

Date:20/08/2024

## Dear respected parents & Guardians,

Greetings,

A heartfelt welcome to the 2024-2025 academic year at ESS school! We are delighted to have the opportunity to work collaboratively with you to ensure a year filled with intellectual growth, exciting discoveries, and remarkable achievements.

We recognize that a successful educational journey is built upon a strong foundation of partnership between the home and the school. We firmly believe that our shared commitment to your child's well-being and academic success will significantly influence their development and future accomplishments.

We look forward to a year of learning, growth, and collaboration.

### Joining Date:

The first term will start according to the following schedule

Section	Day	Date	Activity
KG3	Sunday	25/08/2024	First day celebration (gate 6)
KG2	Monday	26/08/2024	First day celebration (gate 6)
KG1	Wednesday	27/08/2024	First day celebration (gate 6)

### Schedules & School timing:

**-First Week:** Welcoming activities and orientation based on a detailed schedule which will be shared with you soon.

**-Weekly School Schedule:** You can access the schedule and timing for each week via Natej platform.

Throughout the initial month of the school year, our primary focus will be on facilitating students in getting acquainted with their peers and adapting to the various classroom routines, ensuring a smooth transition.

### Absence:

1. The school **strongly discourages absences** throughout the academic year. Students are **solely responsible** for completing any missed coursework.

2. In the event of an absence due to illness, the school requires the submission of valid medical **sick leave**. Unexcused absences, including those not notified to the school, will be **subject to a grade reduction**.
3. Parents will **be notified via SMS** regarding their **child's absence**, indicating whether it is excused or unexcused.

### Early Dismissal Policy : Starting from Week 3

#### Leave Requests

All leave requests must be submitted in writing to the section supervisor. Requests should be made at the beginning of the school day or at least two hours prior to the desired departure time. The reason for the leave and the specific time frame must be clearly stated.

#### Late Notifications

If a leave request cannot be submitted in advance, the section supervisor will make every effort to accommodate the request within a 60-minute timeframe.

#### Early Dismissal Times

- Early Dismissal: Students may leave school early between 9 AM and 12 PM.
- Main Gate Closure: The main gate will remain closed from 12 PM until the end of the official working day.

#### Changes in Pickup Arrangements

If a student needs to leave school before the official dismissal time or if there is a change in the designated pickup person, a written request must be submitted to the school administration. The accompanying adult must present a valid ID or Iqama for identification purposes.

#### Learning Resources:

- Textbooks will be distributed during Week 3.
- Learning centers where the child develops independent learning skills.

Parent's orientation meeting will be held on Saturday, 24<sup>th</sup> August to introduce ESS' program and curriculum and answer your inquiries.

#### School Uniform:

The school has contracted an external supplier to provide school uniforms in its venue. Uniform vouchers are available for purchase at the school's accounting department. Payment for the uniforms must be made from-site.

Upon obtaining a voucher, students should proceed to the designated supplier's location to collect their uniforms. Detailed information regarding this process has been communicated to all parents via a school-wide message.

### After-School Pickup Policy

#### **Prompt and Punctual Pickup:**

Parents are kindly requested to ensure that their children are picked up promptly at the designated dismissal times.

#### **Pickup Times: Up to 30 mins maximum**

Day	Timing	KG 1	KG2	KG3
Sunday - Wednesday	End of Day	1:40	1:45	1:55
	Waiting time up to	2:20	2:25	2:25
Thursdays	End of Day	12:00	12:00	12:00
	Waiting time up to	12:30	12:30	12:30

#### **Late Pickup Policy:**

- **Grace Period:** A grace period of **5 minutes** is allowed for urgent circumstances. However, this is not to be considered a regular practice.
- **Late Fees:** Parents will **be charged a fee of 75 SAR** per hour per student for late pickups **after 30 mins of last waiting time**. A 15% discount will be applied to siblings. For late pickups exceeding one hour, an additional 100 SAR per hour per student will be charged.

#### **Additional Information:**

A detailed letter outlining further information regarding the after-school pickup policy will be provided at a later date.

