



Dear Parents,

Salaam!

Let me share the most important updates for the Week beginning 8 September 2024.

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

IMPORTANT DOCUMENTS

WEEKLY AGENDA FOR THE FIRST WEEK BEGINNING 8 SEPTEMBER: [CLICK](#)

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

ARTICLE FOR PARENTS (COURTESY: Mr Hassan Saad)

“”Our children are not out of control”” - [CLICK](#)

1. Students' Entry & Reporting time

- School reopening date for HS girls- Monday, 8th 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.
- 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.

- We apologize in advance for our inconvenience in changing students to different classes based on all teachers & supervisor's recommendations. We think of our students' well being & progress. 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

IB students : Gate 1 (Drop off-Gate 3, Pick up -Gate 1)

In case you are late to pick your kid, please do inform the supervisor.

We will make them sit in a class with a supervisor

Kindly do not tell them to wait outside for you which is not safe for them.

4. 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.

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

ESU stationary list is in the ESU admin note. Please refer.

C) Snacks : 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).

Besides, to keep students hydrated, we've installed vending machines that offer water and juice bottles. These machines only accept coins.

* Water: 100 fils per bottle

* Juice: 200 fils per bottle

Please note: We cannot provide change, so make sure your child has the exact amount in coins if they want to purchase drinks.

Kindly also send water bottles with your wards so that they refill water from the dispenser.

D) 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.

E) 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:** Mobile phones should be kept in bags, switched off or silenced and not on display around the school. If found using, after the first warning & informing the parents, phones will be kept with the supervisors, until the end of school year.

5. 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.

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

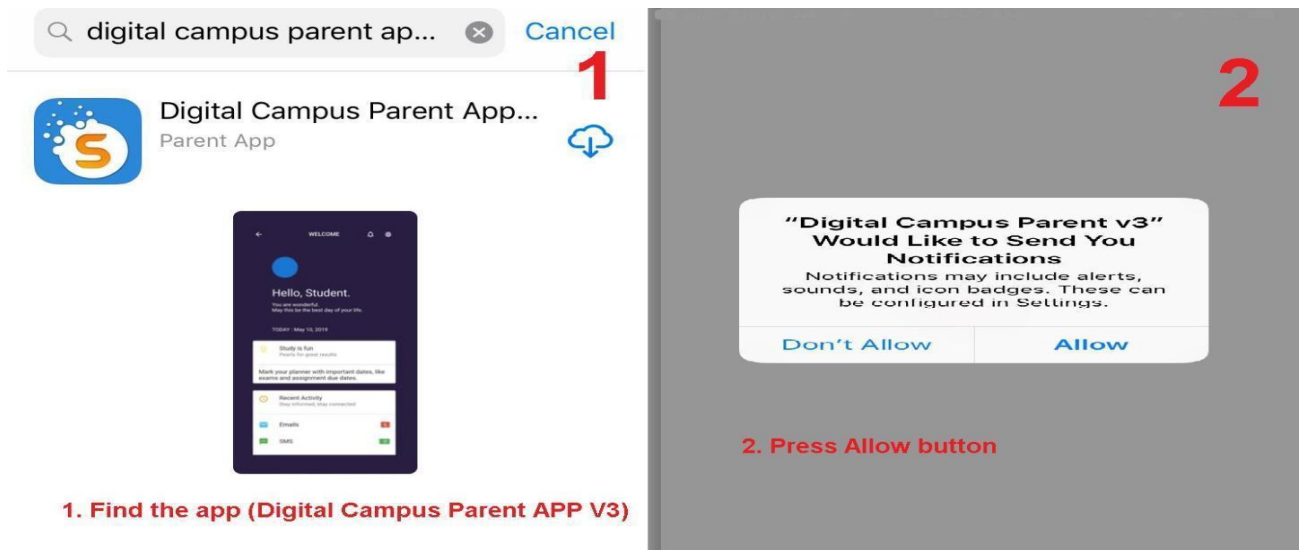
1. Open Evening for Grades 5 to 12 will be intimated soon. During Open evenings parents will be getting a chance to meet all coordinators & teachers to know more about subject specific requirements . More details will be shared in a separate letter.
2. Students who don't know how to access Google class, please watch this tutorial & you shall clarify your doubts during the Open days.
Google class Tutorial link : <https://prezi.com/view/r8CnSFRSzbjvBp5aqQoE/>
3. **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

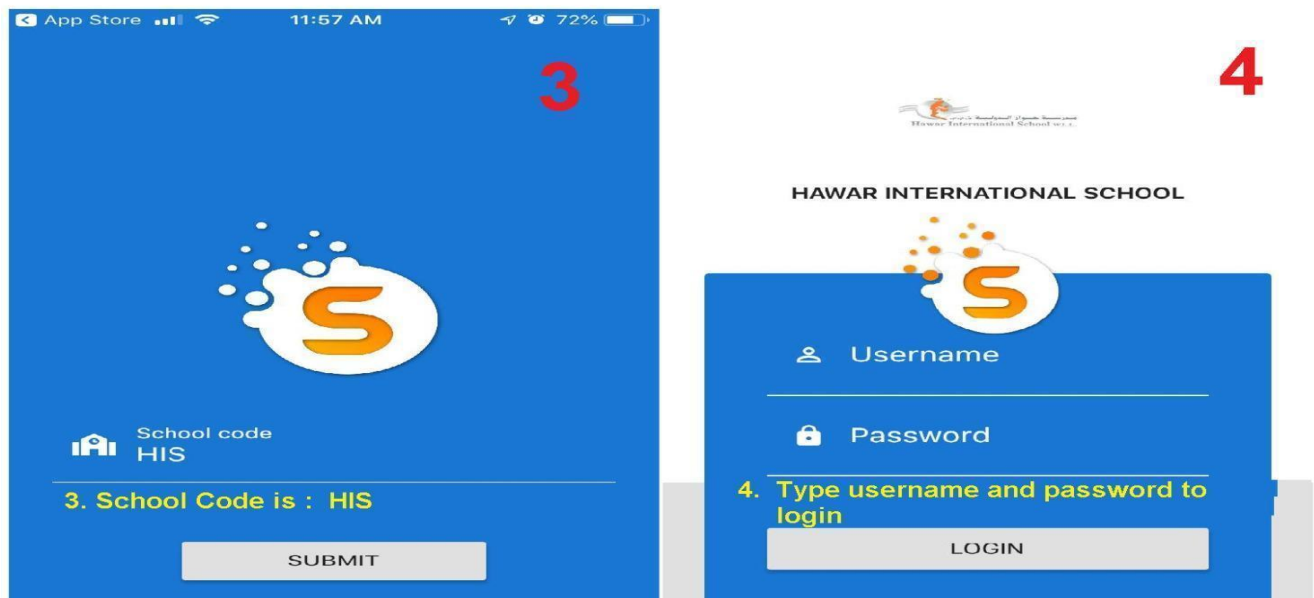
Password: 12345678

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

4. 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)



7. Assessment Plan :

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

8. Attendance Policy

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

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

10. 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)