a variety of security measures to ensure the well-being of everyone on campus. Surveillance cameras are installed in the hallways, playgrounds, cafeteria, school gates, library, and multipurpose hall. Security personnel are stationed at the school gate to verify guests' identities and prevent trespassing. Students are constantly monitored to guarantee their safety and protection.

VII. DISCIPLINARY MEASURES

A behavior policy regulates the disciplinary measures at school. At the beginning of the school year, students are trained on it, where the homeroom teachers introduce it with its levels of infractions and consequences. For more details, please refer to the behavior policy on the school website.

VIII. ATTENDANCE

1. GENERAL RULE

It is very important that children learn at a very young age the importance of being on time. The preschool doors open at 7:30 a.m. Classes start at 8:00 and end at 2:00 p.m. Parents can pick up their children at that time. Bus students leave the school at 2:20 p.m.

2. PARENTS, STUDENTS, AND TEACHERS' RESPONSIBILITIES

Maintaining a good attendance record helps students achieve success, both at school and life. For this purpose, parents, students and teachers have a responsibility to ensure the smooth flow of the lesson for the benefits of all the students. Parents are responsible to see that their children arrive before classes start. Students are not allowed to be absent or be late for classes without excuse or permission. Teachers have the responsibility to check students' attendance and report any tardiness or absence.

3. NOTIFICATION IN CASE OF ABSENCE OR TARDINESS

In case of absence or tardiness, the parents should notify the school. If the student is absent for more than two consecutive days due to an illness, a medical report must be submitted. Any absence or tardiness is recorded on the student's file, which can be accessed via the school portal and application.

4. EARLY DISMISSAL

For any early dismissal, parents must provide a valid explanation or excuse and pick up their child from the Head of Section assistants, Mrs. Soha Hashem or Mrs. Lynn Abdulnabi, using the above-mentioned contact details.

Additionally, if a child will not be taking the bus on a specific day, the Head of Section assistants should be notified ahead of time.

IX. HOME-SCHOOL COMMUNICATION

Strengthening the lines of communication between parents and teachers is essential for providing student support and achieving excellence in performance. The Lebanese School keeps parents informed about their children's activities and progress via meetings, which are organized by the school itself, or upon parents' demand.

1. PARENT-TEACHER CONFERENCE

Parent-teacher conferences occur twice per year, mid first trimester and toward the end of the second trimester. These reunions constitute a great opportunity for parents to learn about their child's/children's behavioral and social skills, academic progress, points of strengths and areas in need of improvement. At any time, parents may contact the administration to schedule a meeting with the teacher. Also, the teacher may contact the parents and schedule a meeting with them when needed.

2. OPEN HOUSE

At the beginning of each academic year, the English Preschool Department organizes an Open House in the purpose of acquainting the parents with their child's/children's teachers and classrooms, providing them guidelines and health tips, and introducing them to the curriculum, modes of assessment, and grade expectations.

3. NEWSLETTER

At the end of every week, a newsletter is posted on MS Teams to report the learning points students will be acquiring the following week.

4. LSQ TIMES

LSQ Times is a newsletter that comprises articles in three languages, English, Arabic and French. It is published at the end of each month to highlight past events, achievements, and students' work, and introduce new members of LSQ community. It can be accessed via the school website, portal and application.

5. PORTAL, WEBSITE AND APPLICATION

Parents can stay updated about their child's/children's learning, activities and progress via the school website, portal, application, and MS Teams, where they have access to photo galleries, circulars, agendas, resources, report cards, newsletters, and medical records....

6. EMAIL AND TELEPHONE

For any clarifications or further information, parents can email the English Preschool Head of Section, Mrs. Sara Soussi on Sara.Soussi@lsq.sch.qa, or call her using the following office number: 449344545/46-Ext. 167.

7. COFFEE WITH THE PRINCIPAL

On a regular basis, the principal invites parents for meetings to discuss certain topics related to the achievement of the students, which reinforces the parents' involvement in their children's education.

8. HEAD OF SECTION WEEKLY LETTER

The Head of Section Letter is shared with families on a weekly basis to strengthen home-school communication and keep parents informed about important updates, upcoming events, student achievements, learning highlights, and key reminders.

It provides a regular opportunity to celebrate children's growth and successes, share important information, and maintain a strong partnership between the school and families in supporting students' learning, wellbeing, and overall development.

