

# Welcome back parents



## Dear AMAG Parents

AMAG wants to extend a special welcome to the new parents who have joined our school community as well as welcome back all returning families.

We believe that every child has a success story!

Our goal is to partner with parents to provide a welcoming and peaceful school environment with high academic expectations and positive student behavior.

We look forward to working with you to ensure your child has a happy and successful time with us.

Please take time to review the important information provided in this newsletter.

The information in this newsletter is intended to provide **important updates, reminders, and announcements for our EY, Primary and Secondary departments** and that is to ensure your support and ongoing participation.

Thank you for supporting AMAG and for sharing your precious children with us. This year promises to be a memorable one and we are thrilled that we have the opportunity to share it with you.

## Senior Management Team

<b>School Principal:</b> Ms. Maha Teema <b>Email:</b> Maha.teema@amag.com.qa
<b>Head of EY:</b> Ms. Rita Greich <b>Email:</b> rita.greich@amag.com.qa
<b>Head of Primary:</b> Ms. Pauline Carson <b>Email:</b> primaryhead@amag.com.qa
<b>Head of Secondary:</b> Ms. Hind Heuze <b>Email:</b> secondaryhead@amag.com.qa
<b>Head of Learning Centre:</b> Ms. Amel Atif <b>Email:</b> Amel.Atif@amab.com.qa
<b>Admin Officer:</b> Ms. Mariana ElJardali <b>Email:</b> adminofficer@amag.com.qa

## Administration Team

<b>PA of Principal:</b> Ms. Reem Aziz <b>Email:</b> Reem.Aziz@amag.com.qa
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## What parents need to know

### ★ ❖ No Men allowed in AMAG premises

- Fathers, who will need to visit accounting, registration, IT or the admin officer offices located on the first floor, are welcome to do so through the outside door the school's main reception (gate5).

### ★ ❖ Drop off and dismissal procedures

-Drop off and dismissal procedures have not changed this year. Please refer to each of the year levels, EY, Primary and Secondary letters for more information

-School gates will open daily at 6:30 to 7:20 a.m.

-For the first week 10<sup>th</sup> Sept. to 14<sup>th</sup> Sept. gates will be open from 6:30 to 8:00 a.m.

-Students who attend earlier than 6:30 will **not be** granted access into the school grounds. This is to sustain the health and safety of the students.

-There are **3 gates in the school**: -

-**Gate 5**: Main Reception

-**Gate 8**: EY Entrance

-**Gate 1**: In Second reception.

-**Gate 1**: Out Second reception.

### ★ ❖ Leaves, Absenteeism & Lateness

-AMAG students must attend school daily and on time.

- **Sunday to Wednesday**  
6:55 a.m. to 1:25 p.m.  
for primary to secondary students.

-**Sunday to Wednesday**  
6:55 a.m. to 12:30 p.m.  
for EY students.

Timings are different the first week. An SMS has been sent to parent.

- **Thursday** 6:55 a.m. to 12:30 p.m.  
for All students.

-**Students arriving after 7:20 a.m.** will be marked late on the attendance record and that is in accordance to the school policy.

-Any student who is absent must have a valid reason (medical or emergency in the family). If a valid reason is not provided the school will take serious measures. Parents are requested to inform the department via phone or email (contact information will be provided for each department).

- Early leave for a student will be granted for medical leave only and that is upon the approval of the heads of department.

-Student leave for **3 days or more** will require a special form to be filled.

-Approval needs to be obtained prior from the heads of department and the school principal.

-Continuous absence can result in de-registering the student for the next academic year.

### ★ ❖ School Uniform

-AMAG students are expected to adhere to full school uniform that includes plain black/navy blue jacket, black or navy blue shoes,



- PE uniforms are only allowed, when students have PE/swimming classes. (excluding years 11 and 12 as they don't have PE classes).

-Sports shoes are only worn during PE classes.

-Covered students (who wear the hijab) are expected to always have their Shaila's around their neck for emergency cases or male visitors.

### ❖ Canteen (cafeteria)

- All AMAG students are expected to adhere to the Healthy Food School Policy.

-For further details, please visit the accounting department on the first floor (coupons/monthly fees).

### ★ ❖ School bags/Tablets

-For students' safety and security, students are expected to bring a suitable school bag and follow their daily time table.

-Yr. 4 to 12 students are expected to bring their tablets daily, fully charged.

-Students are **not** allowed to bring any electronic devices to school such as mobile phones, I-pads, etc. or the device will be confiscated.

## Continued..

-AMAG staff and students are prohibited from celebrating birthdays and exchanging of gifts among students and staff.

-AMAG students are expected to follow the Healthy Food School Policy during any school events/celebrations.

