



Start of Term Arrangements 2019-2020

30 May 2019

Dear ABS Community,

I would like to update you with some important information regarding the arrangements over the summer holidays and for the start of the new academic year.

1) Administration hours during the summer holiday:

Please note that the Administration will be open as per the following schedule:

- **Sunday 23rd June - Thursday 8th August and Sunday 18th August – Thursday 22nd August:** School reception will be open during the workweek, but administration will have limited staff on duty and the working hours will be 8:30 am – 2:00 pm. **Note: Sunday 11th August – Thursday 15th August:** The School will be closed for Eid Al Adha Holiday.
- **Tuesday 27th August:** Grade 9 students in school to confirm their options (9:00 am – 12 noon); Grade 11 students in school to confirm their options (12:00 – 3:00 pm).
- **Thursday 29th August:** New Families Day 11:00 am - 1:00 pm.
- **Monday 2nd September:** Official start of Term 1.

2) School Day for Students 2019-2020:

- Primary School (KG 1 & KG 2): 8:50 am – 1:15 pm
- Primary School (Grades 1 – 5): 8:50 am – 3:00 pm
- Middle Years School (Grades 6 – 10): 8:50 am – 3:00 pm
- IB College (Grades 11 – 12) 8:50 am – 3:00 pm

Car-Pickup Arrangements at end of school day:

It is important that you read the letter that describes the pick-up arrangements ([click here](#)), and share this information with your children and your driver (if you use one).

Car Stickers can be collected from 1st August, from the guards in the Sports Complex Upper Car Park; we would like as many people as possible to collect their stickers BEFORE term begins in order to reduce congestion in the first few days.

3) Start of the First Term 2019-2020:

a) Primary School (Grades 1 – 5): The first day of school for students in Primary School will be Monday 2nd September (8:50 am).

b) Middle Years School (Grades 6 – 10): The first day of school for students in the MYS will be Monday 2nd September (8:50 am) for Grades 6, 7, 8 and 9. The first day of school for Grade 10 students is Tuesday 27th August. Grade 9 students will need to be in school on Tuesday 27th August to confirm their options (9:00 – 12:00 noon).

c) IB College:

- The first day for Grade 12 students will be Tuesday 27th August (8:50 am).
- The first day for Grade 11 students will be Monday 2nd September (8:50 am), but they will need to visit the College on Tuesday 27th August to confirm their subject options (12:00 – 3:00 pm).

d) Primary School - Kindergarten:

The first two days of school, Monday 2nd September & Tuesday 3rd September, are short days, from 11:00 am until 1:15 in order to help the children get acquainted with the KG 1 routine. All KG 2 students will attend school both days. In order to make the transition of the new KG 1 children as smooth as possible, we would like to share with you the following arrangements for the **first two days of school:**

- The KG 1 children have been divided into 8 groups. Parents will receive a detailed letter closer to the start of school to let them know which group their child will be in.
- Groups 1, 2, 3 & 4 will start school on Monday 2nd September (Groups 5, 6, 7 & 8 will not attend on this day).
- Groups 5, 6, 7 & 8 will start school on Tuesday 3rd September (Groups 1, 2, 3 & 4 will not attend on this day).
- All groups will come to school on Wednesday 4th August from 8:50 am – 1:15 pm

4) School Textbooks 2019-2020

The textbook lists for 2019-2020 academic year are ready and can be accessed through the ABS website.

Dates of selling textbooks and working hours:

To avoid the rush of the 1st day of selling textbooks and long queuing, it has been decided with University Bookshop to specify days to sell textbooks for each section of the school. Grade 11 students need to confirm their options with members of the leadership and extended leadership members of staff before buying their textbooks. This also applies to Grade 9 students who have changed their options since last November and need to meet with a member of the leadership team. The textbooks will be sold in the Multipurpose Hall behind the Additional Educational Needs Department according to the following schedule:

- 21 & 22 August: Primary School (10 am - 3 pm)
- 24 - 26 August: MYS Grades 6, 7, 8, and 10 (10 am - 3 pm).

- 27 & 28 August: Grade 11 after confirming their options and Grade 9 if they have not changed their options since last November (10 am-3 pm)
- 29 August: All school (10 am - 3 pm)
- 2 & 3 September: all school (10 am - 3 pm)

To get to the Multipurpose Hall, please go to Middle Gate through the Primary School big playground and go up the stairs to the Additional Educational Needs Building. Signs will be available for guidance.

Exchanging books:

Please note that exchanging books will ***only*** be allowed on Monday 2nd September and Tuesday 3rd September to avoid long queuing. If you need to exchange books (which may happen with students in Grades 9 or 11 who change their options), you can do so on these two days which is the time that is reserved for exchanging books.

Please note that to be able to exchange a book according to University Bookshop Policy, there should be:

- No bent corners on covers;
- No folded or soiled pages (dirt, fingerprints, glue, stickers, writing or markings of any kind, etc.);
- No torn covers or pages;
- No frayed, scuffed or worn covers;
- No broken, bent, **folded or** creased spine, covers or pages;
- No protective adhesive on covers (contact paper);
- **Proof of purchase is required.**

Parents/students who do not purchase the books during the selling period at the school will need to visit University Bookshop in their branch to purchase the books as we do not keep any stock on campus. Please find the address and contact number of the University Bookshop branch where you can buy the ABS Textbooks after the selling period below.

Location and contact number of University bookshop:

Address: 273 Queen Rania Street, opposite the main gate of Jordan University,

Telephone number: 06-5330211

Please find the link to the branch map as well as the parking options [here](#).

Important notes:

- Parents/students should purchase **ALL** the books required for the school year/course of study during this selling period;
- Payment can be made in **cash**, or by **Visa** or **Master Card**;
- Parents will only be able to purchase **one copy** of each required text per student; should any parents wish to purchase a second copy of a text, this can be done through University Bookshop after the selling period in school, subject to books being available;
- Students who change their subject option **during the year** will not be able to return their textbooks for refund.

5) Official School Uniform:

The official school and PE uniforms are available at Volanti shop located in Sweifieh.

Opening Hours: (Saturday to Thursday) 10:00 am – 10:00 pm (closed 2:30 – 3:30 pm)

Fridays: 3:00 pm – 10:00 pm

Telephone: 06-581-2318

Mobile: 077-7604777

Email: uniform@jsct.jo

6) School Buses:

The School owns a fleet of modern buses providing transportation to students and staff. Only students who have registered and paid for the service will be allowed to use the school buses. Click [here](#) to access the Bus Registration Form.

In order to secure your bus reservation, please complete the form, check availability on the route by visiting the Transport Department at the school or contacting **Mr. Mahmoud Juma** at **06-541-1191 Ext. 2050** or **077-8491019**; or **Mrs. Ghada Saifi** (for English speakers) at **06-541-1191 Ext. 2020** or **077-8424780**, and if approved, pay at Finance in order to confirm the bus registration.

7) Updated Contact Details:

Please note that in case there are any changes in your current home addresses, email addresses, home phone numbers or mobile numbers please inform the school by contacting Mrs. Ghada Saifi ext. 2010, email: Ghada_saifi@abs.edu.jo to update your contact information.

While I take pleasure in writing to you now to welcome you, when you come in August my successor as Principal, Mr. Joss Williams, will have the pleasure of welcoming you in person. I know he is looking forward to doing so.

With best wishes,

Stuart Bryan

Principal