

Dear Parents,

September 4th, 2014

On behalf of the staff and management, we wish to welcome you back to Oxford Academy for the 2014-2015 Academic Year. To all our new parents and students, a special word of welcome goes out to you! Thank you for entrusting us with the ever-so-important education of your child/ren.

We sincerely hope that you all had a very pleasant summer vacation, a blessed Ramadan and a happy Eid.

We are proud to announce the arrival of a group of highly professional, well-qualified and committed new staff members from both locally and abroad. Together with our professional and dedicated returning staff, you can be assured that our team will always have you and your child/ren's best interests at heart.

Please take note of the following arrangements and important information:

▪ **Punctuality:**

School starts at 07:30 for all students. Any student arriving late must report to reception for a late slip and will be recorded against our central database. Students who are frequently late, absent, or collected early, will be in danger of not being allowed to re-register for the next academic year.

▪ **Uniform:**

All students must be dressed in **full school uniform**, with **proper black school shoes**. No sports trainers will be accepted. Only **white sports trainers** will be allowed for PE lessons. Students not in correct uniform will be sanctioned and may be sent home to dress appropriately.

▪ **Online School Information:**

We urge our parents to visit our school website (www.oxford.edu.kw) frequently in order to stay informed and updated on all the latest news, dates, curriculum, Home-School Partnership, events and information. To be informed on all school policies, procedures and routines please follow the "Handbooks" link under the "Information and News" tab.

▪ **Appointments with Teachers:**

If you wish to discuss a matter with your child's teacher please make an appointment through the school office.

▪ **Parking:**

With the start of the new academic year at most schools this week, traffic is going to be a huge problem for all. We therefore ask for your cooperation and patience in the mornings and after school. Please consider the many other parents, and help us to keep the drop-off and collection zones run smoothly. Leaving your vehicle in the busy roadway will simply cause unnecessary traffic congestions. **Please inform your drivers, (should you make use of one) of these arrangements as well.**

Students may not be collected from the bus gate. No entry to / exit from the school will be allowed through the bus gate. Parents found parking in the slipway off the Fahaheel Expressway will be reported to the traffic authorities.

▪ **Collecting Children After School:**

The day ends for Foundation at 1:00pm. We recommend that children be collected promptly at this time, as young children tend to get tired, hungry and sleepy after a busy day at school. They can also become distressed when they see their friends being taken home. Please see the After School Nursery hours later in this newsletter, if you wish to use this service.

- **Student Medical Files:**
 In accordance with Ministry of Education regulations, the school **must** have an **up-to-date** medical file on record for every student. These will be distributed in the first week of school, and must be returned to the School Nurse by **no later than September 21st, 2014**.
- **After School Nursery:**
 We will again be offering our After School Nursery service for parents who cannot pick up their children by 1:15pm. The hours for this will be 1:15 – 2:15pm daily and held in different Foundation Classrooms. **The cost of this after school service is 25KD per month, which must be paid in order for your child to attend.**
- **Parent Open Information Day:** (Saturday, September 20th 2014)
 From 08:00 to 13:00 you are able to meet with your child’s teacher to find out more about the curriculum, teaching, classroom and teacher expectations, and how you as a parent can support the teacher at home in order to ensure the best possible learning environment and progress for your child.
More details will be sent home over the next two weeks.
- **Lunch:**
 Please send a sandwich, some fruit or vegetables and water, juice or milk. We recommend that children bring only nutritious food to school. Canned and glass bottled drinks are not allowed. All drinks should be in a plastic or Tetra Pac easy to open.
- **Jewellery:**
 Jewellery of any kind is not to be worn by children to school.
- **Communication with the School:**
 Any letter sent home will be given to your child (placed in their bag/folder).
Please also provide us with your e-mail address below, and return to your child’s teacher ASAP.

We are looking forward to a wonderful year. Please help us to help your child achieve their goals.

Kind Regards,
 Ms Clare Howarth

(Head of Foundation)



-----Reply Slip-----

PARENT E-MAIL DETAILS

Father’s Name: _____

Mother’s Name: _____

1st Child: _____ Class: _____

2nd Child: _____ Class: _____

3rd Child: _____ Class: _____

4th Child: _____ Class: _____

Parent E-mail:
 PLEASE USE EXACT
 LETTERING

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PLEASE RETURN THIS REPLY SLIP TO YOUR CHILD’S CLASS TEACHER BY THURSDAY, SEPTEMBER 11TH