



**Middle East International School**  
**Academic Year 2021 - 2022**  
**Teacher's Handbook**

**A TEACHER**  
takes a **HAND**  
**OPENS A mind**  
& touches a  
**HEART**

## **Teachers Rules and Regulations**

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### **1. School Timing**

- 1.1** Teachers should sign in before **7:30 am** and sign out after **2:20 pm**
- 1.2** During working hours teachers are not allowed to leave the school premises without a written permission from the principal.
- 1.3** Teachers should inform the section supervisor before leaving the school premises. (Hand in their written permission)
- 1.4** The section supervisor is responsible for arranging substitution for the absent or excused teachers.
- 1.5** Any teacher who leaves the school without a written permission his/her salary will be deducted for that day.
- 1.6** The sign in register will be closed at **7:35 am** Any teacher coming after **7:35 am** will sign in the late register.
- 1.7** If the teacher arrives late for 3 times in one month, one day salary will be deducted.
- 1.8** Teachers who are frequently absent will receive a warning letter.
- 1.9** Teachers should attend the assembly each morning at **7:30 am** and help the students to line up and go to their respective classes.

**1.10** Homeroom teachers of grades 1 to 3 should stay in the class till the subject teacher arrives and also be in class 2 minutes before the next period begins.

## **2. Dress Code**

**2.1** Teachers are requested to respect the country dress code.

**2.2** Teachers are not allowed to wear casual dress wear.

**2.3** Teachers are not allowed to wear slippers or flip flop to school.

**2.4** Teachers should wear long skirts and blouses with long sleeves.

**2.5** Teachers should have good hygiene.

**2.6** Jeans and very tight clothing are not allowed

## **3. Discipline In and Outside the Classroom**

**3.1** Teachers are responsible for both discipline and management of their respective classrooms. A teacher should always have full control of her students during classes or after them.

**3.2** If a student is found undisciplined or initiating of disturbance repeatedly, the teacher should prepare a written report about the student and hand it over to the supervisor.

**3.3** Corporal punishment is strictly forbidden. Using bad language, hitting or slapping a child may result in dismissal from the service.

**3.4** If a teacher finds a student using foul or undesirable language, she should correct the student immediately.

**3.5** Every teacher should encourage students to speak only English language in the classrooms except in classes for other languages or during the Quran classes.

**3.6** It is the teacher's responsibility to check and ensure that students are clean and tidy, classrooms are clean, well decorated and in good order.

**3.7** Teachers should not accept any student coming late in the class without a late pass from the administration.

**3.8** Students should not be given permission to leave the classroom unless the teacher feels it is urgent.

#### **4. Lesson Plans, Assessments, Homework, and Exam Policies**

**4.1** Teachers should submit their exam on the stipulated dates to the designated coordinator.

**4.2** Teachers should follow the school exam policy in preparing the exam.

**4.3** Teachers are not allowed to change any exam questions without the coordinators' written permission.

**4.4** Any change in the mark sheets should be done only with the approval of the coordinator.

**4.5** All exams will be kept in the administration.

**4.6** It is the teacher's responsibility to make sure that the exam is not misplaced or lost. If an exam is leaked, lost, or misplaced, the teacher will receive a warning letter and a week's salary will be deducted.

**4.7** On the exam day, the coordinator will hand in the exams to the teacher, before it is distributed to the students to check for errors. No corrections should be made after the students receive the exam.

**4.8** After correction, the teacher will submit the corrected exams to the coordinator for scrutiny.

**4.9** The teachers shouldn't disclose the marks to the students before the distribution of report cards.

**4.10** Teachers should not discuss the content of the exam beforehand.

**4.11** Teachers must submit a weekly lesson plan to the coordinator, which should be approved and sent to the parents.

**4.12** Teachers must plan and prepare their lessons well. The preparation book should be used extensively to benefit the students and to improve the quality of teaching. The lesson should be prepared with care and interest in a neat and organized fashion.

