

FAMILIES' ORIENTATION

# PRACTICAL INFORMATION FOR YOUR FIRST DAYS

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What you need to know before school starts

SSAD • PRACTICAL ORIENTATION FOR FAMILIES



THE SPANISH SCHOOL  
OF ABU DHABI

# TODAY WE WILL COVER

Practical information for your first days at SSAD



**01** Communication platforms

**02** Attendance and punctuality

**03** Drop-off and pick-up

**04** Health, safety and clinic procedures

**05** Transportation, uniform and canteen

**06** After-school services and activities

**07** Key contacts: who to speak to for what

# HOW WE COMMUNICATE WITH FAMILIES

Main channels · Each platform has a distinct purpose



## Email

Official school communications and circulars

Individual communication with teachers and staff

## Google Classroom

Teaching and learning

Resources, assignments and classroom information

*All students must use their school official email to register*

NEW

## Educamos

Main school management and family communication platform

Attendance information and school notifications

Instructions to be shared shortly

## Official WhatsApp

Short operational reminders and immediate communication

## Online Forms

Registration for services and activities

Consents and surveys

# PRACTICAL REMINDER

Before we begin, please make sure that...



- ☐ Your contact details are always up to date.
- ☐ You have completed the family contact information form shared.
- ☐ You can access Educamos.
- ☐ You regularly check your email.
- ☐ You use official school channels for communication.

*Educamos, Google Classroom, WhatsApp, email and forms each serve a distinct purpose — using the right channel gets you the fastest answer.*

## SUPPORT

- DV** **David Vilchez**  
AI & Digital Learning Coordinator
- HI** **Hikmat Isak**  
IT Engineer
- AC** **Antonio Campos**  
Head of Studies

# ATTENDANCE, ABSENCE & PUNCTUALITY

Arriving on time protects learning time for every student



7:35 a.m.

School starts  
Regular morning gate: Gate 1

### Morning gate times

|            |                                          |
|------------|------------------------------------------|
| 7:15 a.m.  | Gate opens                               |
| 7:35 a.m.  | Gate closes                              |
| After 7:35 | Report to Reception — registered as late |

### If your child is absent

- ☐ Inform the school promptly.
- ☐ Provide supporting documentation where required.
- ☐ You will receive an automatic Educamos absence notification.
- ☐ Persistent absence is monitored and followed up by the school.

**Important** • Attendance is also a safeguarding matter and helps us monitor student well-being and engagement.

### WHO TO CONTACT

**HK** Hanadi Kafarnawi  
Attendance Officer & Reception

**AA** Ameera Alakberi  
Social Worker

**AG** Alba Godall  
Head of Pastoral

# MORNING DROP-OFF & AFTERNOON PICK-UP

Gates, timings and the pick-up number system



## MORNING

|                                                                   |                                                                                                  |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <div>Early Bird</div> <div>From 7:00 a.m.</div> <div>Gate 2</div> | <div>Regular Drop-Off</div> <div>7:15–7:35 a.m.</div> <div>Gate 1 · After 7:35 → Reception</div> |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

## AFTERNOON PICK-UP

| STUDENTS                       | PICK-UP        | GATE          |
|--------------------------------|----------------|---------------|
| Pre-KG–KG2                     | 2:00–2:15 p.m. | Gate 1        |
| Grades 1–5                     | 2:35–2:50 p.m. | Gate 1        |
| Grades 6–9                     | 2:35–2:50 p.m. | Gate 4        |
| After-school activity students | 3:30–3:45 p.m. | Assigned gate |

### IMPORTANT FOR FAMILIES

- ❑ Every student has a unique pick-up number.
- ❑ Siblings share the same number.
- ❑ Please have the number ready at collection.
- ❑ Younger siblings can remain in the designated supervised area to be collected with older siblings.
- ❑ Once regular procedures begin, parents should say goodbye at the designated drop-off point rather than accompanying students to class, except for specific adaptation arrangements for younger children.

|                                                                           |                                                     |                                                            |                                                                 |
|---------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------|
| <div>PP</div> <div>Paul Pate</div> <div>Health &amp; Safety Officer</div> | <div>EC</div> <div>Elena Cuello</div> <div>KG</div> | <div>MP</div> <div>María Pérez</div> <div>Grades 1–5</div> | <div>CF</div> <div>Carlos Fernández</div> <div>Grades 6–9</div> |
|---------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------|

## WHO TO CONTACT

# HEALTH, SAFETY & CLINIC

Keeping every student safe and well cared for



## School Clinic

Lorraine Evanenne — School Nurse

**Please make sure we have:**

- ☐ Updated medical information
- ☐ Emergency contacts
- ☐ Details of allergies or medical conditions
- ☐ Any required medical documentation

## Health & Safety

Paul Pate — Health & Safety Officer

**Families should:**

- ☐ Follow arrival and dismissal procedures.
- ☐ Follow staff instructions during an emergency.
- ☐ Keep emergency contact information updated.
- ☐ Use official school communication during any emergency situation.

## EMERGENCY PROCEDURES

Students and staff regularly practice:

Evacuation

Shelter-in-Place

Other required  
procedures

# STUDENT SERVICES

Transportation, uniform, canteen and KG after-school service



## Transportation

**STARTS SEPTEMBER 7**

Prior registration required.

Routes and timings communicated to registered families.

## Uniform

Zaks Uniform — store located in Mushrif Mall

Correct school uniform is expected every day.

