

Parent's Communication

□ **January 30, 2023**

Important: The following letter will be sent to the email that you will be provided below. If you do not receive it by □ **February 4**, please contact me with the right email.

Dear Parents / Guardians of □ **G10 Class**,

I hope that everyone is in the best state of health and Imaan.

I am pleased to be your child's □ **Islamic Studies** teacher and look forward to communicating with.

Below is my website that you can access at any time to check for updates and to see what work (homework, assignments, reflections, tests, etc.) is required of students during the week.

□ <https://sites.google.com/view/mhamide/ois/g10-is>

The website contains the course outline, timetable, school calendar, handouts, resources, etc.). I will explain to students how the website works.

Every week there will be work to be done and submitted. Please check my website and remind / encourage your child to do the required assessment on time.

Please feel free to contact me by email at □ mhamide@myois.org; by phone at 613-727-5066 if you need further assistance.

Our school looks forward to getting to know your children better and providing an engaging learning experience this year InshaAllah.

Jazakum Allah Khairan,

□ **Hamide**

Please sign and return



Student's Name: _____	Parent's Note: _____ _____ _____ _____ _____
Parent's Name: _____	
Parent's Email: _____	
Parent's Phone: _____	
Parent's Signature: _____	

Email No. 1: Missing work

Feb 13, 2023

Dear Parents / Guardians,
I hope you are in the best state of health and Imaan.

The purpose of this email is to let you know that your child is missing **Reflection 1, 2 and 3 AND Assignment No. 1** (turned in into Google Classroom).

Below is my website where you can find the [missing work](#).

<https://sites.google.com/view/mhamide/ois/g10-is>

An extension will be given to your child until next Monday, February 20, to complete the missing work. Please **encourage** your child to finish the work through the long weekend and **confirm** that the work will be done according to the given instructions.

Please feel free to contact me by email at mhamide@myois.org; by phone at 613-727-5066 if you need further assistance.

Note: this email was sent to the student too.

Jazakum Allah Khairan,
Hamide

Email No. 2: Still Missing work

Feb 27, 2023

Dear Parents / Guardians of G10,

Just to let you know that your child still has not finished some of his/her Islamic Studies assessments. Please check my previous email and my [website](#) for more details. Also, this email is sent to your child. Please encourage him/her to submit the missing work soon. If you need further assistance, please do not hesitate to reply to this email.

Note: The Progress Report Card will be sent this Thursday. Please sign and return to school.

JAK

Hamide
G10 Islamic Studies Teacher

XX

Email No. 3: Risk of Failing

March 10, 2023

Dear Parents / Guardians of G10,

Just to let you know that your child failed Unit One / Islamic Studies because of missing or incomplete assignments. Now, we have started unit 2. Please encourage your child to finish the required work during March Break and submit before the due date to get my feedback to improve. It is very important to send the work according to the given instructions in order to pass the midterm mark. All the required assessments are on my website and sent via Google classroom.

Please check my [website](#) for more details. , but if you need further assistance, please do not hesitate to reply to this email.

Note: this email is also sent to the student.

JAK
Hamide
G10 Islamic Studies Teacher

XX

Email No. 4: Failing the Islamic Studies G10 Online Course

March 25, 2023

Dear Parents / Guardians,

Your child is failing the Islamic Studies midterm mark because still has not submitted some of the required assignments. Please check my previous email and my [website](#) for more details.

Important Note: Due of all Unit 2 assessments is before Monday, March 27. **No work will be accepted after.** Email me if you need an extension.

Also, this email is sent to your child. If you need further assistance, please do not hesitate to reply to this email.

Hamide
G10 Islamic Studies Teacher

XX

April 28, 2023 >>>>

Ottawa Islamic School

Tel: 1.613.727.5066 | Fax: 1.613.727.8486 |

Letter of Concern

Dear Parent(s) of xx

Date:xx

Assalamu alaikum,

The purpose of this letter is to inform you that I am presently experiencing some difficulties with your child due to the reasons specified below. I would sincerely appreciate your support in trying to take corrective measures to eliminate these issues so that your child can have a successful learning experience.

The Issues:

Risk of failing due to

1. Incomplete Assignments / work
2. Missing Assignments / work

I already communicated with you:

(1) Emailed you using the following email(s) ..

(2) Called you at:

If you have any questions or concerns, please email me or call the school to have an appointment.

Sincerely,

M. Hamide

G10 Islamic Studies Teacher

Note: This letter must be signed by the parent and returned to the teacher.

Parent's Name: _____

Comments: _____

Signature and Date: _____