

Cir1/ AJB/VP/Sept 2018

09.02.18

## WELCOME BACK!

Dear Valued Students and Parents,

**Welcome Back** after an invigorating and energizing summer vacation. We hope you had a relaxing holiday and were able to spend valuable quality time as a family. To make the school more conducive for learning, we have made changes during the school holidays such as painting the school campus, each classroom, and rearrangement of classroom layout to provide a better teaching and learning atmosphere for our students. We are hopeful that these changes will help our students in having a more enjoyable and rewarding classes.

### **FOLLOWING ARE IMPORTANT THINGS WHICH WE WOULD LIKE YOU TO MAKE NOTE OF:**

#### **School Reporting Time:**

**Kindergarten Department: 8:30 am to 12:30 pm.** Entry gates are open from 7:00 am will close sharply at 8:40 am. It will re-open at 12:30 pm for students' dispersal.

**Primary and Secondary School: 7:30 am to 1:50 pm.** Entry gates are open at 7:00 am and will be closed sharply at 7:30 am. It will open again at 1:40 in the afternoon for let off time and will be manned and monitored by our security / school staff.

#### **Students Entry and Exit Gates**

In order to avoid overcrowding and traffic congestions and smooth and safe entry and exit of the students having their own transport, the entrance and exit of the students from Grade 1 – 12 are as follows:

- Gate A7

#### **Note:**

- Parents or designated Guardians can accompany their children only up to the entry gates and will not be allowed to enter inside the school.
- Late comers will have to go through the main reception gate only (A1).
- ***At let off time, parents and designated guardians will be required to enter the school premises (only up to the designated area). Please come on time in picking your children as we have no provision for care taking. The school shall hold no responsibility of child safety and security after the prescribed daily opening and closing time as mentioned in the undertaking during admission.***

**Punctuality:** We would like to encourage *all* our pupils to be punctual for school. This is in line with our school value of 'Commitment', and the responsible behaviour that is involved when our pupils live out this value. We would appreciate it if parents could make the effort to take their children to school on time. The names of pupils who are late will be recorded – a letter will be sent to the parents of pupils who are late more than 3 times and disciplinary action will be taken against such students, including extended learning time at school after 2:00 pm/ Saturday school. We also would like to remind parents not to take their child earlier than the set dispersal time as students will have loss of learning.

**Mobile Phones and Other Gadgets:** The school does not allow students to bring their mobile phones or any other gadgets in school. Please make sure your children abide by this school policy. Any student found with their gadgets will be confiscated and will only be released once parents come to school to claim them.

**Uniform:** All students must come in neat uniform including their student I.D.'s and Children must wear full school uniform each day to school. The school policy requires ALL students to use their I.D.'s at all times while they are in the school premises.

**Books:** Students shall only bring their books according to their time table. Do not let your children carry books that will not be used during the day.

**Baseline Assessment (for Grades 1 to 12):** Students of all Grade levels will take Baseline line assessment for the selected topics done in previous grade level for all the Core and compulsory subjects. The Baseline Assessment for the **Primary school** (Grade 1-6) shall take place from **Tuesday, 4<sup>th</sup> September to Thursday, 6<sup>th</sup> September, 2018** while **Secondary School (Grades 7 to 12)** will have their Baseline Assessments from **Sunday, 9<sup>th</sup> September to Wednesday, 12<sup>th</sup> September 2018**. These will be part of their formative assessments and facilitate target setting/forecast grades for students. This good practice will help the students to do well in their class academically.

**Student Class allocation:** The classes are allocated to students giving careful consideration to the demographic details, the number of boys and girls in a class (from KG to Gr.12), students' learning styles and learning aptitudes. We strongly advise you to abstain from making requests for change of sections. The decision of the school is final.

**Celebration Of Student Birthdays In School:** Kindly note that school does not allow celebration of Birthdays in school. Students are allowed to come in a decent coloured dress on the day of their birthday for Kindergarten to Grade 6 only. **The school does not permit the students to bring and distribute any kind of foodstuff** not just during birthday but in any day including chocolates and toffees, fizzy drinks and any kind of chips. Please be assured that at Al Ain Juniors, student's health, safety and security are given the highest priority. It is our constant endeavor to ensure that our teachers and other members of staff deliver the best services for the benefit of our students in important matters of child protection, health, discipline and behavior as per our Policy which is in line with **ADEK** and **Abu Dhabi Food Control Authority (ADFCA)** regulations. We always work with our valued parents and students to ensure that Federal and National Safety Regulations are enforced.

