

Dear Students & Parents,

Salaam. Greetings from the Middle & High School Principal !

- Please make sure your contact information(email & phone) is up to date with the school office : contact Mr Altaf (altaf@hawarschool.com)
- Watch for upcoming details on schedules, events, supply lists, and important dates sent via letters, SMS, admin notes or school website/instagram.
- Keep visiting the DC App (If not installed, please do so)to get updates regarding the academic, discipline & attendance details
- Every Thursday morning, I will be sending this weekly agenda with details for the upcoming week as email. If you have missed the email, please visit the school website -Weekly Plans - Middle school/High school

Let me share the most important updates for the Week beginning **20 September 2026**.

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

WEEKLY AGENDA FOR THE WEEK BEGINNING 20 September 2026: [CLICK](#)

NOTES:

1. Grades 8,9 & 10 IGCSE Enthusiasts, please browse the guide in the link and revert back to our IGCSE Coordinator in case of clarifications required : [CLICK](#)
2. Tentative Assessment Calendar & Planner: [CLICK](#) (please note that without a valid medical excuse no student will be given a chance to reschedule the quiz, test or exam)
3. For late submissions such as projects, notebooks or assignments without medical evidence, marking will be aligned with the late submission policy. [CLICK](#)
4. Tentative activities List: [CLICK](#) (kindly encourage your child to participate in at least one of the activities) - Throughout the year activities could be added or reduced depending on the conditions.
5. Kindly check the google classrooms for the class timetable & students' List.
6. We are expecting the chrome books to be delivered by the end of September, until then kindly send a laptop/ipad as per teachers' request.
7. Students who have not received the textbooks yet, will be receiving the same by the end of next week.
8. We will be starting the **MS MATHS SUPPORT LESSONS** from tomorrow. The Supervisors will be contacting the concerned students' parents.

UPCOMING ACTIVITIES

1. Open Evening:

- Open evenings are conducted to provide detailed information on pathways, IGCSE core/extended, grade level subjects curriculum and assessments weeks
- MHS Open evening date : 16 Sep 2026 (TODAY)

2. **Peace Day** - 21 September ([Letter](#) from the Activity Coordinator)

3. **Saudi National day** - 23 September ([Letter](#) from the Activity Coordinator)

4. University Fair -

a) 22 Sep :

Applied Science Private University - Jordan

Ras Al Khaimah Medical and Health Sciences University - UAE

Batterjee Medical College - ksa

American University of Sharjah - UAE

University of Dubai - UAW

University team - UAE

b) 30 Sep :University fair

5. Senior Committee Selection - Ongoing

6. Student Council Election - Next week

7. MUN - HS - Interviews for the Heads - Ongoing

8. MUN - MS - Planning of the program - in process

9. Morning assemblies- Ongoing

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

Principal - MHS: Ms Sajitha
PA: Ms Tabassum

Email: sajitha@hawarschoolo.com Ext: 6031
Email: tabassum@hawarschool.com Ext 6020

Supervisors:

Middle school Boys: Mr Mustafa

Email : mustafa@hawarschool.com Ext: 6018

Middle school Girls : Ms Manal

Email : manal@hawarschool.com Ext: 6012

High school Boys: Mr Raed

Email : raed@hawarschool.com Ext: 6027

High school Girls : Ms Seham

Email : seham@hawarschool.com Ext: 6037

Counselors:

Middle school Boys: Mr Yasser

Email: yasser@hawarschool.com

Middle school girls: Ms Abrar

Email: abrar@hawarschool.com

High school Boys: Mr Hassan Saad

Email: hassansaad@hawarschool.com

High school girls: Ms Rusol

Email: russel@hawarschool.com

ESU:

Head of ESU: Ms Maryam Al Banna Ext: 6008

Email: esu@hawarschool.com

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

Middle & High School Principal,

Email : sajitha@hawarschool.com, Phone: 13 666 555 (6031)