Contact Student Affairs for any questions.

## Canteen

Food Nation

**STARTS SEPTEMBER 2**

Menus and detailed information communicated separately.

## KG After-School Service

**STARTS SEPTEMBER 7**

Prior registration required.

Available for KG families.

WHO TO CONTACT

**Angela Biomorgi** · Student Affairs Coordinator

# BEFORE & AFTER-SCHOOL OPPORTUNITIES

Program timetable, start dates and registration



| PROGRAMME                                                  | TIME         | STARTS | REGISTRATION               |
|------------------------------------------------------------|--------------|--------|----------------------------|
| Early Bird — Learning Support                              | 7:00–7:25    | Sep 7  | No registration            |
| KG Learning & Enrichment                                   | 2:00–2:35    | Sep 7  | Registration required      |
| Primary & Secondary Clubs / Sports / Tutoring / Enrichment | 2:35–3:30    | Sep 7  | Registration required      |
| ISM Extracurricular Activities                             | After school | Sep 21 | Separate paid registration |

The dates and arrangements are confirmed in the **back-to-school circular**.

## WHO TO CONTACT

- AC

Antonio Campos  
Head of Studies
- AD

Angela Devore  
Vice Principal
- AA

Andres Anda  
PE & Community Wellness Coordinator
- AB

Angela Biomorgi  
Student Affairs Coordinator

# WHO DO I CONTACT?

Your quick reference guide — who to speak to for what



| IF YOU NEED HELP WITH...                           | CONTACT                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classroom, learning, homework, day-to-day concerns | <b>Homeroom Teacher</b>                                                                                                                                                                                                                                                                                             |
| Educamos / Google Classroom / digital access       | <b>David Vilchez</b><br><a href="mailto:david.vilchez@spanishschool.ae">david.vilchez@spanishschool.ae</a><br><b>Hikmat Isak</b><br><a href="mailto:it@spanishschool.ae">it@spanishschool.ae</a><br><b>Antonio Campos</b><br><a href="mailto:head.of.studies@spanishschool.ae">head.of.studies@spanishschool.ae</a> |
| Attendance or lateness                             | <b>Hanadi Kafarnawi</b><br><a href="mailto:reception@spanishschool.ae">reception@spanishschool.ae</a><br><a href="mailto:attendance.officer@spanishschool.ae">attendance.officer@spanishschool.ae</a>                                                                                                               |
| Pastoral / social support                          | <b>Alba Godall</b><br><a href="mailto:alba.godall@spanishschool.ae">alba.godall@spanishschool.ae</a><br><b>Ameera Alakberi</b><br><a href="mailto:ameera.Alakberi@spanishschool.ae">ameera.Alakberi@spanishschool.ae</a>                                                                                            |
| KG matters                                         | <b>Elena Cuello</b><br><a href="mailto:elena.cuello@spanishschool.ae">elena.cuello@spanishschool.ae</a>                                                                                                                                                                                                             |
| Grades 1–5                                         | <b>María Pérez</b><br><a href="mailto:maria.perez@spanishschool.ae">maria.perez@spanishschool.ae</a>                                                                                                                                                                                                                |
| Grades 6–9                                         | <b>Carlos Fernández</b><br><a href="mailto:carlos.Fernandez@spanishschool.ae">carlos.Fernandez@spanishschool.ae</a>                                                                                                                                                                                                 |

| IF YOU NEED HELP WITH...                              | CONTACT                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health & Safety                                       | <b>Paul Pate</b><br><a href="mailto:health.safety@spanishschool.ae">health.safety@spanishschool.ae</a>                                                                                                                                                                                                                                                                                                                                |
| Clinic / medical matters                              | <b>Lorraine Evanenne</b><br><a href="mailto:nurse@spanishschool.ae">nurse@spanishschool.ae</a>                                                                                                                                                                                                                                                                                                                                        |
| Transport / uniform / canteen / KG After-School / ISM | <b>Angela Biomorgi</b><br><a href="mailto:students.affairs@spanishschool.ae">students.affairs@spanishschool.ae</a>                                                                                                                                                                                                                                                                                                                    |
| Clubs / enrichment / academic activities              | <b>Antonio Campos</b><br><a href="mailto:head.of.studies@spanishschool.ae">head.of.studies@spanishschool.ae</a><br><b>Angela Devore</b><br><a href="mailto:vp@spanishschool.ae">vp@spanishschool.ae</a><br><b>Andres Anda</b><br><a href="mailto:andres.anda@spanishschool.ae">andres.anda@spanishschool.ae</a><br><b>Angela Biomorgi</b><br><a href="mailto:Students.affairs@spanishschool.ae">Students.affairs@spanishschool.ae</a> |
| General support                                       | <b>Reception / Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                     |
| Matters requiring escalation                          | <b>School Leadership Team</b>                                                                                                                                                                                                                                                                                                                                                                                                         |

Not sure who to ask?  
Start with your **Homeroom Teacher** or **Reception**  
They will direct you.

## KEY SCHOOL CONTACTS

# You do not need to remember everything today. today.

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The important thing is to know where to find the information and who to contact. Please ask us whenever you are unsure.

EMAIL

[info@spanishschool.ae](mailto:info@spanishschool.ae)

TELEPHONE

+971 (02) 310 1888

WEBSITE

[www.spanishschool.ae](http://www.spanishschool.ae)



## Welcome to The Spanish School of Abu Dhabi