



All important details
and contact
information

HANDBOOK OF THE DIS DOHA

German International School in Doha



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HANDBOOK OF THE DIS DOHA

1. Mission statement

Preamble

Education at the German International School Doha is based on the principles of freedom, democracy, human rights, social justice, and ecological awareness.

Philosophy

- We are an open, cosmopolitan school rooted in German values and traditions.
- We promote and demand the development of each individual personality as well as lifelong learning.
- At our full-day school, we create a familiar learning and living space where everyone treats each other with respect.
- We foster an environment of international encounters, where we learn with and from each other.

Guiding principles

Openness to the world and a sense of responsibility: The German International School Doha imparts knowledge and education to enable young people to realize their wishes and ideas and to assume responsibility as mature citizens in the globalized world of the future.

Strengthening personalities and promoting life skills: The German International School Doha nurtures children to become self-confident, independent, socially competent, committed as well as critical and creative thinkers.

We implement holistic teaching methods that promote learning and recreation, cognitive and physical skills, as well as social and creative activities.

Community and commitment: As a full-day school, the German International School Doha sees itself as a place of learning and living where it is possible to feel comfortable and learn together as a community, to take on responsibility and to get involved in the school community and beyond.

Our communication is characterized by transparency, trust and appreciation.

The German International School Doha offers sound German education with an international orientation through its comprehensive model that stretches from kindergarten all the way to the Bilingual International Baccalaureate (GIB®).

The German International School Doha promotes encounters and exchanges with the host country Qatar and its international population. The country's language, history and culture are incorporated into lessons and school life, as is the country's international diversity.

German culture and language form the basis of our work, which is enriched by the international diversity and multilingualism of our student body.

We develop and ensure the quality of our school and see ourselves as a continually learning organization.

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2. Communication · Contact details

2.1 Address and general contact details:

German International School in Doha

Ibn Seena School Street No. 30
P.O.BOX 39135, Al Maamoura
Doha/State of Qatar
Phone: +974 445168361

Reception

Registrations and secretary's office

Directions

Social media:



Facebook



Instagram



LinkedIn



YouTube



Apple Store

Google Play Store

2.2 School nurse

The German International School Doha has a nurse's office where two nurses are currently employed. In case of minor accidents, when children feel unwell, etc., first measures will be taken in consultation with you. In this way, your children can receive optimal health care at school.

2.3 What to do in emergencies, chain of communication in case of problems

The German International School Doha will inform parents as soon as possible in case of emergencies, such as severe weather, via email from the principal. All information will be forwarded **exclusively** by email. We deliberately refrain from passing on information over social media in order to maintain clarity.

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3. Management and areas of responsibility

3.1 School management team

Principal

Vice-principal

Head of Kindergarten

Primary school management

Email

Website

Secondary school management

Head of Secondary

Email

Website

GIB Coordination

Email

Website

3.2 School Board

- **Chair of the School Board**
- **Human Resources Chair**
- **Finance Chair**
- **Facilities Chair**
- **Quality Management**
- **Representative for Intercultural Competence**
- **Secretary**

3.3 Parent council team

3.4 Parent representatives

Our parent representatives will be happy to help you during and after registration. They are there to provide advice and a helping hand. Please send an email to the **parent council** so that the parent representatives can inform you of your contact person.

3.5 Student council

The German International School Doha has a student representative team, which is elected annually in an open voting procedure. In addition, class representatives are elected in each class, each with a deputy.

3.6 Class representative teams

The classes elect their class representatives and vice-representatives within 6 weeks after the start of school. These representatives then serve as contact persons for the students with a direct line to the class teachers. Class representatives are actively involved in school development, just like student representatives.

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3.7 Organizational chart

3.8 Communication channels

Please contact your child's subject teacher first, then the class teacher, then the department head (head of kindergarten, head of primary, head of secondary), and finally the school administration.

1. → Subject teacher
2. → Class teacher
3. → **Head of Primary School , Head of Secondary School** or **Head of Kindergarten**, respectively.
4. → **Principal**

3.9 Appointments

- Access to the school is only possible by prior appointment with the administration or the teacher. This applies to all visitors to ensure safety and order on the school premises.
- Visitors must make appointments well in advance to ensure that everything runs smoothly and that the responsible persons are available.
- **Exception:** Parents of kindergarten children may enter the school building during drop-off and pick-up times without making an appointment in advance.

