

TO THE PARENTS OF YEAR 7 TO 11

23rd October 2014

Dear Parents and Guardians,

I am writing to remind you of our upcoming Parents' day later next week on the **30th of October**.

Timing:

The timings for our Secondary Parents' Day will be from **8:00am - 2:00pm**. **THERE IS NO SCHOOL FOR CHILDREN ON THIS DAY.** If you are unable to attend for any reason, I would request that you contact the school office to make an alternative appointment on a scheduled day after school.

Heads of department:

Should you have specific department issues that you cannot raise with a subject teacher; please would you contact the relevant Head of Department in the first instance who will be the best person to discuss this with.

Department	Name
English	Mr. Arafat Hingora
Maths	Mr. Sobah Jaber
Science	Ms. Najwa El-Gharib
ICT	Mr. Theo-Chris Groenewald
Arabic	Mr. Ahmed Zakaria
Islam	Mr. Ahmed Askalani
Humanities (History, Geography, Social studies, and Art)	Ms. Maggie Muller
Business and Economics	Ms. Rasha Rashed
Student affairs	Mr. Charlton Pick
Exams (including IGCSE queries)	Ms. Mary El-Haddad

Arrangement for seeing staff:

Subject teachers will be based in their respective classrooms. There will be signs to guide you around the building. Kindly note that meetings are for a maximum of 10 minutes in order to ensure that all parents are able to meet with subject teacher(s). Whilst appointments are in progress, we would request that you wait outside the classroom using the seats that will have been provided.

I and the Secondary team look forward to seeing you on Thursday.

Non-Uniform day:

On the 29th of October 2014 students will be allowed to come to school in non-uniform. Please find guidelines below re: the do's and don'ts.

Allowed:

- Long skirts (up to the ankle)
- Skirts that are over the knee must be worn with **dark** tights.
- Clothes/footwear that match the house colour
- Additional accessories such as hats, gloves, jackets etc.
- Jewellery for girls that match the house colours

Not allowed:

- Sleeveless tops
- Makeup
- Short skirts
- Tight jeans
- See-through clothing
- High heels

Pupils should speak to their form tutor in advance if they are concerned about their dress code and whether it will be accepted on the day, and we trust that all our pupils will take part. Please note that any pupils who come to school in clothing that is not in line with the requirements of the school as outlined above will be asked to go back home. The lessons of the day will continue as normal.

With regards,

Mr. Arafat Q Hingora
Head of Secondary