



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 22 -26 Feb 2026: [CLICK](#)

### NOTES:

1. Ramadan days, Bell timing & Gate Opening Timings : [CLICK](#)
2. Tentative Planner of Q.4, Sem 2 & Graduation for Grade 12 students (IB & Non IB) : [CLICK](#)
3. Grades 9 to 11 Non Core subjects Test schedule & study guide will be posted in the google classrooms on Sunday (22 Feb) and also will be shared with you in my next admin note.  
The schedule will be shared in the next admin note.
4. Semester One Academic & Perfect attendance awards schedule : [CLICK](#)  
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, especially Grade 12 Honour selection criteria. [CLICK](#)
5. Support lessons for the students will be commencing after Eid holidays. The schedule will be shared one week prior to the starting date.
6. **Article** from the HS Boys Counselor : [CLICK](#)
7. Please refer to the [Late Submission Policy](#) carefully & in case of clarifications required, please pen back to me.
8. **Unauthorized absences, Late arrivals & Early Exit from the school** : I have noticed that **some of the students** are not serious in punctuality, they don't attend school or exit early or come late and miss a lot of learning. Their attitude is well supported by the parents. Its important to note that these absences will impact negatively on their learning and their performance during the tests and exams. Parents have to pay extra attention to punctuality so your wards will perform well in the assessments. **COMPLAINTS REGARDING THE MARKS FROM THE STUDENTS**

**WHO HAVE BEEN ABSENT WITHOUT MEDICAL DOCUMENTS OR EMERGENCY TRAVELS WILL NOT BE ENTERTAINED.**

### UPCOMING ACTIVITIES

1. **FEBRUARY ACTIVITIES** : [CLICK](#)

### PAST ACTIVITIES

1. Grade 12 students( 68 of them) enjoyed the gokarting trip at Zallaq.
2. IB students beautifully arranged the Ramadan Boxes as part of their CAS subject.
3. HS boys enjoyed the interclass football matches @ Riffa views and the winners were given cash prizes.

### DOCUMENTS FOR REFERENCE

1. **Formative assessments** Grading Breakdown, **Revised** Date blocks and Weightage for the full academic year : Grades 9 to 12 (MS & ESU) : [CLICK](#)
2. Career Booklet: [CLICK](#)
3. Awards Policy : [CLICK](#)
4. School Calendar 2025-26: [CLICK](#)
5. Bell Timings: [CLICK](#)
6. Class Timetables: [CLICK](#)
7. 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  
PA: Ms Mahreen

Email: [sajitha@hawarschoolo.com](mailto:sajitha@hawarschoolo.com) Ext: 6031  
Email: [mahreen@hawarschool.com](mailto:mahreen@hawarschool.com) Ext 6020

#### **Supervisors:**

High school Boys: Mr Raed Inayah  
High school Girls : Ms Seham Shaker

Email : [raed@hawarschool.com](mailto:raed@hawarschool.com) Ext: 6027  
Email : [seham@hawarschool.com](mailto:seham@hawarschool.com) Ext: 6037

#### **Counselors:**

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

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

**EMail : [sajitha@hawarschool.com](mailto:sajitha@hawarschool.com), Phone: 13 666 555 (6031)**