



Welcome back, we hope you all had a nice and restful break and are now ready for another successful year with us.

A very warm welcome to all new families joining us this year with our best wishes for a pleasant and productive journey amongst our school community.

1 - Committee Members

Head of School	Hicham Adjali
Treasurer	Mohamed Lebari
Curriculum	Nadira Adjali & Zahira Mahboub
Website	Salaheddin Khatib

2 - This year's volunteers - Teachers

Level 1	Nadira Adjali
Level 2	Marwa Yousr
Level 3	Zahira Mahboub
Level 4	Wassim Oulabi
Level 5	Rachida Sadiki
Level 6	Fatima Chelaghma
Level 7	Djelloul Mahboub
GCSE	Hicham Adjali

3 - This year's volunteers - Teaching Assistants & Helpers

Level 1 TA	Bouchra Hallal & TBC
Level 2 TA	Aseel Chalabi
Level 3 TA	Fahima Kara-Mohamed
Level 4 TA	Saida Nassir
Level 5 TA	Linda Beldjoudi
Level 6 TA	Samah Ibrahim
Level 7 and GCSE TA	Mohamed Lebari
Quran Support	Hanane Bennani
Quran Support	Abrar Omar Alkharabsheh
Reading Support	Dalila Maali
Teacher Trainer	Hafidha Klouche
Welfare Support Officer	Malika Ait Mimoun
Welfare Support assistant	TBC
Social activities co-ordinator	TBC



4- Drop off & Pick up

Lessons start at **10:30** and finish at **14:00** with a lunch break at 12:00 pm for $\frac{1}{2}$ hour. All pupils are expected to be at school no later than **10:25** and parents must escort their children to the entrance hall. Children will be escorted by their teacher (or volunteer) to their respective classrooms or to the assembly room (Level 1 classroom).

Please note the following and the times and locations for drop off and pick up:

- Drop off for all pupils, levels 1 to GCSE, at the main entrance hall.
- Pick up for Level 1 to 3 from their respective classroom fire exit doors (external doors)
- Pick up point for Level 4- GCSE outside the entrance door (courtyard).
- Entrance lobby is to be kept clear at all times and only used as a transit area.
- Parents other than permanent helpers (weekly volunteers) should not enter the building during drop off and pick up times.
- Parents other than permanent helpers (weekly volunteers) can only enter the building under prior arrangement with either the headteacher (Hicham Adjali) or the welfare support officer (Malika Ait Mimoun).

School timing and location for Drop off & Pick up			
	DROP OFF at:	PICK UP from:	Lunch Break
Level 1	10:25	14:00	12:00-12:30
	Main entrance door	Classroom 1 External door	Courtyard
Level 2	10:25	14:00	12:00-12:30
	Main entrance door	Classroom 2 External door	Courtyard
Level 3	10:25	14:00	12:00-12:30
	Main entrance door	Classroom 3 External door	Field opposite classroom 3
Level 4, 5, 6, 7 & GCSE	10:25	14:00	12:00-12:30
	Main entrance door	Courtyard	Main Playground

5- Fees

Kings College has increased the rental fee for this year, however GAEC contribution per term for this academic year 2023/2024 will remain £50 per child, 3rd child (with 2 registered siblings) remains free of charge.

Please ensure that payments are made within 2 weeks upon issue of invoices which will be sent by e-mail or handed to your child after the 2nd or 3rd week of each term.

Where possible, payment is to be made by bank transfer (details will be on the invoices) stating the **surname on the invoice** as the payment reference.



Cash or cheques are also accepted, cheque payments to be made to **Guildford Arabic Education Centre**.

6- Registration Form- Contact Details & Medical Records

New Pupils (including young siblings starting this year): Please ensure you have completed and submitted your child registration form.

Existing Pupils: If any of your details have changed, new forms will need to be completed and re-submitted.

Forms have been sent to you by e-mail and are also available on the school website.

If you have not sent this yet, please hand in completed forms on the first day back 16th September 2023.

7-GAEC Motto, Rules and Code of Conduct

All parents and volunteers are required to read and understand **GAEC Motto, Rules and Code of Conduct**. This is available on the school website and Parents are advised to discuss them with their children. All members of the school (volunteer teachers, helpers, parents and pupils) are expected to comply with these. Please do not hesitate to ask if you need any clarifications.

8- Communication

Our main means of communication with parents is through e-mail, please ensure that we have your up to date e-mail addresses (both parents when appropriate) and that you check your inbox regularly, including your **Junk/Spam** mailbox as sometimes e-mails are sent to these instead. Please do **get in touch** if you haven't received any e-mails from admin@gaec.net as yet (a number of e-mail updates were sent over the past two weeks).

You will also get specific e-mails from your child teacher from: Levelx@gaec.net x being your child level number e.g. Level1@gaec.net, Level2@gaec.net, etc.

Further information is also made available on the school website at www.gaec.net

9- Parents Meetings

Parents are required to attend a minimum of two 10-minute meeting sessions with their child teacher upon invite (**see dates in section 14 of this Newsletter**), please ensure you attend these to go through some essential information regarding the school and parents' expectation, homework, behaviour, contact details, your child progress monitoring, reward system, absence, etc.