### Procedure for Delivering Items to Students:

If you need to give something to your child during school hours, please:

1. **Label clearly:** Write your child's name, grade, and your phone number on the item.
2. **Drop it off:** Bring the item to the school gate and handed it over to the **Guards:**
  - a. Morning: Gate 6 (6:45 AM - 7:30 AM)
  - b. Daytime: Gate 4 (8:00 AM - 1:30 PM)

### Student Health and Social Conditions Consent Form:

To ensure the well-being of our students, we kindly request your consent (through **responding to the Consent Questionnaire**) to gather information regarding **your child's health and social conditions**. This data will be used by our student counselor and medical staff to provide appropriate support and accommodation.

**Please note that a response to this form is mandatory.** Failure to provide consent may result in limitations on our ability to address any health or social concerns that may arise.

### Student Media Publishing Policy:

To outline the school's guidelines for the capture, use, and distribution of student media (photos and videos).

#### **Consent:**

- **Mandatory Consent:** All parents or legal guardians are required to complete a consent questionnaire, granting permission for the school to capture and use photos and videos of their child for school purposes.
- **Implied Consent:** If a consent questionnaire is not received within the specified timeframe, it will be assumed that consent has been granted.

#### Media Usage:

- **Educational Purposes:** The school may use student media (photos and videos) on social media platforms for educational purposes, such as promoting school activities, events, and achievements.
- **Advertisements:** The school may also use student media in advertisements or promotional materials related to the school.

#### Parental Requests:

- **Limited Requests:** Parents or legal guardians may not request specific photos or videos to be captured by school staff. We'll follow specific standards for high-quality photos. Due to the dynamic nature of events, **retakes may not be possible. We apologize if you're not satisfied with certain photos.**

#### Media Distribution:

- **Frequency:** The school reserves the right to determine the frequency of media sharing with parents. This may include weekly or monthly updates but does not guarantee daily sharing.

#### Parent's Role:

The role of the parent is crucial in the kindergarten stage, especially at the beginning until a child gets familiar with the school daily routine. Parent's supervision is required to follow up their children.

We hope that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience.
- Completes all homework assignments given by teachers.
- Reads daily to develop love for reading and to improve literacy skills.
- Shares school experiences with you so that you are aware of his/her school life.

#### Healthy food

- Children will have two breaks during the school day.
- We strongly advice you to provide your child with two healthy meals and water.
- Children are not allowed to bring unhealthy food, chocolates, nuts, and food containing artificial colors or sugar.

#### Parents – School Communication:

##### 1. General Inquiries:

Parents seeking assistance can contact the designated supervisor via email below at. Responses will be provided within 24 hours.

##### 2. Daily Communication:

Routine communication between parents and teachers should occur daily through **the NATEJ System Only.**

### 3. Important Announcements:

School announcements, schedules, and administrative notices will be broadcasted directly to parents' private WhatsApp accounts.

### 4. Academic Appointments:

To schedule academic consultations, parents must email the teacher to confirm availability. Walk-in appointments are not permitted.

### 5. Learning Management System (LMS) Access:

At the beginning of the academic year, each student will receive a username and password for the school's Learning Management System (LMS).

### 6. Telegram channels:

To facilitate efficient communication between the school and parents, a dedicated Telegram channel will be established for each class. This channel will serve as a primary channel for sharing student photographs, as well as important announcements, administrative updates, and educational notes.

### 7. Parent-Teacher Meetings (PTMs):

The school will host two parent-teacher meetings (PTMs) per year.

### General Instructions:

1. Students are not allowed to bring toys, electronic devices, mobile phones, electronic games, and cameras.
2. Soft drinks, chips, candy and chocolate are banned.
3. Please make sure to send an extra set of clothing with your child.

### Parents responsibilities:

1. The parents (Father or mother or both) are responsible to read all schools letters, circulars, policies, questionnaires, and instructions carefully.
2. Response to schools' questionnaires on the assigned time.
3. Response to all schools' communications via phone calls and letters.
4. Encourage their child/s to attend the schools in all conditions.
5. Avoid their child/s lateness.
6. Cooperate with schools' administration regarding academic and behavioral intervention plans.

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.

Thank you for your cooperation.

**Kindergarten Principal**

**Ms. Wijdan Alghamdi**