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4. Rules and regulations

4.1 School board

The German International School Doha has a School Board, which acts as the school's governing body on behalf of the German Embassy in Doha.

The School Board manages the school, its finances, oversees school development and sets framework benchmarks for the school. This is done in close cooperation with the school management and with the owner of the school, the German Embassy in Doha.

4.2 School rules

4.3 Data protection

Privacy notice

Data protection extension dated 21.6.2020:

4.4 Parent's council

Website

Statutes

4.5 Statutes of the student council

4.6 Drop-off and pick-up concept (access and parking)

Detailed information via the link: **Drop-off and pick-up concept**

4.7 Dress code

- Shoulders should always be covered
- Shorts or dresses extend to the knees
- For safety reasons, students are not allowed to wear flip-flops at school

4.8 Media concept

4.9 Recycling

The school community has taken steps towards recycling plastics and paper and therefore towards strengthening the cycle of reusing materials. For this reason, there is a container in front of each school where the school community disposes of these items.

For hygienic reasons, we have larger quantities of plastic bottles that accumulate. In addition to disposing of waste paper in the containers, the school community also tries to reuse paper that has already been used for notetaking. The containers are picked up at irregular intervals by a recycling company. The school community is also working to reduce electricity consumption in the school. LED lights have been installed, which significantly reduce electricity consumption.

5. Registration, attendance and absences, deregistration, forms

5.1 Registration

School

Kindergarten

Fee schedule and fees

5.2 Attendance and absences

Student-teacher and student-student interactions in the classroom form the foundation for learning. This interaction is essential and irreplaceable in the educational process. Therefore, it is important that students participate regularly in the classroom.

School vacations are published months in advance on our [school calendar](#). Parents are therefore urged to organize family vacations, medical and dental appointments, family outings, study visits, etc. after school, on weekends and during school vacations.

All students are expected to be present for every class period every day. A bell will sound at the beginning and end of class. A warning bell will sound in the morning and after lunch before class begins.

The attendance record will be considered when reviewing whether a student can advance to the next grade level.

An absence rate of more than 15% is viewed as critical. This applies regardless of whether the absence is excused or unexcused. Should student absences accumulate, the school will take the necessary measures to ensure the student's academic development.

Considering the fact that it is compulsory for the school year to comprise at least 180 school days, no student may be absent for more than 27 school days in an entire school year.

Should students approach the 15% absentee rate, the school management will schedule a meeting with the student and his/her parents to discuss the situation and how to proceed.

5.3 Sick leave and Absence

Information of absence will be given by 07:50 am on each day of absence through an email from the parents to the class teacher and the school reception office@ds-doha.de.

No later than on the third day of absence, please fill out the [excuse form](#) and send it to the class teacher – with an additional doctor's certificate if the absence is due to illness.

If the absence is due to illness and occurs adjacent to the vacations, please submit a doctor's certificate from the first day of absence.

After a three-day deadline for submitting this excuse, the absence will be marked down as unexcused. Unexcused absences will be recorded on the report card and may negatively affect the final grade.

5.4 Leave of absence

Leave of absence is only permitted in the event of the death of a first-degree relative of the student (e.g., parents) or a second-degree relative (e.g., grandparents, siblings). Please send the completed [Leave of absence](#) form to principal@ds-doha.de.

Students who are absent for other reasons are responsible for their own actions and must bear the consequences. Unexcused absences will be noted on the report card, and the missed class material must be made up independently. In general, exams must either be retaken, or substitute assignments must be completed.

5.5 Cafeteria registration

The Retaj Salwa Resort & Spa is responsible for the catering at the school. There is a wide selection of hot and cold dishes, as well as fruits, salads, sandwiches, and such. There is a possibility of cash payment, or you can purchase a rechargeable card from the caterer. The cards can be purchased or recharged by parents in the cafeteria every Thursday during bring time (07:30 – 08:30 am).



5.6 Library

Our library is stocked with German textbooks, youth and children's literature as well as English books. It has over 5000 titles and is the largest German language library in Doha. The library is supervised by a librarian. Students can use the library from the second school break onwards and can also spend time in the library during breaks and borrow books.

5.7 Working groups (AGs)

The German International School Doha offers a wide variety of working groups, which may change on an annual basis. Please request information directly from the school about the current offers. School activities, such as musical activities, choir activities and sports activities are supplemented by external providers at the school (currently "STEM xplorers", voluntary participation).

