



Important Circular for 2017

Dear Parents & Students:

The report card of your son/daughter has been issued. Please make sure to receive a hard copy.

Congratulations on a job well done!

APG School wishes you a very enjoyable vacation and let's be prepared for a brand new school year.

We look forward towards another year of even greater success and accomplishments . Please read this circular carefully and keep it for future reference.

Please observe the following important dates:

Important Dates	
Fees Payment for all grade levels	Thursday 17/8/2017 to Thursday 31/8/ 2017
Staff first day	Sunday 22/8/2017
Students' 1 st Day of School-books collection Grades :4 to12	10/9/2017
Students' 1 st Day of School- books collection Grades :1 to 3	11/9/2017

Absence without a medical report or acceptable reason will be considered as absence without permission.

Kindly note that the Accounting Office will be closed on 10th September & 11th September. All Term fees should be paid on or before 31st /8/ 2017.

Important Reminders

1-School Uniform:

Please note that it is very important for students of all grades to comply with the school code of dress. Kindly make sure that the uniform you purchase for your ward meets the school specifications. You can see the details of the school uniform on **APG School website**. Click the icon "Uniform".

Regular shoes for school should be **black** only. PE shoes should be plain **black, white** or **navy blue**. No other colour will be accepted. For girls , head scarves should be white , black , beige or navy blue for grades 3 to 6 and white , black, beige or gray for students from grade 7 to 12 .Wearing chains , hair accessories, gold or jewelry is not allowed .

2-School timings:

- Grades 1 to 8: From 7:10 am to 1:40pm
- Grades 9 to12: From 7:10 to 2:00pm

Please Note that on Wednesdays students will leave school at 1:00 p.m for the purpose of continuous professional development, planning and training. Please be informed that the gates will be closed at 7.15 am and will be opened at 1:30 pm. Students who come after 7:15 are considered to be late



3-Communicating with the school:

In case you need to communicate with a staff or a subject teacher, you have the following options:

- Write in the correspondence book .The correspondence book serves as a daily diary and a means of communication between the parents and the school.
- Call the level supervisor for matters of concern or to arrange for a meeting with the concerned teacher or staff or Contact number is in the table below:

Grade level	Students' Supervisor	Phone number	E Mail
Grade 1 , 2 ,3	Mr. Mohammed	17401499	supervisor.1@apgschool.com
Grades 4-5-6	Ms. Waseela	17401499	Supervisor.2@ apschool.com
Grades 7,8,	Ms. Nooreya	17404871	Supervisor.3 @ apgschool.com
Grades 9,10,11,12,	Mr. Abdul Rahman	17403666 17402394 Ext. 3	Supervisor.4 @ apgschool.com

- E mail the supervisor (e-mails above).
- There will be students' egate for communication which you will be informed about next September.
- Call the students' supervisor.

Please note that there are counseling facilities for students provided by APG School counselors on high confidentiality basis.

4- Transport

Old students who wish to continue using the school transport should contact the Transport Department supervisor Ms. Baneen on 32001213 before 22 June. Other contact numbers are at the bottom of this circular. Please make sure to save all school phone numbers and the bus driver number in your phone (*Ms. Baneen will give you the bus driver mobile number*).

5- Tuition & Transport fees:

- Fees payment dates will be as follows:
 - Ø First installment: 17 August 2017
 - Ø Second installment: Thursday 30 November 2017
 - Ø Third installment: 1 March 2018

Registration for next year will be in February 2018

6- Other matters

- This coming year, the school will use e communication with parents. Parents have to make sure that their mobile phone contact given to the school is active. Reminders and notes will be sent to the parents on a regular basis via messages. Please make sure to browse the school website apgschool.com for the Monthly Plan, news, announcements and reminders to keep you connected to your child's school.



- Students should comply with all school rules and regulations from day one. Tardiness will not be accepted or tolerated.
 - It is strictly reminded that mobile phones are not allowed by the students in the school premises.
- Please note that the behavior new system deducts points on each misbehavior and adds points to excellent achievements. You will have a log in number to see your child's overall performance on live.

Thank you for choosing APG School as a partner for your child's education.

Fees Payment Via Nonoo Exchange

The administration of the Arabian Gulf Pearl School seeks to facilitate the payment of fees. To avoid waiting in the Account office, please be informed that school fees can be paid in all branches of NEC Nonoo Exchange branches (there are 15 branches in the Kingdom of Bahrain below). Please check the official working hours of the branch. The parent does not bear any fees in case of payment directly at Noono Exchange.

It is very important to keep the receipt of payment for a future reference.

(Note: Please be reminded that books fees have already been paid by the parents who have registered their children for 2017-2018.

The copy of submitted document (payment advise) must be acknowledged received with date, signature & APG Stamp by Account Office.

NONOO EXCHANGE COMPANY BRANCHES

Sr. No.	Branch Name	Contact No.	Timing
1	Sh. Isa Avenue (Opp. Maharashtra Club)	17 230 767	7.50 AM TO 11 PM
2	Bab Al Bahrain (Near Police Station)	17 216 036	7 AM TO 10 PM
3	Exhibition Road	17 297 899	7.30 AM TO 11 PM
4	Budhaiya Ave (Janoussan)	17 592 601	10 AM TO 6 PM
5	Bahrain Mall (Near Geant Super Market)	17 382 243	9 AM TO 10 PM
6	Um Al Hassam (Opp. Anand Bhavan)	17 813 002	7.30 PM TO 11 PM
7	Salmabad (Next to Nest Super Market)	17 879 811	7.30 AM TO 9 PM
8	Gudaibiya (Old Royal Hotel)	171 804 25	8 AM TO 12 NN & 5 TO 9 PM
9	Hamad Town (Souq Waqif)	17 689 335	8.30 AM TO 9 PM
10	Askar (Labour Camp)	3947 0693	1 PM TO 9 PM
11	Eker (Sitra Highway)	17 704 530	7 AM TO 9 PM
12	Lulu Road (Near Naim Hospital)	17 412 741	8 AM 12 PM & 5 PM TO 9 PM



13	Muharrag Souq (Next to Al Hilal Hospital)	17 008 153	8 AM TO 9 PM
14	East Riffa	13 310 912	8 AM TO 9 PM
15	Hoorah (Opp. Zainal Mart)	13 310 914	7 AM TO 10 PM

Dear Respected Parents,

SUB: Payment by DIRECT DEPOSIT to NBB (National Bank of Bahrain)

Please be advised that APG School already accept payment of school fees by direct deposit or transfer to NBB Bank (any branch), details as below;

STEP NO. 1 : Deposit student fees to APG School Account:

Account Name: ARABIAN PEARL GULF SCHOOL (APG SCHOOL)
Account No. : 0089442334
IBAN: BH36 NBOB 0000 0089 4423 34
BIC: NBOBBHBM

STEP NO. 2 :

Please mention in the deposit slip remarks the following to update our record.

Student's <u>Name</u>	<u>CPR</u>	<u>Grade</u>	Amount
1) _____	_____	_____	BD _____
2) _____	_____	_____	BD _____
3) _____	_____	_____	BD _____
TOTAL AMOUNT DEPOSITED			BD _____

STEP NO. 3

SUBMIT Original Deposit Slip/ Bank Transfer to Accounting Office at APG School for the issuance of Receipt and to record your payment.

IMPORTANT NOTE :

Deposit Slip/ Bank Transfer WITHOUT APG RECEIPT will not be counted as payment.

*** Accounting Office is open from 7:30 to 1:00 pm on working days. ***

Thank you

APG School Management