



Welcome Pack 2021-2022



WELCOME FROM THE HEAD OF SCHOOL

Dear Spectra Global School Families,

I would first like to say welcome to our new families joining SGS this year and welcome back to our returning families!

It's great to be celebrating the start of a new school year at Spectra Global School, through the challenges of the global pandemic. Even though we are still faced with the spread of COVID-19 and other variants we will continue to provide our staff and students with the necessary safety and health protocols as outlined by the Ministry of Education & Higher Education and Ministry of Public Health, Qatar.

The staff and I look forward to welcoming the students for another year focused on academic progress and achievement. We also look forward to building a partnership with parents where we can work together to ensure the best academic outcomes for our students to excel at Spectra Global School. This will be achieved by keeping the lines of communication open, attending parent-teacher conferences, engaging in school workshops and trainings, activities (as safety guidelines permit), joining our Parent Forum, promoting the school throughout and within our communities.

One of the goals, as there are many for our students, is to ensure they are safe and can thrive in a school environment focused on academic achievement and behavioural success.

All of us at Spectra Global School are eager and excited to begin the 2021-2022 school year! You will find a lot of useful information in this Welcome Pack.

The first day of school for students is **Sunday, August 29th 2021**.

The staff and I look forward to working with you as **Partners in Education** to support your child/children's academic success at Spectra Global School!

Sincerely,

Mr. Sameer Aziz
Principal, Spectra Global School

SPECTRA GLOBAL SCHOOL – Key Information

School Website:

www.spectraschools.com/

Social Media Platform:

Facebook: <https://www.facebook.com/spectraglobalschool>

Instagram: <http://instagram.com/sgsdoha>

Main School Reception

Spectra Global School Reception is open from:
6.45am – 2.30pm Sunday – Thursday

Main School Office Telephone: 4481 3278/6653 4333

Official Email: info@spectraschools.com

Accounts Office

Accounts office is open from:
07:00am – 2.30pm Sunday - Thursday.

Office Email: accounts@spectraschools.com

Parents as Partners

We recognise that parents are the child's foremost and most influential educator. It is therefore crucial that the school and parents work together to help every child fulfil their full potential. We therefore welcome information about your child; their likes and dislikes, worries, achievements and anything else you feel we should know. The teachers can be contacted using ClassDojo. Any important messages can also be passed on via the school office.

We have some exciting events planned for this academic year, so keep an eye out for our updates on our Facebook and Instagram page and our announcement board in the main reception. You can also get in touch with our team who will be more than willing to assist you and answer any questions.

We would encourage you to follow the school's social media accounts to ensure you are always well informed and to celebrate the school's successes. We only have one Facebook and Instagram account. All social media is a one-way communication system. (If you have any issues please contact school directly instead of using social media.)

As a school, we will also look to focus on skills and topics that we expect students to acquire by the end of the school year.

Spectra Global School is proud to teach the three compulsory subjects in the State of Qatar, and we will be working on further developing Arabic, Islamic and Qatar History, along with imbedding the various aspects of Qatari and Arab culture across all subjects and day to day school life.

We also request that all parents read our policies, which can be found on the school website: <https://spectraschools.com/policies/>

Finally, we are excited and looking forward to welcoming parents as part of our parental forum, which will begin from Term 1.



Returning to school

The 'new normal'. We aim to keep all pupils and staff as safe as possible whilst at school. Our lives have all changed a little over the past year and we need to adapt some of the ways we do things at school.

This welcome pack will outline some of the changes we have made to make Spectra Global School as safe and normal as possible, in line with the latest Government, Ministry of Education & Higher Education and Ministry of Public Health guidance.





Working together as a community

We all have a different response to the Covid - 19 safety measures that have been put in place around us. We ask that you please support and respect each other, regardless of your personal opinions. While you are at Spectra Global School, we kindly ask you to respect the measures that have been put in place and do your part to ensure a safe environment for everyone.

