



Multinational School Bahrain



PARENT HANDBOOK

2023-2024

Message from the Principal

Dear Parents,

On behalf of the entire Multinational family, I extend a warm welcome to you as we embark on another exciting academic year. We are thrilled to have you join our vibrant community of learners, educators, and supportive parents.

At MNS, we are committed to providing a nurturing and stimulating environment where every child can thrive and reach their full potential. We believe that education is a collaborative journey between the school, home, and community, and we value the role parents play in their children's academic success.

This parent handbook serves as a guide to our school policies, procedures, and expectations. It is designed to provide you with the information you need to support your child's educational journey and foster a strong partnership between you and our school community.

As you review this handbook, you will discover the many opportunities that await your child at our school. We offer a rigorous academic curriculum that is aligned with national and international standards, as well as a wide range of extracurricular activities. Our dedicated teachers are committed to providing individualised instruction and creating a positive learning environment where every child feels valued and respected.

We believe that parental involvement is essential to our success. We encourage you to participate in school events, volunteer your time, and stay connected with your child's teachers. Your involvement sends a powerful message to your child that you value their education and are invested in their success.

As we embark on this new school year, I am filled with excitement and anticipation for the many learning opportunities that lie ahead. I am confident that, together, we can create an exceptional learning experience for all our students.

Thank you for entrusting us with the education of your child. We are committed to working with you to ensure your child's success.

Kind regards,



Ola Abu Zaroor
Principal

Contents

Introduction	4
History	
Vision	
Mission	
Contact Details	5
Communication	6
PTA	
School Term Dates	7
School Calendar	8
School Timings	9
Absenteeism	
Arrival and Departure	
Our Curriculum	10
Assessment	
Reports	
Learning Enrichment	12
Extra-Curricular Activities	13
Student Leadership	
Rewards and Sanctions	
Uniform	14
School Fee Structure	16



Introduction

Multinational School Bahrain is an inclusive BSO (British Schools Overseas) accredited private school situated in the suburb of Adliya in Manama, Bahrain. The school caters for students from Nursery to Year 13 and boasts a dedicated Learning Enrichment Department offering support to students with varying educational requirements.

History

The school's campus has a long and colourful history having previously housed the U.S. Embassy and the New York Institute of Technology prior to becoming a school in 2013.

The school initially followed the Australian curriculum before switching to the British curriculum under its new ownership in 2017 and is now a fully accredited British School Overseas.

The vibrant and welcoming school community now comprises of over 50 different nationalities and continues to go from strength to strength.

Vision

To develop a diverse community of global learners.

MNS will work with our community to create a happy, safe and academically stimulating environment where children are motivated to learn. By maintaining high expectations of ourselves and each other, our children and staff will be equipped to encounter opportunities and challenges with resilience and determination. We encourage and develop a curiosity about the world and strive to ensure that our children will contribute positively now and in the future.

Mission

MNS aspires to be globally recognised for its quality, diverse and inclusive education within a safe and respectful environment. MNS is committed to provide opportunities for our students to become active learners, achieve academic success and acquire skills necessary to become independent and responsible citizens of the world.

Contact Details

Senior Leadership Team

NAME	POSITION	EMAIL
Ola Abu Zaroor	Principal	ola.abuzaroor@mns-bahrain.com
Sageer Pansari	Vice Principal - Secondary	viceprincipal@mns-bahrain.com
Michael Houghton	Vice Principal - Primary	michael.houghton@mns-bahrain.com
Lathika Vinod	Head of Upper Secondary	lathika.vinod@mns-bahrain.com
Amy Pearson	Head of Lower Secondary	amy.pearson@mns-bahrain.com
Samira Al-Jahdhami	Head of Juniors	samira.aljahadhmy@mns-bahrain.com
Sharon Scerri	Head of Infants Head of Learning Enrichment	sharon.scerri@mns-bahrain.com
Majeda Abuoudeh	Head of Arabic	majeda.abuoudeh@mns-bahrain.com
Hasan Alwardi	Examination Officer Health and Safety Officer	hasan.alwardi@mns-bahrain.com

