



King's College
DOHA

NEW JOINER GUIDE

2026-27





WELCOME TO KING'S COLLEGE DOHA

Please take the time to read this guide as it will provide useful information to ease your child's transition with us this academic year.

For any questions, please feel free to contact Admissions at admissions@kingscollegedoha.com.

We are looking forward to welcoming you soon.

TABLE OF CONTENT

INFORMATION

- First Day
- Drop Off and Pick Up
- Uniform
- Mobile Devices
- Communication
- Transportation
- Academic Calendar

NEXT STEPS

- Photo Consent
- SOCS Sign Up
- Medical Form
- Vaccination Form
- Canteen Arrangements
- Overseas Joiners



FIRST DAY

We are so excited to have your child starting their journey with us very soon. Kindly see the details below for your child's first day at King's College Doha.

New Joiners in Pre-School to Year 2

Please arrive at the Thumama campus in time for morning registration at 7.30am. Gates open at 7.15am.

New Joiners in Years 3 to Year 13

Please arrive at the Mesaimeer campus in time for morning registration at 7.15am. Gates open at 7.00am.

Please be reminded of the normal timings below for the succeeding days:

Year Group	Normal Drop Off	Pick Up (without CCAs)
Pre-School	7.15am	13.20pm
Reception - Year 2	7.15am - 7.30am	2.20pm
Years 3 - 13	7.00am - 7.15am	2.40pm

On the first day, you will have received the following:

Parent Lanyard - Red

- Must be worn by parent or guardian when on school grounds

Pupil Lanyard (Years 3-13) - Maroon

- Must be worn every day
- Used for Kids Kanteen, Sign In and Sign Out

Pupil Planner

- Bring to school every day
- Communication between home and school
- Reading log

Pupil Timetable

- Child's subjects, classrooms and teachers

DROP OFF AND PICK UP

At drop-off and pick-up times, the car park can be busy and our priority is everyone's

safety. We ask parents to enter the school grounds and avoid double parking in the layby outside.

Al Thumama Campus

Drop Off

Parents may park and walk children to their classroom via Gate C (for Pre-School and Reception) and Gate E (for Years 1 and 2)

Collection

Similar to the above, Pre-Prep children can be collected from their classrooms.

On days with CCAs, remaining pupils will be brought to the Aftercare club at 3.30pm.



- Traffic flow
- Gate
- Parking
- No Parking

Mesaimeer Campus

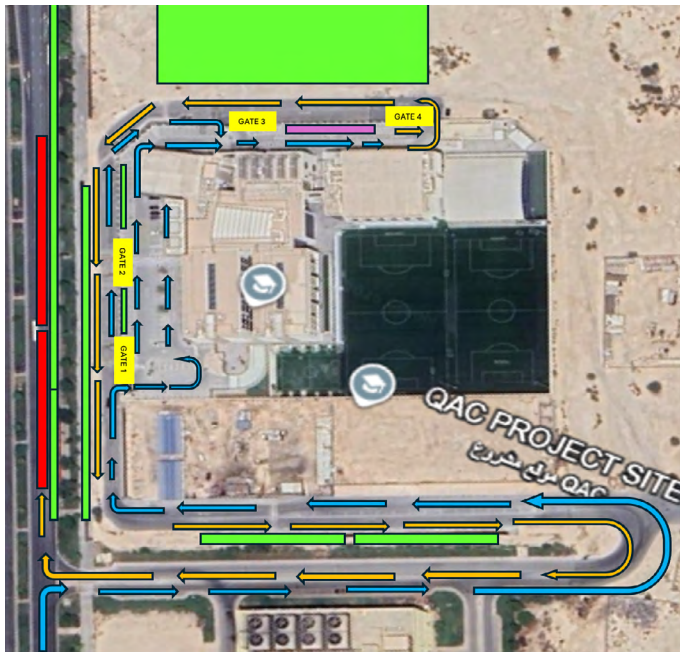
Drop Off

Years 3 to 6

Parents may park and walk children to the classroom via the 'Garden Gate' (Year 3 and 4 entrance).

