

Sara Village School Newsletter



Dear All

Welcome to the second edition of the Sara Village School Newsletter. As we go to press we are now only 5 months away from the exciting inaugural term of our new school and counting.

I had the pleasure of meeting many of you again when I visited the compounds on the Sunday 14th and Monday 15th March, thank you to those of you that came to see me.

In this 2nd newsletter I have included questions that have been asked since the open days on Sara Village Compound in January and in the 1st edition of the Sara Village School newsletter.

I have then included the unanswered and partially answered questions from the first newsletter.

You will also find attached a copy of the Sara Village School 2010 – 2011 calendar for those of you whose children are to attend the school in August.

I attended a meeting on March 10th held at Sara Village Compound between representatives of both ISG and BAE Systems, during and since this meeting we have been able to answer many of the outstanding questions asked by you the parents.

I myself do not move onto Sara Village Compound until April 22nd, once there I will be working from an office on the first floor of the Administration Building where those of you that wish to come to see me are more than welcome. My office hours will be 08.30am until 12.30pm Saturday through to Tuesday. In the meantime my contact details are as follows

Tel:
Mobile 0503970342.
Email: Lorraine.crook@baesystems.com

Many thanks

Lorraine Crook

Lorraine Crook
Sara Village School Liaison Officer
BAE Systems Saudi Arabia



NEW QUESTIONS ARISING SINCE JANUARY OPEN DAYS.

Q1 What are the bus arrangements for the children living on Sara Village Compound who will be travelling to both BISAK and DBGS from April onwards?

Answer: Please see attached School Bus News Letter as published by Alison Oatridge, Senior Bus Monitor.

Q2 What is the P. E. Kit requirement for Sara Village School?

Answer: A plain white round neck t-shirt and black shorts. It is envisaged that later in the school year a specific PE kit will be available to buy through Sara Village School .

Q3 My child is leaving BISAK to attend final year at Sara Village School, when she returns to BISAK in 2011 will I have to pay a registration fee again? This is a one off fee per student that is paid to the school.

Answer: Sue Coppard who takes care of Registration at BISAK school has informed me that NO there will not be a further payment required next year (2011), when your child returns to BISAK to continue their education.

QUESTIONS ARISING FROM SARA VILLAGE SCHOOL OPEN DAYS ON THE 8TH AND 15TH JANUARY

GENERAL QUESTIONS

Q1 How do we register our child into Sara Village School, how does a parent obtain an enrolment pack, and to whom does the enrolment pack get returned to? What is the cut off date for form completion?

Answer: BAE Systems has provided a list of all MFS children due to attend Sara Village School. If the child is currently enrolled at an ISG school this registration will be automatically carried forward; however, parents will be asked to sign an Authority to Release School Records form for their child's record to be transferred to Sara Village School. For new children pre-reception/ reception and **non ISG schools (BISAK)** registration packs will be made available in line with usually ISG enrolment procedures later in this school year. Enrolment packs will be specific to Sara Village School and should be completed and returned by 1st August. Enrolment packs will be available from my office and should be returned to me by the end of July.

Q2 What age can my child start Pre-Reception and Reception class? Birth dates when must they fall?

Answer: To enrol to Pre-Reception for the next school year your child's birthday must fall between 1st September 2006 to 31st August 2007 and for Reception your child's birthday must fall between 1st September 2005 to 31st August 2006.

Q3 Do I have to pay for my child attending Pre-reception or Reception class? I am not on MFS. What are the fees?

Answer: Yes you will be required to pay for Pre-reception class. The ISG Board hold a meeting in April and school fees will be announced in May.

Q4 What are the school terms? My child starts school this year and I don't know. I want to book flights for the summer and need to know when to be back in Kingdom for school starting.

Answer: The school calendar mirrors that of the DBGS 2010 – 2011 and is available to view on their ISG website; I have also included one in this newsletter. The first day for student starting Sara Village School will be on 24th August 2010.

Q5 What are the school hours?

Answer: The school day for students starts from 07.40am and finishes at 14.20hrs.

Q6 Will every class have a classroom assistant in it?

Answer: It is hoped and provisions are in place for every class to have a classroom assistant in it. Details will follow.

Q7 Must there be a minimum of pupils in the class for the teacher to teach? For example; If there are only 7 pupils for year 2 will this class remain solely a year 2 class or be merged with either year 1 or year 3?

Answer: There will be one class per year group.

Q8 Is there any specialist subjects being taught?

Answer: Yes, specialist subjects being taught are ICT, Arabic, P.E, Music and French.

Q9 Will the school have an open day before the school opens officially so parents can meet the head teacher and other teachers and classroom assistants? Parents want to meet, and for their child/children to meet, their teacher/s before they start their first day of school.

Answer: An open day will be held at Sara Village School on Thursday 17th June at 09.00am. Further details of this open day will be made available nearer the time.

Q10 What are the children's break and meal times? What are the children not allowed to take to school if having packed lunch e.g. are they allowed to take cans of juice? Is there anywhere to store food or do parents have to provide children with cool boxes for food and drink?

Answer: In line with BAE Systems and ISG desire to promote healthy eating, a fruit break will be held from 10.00am until 10.20am and lunch break will be held from 12 noon until 12.40pm.. Students are not allowed to bring fizzy drinks, chocolate or nuts into school. Parents are advised to provide suitable containers in which to store their child's lunch. Please ensure your child's lunch box is labelled Children will not be allowed to leave the school grounds for breaks.