Administration Team

NAME	POSITION	EMAIL
Ban Al Turk	Admissions	ban.alturk@mns-bahrain.com
Sadiqa Latifi	Human Resources	sadiqa.latifi@mns-bahrain.com
Jordan Regal	IT	jordan.regal@mns-bahrain.com
Noor Rajab	Reception	noor.rajab@mns-bahrain.com
Aya Al Hoori	Reception	aya.alhoori@mns-bahrain.com
Mohamed Khesrawi	Finance	accounts@mns-bahrain.com

Communication

Your contact with us

Your first point of contact with the school is your child's Homeroom teacher. These teachers will be able to assist with any issues surrounding progress and any difficulties that may be faced. If the Homeroom teacher is unable to deal with your concern or query you will be directed to the Head of School. This process continues to the Vice Principals and finally the Principal, if the matter has not been resolved.

Our doors are always open, and we are more than happy to address any issues or questions parents may have. It is recommended to contact the necessary member of staff via email to set up a formal meeting. If the matter is urgent, please contact reception who will take the necessary action.

Our contact with you

Email is our primary form of communication with parents. We use this to deliver important messages about events within school. We use Class Dojo as a communication tool for our Primary and Lower Secondary School. This gives instant access to your child's teachers and allows for teachers to share developments from within the classroom. Weekly memos and Newsletters are distributed every Thursday with details of what has happened and what is to come. We advise parents to check emails and Class Dojo on a daily basis to stay up to date.

Parent Teacher Meetings

We hold two formal meetings through the school year, in Terms 1 and 2. These allow for parents and teachers to discuss student progress and wellbeing. If you require a meeting at any other stage of the year, teachers are more than happy to oblige, please just email the respective member of staff to make an appointment.

Parent Information evenings are held at the beginning of each academic year to give important information about the upcoming year.

Parent Teacher Association

Our school PTA is an active group of parents that support the school with various events and help welcome new families to MNS. If you are interested in joining the PTA, please contact samira.aljahadhmy@mns-bahrain.com

School Term Dates

Autumn Term 2023

Senior Leadership Team Return	Thursday 17th August 2023
New Staff & Middle Management Arrive	Sunday 20th August 2023
All Staff Return	Monday 21st August 2023
Staff Induction Week	Sunday 20th - Thursday 24th August 2023
First Day of School for New Students	Sunday 27th August 2023
First Day of School for All Students	Monday 28th August 2023
Prophet's Birthday*	Wednesday 27th September 2023
Half Term Holiday	Sunday 22nd - Thursday 26th October 2023
Staff Training	Thursday 16th November 2023
Last Day of Term	Thursday 14th December 2023

Spring Term 2024

First Day of Term 2	Sunday 7th January 2024
Staff Training	Thursday 1st February & 28th March 2024
Half Term Holiday	Sunday 18th - Thursday 22nd February 2024
Last Day of Term	Thursday 28th March 2024

Summer Term 2024

Eid Al Fitr*	Tuesday 9th - Thursday 11th April 2024
First Day of Term 3	Sunday 14th April 2024
Labour Day	Wednesday 1st May 2024
Arafat Day and Eid Al-Adha*	Sunday 16th - Tuesday 18th June 2024
Last Day of Term	Thursday 27th June 2024

*Dates for Islamic holidays are subject to confirmation

School Academic Calendar 2023-2024

August 2023 (5)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023 (19)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023 (18)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023 (22)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023 (10)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024 (19)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024 (16)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024 (20)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024 (19)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 (21)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024 (17)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024 (0)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

