

# Welcome to the New Academic Year

American Diploma – International Academic Stage

Academic Year 2026 – 2027

## Dear Respected Parents & Guardians,

On behalf of the entire ESS School family, we extend our warmest welcome to the 2026–2027 academic year. We look forward to a productive and meaningful partnership with you in supporting your child to reach their fullest potential.

A strong home–school collaboration is the cornerstone of student success. We are fully committed to creating a positive, nurturing, and high-achieving learning environment — and we count on your continued partnership in this shared journey.

To support your child's learning journey, we kindly ask that you ensure your child:

- Attends school daily and arrives on time, fully prepared for the day.
- Completes all homework and assignments as directed by teachers.
- Reads daily to build a love for learning and strengthen literacy skills.
- Shares their school experiences with you to keep you connected to their school life.

## 1 ■ School Timings

Day / Date	Timing	Grades	Gate
Sunday – Wednesday	7:00 AM – 1:35 PM	Gr 1–6 Boys Gr 6–9 Girls	Gate 1 Gate 1
Thursday	7:00 AM – 12:00 PM	Gr 1–6 Girls Gr 10–12 Girls	Gate 2 Gate 2

- Assembly begins at **6:45 AM** daily.
- First period commences at **7:00 AM**.
- Auto-call dismissal system activates at **1:35 PM**.
- New students will receive their LMS accounts during the **first week of school**.

## 2 ■ Absence Policy

- The school strongly discourages absences. Students bear full responsibility for any missed coursework.
- Absences due to illness require a valid medical certificate. Unexcused or unnotified absences will result in a grade reduction.
- Make-up assessments are only administered upon presentation of valid medical sick leave.
- Parents will be notified by SMS indicating whether the absence is excused or unexcused.

## 3 ■ Early Dismissal Policy

### Leave Requests

All early leave requests must be submitted in writing to the section supervisor — either at the start of the school day or at least **two hours before** the requested departure time, clearly stating the reason and timeframe.

### Late Notifications

If advance notice is not possible, the section supervisor will endeavour to accommodate the request within a **60-minute window**.

**Early Dismissal Window:** 9:00 AM – 12:00 PM only. The main gate remains closed from 12:00 PM until end of day.

**Change of Pickup Person:** A written request must be submitted in advance. The accompanying adult must present a valid ID or Iqama.

## 4 ■ Learning Resources

- Textbooks will be distributed to all students on the **first day of school**.
- Digital learning resources for Math, English, and Science will be shared during the **second week of school**.
- For technical support with digital resources, contact the IT team at **IT@ess.edu.sa**.

## 5 ■ School Uniform

The school has partnered with an authorised external supplier to provide school uniforms. Vouchers may be purchased through the school's accounting department, after which students collect their uniforms directly from the supplier. Full details have been communicated via a school-wide notification.

## 6 ■ Recess & Prayer Breaks

The school day includes two designated breaks:

- **Morning Break:** Students rest and enjoy a healthy, nutritious breakfast together.
- **Dhuhr Prayer Break:** Dedicated time for students to perform the Dhuhr prayer.

## 7 ■ Mobile Phone Policy

In line with Ministry of Education guidelines, the use of mobile phones is **strictly prohibited** on school premises. Students needing to contact parents or guardians urgently should report to the Administration Office.

## 8 ■ After-School Pickup Policy

Parents are kindly requested to collect their children promptly at the designated dismissal times:

Sunday – Wednesday	2:25 PM
Thursday	12:30 PM

**Grace Period:** A 5-minute grace period is permitted for urgent circumstances only — not as a routine practice.

**Late Pickup Fees:** 75 SAR per hour per student (15% sibling discount applies). For delays exceeding one hour, an additional 100 SAR per hour per student will be charged.

## 9 ■ Delivering Items to Students

If you need to deliver an item to your child during school hours, please follow these steps:

1. **Label clearly:** Include your child's full name, grade, and your contact number.
2. **Drop-off at the gate:** Hand the item to the security guard at:
  - Morning (6:45 – 7:30 AM): Gates 1 & 2
  - During the Day (8:00 AM – 1:30 PM): Gate 4

## 10 ■ Consent Requirements

### Student Health & Social Conditions:

To ensure every student's well-being, parents must complete the **Health & Social Conditions Consent Form**. This information is used exclusively by our counselors and medical staff. A response is mandatory.

### Student Media Publishing Policy:

- All parents must complete the **Media Consent Form** granting permission to capture and use their child's photos/videos for school purposes.
- The school may share student media on social media platforms and in promotional materials for educational purposes.
- If no response is received within the specified period, consent will be considered granted by default.
- Parents may not request specific photos or videos from school staff.
- Media sharing frequency (weekly or monthly) is determined solely by the school.

## 11 ■ Parent–School Communication

1. **General Inquiries:** Contact the designated grade supervisor by email. All inquiries will be responded to within **24 hours**.
2. **Daily Communication:** Routine teacher–parent communication occurs exclusively through the **NATEJ (LMS) platform**.
3. **Official Announcements:** School notices, schedules, and circulars are sent directly to parents' registered WhatsApp accounts.
4. **Academic Appointments:** To schedule a meeting with a teacher, email the teacher directly to confirm availability. **Walk-in appointments are not permitted**.
5. **LMS Access:** Each student will receive a username and password for the school's LMS at the beginning of the academic year.
6. **Parent–Teacher Meetings:** Two formal Parent–Teacher Meetings (PTMs) are held per academic year.

For Academic Concerns, please contact:

Role	Name	Email
School Principal	Ms. Aliyah Al Hashem	a.hashem@ess.edu.sa
Student Affairs Deputy	Ms. Ruba Abu Sitta	R.abusitta@ess.edu.sa
Gr 1–6 Boys Counselor	Mrs. Samiah Alaklabi	s.alaklabi@ess.edu.sa
Gr 1–5 Girls Counselor	Mrs. Elham Alotaibi	e.alotaibi@ess.edu.sa
Gr 6–12 Girls Counselor	Mrs. Alanoud Alqahtani	a.alqahtani@ess.edu.sa

## 12 ■ Grade Supervisor Contact Directory

Supervisor	Section	Grade	Mobile	Email
—	Boys	Gr 4–6	+966 55 220 7018	l.admin1@ess.edu.sa
Afnan	Girls	Gr 1–2	+966 55 394 5901	l.admin2@ess.edu.sa
Fatima	Girls	Gr 3–5	+966 53 495 2026	l.admin3@ess.edu.sa
Ashwaq	Girls	Gr 6–9	+966 55 220 2510	l.admin4@ess.edu.sa
Gharam	Boys	Gr 1–3	+966 55 050 6537	l.Admin5@ess.edu.sa
Noura	Girls	Gr 10–12	+966 55 881 0426	l.admin6@ess.edu.sa

## 13 ■ Parent Responsibilities

- Read all school letters, circulars, policies, questionnaires, and instructions carefully and thoroughly.
- Respond to school questionnaires within the designated timeframes.
- Respond promptly to all school communications, whether by phone or written correspondence.
- Encourage and support your child's regular and punctual attendance.
- Ensure your child arrives on time and is ready to learn.
- Cooperate fully with the school administration in academic and behavioural intervention plans.

**We are truly grateful for your trust and continued support. We look forward to welcoming you and your child to another outstanding year at ESS.**

Warm regards,

**Ms. Aliyah Al Hashem**

School Principal — Encyclopedia of Science School