TO THE PARENTS OF YEARS 7 to 11

Dear Parents and Guardians,

Welcome back to our 2nd term of the year. This term is set to be filled with exciting events and trips such as Arabic Cultural Week, Science Fair, Kidzania Trips, Competitions and much more. Thank you for your on-going support which is helping the Oxford Academy to grow from strength to strength. The above cannot be achieved by the teachers’ alone but only through communication and collaboration.

PARENTS - TEACHER CONFERENCE

Sunday, 12th January from 08:00am – 2:00pm

- The allocated time for seeing a teacher is 5 minutes on a first come first serve basis; if you need to see a teacher for a longer period of time, please contact the School Office to arrange an appointment.
- An appointment sheet will be placed outside each classroom; please fill in the sheet to ensure you secure an appointment and also to avoid any confusion of who the teacher needs to see next.
- If you have signed up for an appointment and are not available, the teacher will move to the next parent and you will be expected to sign up again.
- Teachers will be on a break from 10:30am to 10:45am and 12:30pm to 1:00pm respectively.
- Teachers will be based in their normal classrooms. Please collect a map of teacher’s locations and the classes they teach from one of our SRC representatives who will be positioned at the front table.
- If you need meet with me please fill in the appointment sheet that will be placed outside my office which is located on the 3rd floor (room A302)

Reports and important notes

- The school will be closed on Thursday the 16th of January 2014 to celebrate the Prophets PBUH birthday.
- Reports will be issued to all pupils who have paid their fees on the 9th of January 2014.
- The school gates will be locked at 8:00am to put a curb on lateness. Students arriving after this time without a valid reason will unfortunately not be allowed into school.
- Students who are not dressed in the correct school uniform, will unfortunately be sent home as from this term. Please note that children should wear:-
  - Black school shoes (no trainers), and black or dark blue jackets (no brand names) if not a school jacket
  - Students should only be in the PE kit on the day for PE
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With regards

Mr Arafat Q Hingora
Head of Secondary

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