**4.13** The teacher should have the preparation book with her during her lessons. The coordinator or the principal will check this book periodically.

**4.14** All teachers should strictly adhere to the homework policy adopted by the school to make learning interesting for the students.

**4.15** The assessment/ exam papers should be prepared and submitted to the concerned coordinators on stipulated dates and ensure security and confidentiality of all exam papers. All exam question papers should be submitted to the coordinators three weeks before the exams.

## **5. Invigilation**

### **Instructions to Invigilators**

**5.1** All invigilators should be in their respective classrooms at 07:45a.m. Sharp.

**5.2** Take away all the study materials from the students and check their desks for any bits of paper, books etc.

**5.3** Take away the correction fluid from students. Do not allow students to use correction fluid in the answer scripts.

**5.4** The exams will be handed over in envelopes, by the supervisors.

**5.5** Make the student write his/ her name, date, subject and grade on the answer sheets and only then sign in the invigilator column.

**5.6** Check if every student has received a complete set of question papers.

**5.7** During the exam, take frequent rounds to ensure that the students are attempting all the required questions.

**5.8** Maintain absolute silence during the entire duration of the exam.

**5.9** If a student doesn't know the answer to a question, he/ she should write "I don't know" or cross out the space for the answer.

**5.10** Teachers should not correct answer scripts during the invigilation and should not leave the classroom for any reason.

**5.11** Switch off the mobile phones.

**5.12** Answer scripts should not be handed over directly to the subject teacher before the specified time.

**5.13** While taking the answer sheets from the students especially students of lower grades, check if they have answered the questions on all the pages.

**5.14** Count and hand over the answer scripts to the concerned supervisors in the same envelope given.

**5.15** Don't hand over the answer scripts directly to the subject teacher.

## **6. Substitution**

**6.1** Every teacher is expected to cover substitution classes according to the following schedule:

| <b>Teachers class hours</b> | <b>Required sub. Hours/week</b> |
|-----------------------------|---------------------------------|
| <b>16</b>                   | <b>8</b>                        |
| <b>18</b>                   | <b>6</b>                        |
| <b>20</b>                   | <b>4</b>                        |
| <b>22</b>                   | <b>2</b>                        |
| <b>24 to 26</b>             | <b>1</b>                        |
| <b>More than 26</b>         | <b>0</b>                        |

**6.2** It is the teacher's responsibility to call the administration to inform if he/she is absent.

**6.3** If the teacher remains absent for more than one day, it is the teacher's responsibility to send the worksheets, notebooks, or books required for the students on that day.

**6.4** Every teacher is allowed one sick day per term, and a maximum of 3 days in a year supported by a medical report.

**6.5** Absent days will be deducted from the teacher's salary of the succeeding month. If the teacher is repeatedly absent, he/she will receive a warning letter.

## **7. Relation with Students**

**7.1** Teachers have the right to teach. Students have the right to learn.

**7.2** Teachers are not allowed to do the following:

- 1) Physically or verbally abuse the students
- 2) Use obscene language with students
- 3) Severely punish students (standing up for a long time, kneeling on the ground etc.)
- 4) Using corporal punishment
- 5) Sending the student out of the class without informing the section supervisor.
- 6) Discussing inappropriate topics with students.