We are in this together, therefore, we will rely on you to:

- Reinforce the same safety messages and protocols at home
- Help your child understand and be comfortable with the changes
- Respect the boundaries and rules we may need to put in place at school
- Continue to work in partnership with us so that our school is able to provide the best learning environment possible
- Take precautions when:
 - Attending crowded social events
 - Allowing children to go out to socialize with their peers
 - Visiting malls and other venues where physical distancing isn't possible
 - Travelling / having visitors from abroad
- Please share concerns you may have of behaviors that could put our community at risk

We welcome your feedback, so that we can make the experience even better for our community.

We are working closely with MoEHE and MoPH, however the key to a safe and healthy school for our children is going to be our continued partnership and compliance by everyone.

Protective Measures

As a school we will have a number of protective measures in place – these are actions and choices that will minimise the risk of contact and the spread of the coronavirus in our school community and **must be followed by everyone**.

- **Checking of the Ehteraz application of all adults upon entry of the school.**
- **Temperature check of all adults and children entering the school**
- **All adults to wear masks upon entering the school**



Handwashing

At Spectra Global School we will have:

- Hand sanitizing dispensers in classrooms and other high traffic areas and facilities.
- Teachers model and guide students on hand washing regimes.
- Handwash breaks worked into the timetable for all students - before and after breaks including snack time in the classroom.
- Those entering the school will be required to sanitize their hands upon entry.

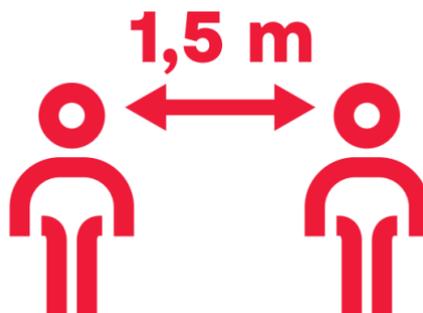


Social Distancing

Between individuals

General recommendations for physical distancing in the school

- Maintain at least a 1.5-meter distance when possible between people who do not live together.



Administrative controls

- Restrict mixing between groups by ensuring that the same group of students stay together each day with the same staff/teacher (e.g., no switching classes), as much as possible and limit interaction with other classes, staff, and teachers (e.g., schedule breaks and meals at different times).
- Avoid sharing books, supplies, games, or other learning aides; if sharing is necessary due to limited supply, clean and disinfect between different students.
- Restrict extra-curricular activities, field trips, and inter-group events and meetings.
- Restrict entry of parents and guardians, non-essential visitors, and volunteers.
- Encourage students to maintain a 1.5-meter distance from those they do not live with, when walking to school.
- Encourage parents and guardians to wear recommended face masks during drop-off and pick-up.
- Encourage parents and guardians not to exit cars when dropping off/picking up children, limiting the mixing and crowding at drop-off/pick-up point.

Modified classroom layouts

- Space seating/desks at least 1.5 meters apart, when feasible. Provide physical cues such as tape/stickers to guide spacing.

Limit crowding

- Establish one-way circulation in hallways, classrooms, and school facilities.
- Provide physical distancing guides, such as stickers on the floors or sidewalks, to ensure that staff and children remain at least 1.5 meters apart in lines, hallways, sanitation facilities (toilets/latrines), and at other times.
- Assign staff to monitor hallway, classroom, and facility traffic to ensure physical distancing guidelines are followed.
- Post signs encouraging physical distancing (1.5 meters).
- Modify school schedules.

Cleaning and Disinfecting

The school management understands that cleaning, disinfecting, and sanitizing the school is part of a broad approach to prevent the spread of infectious diseases at the school. Therefore, cleaning, disinfecting, and sanitizing protocols have been put in place at regular intervals every day which meets MoPH guidelines.

