

Dear Parents,

September 3rd, 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.

▪ **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, please follow the "Handbooks" link under the "Information and News" tab.

▪ **Appointments with Teachers:**

All teachers are available at 14:00 and 14:15 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.**