### **7.3** In the following cases, the teachers should act as stated

| <b>Actions</b>                              | <b>Steps</b>  |
|---|---|
| <b>Careless student</b>                     | <ol style="list-style-type: none"><li>1- Talk to Student.</li><li>2- Talk to student and inform the counsellor.</li><li>3- Inform administration and meet the parents.</li><li>4- Administration will call the parents to sign a warning letter.</li></ol>  |
| <b>Tardy Student</b>                        | <ol style="list-style-type: none"><li>1- Get permission from section supervisor to allow the student to attend the class.</li><li>2- Report repeated tardiness to the counsellor.</li><li>3- Detention for one period.</li><li>4- all parents to ask them to take the students home.</li></ol>  |
| <b>Absent Student</b>                       | <ol style="list-style-type: none"><li>1- Collect material to give when student is back.</li><li>2- Clear student's doubt.</li><li>3- If absent for more than 3 days ask for letter stating reasons.</li><li>4- If sick ask for medical report.</li></ol>  |
| <b>Impolite, unruly, disruptive student</b> | <ol style="list-style-type: none"><li>1- Talk to student and inform the student councillor.</li><li>2- Send the student to office of the councillor with a letter stating the issue.</li><li>3- Issue warning letter and detention during break.</li><li>4- Dentation for 1 to 7 days inside or outside the school according to the type of misbehaviour.</li></ol> |

## **8. Relation with Colleagues**

### **Respect others as you like them to respect you**

**8.1** Teachers are not allowed to discuss salaries, politics, and religion or nationality issues.

## **9. Smoking**

MEIS is a non-smoking campus. Smoking is prohibited in all areas including the outdoor gates.



## **10. Teachers Academic Duties**

**10.1** Take active participation in extracurricular activities and sports activities organized by the school, in addition to teaching. Each teacher is expected to plan one extracurricular activity per year.

**10.2** Be a role model and encourage acceptable patterns of behaviour from the school community.

**10.3** Make the classroom lessons and environment enjoyable. Try to introduce proven, result oriented effective modern methods and techniques of teaching.

**10.4** Be committed to the school's programs and work as part of a team.

**10.5** Respect each other and maintain a congenial atmosphere and have a professional attitude toward colleagues. There should not be personalizing of any disagreement or any difference on any issue among teachers or members of the staff or with the administration.

**10.6** Not to disclose any agreements, salaries or any discussion that takes place during the meetings to anyone. Action will be taken against teachers who involved in gossip and who divulge confidential information to other staff members and students.

**10.7** Be prepared to work 26 periods a week and be available in the school during the day. During the working hours the teacher is expected to help substituting for an absent teacher, supervising exams as well as participating in playground duties whenever needed.

**10.8** Show respect to local, civil and religious customs.

**10.9** Return any educational material or equipment belonging to the school at the end of every year.

**10.10** If a teacher decides to leave the school for any reason beyond her control, she should give a written notice of thirty days to enable the school to get a replacement. Failure to do so, will subject the teacher to a penalty.

## **11. Playground Duties**

**11.1** Teachers are required to be present in the playground during their duty according to their duty schedule.

**11.2** Teachers are assigned 4 playground duties per week.

**11.3** It is the teacher's responsibility to remember his/her duty day and time. If a teacher misses his/her duty he/she will receive a corrective action letter. If he/she misses his/her duty very frequently, a warning letter will be issued.

**11.4** While on duty the teacher is responsible for the following:

- 1) Safety of the students
- 2) Promoting morale and good behaviour
- 3) Settling disputes between students

**11.5** No teacher will be exempted from doing her break duty.

## **12. Assembly Duties**

**12.1** All teachers are requested to be in front of their line 2 or 3 minutes before the bell rings.

**12.2** Homeroom teachers are responsible for students' line up.

**12.3** Take walks between lines.

**12.4** Teachers are responsible for their students' conduct during assembly.

**12.5** Teachers will escort their students to their classes in complete silence.

**12.6** Every week, one teacher will be responsible for the morning assembly.

## **13. Photocopying**

**13.1** All materials to be copied should be submitted to the subject coordinator for approval.

**13.2** Teachers are not allowed to photocopy work sheets without the coordinator's approval.

**13.3** Materials to be photocopied should be handed in 2 days in advance.

#### **14. Duties and Responsibilities of the Class Advisors**

**14.1** The Class Advisors are responsible for both discipline and management of their respective classes.

**14.2** If any student has problems adjusting to the class, he/she should be helped to overcome such problems in order to have an enjoyable school experience.

**14.3** Fill up the bulletin boards in the class with educational materials (project of students etc.) and display the class timetable, test intimation sheet and any other important notice on the bulletin board.

