

30 August 2026
002/Par/26

Dear Grade 1 and 2 Parents,

It is my pleasure to welcome you to the new academic year. I hope you have enjoyed a restful summer vacation. Many of the families of Grade 1 and Grade 2 students have been associated with the school for a long time, some are newer, but I am confident all value the strong sense to community and partnership with school. We look forward to working closely with our school families to ensure every student feels welcomed, supported and ready to achieve.

Staff in Grade 1 and 2

Ms Nicky MacKenzie is Head of the Primary Section and very competently assisted by Ms Kirsty the Deputy Head. The Grade Leaders are Ms Sima G1 and Ms Kiera G2 . Ms Fatma is Head of the Primary Arabic curriculum and monitors Arabic, Islamic and Arabic Social Studies in these grades.

Arrival and first-day arrangements

Students should arrive at school from 7:30 a.m. from the Primary Gate not through the admin building. Duty teachers will be in the foyer to welcome children, and all will have a name badge.

Entry to school

Enter through the Primary gate and turn right go to the second set of doors which will have a Grade 1 sign. At the end of the day children exit from these doors. Parents/ drivers/ nannies give the name of the student to the member of staff on duty and students are dismissed via that door. Please stand behind the barriers so the exit is not crowded and children can leave safely. Collecting adults please hold children's hands on exiting school and do not allow them to walk through the carpark unattended.

Kindly use the marked parking bays and there is a space for turning cars safely. Note the larger bays on the right facing the school are for buses kindly keep these clear.

Entry and Exit to Grade 1 and Grade 2

All G1 students enter through the Primary gate in the morning and turn right. Grade 1 pupils enter through the second set of doors which will be clearly marked with 'Grade 1'. All Grade 2 students enter through the Primary gate in the morning and turn left. The first door you pass should say 'Grade 2' and students enter from here. Students will enter through these doors and exit at the end of the day.

Grade 1 and 2 students on the bus will leave from the doors in front of the Primary gate once the bus has parked and staff come to collect them. If your child is travelling by bus, please ensure that Ms Hanan in the school office is informed of this either by email to admin@fpa.sch.ae or calling the school landline 09-2221140 or Whats app the school mobile on 050 4345358.

For the first few weeks have patience with the staff as they learn new names and collection details it is important for safeguarding reasons. If there is a change to who is collecting your child, please inform Ms Hanan in the school office on the landline or message as above.

School day

The school gates open at 07:15am and students should aim to arrive between 7:20am and 7:45am as registration begins at 07:50am. The Grade 1 and 2 doors are closed for a few minutes at 07.50 to allow the salute to the flag and National Anthem to take place. Students will be dismissed from 14:55 Monday to Thursday and 11:25 on Friday. Students who arrive once the Primary gates have closed finally at 08.15 will need to enter from the main gate at administration and a member of staff will take them to class.

Absences

There is a very strong link between attendance and success in school, both academically and socially. If your child is ill and unable to attend, please send an email to admin@fpa.sch.ae where the office is then

able to inform Ms Nicky and her teaching staff. There should be a medical certificate attached please. Students taken out of school during the school day are present for ½ a day not a full day. Absence for any other reason please email as above if the reason is sensitive then call Ms Hanan our parent liaison and she will inform me.

Student Equipment

Students require the following equipment with them **at all times** of the school day and year:

- Pencil
- Colouring pens/pencils
- Purple pen
- Eraser
- Pencil Sharpener

School uniform

- Boys' navy blue shorts or trousers with a school shirt
- Girls' a pinafore dress with the school blouse underneath.
- Shoulder-length hair or longer needs to be put up or tied back
- Apart from a pair of small stud earrings jewellery is not allowed for safety and security reasons.
- Black school shoes not trainers everyday unless your child has PE or is involved in a sporting activity. You will be informed of these days and they wear PE uniform.
- Blue sweatshirts clearly labelled with their names. Please do not customise this into a different style.

PE uniform

- Red school PE shirt with white shorts/trousers/leggings.
- White trainers with **white soles** should be worn with the PE uniform.

Red Communication Book

Your child will have a small red parent/teacher communication book. Kindly check this daily for any notices. We ask you to then sign it to allow us to monitor the receipt of key information.

Food and water during the school day

All students need to bring a packed, nutritious lunch with enough food for both first break and second break. This could include a sandwich, wrap or other filling main item, fruit, vegetables, yoghurt, cheese and healthy snacks. Students should bring a clearly labelled, refillable water bottle. Please avoid sending sweets, chocolate or crisps. Fizzy or energy drinks are not allowed in school. Also, because of students with dietary issues and allergies please do not send food in for sharing this is a safety issue.

Should you have any issues or concerns, please contact the Ms Nicky MacKenzie Head of Primary Section via the school office either on the telephone on 09224001 or the school mobile 050 4345358 or by email admin@fpa.sch.ae and we will arrange a meeting at a mutually convenient time to discuss the issue with you.

We are delighted to welcome our returning families and extend a particularly warm welcome to those joining FPA for the first time. We look forward to a year filled with learning, achievement and personal growth.

Thank you for your continued cooperation and support.

Best wishes,

Jan Brettingham Ms
Principal

