



Dear Parents,

Salaam!

Let me share the most important updates for the Week beginning 29 September 2024.

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

## IMPORTANT DOCUMENTS

**WEEKLY AGENDA FOR THE WEEK BEGINNING 29 SEPTEMBER: [CLICK](#)**

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

### **NOTES FOR WEEK BEGINNING 25 SEP**

- **WELCOME PARENTS** : Parents' interaction with teachers is very much necessary right at the beginning of the year so as to ensure the progress of your wards. Hence Sunday, 29 Sep & Monday, 30 Sep, Middle & High school Parents are welcomed to visit the teachers in their homerooms after 1: 45 PM & on Tuesday (1 Oct) from 12 PM until 3:00 PM. You shall discuss curriculum objectives, assessment plan, students' progress, etc with the parents. Besides, for parents who cannot attend the school, please email the teachers with your contact number to get a call back, either during their free periods or after 1: 45 on Wednesday & Thursday (2 & 3 October). Teachers' Email IDs & Subject Details : [CLICK](#)
- **ASSESSMENT POLICY - AY 24-25:**
  - 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](#),
  - [Grade 5 - 10 Q1 Assessment Calendar - Week 5](#)
  - [Grade 11 - 12 Q1 Assessment Calendar - Week 5](#)
  - [Study Portion for Quarter 1 - Cycle 1](#)

- **Reduced Load** : As per the new policy, Per subject/ Per Quarter/Per Semester there will be only 1 Test & 1 Quiz, which is much lesser than previous years' allocation of 3 to 4 assessments per subject per quarter.
- **Better Organization** : Two Assessment cycles per Quarter ( Week 5 & 8 for Q 1, the rest of the plan is in the assessment policy link up) added with a Semester End Exam is planned in order to ensure students can enjoy learning without the assessment loads on other days and they will get ample time to enjoy activities, trips as well as lectures/career fairs etc.
- On Sundays, at High school level, we have scheduled 2 tests since we are certain that HS students are capable of covering the portion during the weekend.
- **Assessments timing** : Short Tests will be 20 to 30 minutes & Short Quizzes will be 7 to 8 minutes.
- To give an example, if the Math test is scheduled for cycle 1, a quiz will be scheduled for cycle 2.
- **Communication Process**: The schedules/portion is made available on Google classrooms by the teachers, in the school website via Weekly Agenda as well as in students' Email groups.
- **Revision** : These are the usual short tests and quizzes that the students used to write all these years and the only difference is that we have organized them all into 6 or 7 days. Patterns of assessment will be the same, timing is same & the teachers as usual will revise just before the assessment for 5 to 10 minutes.

- **GENERAL RULES:**

- 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

29 Sep - 3 October - Book Fair ( A detailed letter will be shared by our librarian)

## 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](mailto:lolwa@hawarschool.com)

**Principal - MHS:** Ms Sajitha

Email: [sajitha@hawarschool.com](mailto:sajitha@hawarschool.com) Ext: 6031

PA: Ms Mahreen

Email: [mahreen@hawarschool.com](mailto:mahreen@hawarschool.com) Ext 6020

### Supervisors:

High school Boys: Mr Raed Inayah

Email : [raed@hawarschool.com](mailto:raed@hawarschool.com) Ext: 6027

High school Girls : Ms Seham Shaker

Email : [seham@hawarschool.com](mailto:seham@hawarschool.com) Ext: 6037

Middle school Boys : Mr Mustafa Omar

Email: [mustafa@hawarschool.com](mailto:mustafa@hawarschool.com) Ext: 6018

Middle school Girls : Ms Manal Shamlooh

Email: [manal@hawarschool.com](mailto:manal@hawarschool.com) Ex: 6026

### Counselors:

High school Boys : Mr Hassan Saad

Email: [hassansaad@hawarschool.com](mailto:hassansaad@hawarschool.com)

Middle school Boys : Mr Ahmed

Email : [ahmed-bashtawi@hawarschool.com](mailto:ahmed-bashtawi@hawarschool.com)

High & Middle school girls: Ms Abrar

Email: [abrar@hawarschool.com](mailto:abrar@hawarschool.com)

### ESU:

Head of ESU: Email: [esu@hawarschool.com](mailto: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](mailto:altaf@hawarschool.com)

If you need any assistance regarding Textbooks, please contact Mr. Zaher: [zaher@hawarschool.com](mailto:zaher@hawarschool.com)

Any query regarding school fees, kindly contact the school accounts office: [nawal@hawarschool.com](mailto: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](mailto:sajitha@hawarschool.com), Phone: 13 666 555 (6031)**