-Students are also not permitted to wear makeup, nail polish, and jewelry while in school.

-Students are expected to always maintain groomed finger nails.

-Kindly refer to our school website to view all of AMAG's policies.

## ❖ KC - Knowledge Center

The Knowledge Centre Department services focus on developing an effective and functional program designed for supporting students with learning difficulties. In efforts to ensure the adequate academic progress of the students with learning difficulties, the Knowledge Centre delivers a well-structured program based on the student's specific learning needs through modifying the curriculum and presenting it in small classes, utilizing the strategies of one to one support

and using a multisensory format in a technology rich environment.

The enrolment in this program depends on the results of in-depth assessment that the referred students take to determine their specific needs.

Knowledge Centre staff are available to answer all your questions and give more details about the program.

# Early Years Department (EY)



## Dear AMAG Nursery and Reception Parents

AMAG wants to extend a special welcome to the new parents who have joined our school community as well as welcome back all returning families.

We believe that every child has a success story! Our goal in the early years is to partner with parents to provide a welcoming and

peaceful school environment with high academic expectations and positive student behavior.

We look forward to working with you to ensure your daughter has a happy and successful time with us

## Early Years Team

**Head of EY:** Ms. Rita Greich

**Email:** rita.greich@amag.com.qa

**PA of Head:** Sherihan Mohamed

**Email:** sherihan.mohamed@amag.com.qa

**Arabic Coordinator:** Ms. Samah Ahmed

**Email:** samah.ahmed@amag.com.qa

**English Coordinator:** Ms. Hayat ElSiss

**Email:** hayat.elsiss@amag.com.qa

Our team is happy to assist you with any questions or queries that you may have.

Coffee mornings will be hosted as well as workshops to share information with parents.

**AMAG's Nursery and Reception classes follow the Early Years Foundation Stage (EYFS) which is a play based curriculum.**



## ❖ First day activities



- **Thursday** 6:45a.m to 12:00 p.m.
- Drop off will be from **KG gate (Gate 1)**.
- Students will remain in their classes until 1:45 pm
- From 1:45 pm all students will gather in a nursery classroom.
- **Mothers and nannies are welcome to pick up the student from her class.**
- **NO MEN ARE ALLOWED in the Early Years section of AMAG.**

## ❖ Healthy lunch box

- Parents are kindly requested that children come with a healthy lunch box and a bottle of water.
- Any unhealthy food will be returned home and the child will not be allowed to eat it.

Like every year, our Early Years staff look forward to welcoming their students.

Our Early Years staff have organized a day full fun for their students. Some of these activities include live cartoon characters, face painting and some fun gifts for each and every student.

## ❖ Extra clothes

Please send an extra set of full change of clothing for your child. It will remain in the classroom in case of an accident.

## ❖ **Don't forget to label each article with the name and class of your child.**

## ★ ❖ Absenteeism & Lateness

-AMAG Early Years students must attend school **daily** and on **time**.

-Any student who is absent must have a valid reason (medical or emergency in the family). If a valid reason is not provided the school will take serious measures. Parents are requested to inform the admin supervisor or department secretary via phone or email (contact information will be provided for each department).

- Early leave for a student will be granted for medical leaves only and that is upon the approval of the heads of department.

## ❖ Drop off and Dismissal Procedure

- **All school gates open at 6:30**
- **For the first week of school Sunday 10/9 to Thursday 14/9 students will start at 7:00 a.m. and finish at 10:00 a.m.**
- **Starting from the second week of school onwards, Sunday to Wednesday**  
6:45 a.m. to 12:30 p.m.

-Student **leave for 3 days or more** will require a special form to be filled.

-Approval needs to be obtained prior from the head of department and the school principal.

-Continuous absence can result in de-registering the student for the next academic year.

## ❖ School Uniform

-AMAG students are expected to adhere to full school uniform and that includes black shoes.

-Blue trousers are allowed, only when students have PE classes

-Sports shoes are only worn during PE classes as indicated on the class timetable.

- **If your daughter's hair is shoulder length or longer, REMEMBER TO TIE IT BACK for health reasons.**

# Primary Department KS1 & KS2

(KS1 - years 1,2,3)  
(KS2- years 4,5,6)



## Dear Parents

The primary department advocates true partnership with parents. Mothers will be invited to join the primary coffee mornings. The primary management team will be available to listen to you and answer your concerns if any.

The primary department looks forward to seeing mothers and students hoping this year will be filled with joy.

## ✦ ❖ Praying at school

-All primary students are expected to take part in **Dhuhr prayer** everyday expect for Thursdays.

-**Year 1** students will be given proper **training** and will pray in the second semester.