Year 7 and above

Pupils should use the main entrance or the drop off zone lanes by the Sports Hall.



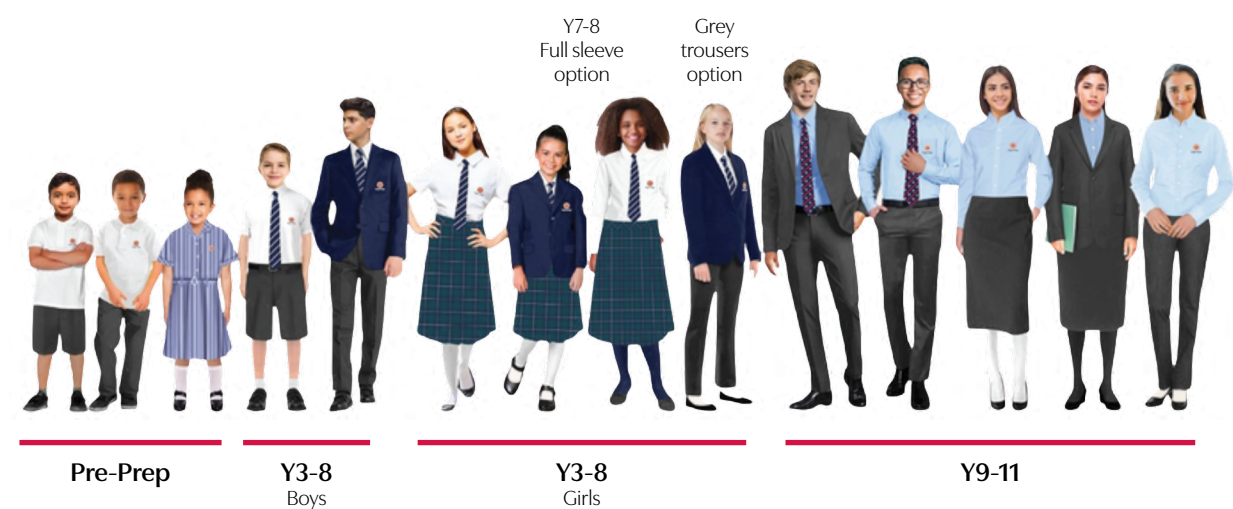
- Traffic flow
- Gate
- Parking
- No Parking

Collection

After 3pm, remaining pupils will be taken to front-facing classrooms, where they will be supervised until collected. These rooms overlook the car park for easy access if you are running late. Each room has clear signage showing the year group.

For siblings who wish to meet one another, it is common practice that the older pupil collects their younger sibling from their classroom and escorts them out or waits with them to be collected by a parent.

UNIFORM



We work with Zaks and uniforms are available online and in-store.

Year 12-13 (Sixth Form) is business attire.

Uniform Guide

Please click [here](#) to access the full product range.

Location

The Zaks uniform shop is conveniently located just 5 minutes from the Mesaimeer Campus. Please click [here](#) for directions.

Zaks Working Hours

Saturdays to Thursdays
10.00am - 7.00pm

Online Shop

Please click [here](#) to access the website.

Please note the following requirements for pupils attending the Mesaimeer campus as per MOE regulation:

- Skirt Length and Tights: All skirts must be worn below the knee. If a skirt is worn, tights are mandatory.
- PE Kit for Years 3–13: While pupils in Years 3 to 6 may wear their PE kit on designated PE days,
- it is compulsory that all pupils wear tracksuit bottoms when in school. This also applies to boys.
- PE Leggings: Girls are not permitted to wear gym leggings for PE at any time during school PE lessons. Loose fitting tracksuit bottoms should be worn.

Should you have any questions or require further assistance, please do not hesitate to contact our front desk at info@kingscollegedoha.com.

COMMUNICATION GUIDE

Whole School

School Window

Our school app streamlines all key information in one place.