5.8 Class trips, projects

Teaching projects lasting several hours, an entire day or multiple days take place at irregular intervals. The culture, flora and fauna of our host country are the focus of the work. You will receive registration forms and information about fees from the respective class teachers close to the date.

5.9 Privacy policy photos

If you have provided consent on the application form, you have granted permission for your child to be photographed at school and on field trips, as well as for photos of your child to be posted on our website and social media channels. Details about data protection can be found under **4.4**.

5.10 Taking Photographs on the School Premises:

Photography on the school grounds and in the school building is only permitted for the school media officer or persons who have received written permission from the school management. This regulation serves to protect the privacy and safety of all students and staff.

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5.11 Supply lists

We compile supply lists for the students every year. We try to specify material that is also available in Qatar (e.g. Jarir Bookstore). This allows you to plan and lets you know that you can find replacements if materials are lost or needed here in Qatar.

[Class 4](#)

[Class 3](#)

[Class 2](#)

[Class 1](#)

All further information will be given to the students in their respective classes by the teachers at the beginning of the school year.

5.12 Deregistration

Deregistration and leave of absence forms can be found here:

[Withdrawal from DaF courses](#)

[General deregistration](#)

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6. Events, programs, recurring appointments*

There is always so much going on outside the classroom! There are yearly events, such as the Federal Youth Games (*Bundesjugendspiele*), the celebration of the seasons and the German and Qatari holidays such as Carnival, Qatar National Day, German Unity Day, etc. In addition, there are individual projects and events that are supported by the school, those that are spontaneously organized or offered by parents, or that take place in Doha and to which we are invited. These include international sports events, projects such as the Junior Election for the German Bundestag elections, the Antolin reading program, activities in the school library, sports, dance and sponsorship clubs, visits to the theatre, school trips as well as excursions and outings during the school year.

** Events may change during the school year.*

List of key events in our school community:

- Parent evenings and parent-teacher conferences
Parent evenings are held during the first few weeks of a new school year. In addition, parent-teacher conferences are offered, and each teacher has consultation hours. Meeting times can be arranged directly with the teacher
- Parents' Café
- Informal opportunity for school parents to exchange over coffee and cake (in the morning, announcement via parent email and social media)
- Festivities on the 3rd of October (Day of National Unity)
- Lantern festival in kindergarten and primary school
- Advent celebration
- Festivities for Qatar National Day
- Carnival
- Iftar (shared meals during Ramadan holidays)
- Flea market
- Various concerts and plays
- Project week (according to interdisciplinary topics)
- Federal Youth Games (*Bundesjugendspiele*)
- Antolin, a reading promotion program
- Sale of merchandise products (T-shirts, student calendar, textbooks ...)

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7. Afternoon activities

7.1 External

The school offers various afternoon activities through an external company.

7.2 School working groups (AGs):

- Remedial lessons
- German as a foreign language (DaF)
- Remedial classes in mathematics (by arrangement and dependent upon staff availability)
- Remedial classes in English (by arrangement and dependent upon staff availability)
- Arabic as native language (by arrangement and dependent upon staff availability)
- Music projects are also available in the afternoon

14% of the available teaching hours in the primary school are set aside for free work, learning how to learn, project work, etc. This creates a great deal of freedom in the teaching of instructional materials. This also includes extracurricular learning environments, which are visited when the school operational requirements and staff availability allow it.

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8. Teaching & pedagogy

8.1 Timetable: **Primary and secondary school**

The schedule approved by the German Conference of Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the State of Qatar is mandatory and cannot be changed.

8.2 **Class times and supervision times**

The teaching hours are approved by the Secretariat of the German Kultusministerkonferenz and the Ministry of Education and Higher Education of the State of Qatar.

8.3 **Curricula**

The individual curricula can be found in the **download section of** the homepage under “Curricula”.

The curricula are approved by the German Kultusministerkonferenz and the Ministry of Education and Higher Education of the State of Qatar. The curricula are mandatory and cannot be changed.

8.4 **Remedial classes and DaF**

The remedial classes and DaF/DFU are offered according to the availability of staff, materials and sufficient space. Due to changing conditions, the courses offered may also vary during the school year.

8.5 **Provisions for moving to next grade level**

Moving to the next grade level and the awarding of certificates are regulated by the Grading-, Report Card- and Promotion-Regulations, which were adopted by the General Conference on April 15, 2014, submitted to and approved by the Federal-State Committee for School Work Abroad (Bund-Länder-Ausschuss), the German Kultusministerkonferenz, and put into effect by the school on June 30, 2014.

