

### Departmental Meeting No. 3

\* Meeting started at 12:15

After meeting with Mr. Ali, The school principal, some points were discussed and must be taken into consideration:

*All teachers are asked to co-operate and exert great efforts to help Ss in the first day. It's not the responsibility of Heads of families only.*

- There is a possibility of cancelling the prayer break to limit Students' grouping.*
- The main break will have some special arrangements and will be given to all staff next Sunday.*
- Duty should be given due care specially groups of students.*
- Inside classes, teachers should help Students to be aware of the symptoms and ways of precautions of H1N1virus . The first period on Sunday the 4<sup>th</sup> of October will be for that purpose.*
- If any teacher thought there is something wrong with any of his Students, he should be quiet and behave calmly in order not to frighten the other students.*
- Coming to school will be at 6: 30 a.m.*
- In case of delaying of school beginning teachers will come at 7: 00 a.m.*
- Working in class using group work is temporarily cancelled as a procedure of precautions.*
- We consider that we face an epidemic so all teachers should be helping in all aspects and situations.*
- Teachers' timetables will be handed personally and every teacher will sign for that.*
- English cover classes should be covered by the teachers of English and all teachers are kindly asked to co-operate.*

**Meeting closed at 01: 00 p.m.**

Teacher's name	Signature
Mohamed Ismael	
Akram Mushtaha	
Zaher Askar	
Adnan Nasr	
Hani Al Aydi	
Wali Salhab	
Mohamed Ali	
Yasser Fathi	
Mohamed Samir	
Mohamed Sadaawi	

