

Date: 26th August 2022

Dear Parent,

Greetings from Crown Private School!

We are excited that our students will soon be joining us after the summer break to start a new academic year. As we prepare to welcome our new as well as continuing students, we would like to draw your attention to certain important matters that would help your child have a smooth start to the academic year 2022-23.

SCHOOL COMMENCEMENT:

- **Monday, 29th of August 2022** - **First Day of School for Grades 1 to 11**
- **Thursday, 1st of September 2022** - **First Day of School for Pre- KG, KG1 & KG2.**

SCHOOL TIMINGS:

GRADES	MONDAY TO THURSDAY	FRIDAY
Pre KG to KG2	7:45 am to 12:45 pm	
Grades 1 to 11	7:45 am to 2:30 pm	7:45 am to 11:45 am

INSTRUCTIONS FOR WEEK 1:

Students who are 12 years of age and above must carry along with them a hard copy of the report of the PCR test done not longer than 96 hours (4 days) before the commencement of school. This report must be shown to the security at the arrival gate on the first day of school and later in the day must be submitted to the class teacher.

To make coming back to school exciting and enjoyable for our students we have planned some interesting activities on **Day 1** and **Day 2**. Besides getting to know the school and their teachers, the students will bond with their peers through various fun games, activities, and entertainment. They will be familiarized with arrival, dispersal, fire drill procedures etc. **They needn't carry their books to school on these days.** They must only carry their ID cards, pens/pencils, snacks, and water.

DAY 1: On Day 1, all students including those who have registered for school transport must be dropped to school by parents before 7:45 am. However, those who have registered for the school transport will be dropped home after school, by the school bus.

	PRE- KG TO KG2	GRADES 1 TO 11
Date	Thursday, 1 st September 2022	Monday, 29 th August 2022
Timings	7:45 am to 10:00 am	7:45 am to 11:45 am
Dress Code (not compulsory but preferred)	Super Heroes	Colours of CPS: Yellow and Blue

DAY 2:

	PRE- KG TO KG2	GRADES 1 TO 11
Date	Friday, 2 nd September 2022	Tuesday, 30 th August 2022
Timings	7:45 am to 10:00 am	7:45 am to 2:30 pm
Dress Code (not compulsory but preferred)	Red and Black	Black and White

Days 3 to 5:

Students of Grades 1 to 11 will follow the regular school hours (as outlined under SCHOOL TIMINGS above) from Wednesday, 31st August 2022 onwards. They must carry study materials as per the timetable and as instructed by the teachers. Students may come dressed in colored clothes during these days. Slippers, sandals, fancy jewellery and watches, mobile phones, make-up, short skirts, ripped jeans, tights, shorts, crop tops will not be permitted.

NOTE:

- Those students who have paid for the uniforms will receive their uniform packs in school from 5th September 2022 – 7th September 2022
- Pending books of academic subjects will be provided to students during class hours.
- Timetable will be shared officially on School Website (www.cpschool.uk)
- All circulars will be available on our school website: <https://www.cpschool.uk/circulars.html>

HEALTH AND SAFETY:

CPS is committed to the continued welfare of your child. Our goal is to ensure that your child has a safe and supportive learning environment.

- We have taken all precautions to ensure protection of our staff and students from Covid-19. We have two clinics with dedicated full-time school nurses and a doctor. We also have isolation rooms to cater to the needs of students showing symptoms of Covid-19 during the school hours.
- **Wearing face mask in school:** All students from Grades 1 -11 must wear a mask to school every day and must bring two spare face masks with them. Students in KG classes do not need to wear face masks.

GENERAL GUIDELINES:

- **Dress Code:** Uniforms will be available between 5th September 2022 and 7th September 2022 and will be handed over to the students in school if they have paid for the same. All students must be properly dressed in the prescribed school uniform. Care should be taken to ensure a neat and clean appearance. Students should wear black leather (formal shoes) with the regular school uniform. Trainer shoes are to be worn only with PE uniforms. Sandals and slippers must not be worn to school. T-shirts or vests worn beneath the school shirt must be fully concealed.
- **Jewellery:** Students are allowed to wear a watch. Girls are allowed a single pair of stud earrings. Ornaments such as necklaces, bangles, bracelets, sports bands, and rings are not permitted.
- **Make-Up:** No make-up is allowed in school. This includes eye liner and kohl. Fingernails must be kept short and nail polish is not allowed. Colored eye lenses are not permitted.
- **Hair:** Boys must have a neat short haircut. Fancy haircuts are not permitted. Girls must have their hair neatly tied up. Hair gel is not allowed. Highlighted, artificially colored or streaked hair are not permitted. Under cut styles are not allowed nor are tracks or lines.
- **Portable Music Players and Other Electronic Gadgets:** These items are not permitted in school. Such items if found being used by a student, will be confiscated, and returned only to the parent.
- **Mobile Phones:** Students are not allowed to use mobile phones while on the school premises. If a student is caught using a mobile phone, it will be confiscated and returned only to the parent.
- **BYOD Policy:** Students are encouraged to bring to school their own device such as a tablet or a laptop to facilitate independent learning and to develop ICT skills provided that the parent and the student sign the BYOD policy.
- **Parent-School Interactions:** Parents are encouraged to use the New Parent Application or send emails to communicate with the teachers or other members of staff. Appointment can be made with class teachers or subject teachers on a Thursday between 2:30 pm and 3:15 pm. Parents can also meet teachers on days which are marked as “Pre-Open House” and “PTC” in the planner for 2022-23. They may meet the Principal and School Management Team by prior appointment only. However, in the case of an emergency, the parent need not take an

appointment to meet the Principal. Please refer to the “Whom to Contact” section for further details.

