Kathleen Saleh
Secondary School Principal

Dear Parents of Grades 11 and 12,

I hope you and your families are safe and well.

An important note from the Registrar:
As part of the preparation for the Lebanese Official Exams, the Ministry of Education requires the submission of a new *Ikhraj Qaid* and two passport-sized photographs for all Grade 11 and Grade 12 students, **regardless** of whether they are enrolled in the Lebanese Program or the IB Programme.
Please note that:

- The photographs must **match** the photograph on the *Ikhraj Qaid*.
- Both photographs must be signed and stamped by a **Mokhtar**.

For non-Lebanese students, a **scan** of a **valid residency permit** is required.

The documents should be submitted to the Front Office by Monday, 30 November.

Externals: Cycle 2 for Grade 11 and Cycle 3 for Grade 12 are underway and will finish by the end of November. There will be no Extrenals in December. Please check for details in the links provided by Mr. Mario. We are scheduling meetings with some Grade 11 parents and follow up emails are being sent for specific students whenever necessary.
Important: If a student misses an External assessment, even if the absence is for only 1 day, we require a medical note to allow for a make-up. If we do not have a medical note, the student will have 0 for that assessment task.
Friday 4 December: Parent Teacher Conferences (PTCs) will take place by appointment – details to follow.
Semester exams:
Grade 11 semester 1 exams will take place from 18 to 29 January 2027
Grade 12 do not have semester exams; their Mocks will be from 12 to 24 March 2027

Upcoming Grade 12 Extra sessions:
Wednesday 25 November:

- 2:30m to 4:00 Ms. Rafah's HL Math class
- 2:30 to 4:00: Ms. Sabine's HL Global Politics class
- 2:30 to 4:00: Mr. Bilal's AASL Math class (selected students)

Saturday 21 November:

- 8:00 to 9:30 am Mr. Ali's Business Class
- 8:00 to 9:30 am Ms. Mona's Business Class
- 10:00 to 11:30 am Mr. Mohammed's HL Physics Class

All students in these classes should attend.
From Ms. Eva, our CAS Coordinator:

All CAS students are required to join **Nahno Volunteers**, a national volunteerism platform under the leadership of MoSA (Ministry of Social Affairs) and UNICEF.
By joining Nahno Volunteers, CAS students can connect with potential NGOs by selecting the volunteering opportunity they want to join.
Furthermore, the App will send notifications for projects next to you, or based on the student's selected interest or preferred timings, etc.
Download the app:
Android: https://play.google.com/store/apps/details?id=com.ids.nahno&pcampaignid=web_share
Apple: https://apps.apple.com/lb/app/nahno-volunteers/id1667473731
Website: منصة نحنُ متطوعون/ات

From Mr. Mario, our DP Coordinator:

Grade 12

Important dates and deadlines for the coming week:

External assessments:

- **Friday, November 27**: English Literature/Language and Literature

Internal assessments:

- **Monday, November 23**: Math AISL (full draft)
- **Wednesday, November 25**: Arabic B (mock Individual Oral, over 2 weeks)
- **Friday, November 27**: Global Politics (full draft)
- **Sunday, November 29**: Economics (macroeconomic commentary draft)

Externally assessed coursework components:

- **Tuesday, November 24**: Theory of Knowledge (Prescribed Title)

G12 External Assessments Calendar 26-27

Grade 11

Important dates and deadlines for the coming week:

External assessments:

- **Tuesday, November 24**: Mathematics
- **Thursday, November 26**: Chemistry, Business Management (Group 2)

G11 External Assessments Calendar 26-27

Important: The Diploma Progamme is cumulative; external assessments will include material from the beginning of Grade 11.

From Ms. Pascale, our University and Career Guidance Counsellor:

Please refer to the separate email.

A few important reminders:

No Phones Policy: from the first day of the school year we have been implementing the 'no phones policy'. Students are required to place their phones in the named pouches and hand them in during the morning Advisory session. The phones are held in a locked closet and returned to the students at the end of the day. To date, the process is working well. Thank you for supporting this initiative.

Uniforms: All students should wear the Wellspring uniform at all times on campus. Please refer to page 6 of the 2026-2027 Student Handbook. Note particularly the requirement that closed flat shoes or trainers should be worn. If a student comes to school without the correct uniform, they will be asked to take a 'loaner' or to buy a new item.

Tardiness: Daily Advisory begins at 7:20 am, students should be in Advisory by 7:25 am at the latest.

Appointments during school time: Please keep such appointments during school time to a minimum and inform us beforehand. Students will not be allowed to leave campus during school time unless we have received an email or phone call from a parent or guardian. This is an important safety issue.

Absences: Please call the Front Office 01 282 582 or email CCC_Dismissal_Changes@wellspring .edu.lb before 7:25 am on the day of the absence.

Do not hesitate to contact us if you have any questions or concerns:
Pascale Hayek Bassil: Assistant SS Principal and University and Career Guidance Counsellor:
ssassistantprincipal@wellspring.edu.lb
UniversityandCareerGuidance@wellspring.edu.lb
Mario Karam: IBDP Coordinator: DPCoordinator@wellspring.edu.lb

Regards,

Kathleen Saleh
Secondary Principal

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