Q11 Is there a school uniform? Can my child still wear the DBG School uniform or do I have to purchase a new uniform?

Answer: The school uniform will consist of a pale blue polo shirt, tailored black skirt / shorts or trousers. Girls have the option to wear a tailored, A line plain pale blue cotton dress. Sandals and flip flops are not allowed, smart trainers or black shoes may be worn. Students should wear a cap / hat at all times when outdoors.

Q12 Are the children required to wear a cycling helmet to school? Will a cycling proficiency test be available to them?

Answer: BAE Systems and ISG strongly encourage personal safety of all children whilst recognising this is ultimately a parental decision; we advise that you provide your child with a safety helmet. It is envisaged that a Cycling Proficiency Program will be held as an after school activity. Details of this will follow once the school is up and running.

MEDICAL AND MEDICINE RELATED QUESTIONS

Q13 My child is asthmatic; can his/her teacher store a spare inhaler at school in case of emergency?

Answer: It is envisaged that any medications will be stored securely in the head teachers' office. Prescription medications need to be clearly labelled with the date, child's full name and dosage details.

Q14 What is the procedure if my child takes unwell at school?

Answer: In the first instance parents will be called using the emergency contact numbers provided and asked to come and collect their child from school. It will then be their decision as to whether they make use of the medical centre. In an emergency the school will utilise the medical centre's facilities. If the school contacts the parent/s and they are unable to collect the child from school an appointed guardian whose name will be given to the school by the parent/s will be contacted.

Q15 Are any of the teachers trained in first aid, do they know what to do if my child chokes, has an asthma attack, febrile convulsion or faints etc?

Answer: The school will have a number of qualified First Aiders on site for such emergencies. If however any of these episodes do happen the medical centre will be contacted immediately.

Q16 As there is no school nurse, who will carry out head lice checks, eye sight checks that apparently the nurses do at Dhahran British Grammar School?

Answer: This will fall to the responsibility of the parents. If you suspect your child has head lice please contact the medical centre. It is the responsibility of the parents to be observant in their child's health and wellbeing and should you be concerned that they may have a visual or hearing problem then please contact the medical centre. The teachers will also contact the parents directly should they notice a problem / deterioration in your child's vision or hearing.

Q17 Why is there no nurses' room?

Answer: There is no school nurses room provided as the medical centre is straight across the road from Sara Village School.
See also the answer to question 14.

FACILITIES RELATED QUESTIONS

Q18 Will there be a bus going around the compound to take children to and from the school? If so, will there still be bus monitors on board?

Answer: There is a compound transport system, which will operate as a bus service during peak hours. Bus stops will be designated and the service will stop at/collect from Sara Village School. There will be no bus monitors.

Q19 How frequently will the bus run to take the children to and from school; will it stop outside your villa?

Answer: Mr Gary McMillan, Operations and Facilities Manager is at present formulating a bus timetable. This information will be included in the residents' handbook when you move into Sara Village Compound in April.

SCHOOL SAFETY QUESTIONS

Q20 Where is the assembly point when fire alarm goes off?

Answer: The fire drill assembly point is at the rear of the school, the school has ample access to it and it is fenced.

Q21 Will the school send out a flyer to all parents regards a list of teacher's names, assistant's names, contact numbers, emergency number/s, school opening hours – presume staff will start before and leave later than the children do?

Answer: The school will publish a student/parent handbook which will be available later in the year. The teaching staff will start school at 07.30am and be available until 15.30hrs.

Q22 What is the security lockdown procedure?

Answer: Mr Alan Dickson, Area Security Manager will provide this information at a later date prior to the school opening.

CRECHE RELATED QUESTIONS

Q23 When will the crèche open and what are the opening times?

Answer: The Crèche is planned to be open from the middle of May. The exact date has yet to be confirmed. The opening hours initially will be from 07.30am until 12.30pm. The hours will be reviewed prior to the summer break as at present we do not know the requirements of those wishing to use the crèche facility.

Q24 How do I enrol my child/baby into the crèche?

Answer Registration forms will be available from support services section at Dhahran HQ and Sara Village Compound Administration Building Reception area. Completed forms should be returned to the Administration Building Reception. The newly appointed crèche manager will be sending out a questionnaire survey to see what your crèche requirements are.

Q25 Can my child attend the crèche on a day to day basis or can block bookings be taken?

Answer Bookings can be made on a daily, weekly or block booking basis through the crèche manager.

Q26 What are the crèche fees; does BAE Systems cover anything towards the fees of a child/ children attending the crèche?

Answer: The fees are anticipated to be between SR 50 –SR60 per day. The amount you pay will depend on the age of the child attending the crèche facility. BAE Systems make no contribution towards this fee. The cashier office will be located in the Administration Building for parents to make crèche payments.

Q27 Who has been appointed to run the crèche – is there a contact name, number?

Answer: Mrs Teresa Hake has now been appointed as Crèche Manager. Mrs Hake is currently out of Kingdom on leave until the 9th April. On her return she will be sending out a flyer to inform you of her contact details and further crèche information. If you require any further information about the crèche please contact Mrs. Hake directly as I will no longer include crèche related questions within the school newsletters.



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