To all Parents KG to Year 11

Dear Parents

November 2013

• Attendance Policy and School procedure for taking children out of class

As you may know the school is required to monitor each child’s attendance in accordance with the Private Education Ministries rules. Please take the time to familiarize yourself with schools Attendance Policy which can be found on the School website www.oxford.edu.kw (under the tab Information & News / Handbooks)

In particular we would like to remind you that children are not permitted to leave school early, unless they are attending a medical appointment that cannot be scheduled at any other time. In such cases we require at least 24 hours notice and request that you complete a Leave Class Early Request Form available from the School’s Reception. The Request Form requires the approval of the relevant Head teacher. Please remember that all full day absences should be documented by a medical certificate or Parent letter explaining the absence, otherwise the absence will be recorded as being unauthorized. The penalties, which are applicable for accumulative unauthorized absences, are detailed in the Attendance Policy.

• Website Enquiry Form

If you have a particular query about your child’s learning, you are welcome to complete the Enquiry form found under the ‘Contact us’ tab on the School website. For all other enquiries please contact the Schools Office in the normal way, to arrange a time to speak to your child’s Class or Subject teachers.

• Breakfast club

As research shows that eating a balanced breakfast can reduce the risk of children becoming overweight or obese - as breakfast is often replaced by mid-morning snacks that tend to be high in fats, sugar and salt. The school tuck-shop will, from Sunday 1 December, be selling a healthy Breakfast box costing 1.00 KD. The Breakfast box contains a choice of a healthy club sandwich, digestive biscuit, choice of either an apple or banana, fresh juice, mini croissant or breakfast muffin and a selection of fresh vegetables. Breakfast boxes will be available to buy from between 06.45 am and 07.15 am and again at first break.

The aim of the Breakfast club is to promote and encourage general healthy eating - through providing healthy food choices that are both tasty and satisfying; while providing the essential nutrients required as part of a balanced diet. Thank you once again, for your continued school support.

Yours sincerely

Jonathan Shellard

Principal