



NADEEN
SCHOOL
BAHRAIN

Nadeen Community Association (NCA) Handbook

Vision and Mission

We are a child-centred, inclusive and diverse family with a shared love of learning. Our mission is to provide a caring, nurturing and empowering environment in which all children can learn and thrive. Our children and team have the skills and mindset to:

- think, explore and grow
- celebrate and respect ourselves and the people around us
- be compassionate and have a positive impact on the world

Values

Respect

Unity

Compassion

Growth

1. Nadeen School Legal Status

- 1.1. Nadeen School (the School) is a legally recognised international co-educational school in Bahrain, licensed by the Bahrain Ministry of Education and is operated under its owning entity, Nadeen School – Dilmunia CR number: 146715-1
- 1.2. The School operates under the laws of Bahrain for the operating company and under Ministry of Education decree and regulation for all daily operational and educational processes at the School.
- 1.3. There are three levels of Board at the School, as follows:
 - 1.3.1. **Operating Company Board**
 - 1.3.2. **School Governing Board**
 - 1.3.3. **Parent Board**
- 1.4. And one level of Association at the School, as follows:
 - 1.4.1. **Nadeen Community Association**

2. School Mission, Vision, and Values

All representatives of School Boards and School Associations within the school abide by the following:

2.1. School Mission

Our mission is to provide a caring, nurturing and empowering environment in which all children can learn and thrive. Our children and team have the skills and mindset to:

- think, explore and grow
- celebrate and respect ourselves and the people around us
- be compassionate and have a positive impact on the world

2.2. School Vision

We want our children to grow and develop their emotional, creative, social, imaginative, spiritual and physical sides as well as their academic and intellectual sides. We also instil in our children the importance of finding their own identity, meaning, and purpose in life through connection to their community, the natural world and through encouraging personal and collective responsibility.

We are a child-centred, inclusive and diverse family with a shared love of learning.

2.3. School Values

Our values guide us every day in everything we do.

- Respect – respect for ourselves, each other, and the natural world around us
- Unity – together, as a family, we are supportive and strong
- Compassion – the truest expression of our common humanity (Sir Ken Robinson)
- Growth – growth mindset, YET, and excited to be challenged

2.4. School Philosophy

Nadeen School Bahrain is an outstanding school, offering a high-quality international education in beautiful Bahrain, with a personalised approach to learning which enables each child to achieve beyond their perceived potential.

We believe in ensuring that all students are unique, should be encouraged to follow their passions, interests and we celebrate their individual successes.

To facilitate this, we have adopted our philosophy that places the development of the whole child at the forefront of everything we do.

This encapsulates all aspects of learning and underpins to our commitment of our holistic education. We model a growth mindset with five underlying principles that are referred to and embedded in our curriculum to support, encourage and develop all learners at Nadeen School.

2.5. Three core principles

Personal development: to develop and grow holistically all aspects of the self: social, emotional, physical, spiritual, and intellectual; to develop the mindset and skills required to live in harmony and balance with oneself; remaining connected and in awareness of our consciousness and own natural wisdom

Social awareness and community service: to understand the part we all play in our community and society; to be in service to others and our community; to respond compassionately and act accordingly; to engage in a positive, supportive, pro-active, and constructive way within society

Environmental preservation and sustainability: to understand the part we all play in the preservation and protection of our natural environment; embracing a personal-to-local-to-global responsibility mindset

2.6. Our commitment:

Commitment to our learners: we are committed to providing a safe, welcoming learning environment where all learners are inspired, supported, and encouraged to achieve beyond their perceived potential

Commitment to our families: we are committed to providing a safe, welcoming, and collaborative environment where parents are partners in education and where our students remain at the center of what we do

Commitment to our teaching and support teams: we are committed to providing a safe, welcoming learning and working environment for our team, and to supporting personal and professional development.

Commitment to our community: we are committed to serving our community and to sharing our time, effort, knowledge, and expertise to benefit and improve our local and wider community

3. The Nadeen Community Association

3.1. **The Nadeen Community Association (NCA)** comprises elected parents to represent all phases within Nadeen School (the School.)

3.2. Arranged with a Chair, Vice-Chair, Secretary, and Treasurer, the general aim of the Association is to support the school community with community-building activities and events, charity work, school events, and fundraisers (see Roles and Responsibilities, below)

3.3. To positively message and support the School:

3.3.1. To work closely with the school Parent Liaison team to provide support to new families who have joined the school

3.3.2. To enrich the experience of the School's students, parents, employees, and community by:

3.3.2.1. Suggesting, arranging, and hosting school and community events and initiatives

3.3.2.2. Supporting the planning and hosting of other school events initiated by the school leadership team

3.4. The School Principal and leadership team retains responsibility for the daily and ongoing operations of the School including all matters pertaining to school policy, teaching and learning, curriculum, school organization, and school management.