- Parent Handbooks
- Uniform Guide
- Access to Parent Portal
- Academic Calendar
- Pupil leave requests

SOCS

- CCA sign up - Reception upwards
- Shuttle Bus
- Beyond the Books -Year 5 upwards
- School Calendar

iSams Parent Portal

(<https://kingscollegedoha.parents.isams.cloud/>)

- School reports
- Booking Parent Teacher Consultations

This is NOT a downloadable app, however this link can be saved as a bookmark.

Whatsapp

Class reps/liaisons are in place from Early Years to Year 6. Teachers will share updates with them via WhatsApp and reps will pass on feedback and suggestions from parents.

King's Connect

Our weekly newsletter keeps families up to date — sharing timely updates, celebrating achievements and highlighting upcoming events. Each edition includes weekly reviews by year groups, giving parents an immediate insight into what pupils have been learning and experiencing that week.

Direct E-Mails

Direct teacher-to-parent emails are used for specific updates about your child'

Pre-school and Reception

Tapestry - Photos, videos and observations of your child in class.

Year 1 - Year 4

Class Dojo

Updates on class activities

- Achievements
- House points
- Newsletters
- Homework



MOBILE DEVICE

Mobile Phone Policy

Children are not permitted to use their mobiles during the school day.

Children from Years 5 to 11 are provided with a Yondr pouch wherein they can store their mobiles, lock the pouch and unlock at the end of the school day.

Laptops / iPads

Pupils below Year 8 are not required to bring their own devices. If required in class, the teacher books this in advance with our IT department.

Pupils in Year 9 and above are encouraged to bring their own devices as they do more individual work at this level, particularly Sixth Form pupils who will use these during study periods.

Device Specifications

- Windows 10 or higher or OSX Lion or higher
- Wireless 802.11g/n
- 3.0 GHz Processor, Core i5 Processor or higher
- Seven-hour battery life
- 8GB of RAM minimum
- 256GB of storage minimum
- Current Antivirus Software

For further information, please contact the IT Department, at it@kingscollegedoha.com.

Year 5 - Year 13

Class Charts

- Behaviour points and sanctions
- House points and reminders
- Homework
- School announcements
- Attendance

Teams

- Learning Hub
- Department resources shared in department channels
- Not a form of communication with teachers

Levels of Communications

There are several ways in which the school contacts parents, as well as for parents to reach the relevant department they are looking for. For concerns, please find the levels of communication:

Form Tutor
Head of Year
Head of Phase
Senior Leadership Team
Principal

Kindly note the e-mail addresses below which may be helpful if you have any specific concerns:

Email Address	Purpose
info@kingscollegedoha.com	General inquiries
finance@kingscollegedoha.com	Fees, payments, re-enrolment
admissions@kingscollegedoha.com	Enrolment, transfers, updates to child's information
helpdesk@kingscollegedoha.com	Log in details, access to school platforms
nurse@kingscollegedoha.com	Information on allergies, medication, medical conditions
absence@kingscollegedoha.com	Late arrivals, early pick ups, absences



TRANSPORTATION

External Bus Service

We are pleased to announce that Smart Step Transportation services are our transport provider for the academic year.

Smart Step Transportation brings a team of experienced drivers, female bus attendants and supervisors, ensuring the highest standards of safety and professionalism. All buses are equipped with GPS tracking and cameras for added security, offered at no extra cost.

The SMART STEP team will be happy to assist you with any inquiries.

Customer Service:

Name: Beenish Saddique
Contact number: 7733 7562
Email: kingstransport@smartstep.qa

Transport Coordinator:

Name: Muhammad Taimoor
Contact number: 3110 1622
Email: kingstransport@smartstep.qa

Click [here](#) to find further information on cost.

Sibling Shuttle Bus

To support logistics, we offer a shuttle bus between the Al Thumama and Mesaimeer campuses for siblings split across both sites. Below is a list of the bus services available to parents:

Bus	Departure	Arrival	Collection
Red Bus (Thumama → Mesaimeer)	6.50am	7.10am	n/a
Blue Bus (Thumama → Mesaimeer)	2.35pm	2.55pm	Room 405 (next to Garden Gate at the front of the school)
Green Bus (Mesaimeer → Thumama)	3.00pm	3.20pm	Aftercare
Yellow Bus (Thumama → Mesaimeer)	3.30pm	3.55pm	Room 405

To sign up for the shuttle bus service, please register via the SOCS platform. First, create an account by clicking [here](#), then select ‘Activate Account’ using the email address this letter was sent to, as it is linked to SOCS.