**14.4** Encourage and ensure that the students wear uniform to school on all days.

**14.5** Maintain a file for each student and record the students' progress, achievements, conduct, effort and any other relevant aspect.

**14.6** If any student fails to do C.W/H.W frequently, inform the social worker, counsellor, who will contact his/her parents.

**14.7** Encourage the students to speak in English while they are at school.

**14.8** Communicate with the parents regularly and discuss the progress of their child.

**14.9** Make sure that students do not carry mobile phones, magazines, CDs, cassettes or any other objects not related to the school program.

**14.10** Revise the monthly progress report cards and distribute them to the students on the stipulated date. The report cards should be collected the next day with the parent's signature.

**14.11** Ensure that only one test/ assessment/ quiz is given per day.

## **15. Agreement**

### **I agree**

**15.1** To teach 24 periods and also do 2 substitutions in a week.

**15.2** To be in school from 7:30 am till 2:20 pm even if I am free during the first period or last period

**15.3** To do duties assigned (during the breaks or after school) promptly, punctually and regularly.

**15.4** To be in class within 2 minutes after the bell and not to leave the class for any reason before the bell for the next period rings.

**15.5** To accept the duties of a class advisor and attend the morning assembly regularly. Help the supervisor implementing the rules of the school and be responsible for the class. Make sure the class is well decorated with the student's work displayed on the walls.

**15.6** To wait until all the students leave the classroom, if I am teaching the last period.

**15.7** Not to allow parents inside the classroom or get into any conversation with them just outside the classroom.

**15.8** To allow students to leave the classroom only upon giving a permission slip.

**15.9** To be punctual and regular for coordination meetings and to fully cooperate with the coordinator.

**15.10** To submit the plan books to the coordinators every Sunday

**15.11** To meet deadlines whenever required and submit all the tests and exams typed.

**15.12** To accept any additional responsibilities assigned and follow the school rules at all times

**15.13** To call the school early morning if for any reason I can't report to work.

**15.14** To get the permission slip filled and completed with the principal's signature in case I want to leave the school earlier than dismissal time.

**15.15** To organize departmental activities and supervise them as and when requested.

**15.16** To have complete control over the students during teaching.

**15.17** Not to give any punishment to the students that is not approved by the school management. Corporal punishment is strictly not allowed.

**15.18** Not to give private lessons to the students from the school. A written permission should be obtained from the Principal if the parents insist.

**15.19** To be present for all Parent-Teacher Meetings whether on weekdays or weekend.

**15.20** To monitor students' academic performance at all times and inform parents when there is not enough improvement

**15.21** To discuss academic and behavioural problems of the student only with counsellor and not with other teachers in the teachers room.

**15.22** Not to discuss students' problems with the teachers or in the teachers room.

**15.23** Never to leave students unattended especially after each period.

**15.24** Not to get involved in discussions with students, teachers, and parents regarding religion, politics or nationalities.