X. SCHOOL SERVICES

1. COUNSELING

In the English Preschool Department, a counselor is present to ensure the physical, emotional and mental well-being of the students. She follows-up with the students in need, working on personal development, goal setting, academic skills, problem-solving, conflict-resolution, and emotion regulation and behavior; all kinds of obstacles that might come across their ways. Her role involves assisting teachers and communicating with parents about inquiries and concerns they have about their children.

Counselor's Name	Email	Phone Number & Extension
Ms. Zeinab Kawsarani	zeinab.kawsarani@lsq.sch.qa	449344545/46 - Ext.661

2. TRANSPORTATION

The school provides students with morning and afternoon transportation services. The bus driver is always accompanied by an assistant who makes sure students are safe, and are well behaving and respecting the seating plan. In addition, all buses are equipped with tablets that include students' home addresses and route plans, as well as cameras and a GPS tracking system.

3. LOST AND FOUND ITEMS

All lost and found items are kept with the Head of Section. Students or parents can contact the HOS to inquire about their lost items. Twice a year, the objects are displayed to allow parents and students to recover what they have lost. After that, the school disposes of all non-recovered items.

XI. HOLIDAYS

Throughout the year, the Lebanese School takes two long breaks, the winter and spring breaks; in addition to midterm breaks for students and staff to rest. It also celebrates many holidays, such as:

1. LEBANESE INDEPENDENCE DAY

The Lebanese School celebrates Lebanese Independence Day in November, with related activities that remind students of their heritage and endorse their sense of patriotism.

2. QATAR NATIONAL SPORTS DAY

Qatar National Sport's Day is a holiday that takes place each year on the second Tuesday of February, in agreement with the Qatari Ministry of Education and Higher Education. On this day, the Lebanese School organizes sports games where teams of students enjoy the activities and learn about the importance of sportsmanship, teamwork, and maintaining a healthy lifestyle.

3. TEACHER'S DAY

Teacher's Day is a special day that honors teachers and their contributions in the field of education. LSQ celebrates this occasion in March.

4. EID AL-FITR AND EID AL ADHA

LSQ closes its doors and celebrates Eid al-Fitr and Eid Al Adha according to the dates appointed by the Qatari Ministry of Education and Higher Education.

For more information, refer to the LSQ calendar, found on the school website, portal and application.

XII. FACILITIES

1. LIBRARY

LSQ is equipped with a library, where students can meet with their friends or their language teachers to have literary discussions, debates, or do activities that are related to their subjects of study. Students can also borrow or read from a wide selection of books, references, scientific and cultural publications, novels and literary works in three languages: Arabic, English, and French. Furthermore, they can use the library internet service to broaden their knowledge or research any topic of their choice.

2. PE ROOM

Our learners have an equipped PE room in our department that they use during physical education classes.

3. MULTIPURPOSE HALL

LSQ campus includes a multipurpose hall used to hold celebrations, assemblies, activities, and meetings.

4. MUSIC ROOM

Our school has a dedicated Music Room that provides students with a space to develop their musical skills, explore instruments, participate in performances, and express their creativity through music.

5. ART ROOM

LSQ features a dedicated Art Room where students can explore their creativity, develop artistic skills, and express their ideas through a variety of hands-on art activities and projects.

6. IE ROOM

LSQ provides a dedicated Islamic Education (IE) Room for students who attend Islamic Education sessions. This space supports a calm and focused learning environment where students can engage in age-appropriate Islamic Education lessons and activities.

XIII. ACTIVITIES

Activities and events, whether academic or extracurricular, are planned by the Head of Section, coordinator, and homeroom teacher, in order to provide opportunities for students to follow special interests, and cater to their physical, mental and emotional well-being.

1. FIELD TRIPS

The English Preschool Department organizes fun and educational field trips, where students learn new concepts based on observation and application, and at the same time, unwind and enjoy the company of their friends and teachers. The outings are not mandatory, and transportation is provided by the school.

2. ASSEMBLIES

Three times a year, the English Preschool Department holds assemblies to inform students about past and/or upcoming events, enhance their presentation skills and self-confidence, and highlight an important theme.

3. PERFORMANCES

Every year, preschool students present shows. This is an opportunity for them to show their learning, sing, and express themselves.

4. EXTRACURRICULAR ACTIVITIES

The Lebanese School of Qatar offers its students a wide array of activities, ranging from sports, to music, to performing arts, to mental math, to coding and robotics, promoting academic enrichment, creativity as well as intellectual growth and a healthy lifestyle.

5. GRADUATION

The English Preschool Department organizes a graduation ceremony for KG2 students, in which they wear caps and gowns, to celebrate their success and progression from preschool to primary school.