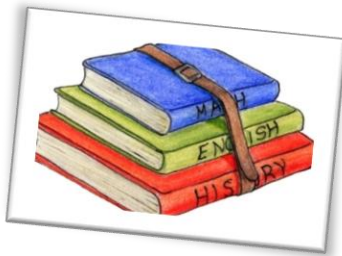
- Primary students are expected to come to school prepared with their **shaila, abaya and prayer mat** ready for prayer.

-Parents are kindly asked to work hand in hand with teachers and encourage their children to pray at school as well as at home. To also remind them of the important of prayer and the rewards Allah SWT will grant inshallah.

## Primary Team

<b>Head of Primary:</b> Ms. Pauline Carson <b>Email:</b> primaryhead@amag.com.qa
<b>PA of Head:</b> Samah Omar <b>Email:</b> Samah.Omar@amag.com.qa
<b>KS1 Arabic Coordinator:</b> Ms. Aydah Issa <b>Email:</b> Aydah.Issa@amag.com.qa
<b>KS1 English Coordinator</b> Ms. Carrie Anne Edwards <b>Email:</b> Carrie.Edwards@amag.com.qa
<b>KS2 English Coordinator</b> Ms. Bibi - Nanabhay <b>Email:</b> <a href="mailto:bibi.aysha@amag.com.qa">bibi.aysha@amag.com.qa</a>
<b>Qatar History Leader:</b> Ms. Doaa Ali <b>Email:</b> Doaa.Ali@amag.com.qa
<b>Social Worker:</b> Ms. Ayat Abd AlGhani <b>Email:</b> ayat.ghani@amag.com.qa
<b>Pastoral Coordinator:</b> Ms. Noor AlSaqqa <b>Email:</b> Noor.ALSaqqa@amag.com.qa
<b>Admin Supervisors</b> <b>Year 1:</b> Ms. Sondos Sabouh <b>Email:</b> sundus.sabooh@amag.com.qa <b>Year 2:</b> Ms Doaa Gaber <b>Email:</b> doaa.gaber@amag.com.qa <b>Year 3:</b> Sara Hojairi <b>Email:</b> Sara.Hojairi@amag.com.qa <b>Year 4&amp; 5:</b> Enas Alardah <b>Email:</b> Enas.Alardah@amag.com.qa <b>Year 6:</b> Manal Alhallak <b>Email:</b> manal.alhallak@amag.com.qa

# Secondary Department



The Secondary department extends a warm welcome to all parents and students.

We look forward to working closely with parents this academic year to support your daughter's progress and achievement. Please do not hesitate to contact our staff should you wish to discuss your child.

We ask that your daughter attends school on time and for all required day.

## ❖ AS (Year 12) & IGCSE (Year 10 & 11)

The Advanced Subsidiary (AS) is a one-year course, wherein most subjects consist of three units. All AMAG students study a personalized AS program to ensure they are prepared for future studies.

- The General Certificate of Secondary Education (GCSE) is an examination which is taken at the end of Key Stage 4 by pupils in England and Wales. It is the standard qualification for pupils aged 14 to 16 years old. The equivalent examination taken by pupils in an international context is the International General Certificate of Secondary Education (IGCSE) because it allows pupils in countries throughout the world to gain a British qualification that is globally recognized.

## ❖ Drop off and Dismissal Procedure

- School hours from:

**6:55 a.m. to 1:25p.m.**

- **Thursdays 6:55 to 12:30**

- **All school gates open at 6:30**

- **Mothers and nannies are welcome to pick up students from their classes.**

- All secondary students will be picked up from their classes.

- **Secondary students will remain in their classes until 1:40 (Sunday - Wednesday) and till 12:45 (Thursday)**

- **Students will be taken to the main reception after the time mentioned above where mothers, fathers and nannies can pick them up.**

### Secondary Team

**Head of Secondary:** Ms. Hind Heuze  
**Email:** secondaryhead@amag.com.qa

**Head of English -** Ms. Feryal Moustafa  
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**Arabic Coordinator:** Ms. Afaf AlZatmeh  
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**Head of P.E.:** Amelia Simoes  
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**Islamic, Quraan & Makarem  
Coordinator:** Ms. Dania Alqaruoti  
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**Qatar History Coordinator:** Ms. Doaa Ali  
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**Deputy Head Pastoral:**  
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**Receptionist:** Ms. Naira El Khodary  
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**PA to Head:** Ms. Tarneem Sharif  
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### Secondary Admin Supervisors

**Year 7 & 8:** Ms. Shaimaa Ali  
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**Year 9 & 10:** Ms. Mona Mohamed  
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**Year 11:** Ms. Rihab Ghazi  
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**Year 12:** Ms. Abir Ahmed  
**Email:** Abir.Ahmed@amag.com.qa