3.5. The School Principal retains responsibility for the NCA and will provide guidance and reminders on expectations.

3.6. Membership of the NCA

3.6.1. Membership of the NCA comprises school members and community members

3.6.2. Membership of the NCA is voluntary and all members give their time and support freely

- 3.6.3. All NCA members agree to uphold and promote the school vision, mission, and values at all times
- 3.6.4. **School members:** will be current parents/legal guardians of existing students
The NCA will aim to have one parent representative from each year group within the school and, at minimum, one from each Key Stage of the school
- 3.6.5. **Community members:** will be invited to participate in the NCA in an advisory or support capacity as needed for specific events/activities
- 3.6.6. There will always be a member of the school senior leadership team (SLT), or staff member as delegate by SLT, present at the monthly NCA meetings and at event preparation meetings if required
- 3.7. The School Principal reserves the right to request any member of the NCA to step down from their position or from the group if it is deemed that they are not fulfilling their obligations or representing the school or NCA in accordance with school expectations
- 3.8. **Aims and objectives:**
- 3.8.1. Providing support to new families who have joined the school
- 3.8.2. Liaise with the Parent Liaison Officer at key times throughout the academic year to support the welcoming of new families to the school
- 3.8.3. Leading and supporting events and activities
- School events**
Assist the school leadership team and school council with school events
- Community events**
Suggest, arrange, and host school and community events on a monthly, termly, and annual basis. This can include: annual Festive Fair, International Day, appreciation days, uniform sale and market days
- Fundraising and Charity events**
Promote community service by arranging community based events to highlight the importance and value of charitable work and service to the community. This can include environmental activities, community service activities, fundraising and collecting for charity
- 3.9. **Meetings and Collaborations**
The NCA will meet monthly, and as required, in order to fulfil the overall function of the group
- 3.9.1. Meetings will be minuted and these minutes will be circulated by the School Principal to the school community by way of the weekly update
- 3.9.2. The NCA will liaise with the school marketing team to promote NCA events
- 3.9.3. THE NCA will liaise with the school leadership team to support school and community events
- 3.9.4. Parent and Community members will liaise with the school leadership team to provide extracurricular and experience opportunities for the school community in keeping with the school's vision and mission, school improvement plan, and key priorities

Financial management:

- The school accounting department will maintain the financial records of the NCA and will retain all payments received by way of a separate NCA bank account under the school's main account
- The NCA treasurer and school accounts team will formally meet on a monthly basis to reconcile all NCA accounts
- All financial documents requiring a signature, such as invoices, quotes, orders, and delivery notes, must have two signatures – a NCA representative and that of the Principal or school accounts team
- All expenditure from the NCA account must have prior approval from the Principal
- The NCA and Principal will work together to identify where NCA funds shall be spent for school and charitable causes

Appendix: Roles and Responsibilities of NCA Committee members

Role of Chair

The Chair will work closely with the Senior Leadership team, Vice Chair, Treasurer and Secretary to ensure that the NCA is run effectively by holding regular meetings and ensuring that each member has a voice.

Key responsibilities:

- Provide leadership and direction for the NCA alongside and as directed by the Principal
- Actively welcome and seek the involvement of new parents
- Set the Agenda for Meetings and run the meetings
- Meet with Senior Leadership team and the Treasurer to agree NCA financial commitments for the year

Role of Vice Chair

The Vice Chair supports the Chair in providing leadership for the Committee, helps set the Agenda for the meetings and helps manage meetings in line with the Agenda. The Vice Chair deputises for the Chair when necessary and assists in the organisation and operation of the NCA.

Key responsibilities:

- Support the Chair in providing leadership.
- Chair any meetings that the Chair is unable to attend.
- Prepare Meeting Agendas in consultation with the Chair
- Actively welcome and seek the involvement of new parents

Role of the Secretary

The secretary is a key Committee Member as they are responsible for ensuring effective communication links between Committee Members and between the PTA and the School.

Key responsibilities:

- Prepare Agendas along with the Chair.
- Send email to committee to confirm date of next meeting
- Write up the Minutes of Meetings.
- Distribute Minutes to all the Committee and a copy to the Senior Leadership Team
- Deal with correspondence
- Write the Annual Report with the Chair

Role of the Treasurer

Treasurer The role of the treasurer is to liaise with the school account's team and organize the reporting of and receipt of funds. The Treasurer should record all income and expenditure; details of the amounts received and spent, and have the information available for every Committee Meeting

Key responsibilities:

- Liaise with the school accounts team for all matters relating to NCA finance
- Prepare floats for all fundraising events
- After each event liaise with school accounts department to lodge money raised
- Advise the NCA of the income, expenditure and profit from each event held and this will be recorded in the Minutes

Role of School Members

School members work alongside the Officers, contributing ideas, helping to organise events, and/or running smaller projects. They also have an important role to play alongside the Officers of the NCA in ensuring good

communication with the rest of the School, encouraging participation and enthusiasm for the events organised by the school and the NCA.

Role of Community Members

Community members provide valuable experience, knowledge, resources, and support to the NCA for specific events and activities. Community members may be invited in to the NCA on an as-needs basis to support school events and activities.

Disclosure

All members of the NCA, permanent or part-time, must disclose if they have any active interest or involvement in any parties related to NCA activities