

Dear Students & Parents,

Salaam. Greetings from the High School Principal !



Let me share the most important updates for the upcoming week:

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

## WEEKLY AGENDA FOR THE WEEK BEGINNING 9 - 13 November 2025: [CLICK](#)

### **NOTES:**

1. **Article** from the HS Boys Counselor : [CLICK](#)

2. **First PTC Details:**

- The school administration is pleased to invite you to attend our periodic **Open Day**, which serves as a valuable opportunity to strengthen the partnership between the family and the school and to closely monitor the academic and behavioral progress of our students.
- **Date: Saturday, November 8, 2025.**
- **Time: From 7:30 AM until 3:00 PM.**
- **Break for the teachers: 11:30 AM -12:00 PM**
- **Time allocated to meet any subject teacher : 5 to 10 minutes** (Kindly take appointment with concerned teachers if you would need more time to discuss your ward's progress)

- **The detailed seat plan for the Open Day and the location map:** [Seat Plan](#)  
[Location Map](#)
- **The school will be closed on Sunday, November 9, 2025. Classes will resume on Monday, November 10, 2025.**

3. **Formative assessments** Grading Breakdown, **Revised** Date blocks and Weightage for the full academic year : Grades 9 to 12 (MS & ESU) : [CLICK](#)
4. **Quarter 2 Test Calendar** for Grade 12 : [CLICK](#)  
Please note that test portions are also added to the calendar.
5. Please refer to the [Late Submission Policy](#) carefully & in case of clarifications required, please pen back to me.
6. Kindly note that **Rescheduling of tests**/quizzes are possible ONLY if a valid medical certificate or emergency travel documents or any other emergency details are furnished to the supervisors or to my office.
7. Please note that we have revised our **Awards criteria** for grades 1 to 12. Please browse through this document to know all details of the award criteria for each grade level. [CLICK](#)
8. To help our students to choose the right career, a handbook is prepared. Please support your wards by referring to the **Career Handbook** : [CLICK](#)
9. **Early Exit from the school** : Kindly furnish valid documents, such as: medical appointment, emergency details, flight details in case of travelling etc to the supervisors/ receptionist to avoid any inconvenience & easy exit of the students in need.

### UPCOMING ACTIVITIES

1. I am proud to share the initiative, **PODCAST** by our IB students which is intended to give radio/TV/ Social media podcast experience to all of our High school students. Please encourage your wards to complete the below link to participate in this initiative. [Responder Link](#)
2. We will be celebrating **International Day of Islamic Art**, which UNESCO celebrates annually on November 18th.
3. Our Seniors will be having a Breakfast Outing at the Marassi Mall on Monday, 10 November. Please fill in the registration form : [CLICK](#)
4. The **Job Shadow Program** by Injaz will be held for the Seniors on 16 November.
5. **Innovation camp** by Injaz will be held for the HS on 20 November.
6. **Morning assemblies** on Mondays (HS Boys) & Wednesdays (HS Girls) at the gym. Timing : 7: 10 - 7:30 AM. Kindly ensure the students are dropped on time so they can get all updates during the assembly.

## PAST ACTIVITIES

## DOCUMENTS FOR REFERENCE

1. Career Booklet: [CLICK](#)
2. Awards Policy : [CLICK](#)
3. School Calendar 2025-26: [CLICK](#)
4. Bell Timings: [CLICK](#)
5. Class Timetables: [CLICK](#)
6. Presentations that were shared during the Online orientation on 28 Aug : IB, IELTS, Career Programs : [CLICK](#)

## COMMUNICATION PROCESS

- Kindly make sure you are contacting the teachers or supervisors **ONLY VIA EMAIL** in case of clarification or query.

**Principal - HS:** Ms Sajitha

Email: [sajitha@hawarschoolo.com](mailto:sajitha@hawarschoolo.com) Ext: 6031

PA: Ms Mahreen

Email: [mahreen@hawarschool.com](mailto:mahreen@hawarschool.com) Ext 6020

### **Supervisors:**

High school Boys: Mr Raed Inayah

Email : [raed@hawarschool.com](mailto:raed@hawarschool.com) Ext: 6027

High school Girls : Ms Seham Shaker

Email : [seham@hawarschool.com](mailto:seham@hawarschool.com) Ext: 6037

### **Counselors:**

High school Boys : Mr Hassan Saad

Email: [hassansaad@hawarschool.com](mailto:hassansaad@hawarschool.com)

High school girls: Ms Abrar

Email: [abrar@hawarschool.com](mailto:abrar@hawarschool.com)

### **ESU:**

Head of ESU: Ms Maryam Al Banna

Email: [esu@hawarschool.com](mailto: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](mailto:altaf@hawarschool.com)

Any query regarding school fees, kindly contact the school accounts office:  
[nawal@hawarschool.com](mailto:nawal@hawarschool.com)

**Thanks once again for your valuable support & cooperation,Regards,  
Stay Safe & Good Luck!**

**Ms Sajitha Satheesh, High School Principal,**

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