Red Bus – Al Thumama to Mesaimeer

Children may be dropped off directly at the parked bus, which will depart promptly at

6:50am and will not wait for late arrivals. It will stop only at its destination or in an emergency.

Monday Schedule Reminder

There are no CCAs on Mondays. Let us know if your child will take the Blue Bus or be collected from Al Thumama after class.

Collection Procedure for Pre-School to Year 4

Parents of pupils in Pre-School to Year 4 are required to sign a register confirming they have picked up their child. Pupils will only be released once this is done.

Dedicated Email and WhatsApp Contacts

We have created a dedicated email address and activated two WhatsApp numbers to handle all shuttle bus-related inquiries and schedule changes:

- Email: bus@kingscollegedoha.com
- Kings Shuttle Bus Phone 1: +974 5514 5469
- Kings Shuttle Bus Phone 2: +974 5514 2884

Please direct all enquiries or changes to your child’s bus schedule via the appropriate channels, copying our Head of Operations derekburger@kingscollegedoha.com. To amend the shuttle bus register, kindly inform us as early as possible so we have time to process the request and update attendance records.

PROPOSED ACADEMIC CALENDAR

July 26						
Su	M	Tu	W	Th	F	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	

August 26						
Su	M	Tu	W	Th	F	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 26						
Su	M	Tu	W	Th	F	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 26						
Su	M	Tu	W	Th	F	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 26						
Su	M	Tu	W	Th	F	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 26						
Su	M	Tu	W	Th	F	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 27						
Su	M	Tu	W	Th	F	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 27						
Su	M	Tu	W	Th	F	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						

March 27						
Su	M	Tu	W	Th	F	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 27						
Su	M	Tu	W	Th	F	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 27						
Su	M	Tu	W	Th	F	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 27						
Su	M	Tu	W	Th	F	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 27						
Su	M	Tu	W	Th	F	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

August 27						
Su	M	Tu	W	Th	F	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				

Key

- SLT return
- New staff start
- All staff inset
- School holiday
- First day of Term
- Last Day of Term
- Public Holiday
- MoEHE guidelines



NEXT STEPS

Please ensure that all items below have been completed to facilitate a smooth start:

Photo Consent Form

We will take photos, which may include your child, for commercial or social media posts. Completing this form means that we cannot include your child in these photos.

SOCS Sign Up

Activating your account on SOCS will ensure that you are able to select your child's CCAs. Through this, you will also be able to view the event calendar for any school events.

Medical Form

It is important to complete this form so our nurses are aware of any allergies or medical conditions your child has and can take appropriate measures. You would have received a link to this form along with your offer.

Vaccination Form

This is a Ministry of Education document that parents are required to complete to confirm their child has received all necessary vaccinations to attend school. You would have received a link to this form along with your offer.

Contact Information

For any contact information updates, please email admissions@kingscollegedoha.com

Canteen Arrangements

If you would like to pre-order food for your child (Al Thumama) or have your child purchase food in school (Mesaimmer), we will soon share with you the process to do so.

Overseas Joiners

Please be reminded to send a copy of your child's QID and attested school report/s, clearly stating the completed year group, translated into English, stamped and attested by ALL the institutions listed:

In the country where last school was attended

- Ministry of Education of the country of the latest attended school/ For UK: UK Solicitor
- Ministry of Foreign Affairs of the country of the latest attended school/For UK: Foreign &
- Commonwealth Office
- Qatari Embassy/ Consulate of the country of the latest attended school

In Qatar

- Ministry of Foreign Affairs in Qatar

Pupils starting at King's College Doha after completion of the first term will also need to provide an end of Term 1 attested report as per MOE guidelines.

**Attested reports are only required for children joining Year 2 and above.*

We encourage.
We are courageous.
We are King's.



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DOHA