



[Academic Year 2021 - 2022]

A Word to Parents

Parents expect quality education from Al Khozama International School and in order to provide it, we count on parents to be partners along with students and staff to create the right learning environment and to develop each student's potential for learning and success, and to abide by the following guidelines:

1. Please ensure that your child reaches the school in time for the assembly and is regular to school. Consistent late coming and absenteeism affects the child's progress.
2. Parents are requested to work hand-in-hand with the school in its attempt to help their children progress, paying attention to their punctuality, regularity and discipline.
3. Check your child's diary daily. Do sign the remarks, if any, and take necessary action.
4. See that your child carries books according to the time table for that day. No extra books are allowed.
5. The school reserves the right to take disciplinary action against a child whose conduct is harmful to other students/staffs.
6. **Parents must regularly visit school's website to know all the necessary information of the school activities. All circulars will be uploaded on the Website.**
7. Please ensure that your child/children come to school well groomed and dressed in complete school uniform.
8. Parents are requested to facilitate implementation of the school's rules and regulations by encouraging proper conduct by the children at all times and to prevent unruly and disruptive behaviour.
9. Parents are advised to check the school diary everyday. They should ensure that the homework assigned is completed on time, and sign the diary. Please respond promptly to any remark/suggestion made by the teacher.
10. The school diary is a significant channel of communication between the school and the parents. Its optimum utilization would help in the smooth functioning of the school. Parents may also communicate via email: *admin@alkhozama.org*
11. Please take care to attend the Parent Teacher Meetings scheduled every term to meet the respective teachers and review the progress of your child.



12. Parents may meet the Principal / teachers to discuss any relevant issues by taking prior appointment.
13. We encourage your positive feedback and look forward to your enthusiastic support and participation in all the school activities.
14. In case of any issues related to school, contact relevant admin staff/Coordinator or Principal
15. Please acknowledge in the diary whenever a circular is sent
16. Early Exit will be allowed only if parents personally come and collect their ward(s)

A Word to Students

1. Always note down the work assigned and the due date in your diary. Develop the habit of making your own time table and follow it regularly.
2. Please finish the home-work and assignments regularly. Studying on a regular basis is the key to success.
3. Make it a point to revise the lessons as soon as you go home. Use your weekend for revising the lessons you learnt during the week.
4. Refer encyclopaedia and other reference books that stimulate your curiosity and supplement your knowledge about a topic. Consult your teacher in case you encounter difficulties.
5. Remember to treat yourself, your friends, and your teachers with respect.