



### ( KG. Office Hours )

Respected Parents, \_

Regarding the importance of the communication between the school and the parents, the school will assign certain times for each teacher to be available to answer your questions by phone. So we are happy to provide you with all the information you need on the school's land line **(011 4820272)** according to the following timetable :

Subject	Teacher	Classes	Day	Time	Ex.
Admin	T.Dalia	School principal	Mon.	7:00 – 8:00 <b>0545630317</b>	
KG Coordinator	T.Rana	KG. Coordinator	Sun.	8:45 – 9:25	116
			Tues.	10:05 – 11:25	
			Thurs.	8:25 -10:05	
Homeroom teachers	T.Hana	KG.1A	Sun.	9:25 -10:05	116
	T.Marwa	KG.1B	Sun.	10:05 -10:45	116
	T.Hasna	KG.2A	Sun.	10:45 -11:25	116
	T.Fatima	KG.2B	Wed.	10:05 – 10:45	116
	T.Rasha	KG.2C	Sun.	8:05 -8:45	116
	T. Bushra	KG.3A	Mon.	8:05 – 8:45	116
	T. Enas	KG.3B	Mon.	10:45 – 11:25	116
	T.Hadeel	KG.3C	Tues.	8:05 – 8:45	116
	T.Enas saad	KG.3D	Tues.	8:45 – 9:25	116
	T.Raghad	KG.3E	Wed.	8:45 – 9:25	116

A	T. Abeer	Coordinator	Mon.	8:20 – 9:00 <b>011 2815456</b>	113
	T. Batool	KG.1A & KG.2	Tues.	7:25 – 8:05	116
	T. Iman	KG.3	Wed.	7:25 – 8:05	116
Islamic	T. Roqaiya	Coordinator	Thurs.	6:55 – 7:40 <b>011 2815456</b>	113
	T. Azza	KG.1A & KG.2	Thurs.	7:25 – 8:05	116
	T. Firyal	KG.3	Wed.	12:05 – 12:55	116
F	T. Esraa	Coordinator	Thurs.	11:25 – 12:00 <b>011 2815456</b>	113
	T. Nahla	KG.2 & KG.3	Wed.	10:45 – 11:25	116
Com	T. Asfa	KG.2 & KG.3	Thurs.	12:05 – 12:55	102
School Doctor	Dr. Safinaz	The school doctor	Available		112
	T.Gawzaa	Social worker	Available		109

### Notes :

- \*\* Kindly remember that the most convenient channel to contact the school is the student's diary .
- \*\*Kindly try to be committed to the timing mentioned above . In case you miss the office our for a teacher , just leave your number and the teacher will call you back in her free time.
- \*\* The Parent has only 5 minutes to talk to the teacher to give other parents a chance to call the teacher .
- \*\* In case you want to have a meeting with any member of the school staff , you have to fix an appointment through the phone first from **Sunday to Wednesday.**
- \*\* The school will not take an action for any call on the teachers' personal phones or the administration department employees personal phones
- \*\* For further help you can contact the school reception (**011 2815456**) **ex. 105** and Mrs. Mariam the school vice principal on mobile number **0545630317** as well.
- \*\* This timetable is not valid for the exams , trips and activities` days

We hope to always meet your expectations

Thank you