**Teacher's Name:** .....

**Signature:** .....

**Principal:** .....

### Middle East International School 2020.2021 Calendar

| Month          | S  | M  | T  | W  | T  | F  | S   |   |
|----------------|----|----|----|----|----|----|---|---|
| August 2020    | 16 | 17 | 18 | 19 | 20 | 21 | 22  | 16 Aug. Administration reopens after summer vacation                |
|                | 23 | 24 | 25 | 26 | 27 | 28 | 29  | 26 Aug. KGs to Gr.12 supervisors report to work                     |
|                | 30 | 31 |    |    |    |    |   | 26 Aug. Placement & Remedial Exams                                  |
|                |    |    |    |    |    |    |   | 27 Aug. Coordinators KGs to Gr.12 & teachers 4 to 12 report to work |
|                |    |    |    |    |    |    |   | 30 Aug. Classes begin Gr. 4 to 12                                   |
|                |    |    |    |    |    |    |   | 30 Aug. teachers KGs to Gr.3 (All) report to work                   |
|                |    |    |    |    |    |    |   | 31 Aug. Classes begin Gr. 2 & 3                                     |
| September 2020 | S  | M  | T  | W  | T  | F  | S   |   |
|                |    |    | 1  | 2  | 3  | 4  | 5   | 01 Sep. Classes begin KGs & Gr. 1                                   |
|                | 6  | 7  | 8  | 9  | 10 | 11 | 12  |   |
|                | 13 | 14 | 15 | 16 | 17 | 18 | 19  |   |
|                | 20 | 21 | 22 | 23 | 24 | 25 | 26  | 23 Sept. Saudi National Day - Holiday                               |
| October 2020   | S  | M  | T  | W  | T  | F  | S   |   |
|                |    |    |    |    | 1  | 2  | 3   |   |
|                | 4  | 5  | 6  | 7  | 8  | 9  | 10  |   |
|                | 11 | 12 | 13 | 14 | 15 | 16 | 17  |   |
|                | 18 | 19 | 20 | 21 | 22 | 23 | 24  | 18 - 29 Oct. First midterm assessment                               |
| 25             | 26 | 27 | 28 | 29 | 30 | 31 | 31 Oct. Parents-Teachers Meeting KGs and Grades 1 to 12 |   |
| November 2020  | S  | M  | T  | W  | T  | F  | S   |   |
|                | 1  | 2  | 3  | 4  | 5  | 6  | 7   |   |
|                | 8  | 9  | 10 | 11 | 12 | 13 | 14  | 11 Nov. Progress reports of assessment # 1 Gr. 1 to 6               |
|                | 15 | 16 | 17 | 18 | 19 | 20 | 21  | 12 Nov. Progress reports of assessment # 1 Gr. 7 to 12              |
|                | 22 | 23 | 24 | 25 | 26 | 27 | 28  |   |
| December 2020  | S  | M  | T  | W  | T  | F  | S   |   |
|                |    |    | 1  | 2  | 3  | 4  | 5   |   |
|                | 6  | 7  | 8  | 9  | 10 | 11 | 12  |   |
|                | 13 | 14 | 15 | 16 | 17 | 18 | 19  |   |
|                | 20 | 21 | 22 | 23 | 24 | 25 | 26  | 20 Dec. to 31 Dec Mid year Exams                                    |
