

Date: August 2025

**Dear respected parents & Guardians,**

Greetings,

On behalf of the ESS School staff, we warmly welcome you to the 2024-2025 academic year. We anticipate a productive partnership with you to support our students in reaching their full potential.

We understand that a strong home-school collaboration is essential for student success. We are committed to working together to create a positive and supportive learning environment for your child. As partners, we share the responsibility for our students' achievements and are dedicated to fulfilling our respective roles to the best of our abilities.

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

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

### **School Timing:**

| Day /Date                                  | Time                       | Grade          | Gate   |
|--------------------------------------------|----------------------------|----------------|--------|
| Sunday to Wednesday<br><br><u>Thursday</u> | 7:00 am – 1:35 pm          | 1 to 6 Boys    | Gate 1 |
|                                            |                            | 6 to 9 Girls   | Gate 1 |
|                                            | <u>7:00 am – 12: 00 pm</u> | 1 to 6 Girls   | Gate 2 |
|                                            |                            | 10 to 12 Girls | Gate 2 |

1. Assembly Time: every day at 6:45 am.
2. First period starts at 7:00 am.
3. Auto call system starts at 1:35 pm.
4. New students will receive their accounts during the first week.

### **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. **Make-up assessments** will be administered only upon presentation of **valid medical sick leave**.
4. Parents will **be notified via SMS** regarding their **child's absence**, indicating whether it is excused or unexcused.

### **Early Dismissal Policy**

#### **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:**

1. **Textbooks** will be provided to students on the first day of school 25/8/2024.
2. ESS offers students with the digital resources for Math, English, Science, which **will be distributed in the second week of school**.

3. **Technical Support:** For any technical difficulties encountered with the digital resources, students are encouraged to contact the dedicated IT support team via email at IT@ess.edu.sa.

#### Parent's orientation:

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

#### 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.

#### Recess:

During the recess time, students will share healthy meals with their colleagues to enhance their social relations.

The school day will include two designated breaks:

1. **Morning Break:** Students will have the opportunity to rest and enjoy a nutritious breakfast.
2. **Duhur Prayer Break:** A dedicated time for students to perform the Duhur prayer.

#### Cell Phones:

In accordance with the Ministry of Education guidelines and our school's policies, the use of **Cell Phones is strictly prohibited on school premises**. Students requiring urgent communication with parents or guardians should report to the Administration Office for assistance.

#### Discipline:

Parents are encouraged to check the **"WAEE Brochure"** sent in the learning bag to get more information about the **school's discipline policies**.

#### 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:

- **Sunday - Wednesday: 2:25 PM**
- **Thursdays: 12:30 PM**

#### 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. 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 1 & 2 (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.

#### 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.

#### 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. Addressing Concerns:

Academic concerns and comments can be directed to the following personnel:

- **School's principal** Ms. Aliyah Al Hashem via direct email: [a.hashem@ess.edu.sa](mailto:a.hashem@ess.edu.sa)
- **Student's affairs Deputy** Ms. Ruba Abu Sitta for any administrative matter: [R.abusitta@ess.edu.sa](mailto:R.abusitta@ess.edu.sa)
- **Gr 1-6 Boys Counselor:** Mrs. Samiah Alaklabi ([s.alaklabi@ess.edu.sa](mailto:s.alaklabi@ess.edu.sa))
- **Gr 1-5 Girls Counselor:** Mrs. Elham Alotaibi ([e.alotaibi@ess.edu.sa](mailto:e.alotaibi@ess.edu.sa))
- **Gr 6-12 Girls Counselor:** Mrs. Alanoud Alqahtani: ([a.alqahtani@ess.edu.sa](mailto:a.alqahtani@ess.edu.sa))

##### 6. 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).

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

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

**The designated supervisor emails accounts:**

| Supervisor | Grade –level     | Admin Number     | Email Account                                                |
|------------|------------------|------------------|--------------------------------------------------------------|
|            | Boys<br>(Gr4-6)  | +966 55 220 7018 | <a href="mailto:l.admin1@ess.edu.sa">l.admin1@ess.edu.sa</a> |
| Afnan      | Girls<br>(Gr1-2) | +966 55 394 5901 | <a href="mailto:l.admin2@ess.edu.sa">l.admin2@ess.edu.sa</a> |
| Fatima     | Girls<br>(Gr3-5) | +966 53 495 2026 | <a href="mailto:l.admin3@ess.edu.sa">l.admin3@ess.edu.sa</a> |
| Ashwaq     | Girls<br>(Gr6-9) | +966 55 220 2510 | <a href="mailto:l.admin4@ess.edu.sa">l.admin4@ess.edu.sa</a> |
| Gharam     | Boys<br>(Gr1-3)  | +966 55 050 6537 | <a href="mailto:l.Admin5@ess.edu.sa">l.Admin5@ess.edu.sa</a> |
| Noura      | Girls<br>(10-12) | +966 55 881 0426 | <a href="mailto:l.admin6@ess.edu.sa">l.admin6@ess.edu.sa</a> |

**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 would like to thank you for your support and look forward to meeting you.

**School's Principal**

**Ms. Aliyah Al Hashem**