

Dear Parents,

September 9th, 2014

On behalf of the staff and management, we wish to welcome you back to Oxford Academy for the 2014-2015 Academic Year. We hope that you all had a very pleasant summer vacation, a blessed Ramadan and a happy Eid.

We in the Secondary school are pleased that you have chosen Oxford Academy for your Child's education. We will be working hard to ensure that your Child achieves and does their very best this year. We are pleased to welcome back former staff and greetings to new members to the Secondary team.

Our motto as a Secondary family of staff and children is to SOAR (Safe, Organised, Achieve, Respect). We ask you to join in and help us to make sure your Child SOARS this year.

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 or black sports trainers** will be allowed for PE lessons. Students not in correct uniform will be sanctioned and may be sent home to dress appropriately.

▪ **Mobile Phones:**

May we remind our parents that **no student** may bring his/her mobile phone or iPad/Pod to school. If found, such devices will be confiscated and only returned at the end of each term.

▪ **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.

▪ **Appointments with Teachers:**

All teachers are available at 14:15 and 14:30 daily (Sun – Thu) for a 15-minute appointment with teachers **as from Sunday, September 14th 2014. It is essential that an official appointment is made with the Receptionists at the front desk for all appointments.** Due to the teachers' busy schedule, a teacher will only wait for 5 minutes should you be late for such an appointment. Please therefore plan carefully in order to be on time for any appointment you have made.

We kindly ask that you do not discuss your child's progress with any teacher before school or on the playground when collecting your child. Teachers have a responsibility towards caring for their class during these times.

▪ **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:**

As from this year, no parent will be allowed to wait for their children in the school grounds before the end of the school day. In the past, this has caused huge congestion to the entrance areas of the school.

Should you want your child (**Yr 3 – 11 only**) to leave the school premises unaccompanied, kindly complete the **Walk Home Pass** and return it to your child's class teacher. This pass allows your child to meet you outside the school ground at your agreed point, thereby not having to find parking.

We urge our parents to follow this route, as it makes collecting your child much easier for all.

▪ **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**.

▪ **Extra-Curricular Clubs:**

In the Secondary Department, we shall be running Extra-Curricular as part of the school day from the next term. Details of all clubs (during the school and after school) will be sent to you in due course.

▪ **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.

▪ **Communication with the School:**

Parents are expected to check and sign your child's Homework Diary on a daily basis. This allows for two-way communication between you as parent, and the teacher.

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,

Mr. Arafat Hingora

(Head of Secondary)



-----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

PLEASE RETURN THIS REPLY SLIP TO YOUR CHILD'S CLASS TEACHER BY THURSDAY, SEPTEMBER 18TH

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