

10th January, 2024 Admin notes

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

WISHING YOU ALL HAPPY NEW YEAR!!



- PAST WEEK'S HIGHLIGHTS - A BALANCED MIX OF EDUCATION & QUALITY ACTIVITIES

No activities were scheduled for this week & next week in lieu of upcoming semester exams.

- POINTS FOR ACTION & UPCOMING WEEK'S HIGHLIGHTS

a. Semester 1 exams will begin on 24 Jan for grades 5 to 11.

18 & 21 Jan - school revision

22 & 23 Jan- home revision

24 - 31 Jan- Sem exams (schedule is given as point b)

1 Feb - Resit exams followed by Mid semester holidays (4-8 Feb)

Please take care of the school payments to avoid any inconvenience.

b. Semester Exam schedule for the AY 2023/24 for Grades 5 to 11 are as below:

Grades 5,6,7 & 8 - [CLICK](#)

Grades 9 & 10 - [CLICK](#)

Grade 11 - [CLICK](#)

Semester Exam Rules - [CLICK](#) (Please read & let your wards follow the rules meticulously)

Support the students to have proper revision to have tension-free exams.

- c. **STUDY GUIDE** for Grades 5 to 11 is attached here - [CLICK](#) (**Study guide** for the ESU students is posted on an individual basis)
- d. Please note the below dates for your reference. Changes might occur only if there are any emergency situations.
- Quarter 2 marks entry last date for grades 5 to 11 is 14 Jan 2024. Hence all parents are requested to submit pending medical excuses / students' pending submissions etc before date to avoid any marks deductions.
 - Second deadline for marks entry without marks deduction (due to medical/traveling reasons) is 18 Jan 2024.
 - Third deadline with marks deduction is 21 Jan 2024. Beyond this date, no submissions will be accepted for any reason.
- e. If you need any clarifications on any matter, please visit my office. It's better to take appointments to avoid time conflicts.

KEY RESOURCES - (WEEKLY AGENDA, ESU Department notes, Assessment & Discipline Policies)

1. WEEKLY AGENDA FOR GRADES 5 to 12 FOR THE WEEK BEGINNING 14th Jan - [CLICK](#)
2. ESU Department Notes: [CLICK](#)
3. Disciplinary measures for behavioral control effective from Sunday, 17 September : [CLICK](#)
4. **Assessments policies:**
Middle school: 3 assessments + 1 Project per week on separate days
Grade 5 - 2 assessments + 1 project per week on separate days (explained above)
High school: 3 assessments + 1 Project per week
5. Grading categories for Mainstream - Q 1 to Q 4 : [CLICK](#)
Grading categories for ESU - Q1 to Q 4 : [CLICK](#)
6. Stationery List 23-24 - [CLICK](#)
7. Updated Bell Schedule 23-24 - [CLICK](#)

Regards,

Ms Sajitha Satheesh, Principal -Middle & High School

M&H School contact list:

Ms. Sajitha Satheesh: Principal - M&H School
Sajitha@hawarschool.com Ext: (6031)

Ms. Nawal Saleem: **Cashier**
nawal@hawarschool.com Ext: (6010)

Mr. Zafar Altaf: **IT Administrator**
altaf@hawarschool.com Ext: (6006)

Mr Raed Inayah: **High School Boys Supervisor**
raed@hawarschool.com Ext: (6027)

Ms. Seham Shaker : **High School Girls Supervisor**
seham@hawarschool.com Ext: (6037)

Mr Mustafa Omar: **Middle School Boys Supervisor**
mustafa@hawarschool.com Ext: (6018)

Ms. Manal Shamlooh: **Middle School Girls Supervisor**
Manal@hawarschool.com Ext: (6026)

Ms. Jennah Khalil: **Girls School Counselor**
jennah@hawarschool.com Ext: (6029)

Mr Hasan Saad: **HS Boys Counselor**
hassansaad@hawarschool.com 3924 3516

Mr Ahmed Bashtawi: **MS Boys Counselor**
ahmed-bashtawi@hawarschool.com 3900 7303

Ms. Maryam AlBanna: **ESU Coordinator**
esu@hawarschool.com Ext: (6008)

Ms. Mahreen Anjum: **PA to MH School**
mahreen@hawarschool.com Ext: (6020)