



مَدْرَسَةُ السَّغُوفِ الْعَرَبِيَّةِ

MADRASAH ALSAGOFF AL-ARABIAH

Singapore's Oldest Islamic Educational Institution – Founded in 1912

11th January 2017

Dear Parents/Guardian,

Assalamu'alaikum wr. wb.

First and foremost, we would like to welcome back our girls; new and old, to school for another exciting academic year. We are committed to make your daughter's/ward's journey with us a meaningful and purposeful part of their lives.

NEW ORGANISATION STRUCTURE

We would like to announce that we have reorganised our leadership team.

I would like to take this opportunity to thank Ustazah Damawiyah, Ustazah Saripah, Ustazah Saadiah, Ustazah Zauwiah and Miss Norhikmah for their wonderful contribution. Being part of the Steering Committee for the past few years, they have helped to improve and strengthen the school's programmes. During their tenure, the school has progressed to a new level in the field of Madrasah education. Jazakumullah khairan kathiran.

I am also pleased to inform you that from this year onwards, there will be two Vice-Principals assisting me in implementing the school's instructional programmes. We would like to congratulate both Ustazah Asyunifar and Madam Noorhayati on being our newly appointed VPs. We also warmly welcome the new members of the Steering Committee: Ustazah Shahida, Ustazah Saidah Nafisah and Miss Nur Sofia. Please find the school's 2017 leadership chart in *Appendix 1*.

BRIEFING SESSIONS FOR PARENTS

We believe that parents/guardians are our partners and a meaningful collaboration with you will support our students' holistic development. We would like to foster a positive parent/guardian-teacher relationship with you in order to help your child/ward realise her full potential. In our efforts to strengthen this partnership, Alhamdulillah, the Primary 1 Briefing for Parents had been conducted successfully last Saturday, 7 January 2017. We would like to now invite parents/guardians of Primary 5, Secondary 1 & Secondary 3 students to join the upcoming briefing sessions:

- Primary 5 Briefing for Parents: **14 January 2017**
- Secondary 1 Briefing for Parents: **4 February 2017**
- Secondary 3 Briefing for Parents: **18 February 2017**

CELEBRATING LEARNING & ACHIEVEMENTS

Our Annual Prize Giving Ceremony will be held on **Saturday, 21 January 2017**. This is to celebrate the achievements of our students who have shown outstanding performance in 2016. We would like to congratulate these students and their parents/guardians on their success. All secondary school students are invited. More details will be given to the students involved soon.

ANNUAL MAULIDURRASUL COMMEMORATION 1438

We will commemorate this year's Maulidurrasul on **Saturday, 11 February 2017**. Performances by students, Maulid Diba'ie recitation and syarahan by our distinguished speaker will start at **2.00pm**. We welcome all parents/guardians, family members and the public to grace this occasion. We also welcome your generous donations to support the programme and the school. Please refer to *Appendix 2* for more details.

SCHOOL FEES

This year is the third and final year for the gradual increment of our school fees. We thank you for your positive support. We would like to appeal to all parents/guardians to pay your daughter's/ward's fees on time i.e. before the 20th of each month. We strongly encourage you to pay the fees via Internet Banking. To avoid late payments, you can set a standing order with your bank. Please refer to *Appendix 3* for our bank's details and an example of the standing order.

ROAD SAFETY

As part of our school's efforts to ensure students' safety, we appeal to all parents/guardians to adhere to the following school safety guidelines when driving within the school compound:

- Please ensure that your daughter/ward alights briskly from the vehicle so that traffic is not held up during arrival and dismissal time.
- Please adhere to a speed limit of 10 km/h within the school compound.
- During school hours (7.20a.m. - 3.45.p.m.), vehicles **ARE NOT ALLOWED** to enter the school compound.
- If you are picking up your child/ward at dismissal time, we seek your understanding to enter the school compound 15 minutes after dismissal time i.e. after the school buses have left the school compound.
- Due to the limited number of parking lots, parking in the school compound is **STRICTLY FOR STAFF**. Please use the public car parks in the nearby vicinity when visiting the school.

HEALTH-RELATED MATTERS

All students are reminded to maintain a high standard of personal hygiene, including washing one's hands with diligence. We would also like to seek your cooperation to work closely with the school to reinforce good hygiene habits at home.

If your child/ward is unwell, she should consult a doctor and not be in school. Please ensure that your child/ward has fully recovered with official clearance from the doctor before returning to school.

We are encouraging our students to practice healthy eating habits in their daily lives. We are going to change our canteen menu soon to promote healthy eating. We encourage all parents/guardians to ensure that this is reinforced at home so that your child/ward is able to develop healthy eating habits at an early age.

ABSENCE FROM SCHOOL PROGRAMMES

We would like to emphasise that regular school attendance is critical to a child's learning. Hence, students must be present at all school programmes and events including enrichment, remedial classes and CCAs. If you are considering taking your child/ward away during term time, please think about it carefully and discuss your plans with your child's/ward's form teacher as your child/ward should not miss lessons including remedial unless there is a valid reason. If your child/ward is ill, she should submit a medical certificate or a note from you upon her immediate return to school.

Please refer to the Student Handbook for the 2017 school terms and holidays. Please note that the calendar is subject to changes so do refer to our website for the latest news and updates. First semester activities can be found in *Appendix 4*.

USE OF HANDPHONES

As stated in our Student Handbook, students must switch off their mobile phones during school hours to ensure that they stay focused on their learning. They can only use their mobile phones at the Waiting Area before and after school hours. Handphones will be confiscated from students who break these rules and we will contact parents to retrieve their handphones from the school's General Office. We seek all your cooperation in reinforcing the responsible use of handphones among our students. Parents/Guardians who need to contact their daughters/wards urgently during curriculum hours can contact the school's General Office. Please refer to the Student Handbook for further details regarding the rules on the usage of mobile devices in the school.

COMMUNICATION

We believe that communication among parents/guardians, students and teachers is critical in ensuring our students' success.

Form Teachers are your first point of contact. By this week, you should receive an introduction letter from your daughter's/ward's Form Teachers. They would have indicated in the letter, the names of the subject teachers of the class, their email addresses and how you may contact them. You may also access our teachers' email addresses on our school website.

In any event of a state emergency such as when the PSI reaches an unhealthy level, form teachers will send out instructions via WhatsApp Broadcast. We seek your cooperation to reply to the message immediately to acknowledge that you have received the message.

CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL ADDRESSES

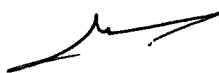
Please notify the form teacher as soon as possible regarding any changes to home, office, emergency phone numbers, home addresses, email addresses and other relevant information. This is vital in ensuring prompt and continuous correspondence with parents.

Should you have any questions or concerns regarding the procedures for the new school year, please do not hesitate to contact us.

Finally, we would like to thank you for all your support. We hope to continue to work in partnership with you to further your daughter's/ward's learning and holistic development.

Thank you. Wassalamu'alaikum wr. wb.

Best Regards



Syed Mustafa bin S Ja'afar Alsagoff
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