



“Cheers to a new year and another chance for us to get it right”

Dear Foundation 1 & 2 parents,

Our school provides a warm and friendly learning environment in which children are encouraged to reach their full potential. With its enthusiastic and highly motivated teachers, our school provides a well-balanced and fine educational foundation for all children. Each school year brings a new spark of hope, vision and excitement. As we begin this school year, we wish the greatest success for all our students.

This letter is to inform you about classroom routine and policy. We believe that parent-teacher relationship is necessary for maximum school success. Throughout the year, teachers will communicate with parents through notes in the link book, phone calls, emails, Google classroom, report cards and parent-teacher conferences.

During the school year, there will be a variety of special classroom activities. We encourage you to support kids by sending needed supplies. Your support for school activities makes your child feel their importance and sends the message that you value and respect the school.

Hygiene tips:

As the whole world is facing Corona Virus pandemic, and at the same time trying to go back to normal life, we need to take our precautions and talk to our little ones that we need to keep ourselves safe. This can be fulfilled by keeping personal space....No hugs ...No kisses ...No exchanging tools. We will not accept any kid that has any symptom like fever, coughing in class. Kindly make sure daily that your child doesn't have any of these symptoms or **please** let him rest at home for his and others safety.

Each student has to come daily with his disposable mask (kids' mask). Face shields , and cloth masks are not preferable at all . Students should have in their bags 5 plastic wrapped kids' masks daily, small tissue pack and small sanitizer for personal usage.

Please make sure your child's hair is always clean and free from any lice infection ...As we do care for all kids' hygiene, a regular checkup for kids' hairs under the supervision of the school's doctor. If any infection is discovered, the infected child will stay at home for a whole week and will not enter the class before doctor's checking at the 8th day.

School hours:

School day begins at 8:00 am, and ends at 1:40 pm. Lines start at 7:45 am .Late students will not be permitted to enter school premises

Transportation:

Children who take the school bus will be directed daily by their teachers to their buses. Children who are picked up by their parents will be directed by their teacher to the gate at the end of each day.

N.B: If there is any change in the way your child is leaving school, **parents have to send the school a written and signed note** in the students file with the changes and call the school on that day as we don't depend on the child's verbal statement about it. If we don't get a note and a phone call from you, we will not be able to apply this change.

School books:

We will be sending you a note with the date when you can receive your child's school books. Please cover them in clear transparent covers to keep them in good shape. Please send them back the next day as we need to start working on them.

Attendance:

A successful school experience is the responsibility of the children, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is important.

Communication:

We will send you daily on google classroom to inform you about classroom activities and homework. We will also send a behavior note home (if needed) with your child so that you know if your child is staying on track with our classroom rules.

All communication will be sent home in your child's envelope file daily or via private message on Google classroom. The teacher asks the students to get their files out that include their H.W. and books, but the teacher does not open each child's backpack. So kindly encourage them to be responsible for this.

- We may also use hangouts for direct messages with teachers only during working hours. For contacting FS teachers for any request please contact Mrs. Jacqueline Wagdy at 01270523854 (WhatsApp messages only). In case you need a phone call, send a message first and we will schedule a phone call with Mrs. Jacqueline or one of the teachers.

Birthdays:

If you would like to celebrate your child's birthday in class, please send us a note before to arrange the suitable day together. Small gifts for kids and 10 photos of him/her in different stages on a labelled flash memory are enough cakes are not allowed.

Dress code:

As per the school dress code, students are allowed only to come in school uniform, black or white shoes. In case the students have P.E on any day, they will come in P.E uniform.

Bags should carry A4 drawing sketch. Wheel bags are not preferable at all for the kids' safety on the stairs .White socks are only allowed. Concerning girls, Only white or black hairbands are allowed. The student should have a separate lunch bag that can carry both the lunch box and the bottle.

Classroom rules:

- * When we are in the lines or in the circle keep silence
- * Raise your finger before you speak.
- * Keep your hands for yourself.
- * Keep your classroom clean

Behaviour policy:

As a school, we believe that by treating others kindly and with respect, we shall help our children to learn the highest standards of behaviour. As Experts, we believe that all children have the right to learn and that all teachers have the right to teach. Classroom rules are displayed in each class; the teachers make sure that they are discussed on regular basis.

Rewards:

- * Verbal praise
- * Class points or similar
- * Simple gifts
- * Enhancement chart

Breaking rules:

- Reminder of the rule broken.
- Warning
- If the misbehaviour that happened is repeated, the child is asked to go to "time out" (to sit on a chair). When he /she feels ready to participate positively again in the classroom, she/he may return to the activity.

When a child is sent to "time out" often, a note is sent home to parents. Some children may need a different approach to modify behaviour; the teacher, the parents and if needed the school counsellor will work together to support the child's needs.

If you have any questions or concerns, feel free to contact
Foundation 1 teachers: Ms. Rachel, Ms. Sandy, Ms Olivia and Ms. Amira.
Foundation 2 teachers: Ms. Jacqueline, Ms. Nermeen , Ms. Amira and Ms. Olivia.
We are looking forward to enhancing the best of our students this year to achieve the highest possible rates of success!
Thank You in advance for your concern, cooperation and support throughout the year.

FS and CP administration

Kindly print out this sheet and send it with you child at the first school day

Cut here

By signing here you've read and accepted all our rules

Student's name

Parent's signature