**Meeting School Personnel** Please do not hesitate to make an appointment with the Vice Principal/ Subject Coordinator/ HODs if you have any concern about your child's education. Prior Appointments can be made via front office.

| Name              | Position                           | Availability Days         | Time                        | Email Address                                                                                      |
|-------------------|------------------------------------|---------------------------|-----------------------------|----------------------------------------------------------------------------------------------------|
| Ms. Suzan         | KG Supervisor                      | Sunday - Thursday         | 7:30 – 8:30<br>1:00 – 2:00  | suzan.hendricks@alainjuniors.com                                                                   |
| Ms. Cecily Davies | Vice Principal - Primary           | Monday and Tuesday        | 2:15 – 3:30                 | <a href="mailto:cecily.davis@alainjuniors.com">cecily.davis@alainjuniors.com</a>                   |
| Mr. Parag Gandhi  | Vice Principal – Secondary         | Sunday / Monday / Tuesday | 12:00 – 1:00<br>2:15 – 3:15 | <a href="mailto:parag.gandhi@alainjuniors.com">parag.gandhi@alainjuniors.com</a>                   |
| Ms. Hemasri       | Subject Coordinator – Mathematics  | Tuesday and Wednesday     | 2:15 – 3:30                 | <a href="mailto:hemasri.namburi@alainjuniors.com">hemasri.namburi@alainjuniors.com</a>             |
| Ms. Archana       | Subject Coordinator – Science      | Monday – Wednesday        | 2:15 – 3:30                 | <a href="mailto:prasanna.archana@alainjuniors.com">prasanna.archana@alainjuniors.com</a>           |
| Ms. Riham         | Subject Coordinator - Arabic       | Tuesday - Wednesday       | 2:30 – 3:30                 | riham.ismaeil@alainjuniors.com                                                                     |
| Mr. Riyaz         | HOD – Social Studies& UAE English  | Thursday                  | 2:30 – 3:30                 | <a href="mailto:riyaz.nagori@alainjuniors.com">riyaz.nagori@alainjuniors.com</a>                   |
| Mr. Kamel         | HOD – Arabic                       | Thursday                  | 12:30 – 1:30                | <a href="mailto:kamel.hussein@alainjuniors.com">kamel.hussein@alainjuniors.com</a>                 |
| Ms. Samah         | HOD – Islamic Studies & UAE Arabic | Thursday                  | 8:00 – 10:00                | <a href="mailto:samah.elhaga@alainjuniors.com">samah.elhaga@alainjuniors.com</a>                   |
| Mr. Christison    | HOD – Chemistry                    | Thursday                  | 2:30 – 3:30                 | <a href="mailto:christison.alorcious@alainjuniors.com">christison.alorcious@alainjuniors.com</a>   |
| Mr. Murugappan    | HOD – Physics                      | Monday                    | 2:45 – 3:15                 | <a href="mailto:valliappan.murrugapan@alainjuniors.com">valliappan.murrugapan@alainjuniors.com</a> |
| Mr. Azmathullah   | HOD – Mathematics                  | Thursday                  | 2:30 – 3:30                 | <a href="mailto:azmatullah.khan@alainjuniors.com">azmatullah.khan@alainjuniors.com</a>             |
| Mr. Nisar         | HOD – ICT                          | Thursday                  | 2:00 – 2:30                 |                                                                                                    |
| Ms. Kitty         | HOD – English                      | Monday                    | 2:30 – 3:30                 | <a href="mailto:kitty.issac@alainjuniors.com">kitty.issac@alainjuniors.com</a>                     |
| Ms. Sharmilla     | HOD – Biology                      | Monday                    | 1:30 – 2:30                 | sharmila.christy@alainjuniors.com                                                                  |
| Ms. Amel Jafar    | Admin Officer                      | Sunday - Thursday         | 10:00 – 12:00               | amel.jafar@alainjuniors.com                                                                        |

To ensure our students safety and security as well as maintain discipline in and out of the classroom, we have added a new role in school - Floor Supervisor in Primary and Secondary.

| Name                   | Position                   | Availability Days | Time        | Contact Number |
|------------------------|----------------------------|-------------------|-------------|----------------|
| Ms. Luna Ali           | Primary Floor Supervisor   | Monday – Thursday | 2:30 – 3:30 | 0554308671     |
| Mr. El Sayed Elbatrawy | Secondary Floor Supervisor | Sunday - Thursday | 2:30 – 3:30 | 0582347171     |

Please contact them for any school related issues on the above mentioned contact details.

### **Parent's Evening – Orientation:**

#### **Kindergarten and Primary School**

**September 10, 2018** (Monday) – Grade 1 and 2  
**September 12, 2018** (Wednesday) – Grade 3 and 4  
**September 13, 2018** (Thursday) – Grade 5 and 6 / Kindergarten

*\*The parent orientation will be held at the school auditorium and assigned classrooms from 5:00pm to 7:00pm.*

#### **Secondary School**

**September 06, 2018** (Thursday) – Grades 9 – 10  
**September 09, 2018** (Sunday) – Grades 11 – 12  
**September 10, 2018** (Monday) – Grade 7 – 8

*\*The parent orientation will be held at the school auditorium from 6:30 in the evening until 8:00 pm.*

**It is mandatory for every parent to attend the Orientation.**

Thank you for your support and partnership in the holistic education of your child!

**AJB Administration**