- **We have put in place cleaning (remove germs), disinfecting (kill germs) and sanitizing (lowering the number of germs) schedules as a measure to control and prevent infectious diseases at the school.**
- **Clean, disinfect and sanitize surfaces and objects that are touched often.**
- **Scheduled routine cleaning, disinfecting, and sanitizing practices using correct chemicals that will not have a negative impact on the school facilities end-users in the long run.**
- **Handle generated waste properly.**
- **Signage will share details of proper disposal of masks and gloves.**
- **Sanitizers available in every classroom.**



Medical Concerns

We will be enforcing a "stay at home if unwell" protocol. Parents are asked to keep children at home if they show any of the following cold or flu like symptoms:

- A fever >37.5 degrees Celsius
- Cough
- Body ache or fatigue
- Shortness of breath
- Sore throat
- Runny nose
- Diarrhea and Nausea
- Headache
- Loss of sense of smell or taste



Further Guidelines:

- Any student, member of staff or visitor showing any symptoms related to COVID will be isolated immediately and referred to the designated medical centers.
- For any suspected case, we will follow the protocols issued by the MOPH and other government entities.
- All staff members are aware of emergency protocol for COVID 19 in school. All of our school staff are fully vaccinated.
- Entry to our Nurse Room is limited to students requiring medical attention.
- A separate isolation room has been identified for anyone showing potential symptoms.
- Anyone showing a temperature will be held in the isolation room until protocols can be followed.
- The school must be notified if someone is suspected as being COVID positive.
- The school will implement "Track -Trace - Isolate" to identify anyone the person encountered on campus.
- The school will develop a list of "high risk" individuals and this group will be informed of any confirmed case.
- Anyone returning to school after a positive confirmed case of COVID must provide a clearance certificate from the MOPH.

If your child has an underlying health condition or a chronic disease, you may apply for a certificate from the PHCC through this link:

<https://ibusiness.wufoo.com/forms/qvaxov40lam2dh/>

Please notify us immediately if your child has any illness or chronic disease.

For more information related to school medical exemption certificates, you may call the HMC customer service team, Nesma'ak, on 16060 or PHCC's customer service team, Hayyak, on 107.

