



Dear Parents,

Salaam!

Let me share the most important updates for the Week beginning 6 October 2024.

الترجمة: لغرض الترجمة يرجى استخدام هذا الرابط: <https://translate.google.com/>

FROM THE DESK OF MIDDLE & HIGH SCHOOL PRINCIPAL

WEEKLY AGENDA FOR THE WEEK BEGINNING 6 OCTOBER: [CLICK](#)

Notes for the Educational Support Unit : [CLICK](#)

SPECIFIC NOTES:

- **OPEN DAYS** : Thank you very much for your attendance & sharing your perspectives with us during the Open Days. My Team will try our best to come up with the right action steps.
- **ASSESSMENT POLICY - AY 24-25 & ASSESSMENT CYCLE 2** :
 - To reduce the load on students, to better organize & unify the assessment schedules and to ensure academic achievement is prioritized with appropriate weightage , HIS has reviewed the Assessment Policy for the Academic Year 24-25 - [CLICK](#)
 - Assessment cycle 2 will start on Week 8, 27 October. Study Topics & Dates will be shared in my next Admin notes.
- **GLIMPSES OF ACTIVITIES**
 - Career fair : [click](#) [click](#)
 - IELTS Mock in partnership with British Council : [click](#)

GENERAL NOTES:

- Kindly collect your wards from the **assigned gates** - Boys- Gate 3 & Girls Gate 6. It will help us to solve the dismissal time conflicts. Besides, drop them to school on or after 6: 30 AM since I have teachers on duty from 6: 30 AM and therefore dropping kids earlier will be a safety issue.

- Students who have siblings should collect [sibling passes](#) from the supervisors so as to cross the sections (Boys & Girls).
- Kindly advise the girls to refrain from using make up/[accessories](#)- gold or any other valuable accessory.
- Mobiles are allowed to use outside the School Gates, during Home time ONLY
- Students taking leave should produce appropriate medical documents to get a chance to do their formative assessments.

UPCOMING EVENTS

- As you are aware educational trips add value to a student's life & I am happy to share the details of our first educational trip for the MS. Hard copies of the letters are sent already. Please return the consent form with the required amount by the deadlines given in the letters. Trip details from Ms Dalia : [MS BOYS - CLICK](#) [MS GIRLS : CLICK](#)
- [Trip details for the HS will be shared in my next Admin notes.](#)

COMMUNICATION PROCESS

- Kindly make sure you are contacting the teachers or supervisors [ONLY VIA EMAIL](#) in case of clarification or query.
- Please take appointments with the receptionist in advance to meet up with myself or any of the officers/teachers. Ph: 13 666 555 Email address: lolwa@hawarschool.com

Principal - MHS: Ms Sajitha

Email: sajitha@hawarschool.com Ext: 6031

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

ESU:

Head of ESU: Email: esu@hawarschool.com (6008)

If you need any assistance regarding the school G-Mail account OR Digital Campus, please contact Mr. Altaf: altaf@hawarschool.com

If you need any assistance regarding Textbooks, please contact Mr. Zaher: zaher@hawarschool.com

Any query regarding school fees, kindly contact the school accounts office: nawal@hawarschool.com

Thanks once again for your valuable support & cooperation,

Regards, Stay Safe & Good Luck!

Ms Sajitha Satheesh

M&H Principal, Email : sajitha@hawarschool.com, Phone: 13 666 555 (6031)