

## 13th December, 2023 Admin notes

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

**WISHING YOU ALL HAPPY BAHRAIN NATIONAL DAY**



- PAST WEEK'S HIGHLIGHTS - A BALANCED MIX OF EDUCATION & QUALITY ACTIVITIES
- Grade 12 semester exams are over and they will start their Q.3 from 7 January 2024. Wishing them a much deserved break !!
- نظم مجلس الآباء بالمدرسة ورشة بعنوان "احترام الآخرين" لطلبة الصف الخامس بنين، قدمها المدرب أحمد العواضي والتي ✨ عرّف فيها قيمة الاحترام وأهميته في حياتهم، وذلك عن طريق تطبيق ألعاب تربوية،تفاعل الطلاب خلالها وأبدوا استعدادهم لتطبيقها في واقعهـم المدرسي ✨ [CLICK](#)
- Student council organized **Jersey Day** for the Middle & High school students which gave them an opportunity to wear their favourite jersey, be happy & proud as well as develop a feel that they can also become like them in future. [CLICK](#) [CLICK](#)

- HIS celebrated National day in particular for the special needs students so that they can enjoy the spirit of patriotism in a special ambience.

- **POINTS FOR ACTION & UPCOMING WEEK'S HIGHLIGHTS**

- a. Its quite unfortunate to note that many students of the High school are absent today or took early leave. Please be informed that teachers have been teaching today & these lessons will not be retaught after the holidays, in addition, this may also negatively impact the attendance marks. Kindly make sure students are present on all working days to get the deserved marks & understand the concepts.
- b. HIS will be celebrating **Bahrain National Day** on the 14th of December (tomorrow) with a variety of patriotic programs & there will be a sale of Bahraini artifacts for the students & parents. **All are cordially invited. Please join our program. [PROGRAM](#) link.**
- c. **STUDY GUIDE** for Grades 5 to 11 is attached here for the parents who would like to prepare their kids during the holidays - [CLICK](#) (This will also be available in the website & supervisors' whatsapp groups) (**Study guide** for the ESU students will be posted on 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.**
  - **sem 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

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

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

- e. If you need any clarifications on any matter, please visit my office. It's better to take appointments to avoid time conflicts.

Regards,

Ms Sajitha Satheesh, Principal -Middle & High School

WISHING YOU ALL HAPPY HOLIDAYS - SEE YOU ALL BACK ON  
7 JAN 2024



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

1. WEEKLY AGENDA FOR GRADES 5 to 12 FOR THE WEEK BEGINNING 7th  
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](#)

**Girls 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)