

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 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 - Middle school/High school
- 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.

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

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

WEEKLY AGENDA FOR THE WEEK BEGINNING 6 September 2026: [CLICK](#)

NOTES:

1. MHSP Letter with all details on Grades 9 & 10 core/extended GPA, percentage, Grade 11 choices, uniform, mobile, device policies etc : [CLICK](#)
2. Kindly ensure that the students are,
 - a) accepting the google class invitations from all the teachers
 - b) Are ready with their notebook, textbook & laptop or ipad until chromebooks are handed over.
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.

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
- Schedule & timing will be shared separately via SMS soon.

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)