Entry and Exit into School

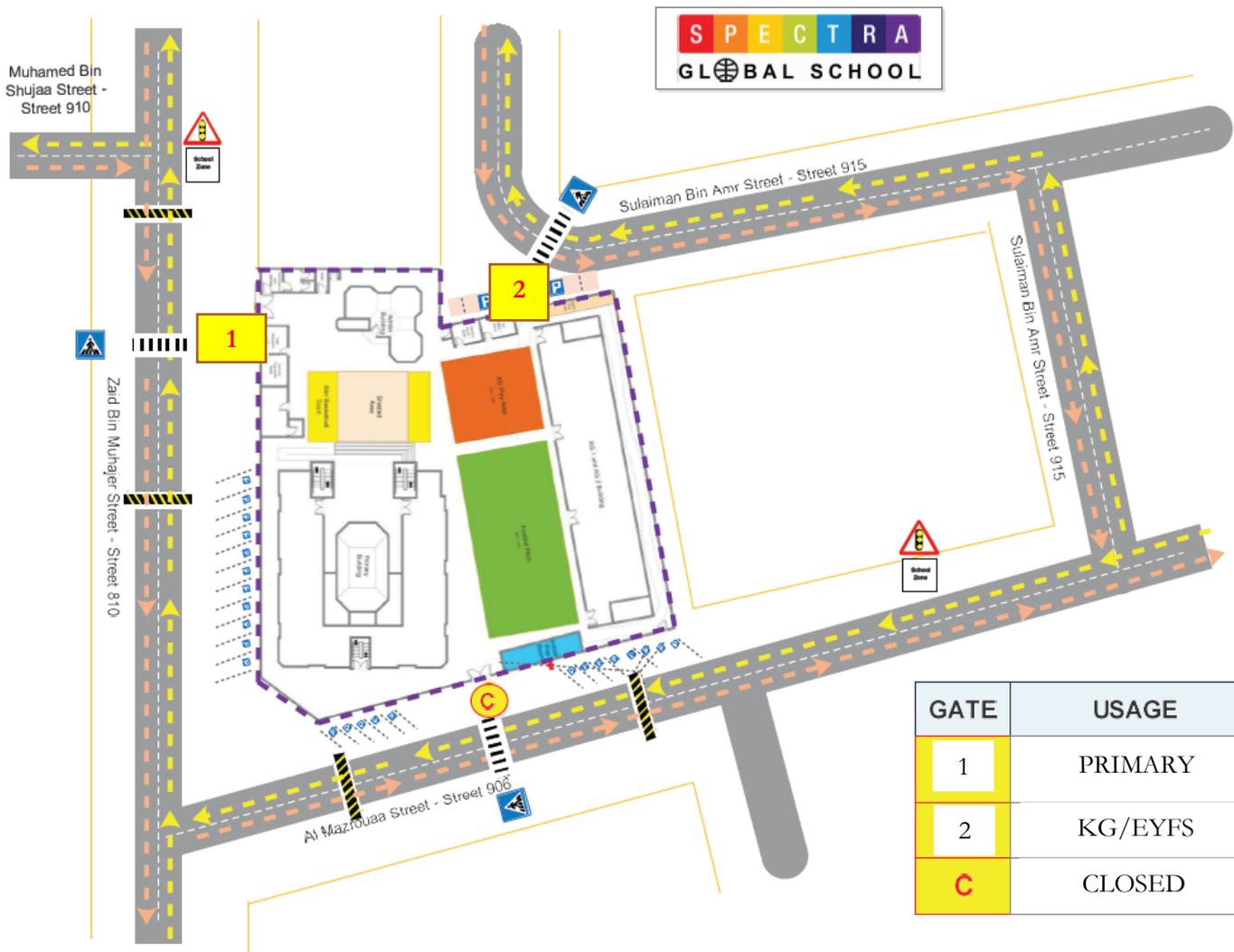
- Foundation Stage students will enter and exit through side **Gate 2**
- Primary Stage Students, should enter and exit from the main **Gate 1**

The map on the following page will help you with your child’s entry and exit into school.

Parents are not allowed in the school building, as per MoEHE guidance.

School Map

Dropping off Students at Spectra Global School





School Day Timings

Foundation Stage 1 and 2:

Registration starts at 7:00 am

School Day ends at 12:30 pm

Primary School (Year's 1 to 6)

Registration starts at 7:00 am

School Day ends at 1:30 pm

School Gates open at 6:45am

Kindly note that there is no early drop off or late room provision.

The school calendar can be found on the last page of this welcome pack, or on our website link:

[School Calendar 2021 - 2022](#)

Foundation Stage Specific Information

The children follow the Early Years Foundation Stage Framework.

This is divided into 7 areas-

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The children explore these areas of learning in many ways. These include whole class teaching, small group work with an adult, independent work, and through playing with carefully selected activities chosen by the Teacher. The children spend a lot of time learning through play as this is believed to be the best way for young children to learn. We do not make a difference between play and work as the children themselves don't see the difference. We ensure that children learn through all the activities they participate in during their time in school. The children have opportunities to learn both indoors and outdoors, and we use the outdoor areas whatever the weather!

Further Guidelines:

- Please ensure that your child comes to school each day with a full water bottle and lunch.
- FS children eat lunch in their homeroom classes.
- Please send a spare change of clothing to be kept in your child's cubby throughout the year in case of toileting accident or messy play.
- Please also ensure that your child meets the toileting expectations.



Entering the school

Face Masks, Temperature Checking and Ehteraz App

Staff and authorized visitors will be allowed to enter the school campus only after checking the color code identifying the individual's health condition in the Ehteraz application, only **green code holders are to be allowed in.**

Parents will be required to show the green status on the Ehteraz application, for their children to be allowed entry to the school. Students are not required to wear face masks, but parents are welcome to provide their children with appropriate protective equipment should they wish. We encourage you to check your child's temperature at home. Your child's temperature will be checked in school daily.