- **Lunch Box & Water:** All students will need to bring a healthy snack to school and carry sufficient water. Canteen facility is also available if need arises.
- **Break Time & Play Areas:** Students will have two breaks on each day from Monday to Thursday and one break on Friday. The break timings for KG to Grade 4 will be different from those of other Grades. There will also be separate play areas according to the Grades.
- **Study Materials:** All notebooks and practice books will be kept in school and homework will be completed within school hours. Students can take their books home on Friday but must make sure that they are brought back to school on Monday. They must carry their tablet or laptop, writing instruments and stationery such as erasers, geometry box, calculator, etc. Students must ensure that digital copies of coursebooks are downloaded on their devices.
- **Group Activities:** Assemblies, trips, celebrations, sports days, camps, club activities, after-school activities will be conducted keeping with all safety norms.
- **School Smart ID Card:** Every student will be issued a school identity card to take the electronic attendance which must be carried daily for the safety of the students.
- **Teaching and Learning Model at CPS:** CPS will follow a full day education delivery model which means there will be no online classes that will be available as an option. The timetable will be uploaded on the school website
- **Two Term Academic Year:** Starting August 2022, Crown Private School’s academic year as approved by MOE will follow a two-term system.
- Term 1 - From 29th August 2022 to 31st January 2023
- Term 2 – From 1st February 2023 to 30th June 2023.

With the introduction of two terms, we have tried to reduce the pressure of exams on students and parents. Moreover, the reduced exam days also gives us an opportunity to add more days for teaching and learning. By doing so, our teachers will be able to spend more time interacting with students in classrooms ensuring additional support for their learning.

- **In-School Support Classes:** If students require additional support in English, Math and Arabic, parents may register them for additional support classes that will be conducted during school hours. To register for the classes, they must contact Ms. Janani Rao at 055 872 0708.
- **Attendance:** A minimum of 95% attendance of the working days is mandatory during the academic year. Should a student be absent for any examination or test, a medical report and a letter stating the reason for absence must be sent to the Section Head upon the child’s return.
- **Punctuality:** Students are expected to be punctual and arrive on time to school not later than 7:45 am. Habitual late comers will be liable to face disciplinary action.
- **Early Leaving:** We do not encourage children to miss school unless it is absolutely necessary, in which case the parent must approach the reception and obtain an exit note.
- **Notification of Absence:** If your child is absent, it is very important that you email the homeroom/class teacher stating the reason for the same to update the school management system. If you are planning any extended periods of absence from the school, then kindly email the homeroom/class teacher at least two working days in advance so that the necessary approvals can be obtained.

ARRIVAL & DISPERSAL PROCEDURES:

CPS has implemented a staggered finish time based upon grade levels to reduce the risk of crowding. Parents are requested to strictly follow the below guidelines for dropping off their children to and picking them up from school. Parents are requested to pick their children up not later than 2:45 pm.

GRADES	ENTRY/EXIT GATE	DROP OFF POINT ON ARRIVAL	PICK-UP POINT AT DISPERSAL
Pre KG	2	Pre KG Area	
KG 1 & KG 2	3	KG Area/ Black Gate	
Grades 1 & 2 (with or without siblings)	1	-	Play Area 6
Grades 3 & 4 and All Girls from Grades 5-11 (without siblings)	2	-	Play Area 4
Grades 3 & 4 and All Girls from Grades 5-11 (with siblings)	3	-	Play Area 5
All Boys from Grades 5-11 (with or without siblings)	3	-	Play Area 3

SCHOOL BUS SERVICE:

School transportation will now be managed completely by an outsourced company, and they will be fully responsible for deciding the route and the implementation of all safety protocols as directed by the relevant authorities. A bus attendant will be present in each bus. The company will ensure that the buses are always clean and safe. In the mornings, parents will need to wait with their child/children until the bus departs. We do not encourage one-way transportation.

WHOM TO CONTACT:

Your first point of contact at school is your child's homeroom/class teacher. Please check the Class Dojo for information about the teacher(s) that would be teaching your child this year. You may also contact the following persons in cases of emergency:

TYPE OF ENQUIRY	CONTACT PERSON	CONTACT DETAIL
Reception / Front office	Ms. Bushra or Ms. Amina	06 742 3222/054 792 4394
IT Helpline	Ms. Kumuda	056-5269362
Academic related issues	Ms. Janani	055 872 0708
Transportation related issues	Ms. Mali	056 402 3665
Registration related issues	Ms. Shorouk	050 900 5699
Accounts related issues	Mr. Nitha	056 534 3908

To be successful in school your child will need support from both home and school. We therefore encourage a strong home-school partnership to help our students achieve their full potential.

We ask that you support your child's learning by ensuring that he/she:

- Attends school daily and reaches school by 7:45 am, in correct uniform, ready for the day's learning experience.
- Completes all assignments given by the teachers.
- Revises daily to keep up to the high expectations of the school.
- Informs us if any support is needed in any aspect of their school day.
- Follows all the school guidelines and policies.

We look forward to working closely with you to bring out the best in your child.

Kind Regards,

Dr. Kishor Pillai
Principal