See also: **School Regulations 2017**

8.6 **Grading**

There is a certain degree of pedagogical freedom in determining grades. Grades are awarded based on oral and written performance at the end of the school year at the grading conference for each student.

Performance measurements in secondary level

8.7 **Regulations for the issue and return of learning materials/textbooks**

At the beginning of the school year, textbooks are issued based on the curricula. For organizational reasons, there may be delays in the distribution of books, but this has no influence on grading or learning development, as sufficient copies are provided for lesson preparation.

According to the basic understanding of German education, textbooks are merely **supplementary assistance**. The teaching of the learning content is the responsibility of the teachers and is based on the curricula.

Important note: Books must be returned in their entirety at the end of the school year or when changing schools. Access to the eBooks will be automatically cancelled.

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8.8 Foreign languages

- Starting in class level 1:
 - Arabic native speakers (Kindergarten and above)
 - Arabic non-native speakers
- English for the whole school community
- Starting in class level 5:
 - 1st foreign language English
 - 2nd foreign language French and/or Arabic (which are taught in parallel according to the timetable).

8.9 Homework policy

The DIS Doha went through the process of becoming a full-day school a few years ago, so that all students attend school from 7:50 am to 2:35 pm. The initially formulated goal of reducing homework was "re-lived" over time and a refrain from homework was declared.

This was done in light of the realization that, in addition to the longer class times, almost all children have special needs that require additional work at home: students with Arabic passports but without Arabic language skills must receive support in the Arabic language. Children without German language skills receive additional support in German as a Foreign Language (DaF). The promotion of the German language must also be continued at home. German-native speaking children who come from a German school system have to catch up in English because of the English-Arabic environment. In French, too, they often have to catch up on their learning. Furthermore, it can be assumed that every student has the desire and sees the need to adequately prepare for written work.

Additional compulsory homework is generally not seen as necessary. In the working world, there is a lot of talk about work-life balance. Pupils must not be exempt from this. Nevertheless, we have noticed that the topic of homework is controversially discussed in the school community. The desire of some that no compulsory homework be given is contrasted by the desire of others that it must be an integral part of school.

In our responsibility as educators, we believe we can adequately address all of these needs in the provision of voluntary home learning opportunities. The learning opportunities are designed to enable students to reinforce the competencies acquired in class, which are assessed in tests, written assignments and exams. At the same time, however, there are opportunities for continuous practice and revision for written papers and exams, as needed. Parents are thus given the opportunity, on their own responsibility, to help shape and influence their children's work-life balance and education.

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8.10 Exams

For classes 1 – 10, there are generally four exams per school year in the core subjects – German, mathematics, English, and a second foreign language – and two exams in the other subjects.

This includes all foreign languages, German and mathematics. According to the guidelines of the German Kultusministerkonferenz (Conference of Ministers of Education and Cultural Affairs), the number of exams is fixed. It corresponds to the number of lessons per week/per school year (e.g. 4-hour weekly lessons = 4 exams). Exams can also be replaced by oral examinations.

This decision is the responsibility of the subject teacher. Class 10 is a graduating class since it ends with the examination for the mid-level school leaving certificate (mittlerer Bildungsabschluss). The exam (German, Mathematics, English) composes 50% of the final grade of that school year. This exam is set centrally by the German Kultusministerkonferenz, and valid for all schools in the northern hemisphere.

The GIB (class 11 and 12) follows its own schedule.

8.11 Graduations and authorizations

The DIS Doha awards the Hauptschulabschluss (ESA = Erster Schulabschluss) nach after class 9, the Mittleren Schulabschluss (MSA) or, if the student meets the necessary qualifications, eligibility to advance to the introductory phase of the upper secondary level at another German school abroad or at a school in Germany that leads to the Abitur. In the Gymnasium track, DIS Doha grants eligibility to advance to the qualification phase of the upper secondary level at a school that leads to the Abitur.

Generally, students with a Hauptschulabschluss complete vocational training in Germany. With a Realschulabschluss, students can also pursue vocational training in Germany or attend a Fachoberschule.

At the DIS Doha, Realschule and Gymnasium students can be admitted to the GIB if they have the appropriate aptitude.

A distinctive feature of the DIS Doha is the Bilingual International Baccalaureate (GIB). With the GIB diploma as a university entrance qualification, our students have the opportunity to study at both international and German universities. Therefore, the subjects of the GIB are currently taught in both German and English.