Kathleen Saleh
Secondary School Principal

Dear Parents of Grades 11 and 12,

I hope you and your families are safe and well.
Externals: Cycle 2 for Grade 11 and cycle 3 for Grade 12 will begin next week. There will be no Externals in December. Please check for details in the links below 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.
Friday 4 December: Parent Teacher Conferences (PTCs) will take place by appointment – details to follow.
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.
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 11 November:

- 2:30 to 4:00 pm: Ms. Rafah's Math HL Class
- 2:30 to 4:00 pm: Ms. Sabine's Global Politics Class

Saturday 14 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 Physics Class

All students in these classes should attend.

From Ms. Eva, our CAS Coordinator:
Many Grade 11 students have not yet started logging their CAS experiences on ManageBac.
Please note that CAS experiences are **not considered complete or acknowledged** unless they are recorded on ManageBac and accompanied by the required reflections and supporting evidence.
Delaying the logging process and collecting evidence to upload at a later stage often leads to a significant accumulation of work. This can become particularly challenging during examination periods, when students should be focusing on their academic responsibilities. Moreover, incomplete or missing CAS records may negatively impact CAS reporting and be reflected in report card comments.
Students are therefore strongly encouraged to update their ManageBac portfolios regularly and submit reflections and evidence in a timely manner to ensure accurate monitoring of their CAS progress.

From Mr. Mario, our DP Coordinator:

Grade 12

Important dates and deadlines for the coming week:

External assessments:

- **Tuesday, November 10**: Economics, Psychology, Business Management (group 1)
- **Thursday, November 12**: Biology, Physics, Environmental Systems and Societies, Computer Science

Internal assessments:

- **Tuesday, November 10**: Visual Arts
- **Thursday, November 12**: Global Politics

G12 External Assessments Calendar 26-27

Grade 11

Important dates and deadlines for the coming week:

External assessments:

- **Monday, November 9**: Arabic, French, Spanish
- **Thursday, November 12**: English Literature/Language and Literature

Internal assessments:

- **Wednesday, November 11**: Visual Arts

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 **attached newsletter**.

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 hand in their phones 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 01 283 683 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

Kathleen Saleh: Secondary Principal: SecondaryPrincipalCCC@wellspring.edu.lb

Regards,

Kathleen Saleh
Secondary Principal

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