All visitor's temperature will be checked upon arrival; individuals with a **temperature higher than 37.5 °C will not gain access into the school.**

An elderly person or an at-risk individual, that may include pregnant ladies and those with chronic diseases are advised not to enter the school premises

Hand sanitizers are located throughout the school premises

The school community is to maintain a safe distance of no less than 1.5 meters from other individuals always; safe distancing stickers have been placed on the school's floor

Once in school, students may not leave and re-enter unless parents are signing them out

Parents are not allowed in the school building, as per MoEHE guidance.

Parents and visitors are advised to make appointments with teachers, administrators, and school personnel ahead of time.

The school facilities, including administrative offices, classrooms are regularly sterilized.

Pick up of students

At the end of the day, parents are requested to contact their class teacher through ClassDojo to allow the students to come to the Gates for dispersal. The parents will be required to wear a face mask and observe social distancing.

Parents may wait at Gate 2 for EYFS and Gate 1 for Primary students.

Parents will not be permitted into the school. Parents may contact the school upon arriving so that we can ensure your child is brought to the relevant gate.

What to bring into the school?

It is very important to minimize the mixing of equipment.

Every student will be required to bring their own stationery. A day to day list with a termly requirement has been previously shared.

You can find the list here: [Click here for stationery list](#)

Students from Year 3 to Year 6 may bring their own tablet/laptop. The device will be used for educational purposes only.

Absence/Late Arrivals

**In the event of an emergency or late pick up, please ring the school office on
4481 3278 / 6653 4333 to let us know.**

Arriving late/leaving early

- Foundation Stage students arriving after 7:30am will be marked as late
- Primary Students arriving after 7:15am will be marked as late.
- Students leaving early during the school day is highly discouraged.
- Children needing to leave school before the end of the school day need to give the school 24 hours' notice with (e.g. medical appointment) must bring a note signed by a parent or guardian explaining the reason for absence. All children must be signed out of school at the time of leaving by their parent/guardian at the reception.

Absence

- The school must be informed by parents by 7:00am each day, if their child is absent. Please also send a message on ClassDojo on the day of your child's return to school for their student file. If you know in advance that your child will be absent, please send a note to the teacher/receptionist explaining the reason and duration of absence.
- It is a requirement of the school that students attend at least 95% of the time.
- Absences should be avoided during term time so please plan family vacations during school holidays. Poor attendance may mean that your child's place at Spectra Global School may be withdrawn.

Important: If your child contracts a contagious disease, please notify the school immediately and observe the required quarantine periods.

Food and drink

We operate a Healthy eating policy for all stakeholders at Spectra School.

At present, all school cafeteria is not functional. All students should bring a healthy packed lunch from home to eat with their own water.

Students are to bring their own water. As per guidelines from the Ministry of Public Health, the water coolers will not be functional in the school.

It is important that children bring a healthy and nutritious snack and drink in an unbreakable container. Chocolates, crisps, fizzy drinks and chewing gum are not allowed in school. Please do not send glass bottles or cans.

We are a nut-free zone. Some of our students have extreme food allergies. To keep them safe and to mitigate risks, we have made our site a nut free zone. This means that no nut products can be brought on school site.