GOVERNMENT HOLIDAYS

Prophet's Birthday* – 27 th September	Labour Day – 1 st May
Bahrain National Day – 16 th & 17 th December (in lieu: 18 th December)	Eid Al Adha* – 16 th - 18 th June
New Year's Day – 1 st January	Islamic New Year* – 7 th July
Eid Al Fitr* – 9 th - 11 th April	Ashoora* – 16 th & 17 th July
TERM START DATES Term 1 – 27 th August (New Students), 28 th August (All Students): 74 days Term 2 – 7 th January: 55 days Term 3 – 14 th April: 51 days School Days – 180 days	STAFF START AND END OF YEAR DATES SLT Report to School – 17 th August New Staff & MM Report – 20 th August All Staff Report on – 27 th August Staff Induction – 21 st to 24 th August End of Year for Staff – 27 th June Admin Summer Vacation – 8 th July to 8 th August
SCHOOL HOLIDAYS Half Term Holiday: 22 nd – 26 th October Winter Break: 17 th December – 4 th January Half Term Holiday: 18 th – 22 nd February Spring Break: 31 st March – 11 th April Last Day of School for Summer: 27 th June	STAFF TRAINING DAYS Thursday – 16 th November Thursday – 1 st February Thursday – 28 th March

Term Starts
 School Holidays
 Government Holidays
 Staff Training (half day)

School Timings

Begins at:	First Break:	Second Break:	End at:
Whole School: 7:40	Years 1 - 6: 9:40	Years 1 - 6: 12:00	Nursery and Reception: 12:40
	Years 7 - 13: 10:00	Years 7 - 13: 1:00	Years 1 - 6: 2:10
			Years 7 - 13: 2:40

Attendance is taken during the homeroom period between 7:40 – 8:00. Any student arriving after this time must first go to reception to collect a late slip, they will then be marked as late on the register.

If any student is collected earlier than the above time, this will be marked on the register. Parents must inform reception if they are collecting their child early.

Absenteeism

Student attendance is necessary for successful schooling. Missing a school day can severely hamper a child's education. We therefore ask that you only keep your child off school in case of illness, medical care, injury or emergencies beyond parental control.

We expect all students to achieve at least 95% attendance for an academic year. If we have any cause for concern, parents will be notified and called for a meeting.

We ask that students are not removed from school for holidays or vacations during term time, instead these should be booked during the published school holidays.

Arrival and Departure

The school car park follows a one way system with site security giving clear instructions for the collection and drop off of students. We expect these members of staff to be treated with the utmost respect as they navigate the smooth flow of traffic.

Our school bus service collects from various locations across Bahrain. Students are dropped off at school in time for registration and depart school at the end of the school day.

All visitors to the school must wear a visitor ID badge which can be collected from security in exchange for a form of identification. All parents/guardians are only allowed on site with their parent ID badge.

Our Curriculum

We follow the Cambridge British Curriculum throughout our school. This specific curriculum is designed to ensure that students develop the necessary knowledge, skills and understanding to develop academically. We also nurture the social, cultural, moral, and physical development of our students by providing a safe and welcoming environment. We prepare our students for the rigours of adult life by promoting the importance of being well rounded citizens.

Infant School		
Early Years Foundation Stage (EYFS)	Ages 3-5	Nursery and Reception
Key Stage 1	Ages 5-7	Years 1-2
Junior School		
Key Stage 2	Ages 7-11	Years 3-6
Lower Secondary School		
Key Stage 3	Ages 11-14	Years 7-9
Upper Secondary School		
Key Stage 4	Ages 14-16	Years 10-11
Key Stage 5	Ages 16-18	Years 12-13

Entrance Assessments

All new students to school undertake some form of assessment. Entries for Infants will conduct a teacher assessment and those from Years 3 onwards sit a CAT4 online test. The school may also offer trial days to new students.

Baseline Assessments

All students conduct a CEM Baseline Assessment at the start of the academic year. This assessment along with ongoing teacher assessment informs planning and allows us to analyse and compare our student's achievements against standardised international benchmarks.

Primary School

Ongoing assessment takes place from Years 1-6 through progress checks and unit assessments. Formal tests do not take place as continuous assessment provides a more suitable reflection of abilities at these ages. Year 6 students sit Cambridge Checkpoint exams in English, Maths and Science at the beginning of Term 3. These checkpoints give an indication of the progress made throughout Primary School and predictions towards attainment in Secondary School.

