



*Shaping Local Leaders and Global Learners*

## 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.



*Shaping Local Leaders and Global Learners*

## 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.



*Shaping Local Leaders and Global Learners*

## 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.



*Shaping Local Leaders and Global Learners*

- 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.