

International Schools Group – Jubail

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ISG – JUBAIL WELCOMES YOU TO THE 2011 – 2012 SCHOOL YEAR

Dear Parents,

We are pleased that you have selected ISG Jubail to provide education for your child(ren) for the 2011 – 2012 school year. ISG Jubail is fully accredited by Middle States Association of Colleges and Schools (MSA) ensuring that a high quality and standard of education is provided.

In the admission process, we anticipate that your child(ren) will qualify for admission to our school; however, occasionally some students do not. We apologize for any concern or anxiety the following policies may raise but we express them in a forthright and clear manner at the beginning of the enrollment process.

Due to the required staffing and resources to operate special education classes, ISG Jubail does not provide programs to serve special needs students.

English is the language of instruction at all ISG campus schools. For students needing more assistance, EAL (English as an Additional Language) classes are provided at ISG Jubail.

Student records are important. Based on these records and the Pre-Enrollment Assessment, each applicant will be evaluated to determine acceptance and appropriate grade placement.

A Pre-Enrollment Assessment Fee of 1,500 SAR is to be paid in advance of assessment.

Following the Pre-Registration Application and Pre-Enrollment Assessment process, your child will be asked to return home in order to give the school administration the time to evaluate assessment data and previous school records and to adequately prepare for his/her admission. A student may be placed on provisional enrollment status for a period of time.

We want to do all we can to help each new student feel welcome and be able to adjust quickly to his/her new environment. **Therefore, please note your child will not begin school the same day you register.** In most instances, children will start school in the following week. According to school procedures and Board policy, students will be admitted based upon the following criteria:

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1. Children may be admitted to Pre-reception if their 3rd birthday falls before September 1, 2011.
1. Children may be admitted to Reception if their 4th birthday falls before September 1, 2011.
2. Children may be admitted to Primary 1 if their 5th birthday falls before September 1, 2011.
3. Children may be admitted to Primary 2 if their 6th birthday falls before September 1, 2011.
4. Children may be admitted to Primary 3 if their 7th birthday falls before September 1, 2011.
5. Children may be admitted to Primary 4 if their 8th birthday falls before September 1, 2011.
6. Children may be admitted to Primary 5 if their 9th birthday falls before September 1, 2011.
7. Children may be admitted to Primary 6 if their 10th birthday falls before September 1, 2011.
8. Children may be admitted to Grade 6 if their 11th birthday falls before September 1, 2011.
9. Children may be admitted to Grade 7 if their 12th birthday falls before September 1, 2011.
10. Children may be admitted to Grade 8 if their 13th birthday falls before September 1, 2011.

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1. Students may be admitted to the high school program if they meet all other admission criteria, and if they have not reached the age(s) listed below for each grade level before September 1, 2011:

15 yrs. 6 mos. for Grade 9
 16 yrs. 6 mos. for Grade 10
 17 yrs. 6 mos. for Grade 11
 18 yrs. 6 mos. for Grade 12

Students without United States of America or Great Britain passports are required by the Ministry of Education to obtain permission to enroll in ISG schools. Applications for approval are available from the Ministry Approval Office located next to the Registration office. Applications must be properly completed and signed by the parents of the student. The office will then forward the application to the Ministry of Education for approval and endorsement. All non-Saudi Arabian students may start school once we receive the properly completed and signed applications. Saudi Arabian students may not attend school until the application is approved. Once the Saudi Arabian student application is approved and returned to the school, the parents will be notified and may then complete the regular registration packet. *Under no circumstances will a Saudi Arabian student seeking approval be allowed to attend school until he/she has received approval from the Ministry of Education.*

Board policy also requires that all students be properly immunized. At the time of registration, parents must provide written documentation of their child(ren)s immunization and inoculation records.

We look forward to have your family join our dynamic learning community. ISG Jubail is mission driven and focused on improved student learning. If you have any questions, please feel free to call the Registration Office at 03 341 7550 ext. 106. Please note all registration questions need to be addressed to the Registration Office and all academic or educational questions need to be directed to school administration, Mr. Dan Mock at 03 341 7550 ext. 103 or Mr. Mark A. McDougall at 03 341 7550 ext. 105.

Again, thank you for selecting ISG Jubail!

Respectfully,

Mark A. McDougall
 Principal
 ISG Jubail