

VISPA Meeting Minutes

Date: January 18th, 2026

Time: 7:30 to 9:00

Location: Music Room

Attendees:

- Ms. Elizabeth Fennel – Director and Head of School
- Ms. Samar Yassin – Boys' Principal
- Ms. Mona Shosha – Girls' Principal
- Ms. Charlotte Verrell – EC & ES Principal
- Ms. Arwa Mohamad – EC & ES Principal Assistant
- Ms. Chenese Manikram – Curriculum Manager
- Ms. Hanan Abousedo – Parent Relation and Marketing Officer
- Ms. Dania Tatari EC/ES Counselor

The meeting began with a warm welcome to all attendees. Introductions were made to ensure everyone was acquainted, followed by a brief explanation of the purpose and role of VISPA. The meeting then proceeded to discuss the agenda items as outlined below:

1. Student Attendance & Motivation

- Discussed strategies to encourage students to arrive on time.
- Parents were informed that students will be rewarded with points, gifts, certificates, and other incentives for punctual attendance.
- The aim is to promote student responsibility and commitment.



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2. Health & Medication Policy

- Parents were reminded that any medication administered to students must be reported through the new system.

3. Uniform Policy

- Students are not allowed to wear hoodies.
- Starting next academic year, school jackets will be without hoods.
- Clothing without the school logo or outside uniform policy is strictly prohibited.
- Parents will receive detailed photos and instructions regarding the uniform.

4. Rewards System

- A weekly rewards program for EC & ES students will be implemented to encourage positive behavior and engagement.

5. Break Times & Prayer

- Discussed student break durations.
- Students prefer to play first and eat towards the end of the break.
- Prayer breaks will be scheduled for each grade, ensuring all students have time to pray.

6. Student Supplies & Responsibility

- Teachers sometimes request all materials from a single student.
- It was proposed that supplies be distributed among all students to teach responsibility and sharing.
- Parents will be informed of the reason for any material request from teachers.

7. Parent-Teacher Conferences

- A schedule will be provided for each teacher to allow parents to book appointments.
- For Pre-K to Grade 5, conferences will be held with the Home Room Teacher.

8. Teacher Conduct & Communication

- Teachers will not judge students based on parents' attendance.
- Teachers should include students' names in email subject lines for clarity, especially when managing multiple students.
- A new email system will be launched to simplify communication with the school.

9. Workshops & School Fair

- Upcoming parent workshops were discussed.
- A school fair will be organized to showcase students' work and achievements.

10. Academic Learning & Student Skills

- Discussed the importance of academic vocabulary and understanding key concepts.
- Emphasized supporting students' growth and development.
- The school vision focuses on both skill acquisition and academic understanding.

11. Ramadan Schedule

- Ramadan schedule will be set according to Ministry approval.
- A family Iftar day will be organized in the first two weeks of Ramadan.



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- Parents will have the opportunity to share their experiences and life lessons with students via a survey.

12. Study Guide

- A discussion with teachers will be scheduled to obtain detailed information about the Study Guide, including content coverage, usage, and alignment with learning objectives and skill development.

Closing

The meeting concluded with a summary of the discussed points and agreement to follow up on the action items in the next meeting. Appreciation was extended to all attendees for their contributions and active participation.