

Pre/Primary School

Melis Faro: Head of Preschool

Zekeriyaköy Mah.,Kilyos Cad., No: 227/1,2, Sarıyer, İstanbul

Tel: +90 212 202 7027 Ext: 113/114

+90 212 202 7709 Ext: 113/114

Fax +90 212 202 7796

Email: m.faro@bisistanbul.org



21st September 2011

Dear Parents,

I would like to welcome back all our returning parents and say a big welcome to all new parents. This is our third week of the school and all of your children trying very hard to settle in to their new classes. I would like to say big thank you to the new parents for supporting our teachers during these initial weeks.

I am sure we are going to have a successful, enjoyable and happy academic year.

I would like to remind some important points and go over some of our EYFS policies which will help us to run our curriculum and programme easily.

- School starts at 09:00hrs, half day without lunch finishes at 12:00hrs with lunch finishes at 13:00hrs and full day finishes at 15:30hrs. Please be strict with the times because it directly affects the children and the programme.
- Our preschool entrance is the back gate of the playground area. Please bring and pick up your children from this gate. In the morning, teachers are on duty in the playground from 08:45hrs and can easily welcome your children to school. Please ensure you leave the school by 09:00hrs as the classes start.
- Please do not send your child to school if she/he has an illness.(running nose, high fever, coughing) If you have a special medicine to follow please write a note into home school communication book.
- As a school we do have behaviour management policy. If your child hurts another child intentionally he/she will be removed from the activity immediately. We will notify parents if it happens continuously.
- Please note that EYFS playground area is tidied up at 15:00hrs everyday to get ready for the next day. Therefore children are not allowed to play after 15:30hrs.
- Please ensure all your child's clothes are labelled with their name.
- If your child's transportation routine is changing (another person or not on the bus) please write a note in the home school communication book.
- The class teachers have to be with your children from 08:45hrs to 15:30hrs. Therefore if you have any questions about your children please book an appointment with the teachers before or after school.

If you have any questions please contact with me from the m.faro@bisistanbul.org mail address.

Yours Faithfully,

Melis Faro