Uniform

- School uniform can help to achieve equality, reduce potential for bullying and create a strong identity for the school community. It is the strongly held view of the school that high standards of dress are important for establishing a purposeful learning environment and for demonstrating personal pride. Children must wear appropriate uniform at all times.
- All school uniform can be purchased from the School Uniform Shop.
- Parents will be contacted if their child does not wear the correct School Uniform. Please contact us to arrange a time for picking up the uniform. Currently drop in and trial outs will not be permitted.
- A copy of the Uniform List is available in this pack. Please refer to the uniform list in this booklet for information regarding the correct uniform.
- On PE Days, students should wear the PE uniform. Students will not be allowed to take part in PE lessons without the correct uniform.
- We highly encourage to label all uniform with the child's name to help find any lost pieces of clothing.
- Hooded Tops are not permitted in school, as they do not reflect the desired attitude that we wish students to adopt. In colder weather, students may wear a plain, long sleeved top (white or blue) under their shirt, as well as wear the school sweatshirt.
- Jewellery and Make up: For safety reasons we ask that students do not wear jewellery to school. A student may wear a watch (Smart Watches are not permitted). If your child has pierced ears then please make sure that they only wear one pair of small, gold or silver studs in school. Other piercings are not permitted in school. Students are not permitted to wear nail polish and/or make up.
- Hair: Students with long hair should arrive in school with it tied back in a ponytail or plait.

Discipline, Rewards and Recognition

At Spectra Global School, we aim to reward students who go above and beyond. This means that simply doing what is asked to an acceptable standard will not result in a reward. Our expectations are simple, all students should be Ready, Respectful, Safe.

- The school has a 'zero tolerance' policy towards bullying. This policy will be explained in detail to all students at the beginning of each year and information will be sent home and displayed on the website.
- If a child is found to be bullying others, he/she will be excluded from the school until appropriate measures are taken. If you believe your child is being bullied, please contact the school Social Worker immediately and encourage your child to tell a teacher about any incidents.

Rewards

- Students have many levels of reward from a well done verbal acknowledgment to working through the rewards ladder.
- Rewards are available during lessons, coaching time, break and lunchtimes.
- Students are rewarded for attitude to learning, showing the Spectra values, completing an outstanding piece of home learning and many more.
- Points badges are awarded by coaches during coaching time and advertised on our weekly student message board.
- They are also celebrated at the end of term assemblies along with awards for Attitude to Learning, Academic Achievement, Attendance and Service to the school.

Communication

The school will communicate regularly with parents through ClassDojo, e-mail, letters/circulars and the school website. Some reminders will be sent via SMS. Your support is required to ensure effective communication. Please ensure that you child's class teacher/school admin staff are informed if there are any changes to your personal e-mail or phone number.

The school year

You will find the dates for each term in the 2021/2022 academic year on the school website. Please note these dates may be subject to change as a result of direction from the Ministry of Education & Higher Education (MoEHE).

Birthday celebrations

One of the milestones each year for students is celebrating their birthday. Celebrating student birthdays is important and should be acknowledged. In light of COVID-19, we cannot permit any birthday celebrations, gifts and cakes.