10- Safety, Punctuality & Attendance

The following documents are to be read and understood, and adhered to by all members of GAEC community:

- GAEC September 2023 Newsletter: This letter, also on the website.
- GAEC MOTTO & CODE of CONDUCT <https://www.gaec.net/gaec-motto-rules-and-code-of-conduct/>



- Timetable & Key dates for your diary - see Section 14

Please ensure that your child attends school **every week** and does not miss any lessons as this has a big impact on their progress and attitude to learning throughout the year.

If for any exceptional reason this happens, please inform your **child's teacher** (Levelx@gaec.net) and catch up with their homework ready for the next session.

Note that any unjustified absence will result in a penalty towards the pupil weekly marking, refer to GAEC CODE OF CONDUCT for further details.

11- Equipment/ What to bring to school

Please ensure your child has the following items at **all** sessions:

- Textbook (Level 2 to Level 7). Available to purchase via the school.
- Exercise book (lined notebook which will be provided by the school)
- Reading Record book & School Reading book (provided by the school)- Levels 3 to 7 only.
- Pictionary, this is a personal Vocabulary book for Levels 3 to GCSE
- Pencil case (inc. pen, pencil, coloured pencils, rubber and sharpener)- Level 2 to GCSE.
- Packed lunch & water bottle.
- Personal hand sanitiser (for older children who can use it without supervision)
- Suitable clothing (coat in cold weather, sunhat in summer and suitable shoes)

We strongly advise that children do not bring any valuables to school and that all their belongings are suitably labelled including their textbooks.

The use of **Mobile phones** during the lessons and on the stairs is strictly forbidden.

For further details, refer to GAEC CODE OF CONDUCT

<https://www.gaec.net/gaec-motto-rules-and-code-of-conduct/>

12- Homework

All classes have a **weekly homework** which is normally due the following Saturday. Your help with this at home is essential.

If your child misses a lesson for exceptional reasons, make sure you get their homework from their teacher and get your child to complete it for the next session as this helps them catch up with their work.

Experience shows that the most successful pupils are those with committed parents who get involved with their children's learning on a regular basis.

13- Reading Support- Levels 3 to 7

After 2 years suspension (Covid), we have re-introduced last year the **One-to-One Reading Support** scheme at school. To be successful and fully beneficial to the children, this needs to be strongly supplemented by a **continuous and regular support at home**.

Please ensure you help your child with the recommended daily reading (minimum 5 minutes) and use the provided **Reading Record books** for the 2-way feedback.



14- Curriculum and GCSE Specification

Level 1 & 2 use GAEC own resources, no 3rd party textbooks are used.

Level 3 to 6 use mmbooks primary "Kitabi" books series.

Level 7 pupils work to the Edexcel GCSE Arabic (1-9) specification using the GCSE book "Your Arabic Friend edition 2017".

Other resources our teachers will be using for which you are encouraged to use when helping your child(ren) at home:

- Alef-Ba-Ta resources for basics inc. grammar, sentence construction across all levels <https://www.alefbata.com/>
- Interlingo, for online lessons with interactive exercises covering all topics in line with EdExcel specification: <https://www.interlingo.co.uk/about/>
- Arabic Workshop for speaking & Listening skills and Vocabulary builder: <https://arabicworkshop.com/showcase/>
- Arabalicious for a wide range of resources in line with EdExcel specification: <http://www.arabalicious.com/index.html>
- Oxford Arabic Club Readers graded series www.oxfordprimary.com

A **weekly class Programme** is available for each level. Please ask your child's teacher for a copy if you do not have one. This will help with the preparation and revision of the topics covered each week.

14- Key Dates for your Diary

16th September 2023	1 st day back to School/ Start of Autumn Term
30 th Sept to 21 st Oct 2023	1 st Parents meeting with class teachers (on Invite only)
28 th October 2023	School closed for Half Term
9 th December 2023	Last Day of Autumn Term
9th December 2023 (Evening)	GAEC Family Gathering (TBC)
16 th , 23 rd & 30 th December 2023	School closed for Winter Holidays
6th January 2024	Start of Spring Term
27 th January 2024	TEST 1 for Levels 2 to 7
3 rd & 10 th February 2024	2 nd Parents meeting with class teachers (on Invite only)
17 th February 2024	School closed for Half Term
23 rd March 2024	Last Day of Spring Term
30 th March & 6 th April 2024	School closed for Spring Holidays
13 th April 2024	School closed for Eid Al Fir
27th April 2024 (Evening)	GAEC Family Gathering (TBC)
20 th April 2024	Start of Summer Term
18 th May 2024	TEST 2 for Levels 2 to 7
1 st June 2024	School Closed for Half Term
15 th June 2024	School closed for Eid Al Adha



6th July 2024

Last day- Prize Giving & End of Year Celebration

15- School Photo

There are few copies left of last year school photo available for purchase at a subsidised fee of £5, let us know if you want one.

16- Get Involved, Volunteers needed urgently

GAEC is a **NOT FOR PROFIT VOLUNTARY SUPPLEMENTARY SCHOOL** that relies on its volunteers and all its members. If you feel you can help in any way and wish to become an active member of **GAEC** community, please do come forward, we will be delighted to hear from you. Volunteers for the following roles are still needed, let us know if you can help with these:

- Teacher assistant for L1 - weekly commitment
- Social activities co-ordinator
- Welfare Support assistant

If you have any concerns about anything do not hesitate to talk to us.

Guildford Arabic Education Centre