

Date: August 22, 2023

Dear Respected Parents,

On behalf of the staff at ESS School, we are happy to welcome you to **2023-2024 academic year**. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential.

We recognize that in order to be successful in school, **our children need support from both the home and school**. We are aware that a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

1- School Timing:

School time for the **first week**:

Day /Date	Grade/s	Time	Gate
Sunday to Wednesday Aug 27 – Aug 30, 2023	Gr. 2 to 10	7:00a.m. – 12: 00 p.m.	Girls/ Gate 1 Boys/ Gate 2
Monday to Wednesday Aug 28 – Aug 30, 2023	Gr. 1	7:00a.m. – 12: 00 p.m.	
Thursday, Aug 31, 2023	Gr. 1 – 10	7:00 a.m. – 12: 00 p.m.	

Weekly school time: Starting from **Week 2**

Days	Grades	Time	Gates
Sunday to Wednesday	1 – 10	7:00a.m. – 2: 00p.m.	Girls/ Gate 1 Boys/ Gate 2
Thursday ONLY	1 – 10	7:00 a.m. – 12: 00 p.m.	

1. **Assembly Time:** every day at **7:00 am**.
2. **First period starts at 7:15 am**.
3. Dismissal **Auto call APP** system starts at **1:55 pm**. The service will not be active before 1:55 pm. **Please, see the attached leaflet about this system.**
4. New students will receive their accounts during the first week.
5. Absence and Late arrival will be counted from first week.

2- Absence:

- a) The school discourages any absences during the academic year. **It is the responsibility of the student, not the teacher to make up the work missed.**
- b) If absence is due to sickness, the school has to be provided with a medical **sick leave**. Un-notified absence will be considered un- excused and will be subject to grade reduction.
- c) **Make-up test** will be given only if a medical sick leave is provided.
- d) Parents should **receive an “SMS”** about the student’s absence whether it was an excused or a non-excused absence. (School policy will be attached).
- e) The absenteeism policy will be applied and will be **reflected on the report cards**.

3-Early Dismissal:

If, for any reason, the student needs to leave the school before the dismissal time or there is a change in the person picking him/her up from school, **a written request must be sent** to school. If leaving during school hours, the person picking the student up must show the administration **his/her original ID/Iqama**.

4-Learning Resources:

1. Textbooks will be provided to students on the first day of school **27/8/2023**.
2. ESS offers students with the digital resources for Math, English, Science, French and Social Studies, which **will be distributed in the second week of school**.
3. For communication with the technical support, use the following email address: IT@ess.edu.sa.

5-Parents’ Orientation:

Please consider joining **our school orientation program in the first week** as our students can greatly benefit from your involvement and contributions to the school’s program and its operations.

6-School Uniform

- The **uniform coupons** are available to be purchased from our **accounting department**. The payment for the uniform should be done at school. After receiving the coupon, please head to the Contracted **company branch** to collect the uniform as per sent schedule.
- A letter was sent from school including all the details of the above mechanism.
- Students are **required to wear the school uniform** to feel inclusive in school. Wearing uniforms enhance school pride, unity, and community spirit.
- As per the registration contract, parents after signing the contract **have to be committed** to the school polices and instructions.

7-Recess:

- During the recess time, students will share healthy meals with their colleagues in order to enhance their social relations.
- **Girls' section** will have two breaks during the school day, the first will be to rest and have their breakfast whilst the second will be Duhur prayer break.
- **Boys Section** will have 3 breaks during the school day, the first and second breaks will be to rest and have their meals whilst the third will be Duhur prayer break.

8-Cell Phones

1. Cell phones are not allowed at school.
2. Should a student need to speak to his/her parent, he/she may come to the Admin Office and ask for assistance.
3. ESS is adopting the policy of Bring your Own Device (BYOD). School network is protected by a firewall software. Thus, Devices with SIM cards are not allowed.

9- Discipline

Parents are encouraged to check the “**WAE'E Brochure & Ashrqi Brochure**” sent in the learning bag to get more information about the school policy.

ESS is following a rigid school discipline policy that promote and educate student's to be committed and follow up the cod of conduct.

10-Buses – Transportation services:

ESS offer an optional service to welling students to subscribe in transportation service framed with certain terms and conditions. A letter about this service was sent to your side a week before.

I it's important to grab your attention that this service is not obligatory for both parties.

The transportation service will start after closing the registration process (transportation) and determine the buses routs definite.

We are looking forward to an exciting year. It is our goal to provide all students with an educationally challenging, yet fun, experience in our school.

Schools' Principal

Manal Aboud