



Dear Parents,

After a long break, I am happy to welcome our students back to the classrooms

- To LEARN, TO GROW & TO BECOME THE BEST CITIZENS OF BAHRAIN.

Let me share the most important updates for the Academic Year 2024-25

Wishing you all in advance, one of the BEST school Year!

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

1. WEEKLY AGENDA FOR THE FIRST WEEK BEGINNING 3 SEPTEMBER: [CLICK](#)

2. NOTES :

A. Notes for the Educational support unit: [CLICK](#)

B. Please refer to the below notes for the mainstream

3. In case of clarifications needed, please do email me.

1.School Reopening Date & Students' Reporting time

- School reopening date - Tuesday, 3rd September 2024
- Classes will start at 7: 30 AM for Middle school & 7:25 for High school.
- Students can report to school from 6 :45 AM. Please note that School Gates will be closed by 7: 30 AM for drop-offs. After 7:30 AM, use Gate 1 (Main gate) for entry. Late students will need to obtain a Late Pass from the supervisors to go to class.
- [Documents for Students:](#)

School Director Mr Bilal's Letter - [CLICK](#) [CLICK](#)
Students' Class Timetables ([LINK](#))

School Calendar ([LINK](#))
Bell schedule ([LINK](#))

2. Students' Classes

- Kindly check your child's class at the Digital Campus Portal or you might find out through the Google Classroom invitations starting Monday. Once students are in school , supervisors & duty teachers will support the students and guide them to their classes.
- We apologize in advance for our inconvenience in changing students to different classes Thank you for your understanding.
- In case of clarifications/help needed, you shall contact the respective Supervisors to get guidance.

3. Drop off and pick up plan & accessing the building :

Girls section : Drop off & Pick up - Gate 6

Boys section : Drop off & Pick up - Gate 3 & 4

IB students : Gate 1

Parents, 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

Middle & High School Boys

Grades 5 to 8:

- Students will enter/exit the school from Gate (3)
- Students will be dismissed at 1:10 PM, along with PS students (Tuesdays at 11: 35 AM)

Parents are not allowed to access the building.

Grades 9,10, 11 & 12 NON IB :

- Students will enter the school from Gate (3)
- Students will be dismissed at 1:35 PM (Tuesdays at 11:50 AM) - Gate 5

Parents are not allowed to access the building.

Middle & High School Girls

Grades 5 to 8

- Students will use Gate (6) to enter/exit the school
- Grades 5 to 8 Students will be dismissed at 1:10 along with PS students (Tuesdays at 11: 35 AM)

Parents are not allowed to access the building.

Grades 9,10, 11 & 12 NON IB

- Students will use Gate (6) to enter/exit the school
- Students will be dismissed at 1:35 PM.(Tuesdays at 11:50 AM)- Gate 6

Parents are not allowed to access the building.

Grade 11&12 IB :

- Students will enter the school from **Gate (3)**
- Students will be released at 3 :00 PM from Gate 5 (ON ALL DAYS)

Parents are not allowed to access the building.

Please follow the procedure strictly to avoid heavy rush during the dismissal.

Grade 11 & 12 IB:

- Students will use **Gate (6)** to enter the school
- Students will be released at 3 :00 PM from Gate 6, (ON ALL DAYS)

Please follow the procedure strictly to avoid heavy rush during the dismissal.

3. General procedural notes for students & parents

A) Textbooks :

- Textbooks will be distributed to your child through the respective homeroom teachers. Students are allowed to take back home their books to do the labeling.
- Textbooks will be provided upon showing the **receipt to the Homeroom teachers.**
- **G11 and ESU students** will be receiving their textbooks after 2 weeks once levels and choices are finalized.

B) Stationery: Please make sure that the necessary stationery as requested by the teachers is ready with the students. Students who wish to keep the stationery in the school are allowed to do so.

List for the full academic year is here : [CLICK](#)

Note :

- **For the first week of school, get:** At Least 1 notebook only for all subjects, pencil case (with pens, pencils, sharpener, ruler, eraser), packed snack, and a water bottle. Bring your own necessary stationery and do not share any of your possessions. During the first week of school, teachers will be distributing your child's books, workbooks and will specify for them if they need any extra stationery & those extras may be brought starting the second week of school.
- Students can bring light snacks and water to have during the breaks/ or buy from the school **canteen using only CASH (BENEFIT PAY IS NOT ALLOWED)**
- Middle & High Students will be issued lockers or cubby holes. They can have their backpack in the classroom. Students need to show the receipt of BD 10 to the section supervisors to avail the lockers.
- ESU stationery list is in the ESU admin note. Please refer.