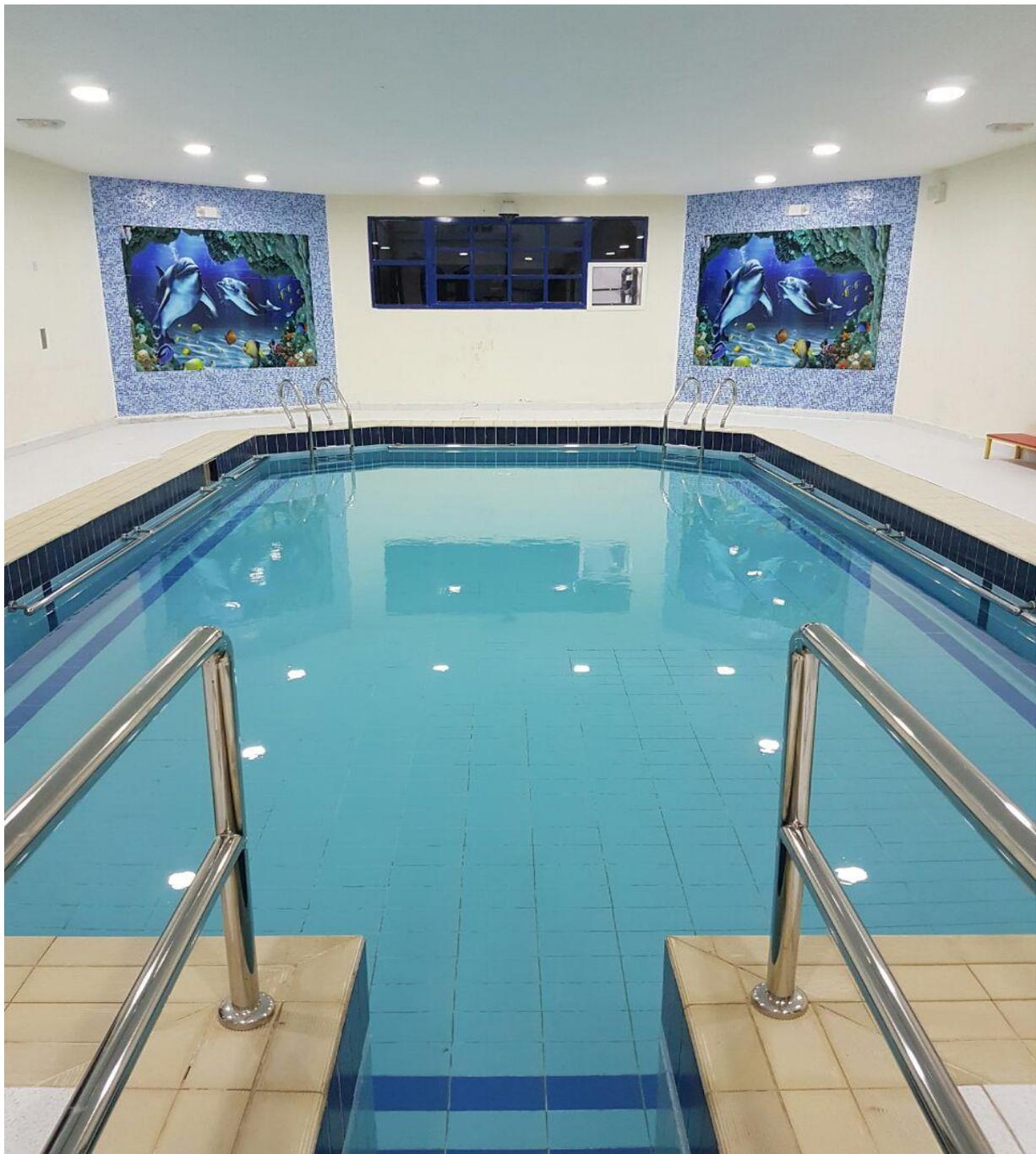
Curriculum, Assessment and Reporting

Please see our website <http://www.spectraschools.com> for all information regarding our curriculum.

Student Reports

The End of Year report will be provided at the end of the School Year. Progress Reports will be given at the end of each term. Parent Conferences are held 3 times a year offering an opportunity for parents to meet with teachers to discuss your child's progress.

Information on Parent Conferences will be posted on ClassDojo.



Uniform list (All uniform is available from the school store)

Please make an appointment before coming to the Uniform store by contacting us.

<u>Boys (FS - Year 6)</u>	<u>Girls (FS – Year 6)</u>
<ul style="list-style-type: none"> • SGS blue and white stripe shirt with SGS Logo (long or short sleeves) • Shorts dark grey • Dark grey trousers • Blue sweatshirt with SGS logo • White, navy blue or black socks • Plain black shoes or trainers with black soles • A plain, round neck long sleeved top/ T-shirt may be worn during cold weather (navy or white) • <u>Hats/Caps:</u> All students must have a SGS logohat or plain navy. <p><u>PE Uniform</u></p> <ul style="list-style-type: none"> • Blue polo shirt with SGS logo • SGS shorts (with logo) • White, navy blue or black socks • All students must have a SGS logohat <p><u>Swimming</u> Appropriate swimwear should be worn</p>	<ul style="list-style-type: none"> • SGS school blue and white stripe blouse with SGS logo (long or short sleeves) • Dark greytrousers/short/skirt (knee length-no split) • Blue sweatshirt with SGS logo • Plain black shoes/ Trainers with black soles • White, navy blue or black socks or tights • A plain, round neck long sleeved top/T-shirt may be worn during cold weather (navy or white) • <u>Hats/Caps:</u> All students must have a SGS logohat or plain navy. <p><u>PE Uniform</u></p> <ul style="list-style-type: none"> • Blue polo shirt with SGS logo • SGS shorts (with logo) • White, navy blue or black socks • All students must have a SGS logo hat <p><u>Swimming</u> Appropriate swimwear should be worn.</p>

