CIRCULAR

2nd October 2024

Dear Parents,

SUBJECT: PARENT CONSULTATION DAY / MID TERM BREAK

Greetings and good wishes from The Westminster School, Dubai.

We are pleased to inform you that our Parent Consultation Day for **FS to Year 13 is scheduled for 10th October 2024 from 7:30 a.m. to 2:30 p.m.** These meetings will be blended either face to face in the school premises or virtually on **Zoom**. The primary focus of these meetings is to provide you with the opportunity to meet your child's Form tutor in Primary school. In Secondary school you will have the opportunity to meet the Form tutor and subject teachers as well.

FOCUS FOR THE DAY:

- **Progress Tracker Interim Report 1:** This report will demonstrate the progress of students concerning the objectives assessed from **August-October 2024**
- Attendance, class participation and attitude towards learning.

To facilitate the smooth scheduling of meetings, you will receive a link to select a suitable meeting time from your child's Form Tutor/subject teacher. We kindly request your adherence to the scheduled meeting time. Our teachers will **strictly adhere** to the **allocated time slots,** so please ensure **punctuality.** Regrettably**, missed appointments cannot be rescheduled on the same day.**

Students will be sent work to complete from home on that day. If you choose to bring your child to school, please ensure they are wearing their complete school uniform with school ID cards. Furthermore**, it is important to note that the school will remain closed to all students during the upcoming mid-term break, commencing on the 14th October 2024 (Monday) until 16th October 2024 (Wednesday) and will resume school on 17st October 2024 (Thursday).**

Please take note of the following office working hours during the mid-term break:

Monday to Thursday: 7:30 am to 3:30 pm
Friday: 7:30 am to 11:30 am

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We kindly request that you contact the respective Department before visiting the school. To assist you, we have provided the email addresses of the staff who will be on duty:

- **Cash Counter:** finance_tws@gemsedu.com
- **Reception:** reception_tws@gemsedu.com
- **Registration:** registrar_tws@gemsedu.com

If you require any further clarifications or have any questions, please do not hesitate to reach out to our helpline at helpline_tws@gemsedu.com and we will assist you.

We hope you and your family have a relaxing Mid-Term break!

Best Wishes,

CARL ROBERTS
EXECUTIVE PRINCIPAL/CEO