



CirNo09/AJB/AJB/AY2019-20/Oct2019

15.10.2019

Subject: Meeting Schedule for Parents

Dear Valued parent,

We are pleased to inform that the school has created a meeting schedule to address the concerns brought forward by parents.

Tuesdays & Wednesdays of every week **between 2:15 & 3:15 p.m.** are allocated for parents to interact with the school. Please note, these meetings will **only be held on appointment, walk-ins will be entertained upon availability** of the concerned person.

Appointment can be fixed by making a phone call to our Front Office Staff or walking in to fill in the 'Parent Appointment Slip', which can be found in the front office.

Appointments will be given as per the availability of concerned personnel, as per the details mentioned below.

- Please communicate with the **Class Teacher** through the **School Diary** for your day-to-day concerns related to:
 - Leave request
 - Incomplete class work
 - Homework
 - Uniform & ID Card
 - Conflict with peers
 - Participation in events
 - Lapses in home-school communication
- Please communicate with the **Subject Teacher** through **appointment on allotted days** for concerns related to:
 - Academic Progress in a particular subject
 - Unsatisfactory performance in class tests
 - Participation in class discussions and activities
 - Handing in homework/assignments/projects
 - Additional support to strengthen the subject

If your concerns are still not resolved, then take an appointment with the Subject Coordinators/Heads of Departments

Subject coordinators for Primary 1-6	Heads of Departments (HOD) for Secondary 7-12
Mathematics	
Ms. Anu Nair	Mr. Mohammed Azmathullahkhan
Science	
Ms. P.K.Archana	Mr. Christison Alorcious Iranimose (Chemistry)
	Ms. Sharmila Christy (Biology)
	Mr. Valliappan Murugappan (Physics)
English	
Ms. Asmina Pervaiz Jafri	Ms. Kitty Isaac
Arabic	
Ms. Nora Samy	Mr. Nazih Salman Houdaifa
Islamic Studies	
Ms. El Haga Shaaban El Metwalli (Samah)	Ms. El Haga Shaaban El Metwalli (Samah)
Humanities	
Mr. Riyaz Nagori	Mr. Riyaz Nagori
Commerce	
	Ms. Shamala Konganda Ganapathy
Information and Communication Technology (ICT)	
Mr. Nisar K.P.	Mr. Nisar K.P.
Assessments (Related to CAIE)	
	Mr. Oluwatoyin Laide Salako
Guidance and Counseling	
Ms. Fouzia Hydrose	Ms. Fouzia Hydrose
Floor Supervisors	
Ms. Luna Ali	Mr. El Sayed Elbatrawy
Transport	
Mr. Joshy	Mr. Joshy
Student Affairs	
Ms. Amel Jafar	Ms. Amel Jafar

If you would like to meet with the Vice Principals or Principal for any major concerns or suggestions, please make an appointment with **Ms. Cecily Davies (Vice Principal, Primary)**, or **Mr. Mohammad Gaffar (Vice Principal, Secondary, and Acting Principal, AJS - British System)**.

This initiative has been taken to open easy communication channels between you and the school for the betterment of our children. Please follow the protocol for smooth interaction in the future.

Thank you.

Al Ain Juniors School Administration

Acknowledgment Slip

I, parent of _____ studying in Grade _____ do hereby acknowledge receiving circular dated 15th October 2019 with subject **meeting schedule for parents** referring to the procedure of meeting with school personnel. I will follow the set protocol of the school for smooth interaction in the future between me (the parent) and the school.

Parent Name: _____

Date: _____

Parent Signature: _____

Mobile Number: _____