| January 2021   | S  | M  | T  | W  | T  | F  | S   |   |
|                |    |    |    |    |    | 1  | 2   |   |
|                | 3  | 4  | 5  | 6  | 7  | 8  | 9   | (03 to 14) Jan. Mid Year Break                                      |
|                | 10 | 11 | 12 | 13 | 14 | 15 | 16  |   |
|                | 17 | 18 | 19 | 20 | 21 | 22 | 23  | 17 Jan. Second term begins  |
| February 2021  | S  | M  | T  | W  | T  | F  | S   |   |
|                |    | 1  | 2  | 3  | 4  | 5  | 6   |   |
|                | 7  | 8  | 9  | 10 | 11 | 12 | 13  | 07 Feb. Mid year report cards grades 1 to 6                         |
|                | 14 | 15 | 16 | 17 | 18 | 19 | 20  | 08 Feb. Mid year report cards grades 7 to 12                        |
|                | 21 | 22 | 23 | 24 | 25 | 26 | 27  | 27 Feb. Parents-Teachers Meeting KGs to Gr. 12                      |
| March 2021     | S  | M  | T  | W  | T  | F  | S   |   |
|                |    | 1  | 2  | 3  | 4  | 5  | 6   |   |
|                | 7  | 8  | 9  | 10 | 11 | 12 | 13  | 07 to 18 March Second midterm Assessment                            |
|                | 14 | 15 | 16 | 17 | 18 | 19 | 20  |   |
|                | 21 | 22 | 23 | 24 | 25 | 26 | 27  |   |
| April 2021     | S  | M  | T  | W  | T  | F  | S   |   |
|                |    |    |    |    | 1  | 2  | 3   | 01 Apr. Progress reports of second term assessment Gr. 7 To 12      |
|                | 4  | 5  | 6  | 7  | 8  | 9  | 10  | 01 Apr. Placement Exam KGs to Gr. 12                                |
|                | 11 | 12 | 13 | 14 | 15 | 16 | 17  | 29 Apr. Last Working day for KGs Students & teachers                |
|                | 18 | 19 | 20 | 21 | 22 | 23 | 24  | 29 Apr. Last Working day for Act. Teachers Gr. 1,2 & 3              |
| May 2021       | S  | M  | T  | W  | T  | F  | S   |   |
|                |    |    |    |    |    |    | 1   |   |
|                | 2  | 3  | 4  | 5  | 6  | 7  | 8   | 02-17 May, EID Al Fitr Holiday                                      |
|                | 9  | 10 | 11 | 12 | 13 | 14 | 15  | 18 May school reopen after Eid El-Fitr holiday                      |
|                | 16 | 17 | 18 | 19 | 20 | 21 | 22  | 20 May Last Working day for Gr. 1,2,3 HR teachers                   |
| June 2021      | S  | M  | T  | W  | T  | F  | S   |   |
|                |    |    | 1  | 2  | 3  | 4  | 5   | 09 June Last Working day for Gr. 4 to 12 teachers                   |
|                | 6  | 7  | 8  | 9  | 10 | 11 | 12  | 16, 17 June Final Report Cards grades 4-12                          |
|                | 13 | 14 | 15 | 16 | 17 | 18 | 19  | 24 June Last working day for Administration                         |
|                | 20 | 21 | 22 | 23 | 24 | 25 | 26  | Administration reopens in August 2021                               |

