



9th September 2024

Dear Parents,

It has been lovely to welcome the students back to school over the past, and we look forward to a successful year ahead working in partnership with you and your children to achieve success.

We have made some changes to the school communication process and updated our mobile phone guidelines. Please find them below:

Contacting the school:

To protect our community, our staff are no longer permitted to use their personal devices to contact parents. The data protection laws are very strict in Bahrain and we need to ensure compliance. We also expect our teams to be ensuring the learning and teaching of all Hawar International School student to be their main priority.

Please do not embarrass our staff by calling or whatsapping them on their personal numbers. All school business must be conducted via the following methods only please:

Hawar International School
Email: reception@hawarschool.com
Tel: 13 666 555

Senior Leadership:

Principal: Mr Bilal 13606062 Email: principal@hawarschool.com

PA: Ms Dalia 13 666 555 Email: dalia@hawarschool.com EXT: 6017

Mr Bilal is always happy to speak with parents and where appropriate may refer parents to another member of staff.

Vice Principal: Ms Julia Knight Email: Julia@hawarschool.com Ext: 6022

Mobile Number: 38383443 - WhatsApp from 6am to 4pm.

Ms Julia is available to discuss any aspect of your child's learning at Hawar School and is always happy to meet with you to discuss any area of concern and hear your views.



Kindergarten:

Head of Kindergarten: Ms Fadiela Boltman email: fadiela@hawarschool.com
Ext: 6023

Ms Fadiela is the Head of Kindergarten and is happy to discuss any aspect of your children's learning journey whilst in her team's care.

Primary School:

Head of Primary: Mr Adel adel@hawarschool.com Direct: 1360606091

Mr Adel will happily discuss any aspect of his section, the primary school, including academic progress and your child's social and emotional wellbeing.

Head of Primary PA: Email: Ms Tabassum tabassum@hawarschool.com

PS Boys Supervisor: Ms Layla layla@hawarschool.com

PS Counselor: Ms Jennah jennah@hawarschool.com

Middle and High School:

Head of MHS: Ms Sajitha Email: sajitha@hawarschool.com Ext: 6031

Ms Sajitha leads the Middle and High School, she is always available to discuss your child's progress.

Head of MHS PA: Ms Mahreen Email: mahreen@hawarschool.com Ext 6020

Supervisors:

High school Boys: Mr Raed Inayah Email : raed@hawarschool.com Ext: 6027

High school Girls : Ms Seham Shaker Email : seham@hawarschool.com Ext: 6037

Middle school Boys : Mr Mustafa Omar Email: mustafa@hawarschool.com Ext: 6018

Middle school Girls : Ms Manal Shamlooh Email: manal@hawarschool.com Ex: 6026

Counselors:

High school Boys : Mr Hassan Saad Email: hassansaad@hawarschool.com

Middle school Boys : Mr Ahmed Email : ahmed-bashtawi@hawarschool.com

High & Middle school girls: Ms Abrar Email: abrar@hawarschool.com

Education Support Unit:

Head of ESU: Ms Maryam Email: esu@hawarschool.com or
Humaira@hawarschool.com

For comments, queries and general questions about the ESU please email Ms. Maryam who will be delighted to hear from you.



Reporting Absence:

Please call the school or email the PA in the case of a known absence. This will help the school to quickly identify any potential emergencies and call home quickly. You need to report absence by 8:30am. After 8:30am, the school will begin ringing parents whose children are absent from school. Please help us save valuable time by reporting your child absent.

Leaving School Early:

Please email in advance of the time your child needs to leave school and provide a reason.

If parents receive a call from their child, please do not come to the school- please call or email so we can help you.

Students will not be dismissed from class early unless a parent has provided advance notice or there is an emergency. This helps to keep learning on track and avoids disruption.

The minimum requirement for attendance is 95% and all absences must be recorded.

Safeguarding and Child Protection

Hawar International School is committed to keeping children safe. If you would like to discuss any concerns about your child or another, you may contact Ms Julia Knight who is the Designated Safeguarding Lead.

All of our staff have been trained to spot the signs of abuse and act upon them according to the laws of Bahrain.

Mobile Phones in School

Please help our staff but reinforcing the following message:

Mobile phones are not to be used in and around the school campus except where a teacher specifically says it is ok to use it for a learning task.



Please remind your children of the laws of Bahrain:

The bill payer- the parent usually- is legally responsible for the content on the device. Anything found to be illegal such as distributing images without consent will be reported to parents and may also be reported to the authorities.

It is illegal to film, record, store or take photos / videos without permission. We will take the strongest action possible to protect our community.

Students (who are legally allowed to access sites) are encouraged to use social media channels responsibly and during their own time- not in school time. They must not bring Hawar International School into disrepute.

Social media sites have a minimum age for use:

- TikTok: 13 years and above
- SnapChat: 13 years and above
- Instagram: at least 13 years old - confirmation required with photo / ID upload
- Threads: at least 12 years old with confirmation required
- Facebook: 13 years and above
- X / Twitter: 13 years and above
- Discord: Minimum age 13

Children under age should not have access to these sites.

Mobile phones should not be used to contact parents and if a student needs to contact home, they must ask their supervisor.

Mobile phones should be kept in bags, switched off or silenced and not on display around the school.

Headphones are not to be worn and should be kept at home.

As part of our commitment to keeping our community safe parents, staff and students are encouraged to report any use of mobile phones that makes them feel uncomfortable.



Drop off and pick up: Please note that Gate 1 and 2 will be closed to ensure the safety of our children from 8:00am. All visitors must sign in. There will be no access to the school's administrative building at 12:30pm unless by appointment - this eases congestion.

Parents may collect their children from the gates and multiple pick up should collect their youngest child first.

If you have boys and girls, please collect the girls first and use the boys gate to enter the boys section.

Gate Number	Grade	Boys / Girls
6	Grades 1 - 4	Girls
3	Grades 1 -4	Boys
3	Middle and High School	Boys
4	Kindergarten	
6	Middle and High School	Girls

Arrival to School:

- Please drop your child off at school on or around 7am. Children arriving earlier may not be supervised.
- Registers open at 7.00am and close at: 7:30am - after which your child is recorded as late.
- If you arrive after 7.30 am, please report to Reception.

Collecting your children:

Gates usually open 5 minutes before the bell rings for your section. Please avoid the main reception area to avoid crowding.

Tuesday is an early finish for all students.



Water Bottles

Water Bottles must be sent with your child each day. They can refill their bottles at water stations located across the campus.

To ensure a safe and hygienic environment for all, please follow these simple requirements:

1. **Leak-proof water bottles:** *This will help prevent spills in the classroom and backpacks.*
2. **Easy-to-use design:** *Please choose bottles that your child can easily open and close on their own.*
3. **Appropriate size:** *A bottle of around 350-500 ml is ideal, as larger bottles may be too heavy for your child to handle.*
4. **Safe materials:** *We recommend using BPA-free plastic or stainless steel bottles for safety.*
5. **Labeling:** *Kindly label your child's water bottle with their name to avoid any confusion.*

Feedback:

We appreciate your feedback and invite parents to send their comments and suggestions to feedback@hawarschool.com.

The comments and suggestions will be shared with the appropriate teams and the Advisory Board.