Lower Secondary School

Ongoing assessment along with Winter and Summer examinations help to assess students in Years 7-9. In addition, Year 9 students sit Cambridge Checkpoint exams in English, Maths and Science at the beginning of Term 3. These outcomes, along with students reports help to determine IGCSE suitability and give predicted grades for the end of Year 11. Students make subject choices for Year 10 during Term 2 of Year 9.

Upper Secondary School

Ongoing biweekly and half term assessments take place throughout Upper Secondary School. Formal examinations in Winter and Summer also take place along with mock exams for external students.

Year 10 and 11 students complete internal examinations, as approved by the Ministry of Education, and have the option to complete external IGCSE or BTEC assessments. Students make subject choices for Year 12 during Term 2 of Year 11.

Year 12 and 13 students can complete internal examinations and are offered the chance to complete AS and A Levels if they have C or above in IGCSE (Maths and Physics require B or above). All students receive a Secondary School Certificate, signed and stamped by the Ministry of Education upon completion of Year 13. Student aptitude and ability determines which form of examination they will ultimately be able to take.

Both routes lead to further education with universities from around the world accepting both forms of certification. We offer career and university guidance to our students to help assist them with making the correct choices for their next steps in life.

Intervention

Booster classes are provided throughout the school to support students that require extra support to achieve their academic goals. Extra interventions extend to evening and Saturdays for IGCSE and AS/A Level students to help support them to perform to their utmost during examinations.

Reports

School Reports are issued twice each academic year. The first report is issued in December prior to the Winter holidays. The End of Year Report is issued annually in June. These reports give accurate feedback as to each student's attainment and development throughout the year.

Learning Enrichment

As an inclusive school we believe in nurturing the academics and wellbeing of all students. Our Learning Enrichment department provides academic and language support for students from Nursery – Year 13. Students can receive either Level 1 or Level 2 support, which is determined based upon each child's specific needs.

Learning Enrichment Assistance

Learning Enrichment Assistants support students that require additional help accessing everyday school life. Level 1 is intensive support for students that are unable to access the curriculum and require modifications. Level 2 is year level support for those students that require additional instruction and guidance.

EAL (English as an Additional Language)

The EAL programme is based on Cambridge Primary Global English - English as a Second Language and Cambridge IGCSE – English as an Additional Language. This programme provides a comprehensive set of progressive learning objectives for learners of English as an Additional Language. Students are withdrawn from standard timetable to attend focussed sessions with the EAL Teacher.



Extra-Curricular Activities

MNS offers a wide variety of extra-curricular activities to enhance student development. Afterschool clubs run on a Tuesday afternoon with a wide variety of activities enabling students to showcase and develop their skills.

Nursery and Reception	1:00 - 1:30
Years 1-6	2:20 - 3:00
Years 7-13	2:45 - 3:25

Students are assigned to clubs on a first come, first served basis. Clubs are free of charge except for those that have an external trainer leading it.

Student Leadership

Our SRC (Student Representative Council) is integral to the fabric of the school. These democratically elected students help serve as class representatives, developing leadership and management skills. They help to contribute to school improvement by providing a student voice to decision making.

House Captains are picked in Years 6, 9 and Upper Secondary to help lead their respective House (Air, Earth, Fire and Water) throughout the year in a variety of activities, notably Sports Day. These leaders work with the SRC to provide student feedback. Student Ambassadors uphold the rules and regulations of Upper Secondary School.

Rewards and Sanctions

We believe that rewarding positive actions is the best deterrent to misbehaviour. We value good behaviour and help students achieve this with recognition of outstanding work and effort. Stars of the Week and Students of the Month are awarded at school assemblies. House points are awarded using Class Dojo and student work is displayed in classrooms, corridors, and social media.

If students do however fail to behave in alignment with the behaviour policy then the necessary sanctions will be applied for both major and minor offences. A levelling system beginning with loss of break times, extending up to possible exclusion, follow the policy which can be found on the school website (www.mns-bahrain.com)

Uniform

Our school uniform is expected to be worn correctly at all times so that all students look smart and represent the school in a presentable manner. On days that students have PE, we ask that students attend school in their PE kit.

