

Dear Students & Parents,

Salaam. Greetings from the Middle & High School Principal !



School is more than books.

It's friendships, learning, and finding out what excites you.

To our parents and guardians: Thank you for entrusting us with your child's education. Your partnership is one of the most important ingredients in your child's success. A few notes as we begin the year:

- Please make sure your contact information(email & phone) is up to date with the school office : contact Mr Altaf
- 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 Wednesday afternoon or the latest by Thursday morning, I will be sending this weekly agenda with details for the upcoming week as SMS. If you have missed the SmS, please visit the school website -Weekly Plans.
- We encourage students to get involved in clubs, sports, and activities — they're a wonderful way to build community and discover new interests.
- Our teachers and staff are here to support every student, and we welcome your communication via email throughout the year.

Together — students, families, and staff — we make up a community built on respect, curiosity, and care for one another. I would like to extend a warm welcome to each one of you to the Middle & High School for the academic year 26/27. A diverse pool of academic & extra curricular activities has been scheduled for you @ HIS to ensure a balanced growth of each student.

Let me share the most important updates for the Week beginning **30 August 2026.**

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

WEEKLY AGENDA FOR THE WEEK BEGINNING

30 August 2026: [CLICK](#)

NOTES:

1. MHSP Letter with all details on uniform, mobile, device policies etc : [CLICK](#)
2. Kindly ensure that the students are,
 - a) accepting the google class invitations from all the teachers
 - b) Collecting textbooks today, if joining late to school, should collect directly from Mr Zaher (submit the book fees receipt)
3. Tentative Assessment Calendar & Planner: [CLICK](#) (please note that without a valid medical excuse no student will be given a chance to do the reschedule the quiz, test or exam)
4. Late submissions such as projects, notebooks or assignments - without medical evidence - late submission policy applies. [CLICK](#) for late submission policy
5. 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.
6. Kindly check the google classrooms for the class timetable & students' List.

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
Middle school Girls : Ms Manal
High school Boys: Mr Raed
High school Girls : Ms Seham

Email : mustafa@hawarschool.com Ext: 6018
Email : manal@hawarschool.com Ext: 6012
Email : raed@hawarschool.com Ext: 6027
Email : seham@hawarschool.com Ext: 6037

Counselors:

Middle school Boys: Mr Hassan Saad
Middle school girls: Ms Abrar

Email: yasser@hawarschool.com
Email: abrar@hawarschool.com

High school Boys: Mr Hassan Saad
High school girls: Ms Rusol

Email: hassansaad@hawarschool.com
Email: russel@hawarschool.com

ESU:

Head of ESU: Ms Maryam Al Banna Ext: 6018

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)