Dear parents,

On behalf of the staff at the English Primary Section of the Lebanese School, I am happy to welcome you to the 2015-2016 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities. We kindly ask you to guide and support your child’s learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day’s learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs any additional support in any area or subject

Here is some information that we would like you to keep in mind.

**Morning Procedures:**
The primary building door opens at 7:10 a.m. to admit 1st, 2nd, and 3rd graders. Students are expected to wait outside if they arrive before that. We kindly ask parents to let their children walk to their classes alone. Grades 4-5-6 students are supposed to line up in the morning before going to class. The lining up bell rings at 7:20 a.m. All classes start at 7:30. Late students are supposed to get a late slip from the primary office before entering their class.

**End of Day Procedures:**
The school day ends at 2:00 p.m. However, for a safe and smooth dismissal, we release the students gradually:
- 1st Graders: 1:45 p.m.
- 2nd Graders: 1:50 p.m.
- 3rd Graders: 1:55 p.m.
Grades 4, 5, 6 students start leaving the building at 2:00 p.m.
**Parents are kindly requested to wait outside the building.** This helps the students leave in a safe and orderly way.

**Newsletter:**
Every Sunday, Grades 1, 2, 3 students get a weekly Newsletter. This newsletter informs parents about the weekly work that the students will cover in class in the main subjects.

**Open House Night:**
Grade 1, 2, and 3 parents are invited to attend our Open House Night on Tuesday, September 15 at 4:00 PM. This will be a great opportunity to meet your child’s teacher and continue to build the vital home-school partnership that drives student success.

**Parent/Teacher Conferences:**
If a situation should arise that you would need to have a conference with your child’s teacher during the school year, please contact the primary office and an appointment will be arranged. We know that a strong line of communication between the school and home will aide in your child having a positive educational experience. Your encouragement, support and concern of your child’s education will help your child know that you value his or her education.
Homework:
The purpose of homework is to build habits, instill responsibility, acquaint parents with the work students do in school, and to provide an opportunity for strengthening the basic skills. The school recognizes that it is the responsibility of the teachers to educate students through classroom instruction. However, homework benefits students by allowing for practice, exploration of ideas, and reinforcing new concepts and skills.

Code of Conduct
It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please review the Student Code of Conduct which can be accessed online on our school website: www.lebaneseschool.edu.qa.

Absenteeism:
We respectfully remind you to call the primary office when your child is absent. A medical report is required when the child is absent for more than one day. You can collect the missed classwork/homework from the office after 1:00 P.M. on the day of absence.

Fire Drill:
Fire drills are held at least once every term to prepare students and staff to leave the building as quickly as possible should any possible emergency arise. Teachers accompany their students out of the building according to a plan. Practice ensures that the children know what is expected from them, where they should go, and how they should respond in case of an emergency. We do not want them to be scared or overwhelmed in an emergency situation and will do all we can to model safe behavior.

Report Cards:
The school year is divided into three terms. At the end of every term, students sit for summative exams. As for that, 6 report cards will be distributed to students throughout the year.

Personal Property:
The goal of the school is to provide students with a positive and enriching learning experience. Toys, games, balls, and other play-related items or personal property must be left at home. These items pose a distraction to the teaching and learning process.

If you would wish to discuss any matter related to your child, it is preferable that you call me on 44934545 (162-132) or send me an email (taghrid.moughnieh@lebaneseschool.edu.qa) to schedule a meeting.

The wonderful LSQ staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to a successfully year!

Sincerely,

Taghrid Moughnieh
Head of Primary English Section