Please see below the uniform guide. Further information can be found in the Uniform Policy on the school website.

Year Group	Boys	Girls
Nursery and Reception	MNS coloured House PE t-shirt Navy blue shorts or tracksuit bottoms White socks White trainers Navy blue cardigan or hoodie	
Year 1 - 5	MNS school shirt Grey school shorts or trousers White socks Plain black shoes with minimal white markings Navy blue cardigan or hoodie	MNS blue dress White or navy blue undershorts White socks Plain black shoes with minimal white markings Navy blue or white tights Navy blue cardigan or hoodie
Year 6 - 9	MNS blue school shirt Grey boys school trousers White socks Plain black shoes with minimal white markings Navy blue cardigan or hoodie	MNS blue school shirt Grey girls school trousers or blue school skirt White socks Plain black shoes with minimal white markings Navy blue cardigan or hoodie
Year 10 - 13	MNS blue school shirt Grey boys school trousers White socks Plain black shoes with minimal white markings Navy blue cardigan or hoodie	MNS blue school shirt Grey girls school trousers White socks Plain black shoes with minimal white markings Navy blue cardigan or hoodie
PE	MNS coloured House PE t-shirt Navy blue shorts or tracksuit bottoms White socks White trainers Navy blue cardigan or hoodie MNS navy blue cap or hat	

"Class of" jackets may be organised by the students for purchase. These may be worn anywhere on the school campus but only by the Year 13 students.



making colors work for you
since 1985



School Uniform can be purchased from House of Uniforms.

Uniform infringements are treated as examples of negative behaviour, as per the Behaviour Policy. If a student is in breach of the Uniform Policy, then the matter shall be addressed with reference to the Behaviour Policy.

Non-Uniform days

Occasionally, the school may have days in which the students can attend in their own clothes. These days are usually part of the monthly theme and may be used to raise money for charity or celebrate a significant day in the calendar. On these days, students must dress appropriately and be respectful of cultural differences.



School Fee Structure

New Student Registration

An Assessment and Registration Fee of BHD 200 will be charged when a new student seeks enrolment at the school. The assessment fee is non-refundable. The payment of the assessment fee does not guarantee enrolment.

Tuition Fees

Year Group	Student Age	Termly Fee (BHD) (August 26th / Nov 5th / Mar 3rd)	Total Yearly Fee (BHD)
Nursery	3 to 4	820	2,460
Reception	4 to 5	820	2,460
Year 1	5 to 6	1,040	3,120
Year 2	6 to 7	1,040	3,120
Year 3	7 to 8	1,150	3,450
Year 4	8 to 9	1,150	3,450
Year 5	9 to 10	1,150	3,450
Year 6	10 to 11	1,200	3,600
Year 7	11 to 12	1,200	3,600
Year 8	12 to 13	1,300	3,900
Year 9	13 to 14	1,340	4,020
Year 10	14 to 15	1,400	4,200
Year 11	15 to 16	1,500	4,500
Year 12	16 to 17	1,600	4,800
Year 13	17 to 18	1,684	5,050

N.B. Student Reports/Transfer Certificates will not be issued until all outstanding fees are paid in full.

Examination Policy

External examination fees are to be paid by parents in addition to the school fees for Checkpoints, IGCSE and A Levels. This will be invoiced in Term 2.

Family Discount

First and Second child – 100% fees
Third child – 95% fees with 5% discount
Fourth child – 90% fees with 10% discount

Learning Enrichment Fee Structure

Learning Enrichment – Nursery - Year 13

Level of Support	Additional Fee Per Term (BHD)
Level One Intensive support for students that require a Modified Curriculum	2,120
Level Two Year level support for students that require additional instruction and guidance	920

EAL (English as an Additional Language) – Years 2 - 11

Level of Support	Additional Fee Per Term (BHD)
Level One – 10 Sessions per week	560
Level Two – 6 Sessions per week	390

Further details surrounding fees can be found in the Admissions Policy on the school website and in the Fee Agreement, signed by each parent upon admission.





Call Us: (+973) 177 11444