D) Electronic gadgets:

- Grades 11 & 12 students can bring Laptop/Ipad & use it as per subject teachers' requirements. Middle school mainstream students are **not** permitted to bring any devices.
- ESU students are allowed to bring Laptops/Ipds for their learning purposes
- Devices (Laptop, Tablet, Ipad) should be fully charged with at least four hours of battery life, ability to connect it to WiFi & can be used as per teachers' instructions.
- **MOBILE PHONES ARE NOT ALLOWED IN THE CAMPUS.** If found, after the first warning, phones will be kept with the supervisors, until the end of school year.

4. Uniform & make up

- **Uniform:** students will be allowed to wear the PE uniform or formal black pants with white shirts, until they get the formal uniform ready (One month's grace period will be granted).
- Girls are strictly not allowed to wear tight or short skirts, shirts or pants. If this rule is violated, the concerned student will be sent back home at the same time by the supervisors.
- Girls are not permitted to wear Make up/Fake nails/flashy nail colours/multilayered chains, bracelets or anklets. Avoid using gold ornaments. If any student is found violating the school rules, he/she will be sent back home the same day.

5. New students & Returning students Orientation, Tutorials , student email & password access details :

1. Grades 5 to 12 New students' Orientation session will be held on Monday , 2nd September @ 10:00 Am @ the VIP Hall (Gate 6-entry & exit). **New students should attend along with their parents.**
2. **Grades 5 to 12 - First day will be on 3 september, Tuesday.**
3. Open Evening for Grades 5 to 12 will be intimated soon. During Open evenings parents will be getting a chance to meet all coordinators & teachers to know more about subject specific requirements . More details will be shared in a separate letter.
4. **Students who don't know how to access Google class, please watch this tutorial & you shall clarify your doubts during the Open days.**

Google class Tutorial link : <https://prezi.com/view/r8CnSFRSzbjvBp5aqQoE/>

5. **Email ID & Password for new students to access Google Classroom :**

Type in browser: Gmail.com

Student Gmail is student ID@hawarschool.com, for example 21-00888@hawarschool.com

Password: 12345678

Parents can view **student id** on the payment receipt. **PARENTS SHOULD RESET THE PASSWORD AFTER THE FIRST LOG IN & keep the password SAFELY.**

6. Digital Campus application: check the following screenshot. For the newly registered students kindly contact M.Altaf the IT manager on 33491375 to get your username and password.

1. Find the app (Digital Campus Parent APP V3)

2. Press Allow button

3. School Code is : HIS

4. Type username and password to login

6. Assessment Plan :

Details on the Assessment Plan will be shared during the Open days

7. Attendance Policy

Attending the classes is highly important. Hence, 15 to 20% weightage will be added for Grades 5 to 12 per subject

8. Late Submission Policy : [CLICK HERE](#)

9. COMMUNICATION PROCESS

- a. Kindly make sure you are contacting the teachers or supervisors **ONLY VIA EMAIL** in case of clarification or query.
- b. If you need any assistance regarding the school G-Mail account OR Digital Campus, please contact Mr. Altaf: altaf@hawarschool.com
- c. If you need any assistance regarding Textbooks, please contact Mr. Zaher: zaher@hawarschool.com
- d. Any query regarding school fees, kindly contact the school accounts office: nawal@hawarschool.com
- e. Queries regarding Attendance, medical certificate submissions, etc. should be directed to Section Supervisors, details are as below:

High School Boys : Mr Raed Inayah (6027)

High School girls: Ms Seham Shaker (6037)

Middle School Boys : Mr Mustafa Omar (6018)

Middle school Girls : Ms Manal Shamlooh (6026)

Counselors : Mr Hasan Saad (HS boys), Mr Ahmed (MS boys) &, Ms Abrar (Girls)

Educational Support Unit : Ms Mariam Al Banna (6008)

Thanks once again for your valuable support & cooperation,

Regards,

Stay Safe & Good Luck!

Ms Sajitha Satheesh

M&H Principal

Mail : sajitha@hawarschool.com

Phone: 13 666 555 (6031)