### Middle East International School 2021/2022 Calendar

| Month          | S  | M  | T  | W  | T  | F  | S  | Notes   |
|----------------|----|----|----|----|----|----|----|---|
| August 2021    |    |    |    |    |    |    |    | 15 Aug. Administration reopens                          |
|                | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 25 Aug. Coordinators of KGs & Gr. 1 - 12 report to work |
|                | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 26 Aug. teachers Gr. 4 - 12 report to work              |
|                | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 29 Aug. 1st Semester Starts                             |
|                | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 Aug. Classes begin Gr. 4 to 12                       |
|                | 29 | 30 | 31 |    |    |    |    | 30 Aug. teachers KGs & Gr.1 to 3 report to work         |
|                |    |    |    |    |    |    |    | 30 Aug. Classes begin Gr. 2 & 3                         |
| September 2021 | S  | M  | T  | W  | T  | F  | S  | 31 Aug. Classes begin KGs and Gr.1                      |
|                |    |    |    | 1  | 2  | 3  | 4  |   |
|                | 5  | 6  | 7  | 8  | 9  | 10 | 11 |   |
|                | 12 | 13 | 14 | 15 | 16 | 17 | 18 |   |
|                | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 22-23 Sep. Saudi National Day-Holiday                   |
|                | 26 | 27 | 28 | 29 | 30 |    |    |   |
|                |    |    |    |    |    |    |    |   |
| October 2021   | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    |    |    | 1  | 2  |    |   |
|                | 3  | 4  | 5  | 6  | 7  | 8  | 9  |   |
|                | 10 | 11 | 12 | 13 | 14 | 15 | 16 |   |
|                | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17-18 Oct. Long Weekend                                 |
|                | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 30 Oct. Parent Teachers meeting KGs to Gr.12            |
|                | 31 |    |    |    |    |    |    |   |
| November 2021  | S  | M  | T  | W  | T  | F  | S  |   |
|                |    | 1  | 2  | 3  | 4  | 5  | 6  | 04 Nov. Long Weekend                                    |
|                | 7  | 8  | 9  | 10 | 11 | 12 | 13 |   |
|                | 14 | 15 | 16 | 17 | 18 | 19 | 20 |   |
|                | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 25 Nov. End of 1st Semester                             |
|                | 28 | 29 | 30 |    |    |    |    | 28 Nov. - 02 Dec. 1st Semester End Break                |
|                |    |    |    |    |    |    |    |   |
| December 2021  | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    |    | 1  | 2  | 3  | 4  |   |
|                | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 05 Dec. 2nd Semester begins                             |
|                | 12 | 13 | 14 | 15 | 16 | 17 | 18 |   |
|                | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 Dec. Long Weekend                                    |
|                | 26 | 27 | 28 | 29 | 30 | 31 |    |   |
|                |    |    |    |    |    |    |    |   |
| January 2022   | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    |    |    |    |    | 1  |   |
|                | 2  | 3  | 4  | 5  | 6  | 7  | 8  |   |
|                | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 09-15 Jan. Mid 2nd semester break                       |
|                | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 Jan. classes begin after mid semester break          |
|                | 23 | 24 | 25 | 26 | 27 | 28 | 29 |   |
|                | 30 | 31 |    |    |    |    |    |   |
| February 2022  | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    | 1  | 2  | 3  | 4  | 5  | 02-03 Feb. Long Weekend                                 |
|                | 6  | 7  | 8  | 9  | 10 | 11 | 12 |   |
|                | 13 | 14 | 15 | 16 | 17 | 18 | 19 |   |
|                | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 23-24 Feb. Long Weekend                                 |
|                | 27 | 28 |    |    |    |    |    |   |
|                |    |    |    |    |    |    |    |   |
| March 2022     | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    | 1  | 2  | 3  | 4  | 5  |   |
|                | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 10 Mar. End of 2 Semester                               |
|                | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13Mar. - 17 Mar. 2nd semester break                     |
|                | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 Mar. 3rd Semester begins                             |
|                | 27 | 28 | 29 | 30 | 31 |    |    |   |
|                |    |    |    |    |    |    |    |   |
| April 2022     | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    |    |    |    | 1  | 2  |   |
|                | 3  | 4  | 5  | 6  | 7  | 8  | 9  |   |
|                | 10 | 11 | 12 | 13 | 14 | 15 | 16 |   |
|                | 17 | 18 | 19 | 20 | 21 | 22 | 23 |   |
|                | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 26 April - 5 May Eid Al Fitr Holiday                    |
|                |    |    |    |    |    |    |    |   |
| May 2022       | S  | M  | T  | W  | T  | F  | S  |   |
|                | 1  | 2  | 3  | 4  | 5  | 6  | 7  |   |
|                | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 08 May classes begin after Eid Al Fitr Holiday          |
|                | 15 | 16 | 17 | 18 | 19 | 20 | 21 |   |
|                | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25-26 May Long Weekend                                  |
|                | 29 | 30 | 31 |    |    |    |    |   |
|                |    |    |    |    |    |    |    |   |
| June 2022      | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    |    | 1  | 2  | 3  | 4  |   |
|                | 5  | 6  | 7  | 8  | 9  | 10 | 11 |   |
|                | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 14 Jun. Last working day KG and 1, 2, 3 students        |
|                | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 15-16 Jun. Long Weekend                                 |
|                | 26 | 27 | 28 | 29 | 30 |    |    | 30 Jun. Last day for Gr.4 - 12 Students                 |
|                |    |    |    |    |    |    |    |   |
| July 2022      | S  | M  | T  | W  | T  | F  | S  |   |
|                |    |    |    |    |    | 1  | 2  |   |
|                | 3  | 4  | 5  | 6  | 7  | 8  | 9  |   |
|                | 10 | 11 | 12 | 13 | 14 | 15 | 16 |   |
|                | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 Jul. Last working day for administration             |
|                | 24 | 25 | 26 | 27 | 28 | 29 | 30 |   |
|                | 31 |    |    |    |    |    |    | Admin opens in August 2022                              |