Questions/suggestions/concerns

If you have any questions, suggestions or concerns regarding your child's progress at Spectra Global School, please contact your child's teacher in the first instance through ClassDojo to arrange an online appointment.

You can also call us on 4481 3278 / 6653 4333 to arrange a mutually convenient time.

We can also be reached at info@spectraschools.com

Follow us on

Facebook: <https://www.facebook.com/spectraglobalschool>

Instagram: <http://instagram.com/sgsdoha>

SPECTRA GLOBAL SCHOOL

2021 - 2022 Academic Calender

August 19th	SMT Start Date
August 22nd to 26th	Staff Induction (All staff in school)
Sunday 29th Aug	Students Start Date - Term 1 Begins

August 2021 (3 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2022 (15 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 6th to Feb 10th	Half Term break (School Closed)
Feb 8th	National Sports Day (Official Holiday)
Feb 13th	Students return to school
Feb 17th	Parent Teacher Conference

Oct 14th	Parent Teacher Conference
Oct 17th to 21st	Half Term break (School Closed)
Oct 24th	Students return to school

September 2021 (22 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2022 (18 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar 13th to 17th	Spring Break (School Closed)
Mar 23rd to 31st	Term 2 Assessments
Mar 31st	Students Term End (End of Term 2)

Oct 14th	Parent Teacher Conference
Oct 17th to 21st	Half Term break (School Closed)
Oct 24th	Students return to school

October 2021 (16 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2022 (20 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Apr 3rd	Term 3 begins
Apr 7th	Term 2 Report issued

Dec 1 to Dec 9	Term 1 Assessments
Dec 16th	Students Term End (End of Term 1)
Dec 16th	Term 1 Report issued and End of Term 1
Dec 16th	Qatar National Day Celebrations
Dec 19 - 30	Winter break (School Closed)

November 2021 (22 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2022 (18 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 1 - 5	Eid Al Fitr Holiday
May 8	Students return to school
May 12	Parent Teacher Conference
May 29 to June 6	Term 3 Assessments

Dec 1 to Dec 9	Term 1 Assessments
Dec 16th	Students Term End (End of Term 1)
Dec 16th	Term 1 Report issued and End of Term 1
Dec 16th	Qatar National Day Celebrations
Dec 19 - 30	Winter break (School Closed)

December 2021 (12 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2022 (12 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 29 to June 6	Term 3 Assessments
June 16th	Students School Year End
June 16th	End of year report issued
June 21st	End date for Teachers

Jan 2nd	Students start date (Term 2 Begins)
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January 2021 (22 days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 29 to July 6	Summer break (School Closed)
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*Calendar is subject to change as per MOEHE approval and government holidays

LEGEND	
	Eid Holidays
	SMT Start date
	Staff induction
	Students start date
	National Sports Day Holiday
	Start of Ramadan
	School summer break
	End date for teachers and SMT
	Term Breaks/Mid term breaks (Admin to work)
	Students Term End /End of year
	Assessment Week

Month	STUDENTS	TEACHERS
Aug	3	8
Sept	22	22
Oct	16	16
Nov	22	22
Dec	12	12
Jan	22	22
Feb	15	15
Mar	18	18
Apr	20	20
May	18	18
Jun	12	15
Jul	0	0
TOTAL	180	188