



SKILLS

Suad Kafafi International
Language Learning School

Parents Handbook

National School

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WWW.SKILLS.EDU.EG



Cambridge Assessment
International Education
Cambridge Associate School



Pearson
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Welcome Back to School!

On behalf of the Members of the Board and Staff, it is our pleasure to extend a warm welcome to SKILLS Community. SKILL is a school where children are encouraged to value love of learning with a strong moral compass that will guide them for the rest of their lives. We will work as a team to ensure that we meet the very highest expectations at all times, providing children with the skills of adaptability, the capacity for innovation and the confidence to pursue challenging goals.

We believe that Education is the greatest gift you can give your child.

With this intention, SKILLS was established in 2010. A school that empowers young people to explore the best in themselves in order to develop a community of highly cultured individuals who are able to interact with the international community.

Social and emotional curriculum and character-building classes are added to the student's schedules in order to promote the social-emotional competence and resilience of our students. Each child's experience will be enriched by participation in a broad co-curricular program. The life skills and self-confidence will be developed from participation in sport, music, drama, the Arts and the opportunity for community service. Co-curricular activities will support outstanding academic achievement at all levels and bring balance to the educational experience we offer.

Please do remember to contact us if you need any support. In the meantime, we send our very best wishes for a safe, happy and successful academic year.

Thank you for your support, and have a great school year!

Yours sincerely,

School Administration



SKILLS Vision

SKILLS is dedicated to promote excellence in education through a collaborative, supportive, student-centered educational environment that empowers each learner to excel and achieve his/her highest potential.

SKILLS Mission

Our mission is to work in partnership with the entire community to ensure that each learner acquires the knowledge, SKILLS and core values necessary to achieve social, academic and personal success in a technologically advanced world.

SKILLS Beliefs and Values

SKILLS ensures that each student achieves her or his educational and personal potential in a safe and happy environment. We will ensure that students:

S Stay Positive

K Know Their Values

I Imagine, Dream and Explore

L Look, Listen, Learn and Research

L Love Oneself and Others

S Support Others and Sustain the Community's Resources

- **The school's core values** define how everyone will work together to achieve the school's vision and carry out its mission. We embrace the following core values in our everyday work:
 - **Equity** the term equity refers to the principle of fairness.
 - **Responsibility** is to be reliable and accountable for our decisions and actions. Students are motivated to become independent and to take responsibility for their own learning.
 - **Collaboration** is to cooperate with others as a team to achieve the best results.
 - **Perseverance** is to work towards a goal and overcome obstacles.



- **Integrity** is the practice of being honest and showing a consistent adherence to strong moral and behavioral principles and values. Integrity is regarded as the honesty and truthfulness or accuracy of one's actions.
- **Respect** is to be polite and kind to others. Respect means that you accept somebody for who they are, even when they're different from you or you don't agree with them. Respect in your relationships builds feelings of trust, safety, and wellbeing. Respect is to honor oneself, others and the community
- **Creativity** is the ability of a person or group to make something new and useful or valuable, or the process of making something new and useful or valuable through imagination and exploration.
- **Courage** is to be able to stand up and speak up without fear to accomplish good things. You show courage when you clearly state what is acceptable and what is not, and when you hold people accountable for their actions. You are brave when you honor your own needs.
- **Compassion** is to make a difference through acts of kindness, forgiveness and empathy

School History

SKILLS school was established in the year 2010 in the memory of the late Dr. Suad Kafafi (1928-2004), a Noble Prize nominee in the field of education. Our Board of Directors are dedicated to continue her work and to abide by her principles. Dr. Suad Kafafi

Dr. Suad Kafafi was highly recognized as a prominent professor and eminent scholar known for her exceptional ambition, strong perseverance, dedication and scholastic achievements.

She was an active member in the National Specialized Council, Egypt's highest ranked "Think-Tank" serving the education sector. She was a pioneer in the field of private higher education and founded the High Institute of Tourism and Hotels (HITH) in 1990. She also founded the High Institute for Architecture and Business Administration Technology (HIT) in 1993 and established Misr University for Science and Technology (MUST) in 1996.

Suad Kafafi chaired the Board of Trustees of the three institutions, investing her rich experience in developing programs of excellence.

Suad Kafafi was deeply committed to social responsibilities. She established the



Suad Kafafi Foundation which provides integrated social care. This foundation runs a foster home for orphan girls and the charity project of Al-Amal Town (Town of Hope). Suad Kafafi was a woman of substance and will be always remembered for her integrity, contribution and love for her country.

School Calendar



Skills School Calendar 2021-2022

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					22th, Aug.	All English National Teachers Return
					29th, Aug.	MM Publications Seminar
September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					2nd, Sept	Webinar on FullBlast activities
					9th, Sept	Arabic Teachers Training
					13th, Sept	KG. Teachers Training
					27th, Sept	Orientation Preschool
					28th, Sept	Orientation KG 1
					29th, Sept	Orientation KG 2
October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
					4th, Oct	Orientation Primary 1, 2 and 3
					5th, Oct	Orientation Primary 4, 5 and 6
					6th, Oct	Orientation Prep 1 and 2 - sec 1 and 2
					7th, Oct	Armed Forces day (No School)
					10th, Oct	Grades 1-2 and 3 First day of school
					11th, Oct	Grades 4 – 11 First day of school
					12th, Oct	First day of school - KG 2
					13th, Oct	First day of school - KG 1
					14th, Oct	Handwashing Global day
					17th, Oct	First day of school - Preschool
					18th, Oct	Prophet Mohamed's birthday
					21th, Oct	Celebrating Prophet Mohamed's bday
					28th, Oct	Halloween Celebration
November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					4th, Nov	Love Day
					11th, Nov	Sports Day
					18th, Nov	Children Day
					25th, Nov	Parent's Meeting (No school for children)
December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					2nd, Dec	Trip
					9th, Dec	World's Smile day
					30th, Dec	New Year Celebration
January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						A Level Exam English , French , German
					15th, Jan	Midyear Exams Start
					25th, Jan	Revolution Day





Skills School Calendar 2021-2022

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
5th, Feb. Midyear Vacation Starts						
20th, Feb. School Resumes(second term)						
March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
3rd, Mar. 100 Days Celebration						
24th,Mar. End of Year Concert						
31st,Mar. Parent's Meeting (no school for children)						
April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
21st, Apr. Spring celebration						
24th, Apr. Sham el Nassim (no school)						
25th, Apr. Sianai celebration day						
May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
3rd- 5th. Eid El Fitr						
7th, May. End of year Exams						
June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
9th, Jun. Last Day of School						

N.B Some dates can change according to unexpected circumstances.

- Days Off
- Orientation Days
- School Activities
- Parent's Meetings



Education

SKILLS National School is adopting the new system which aims to move away from the superficial approach to understanding and indoctrination to the development of important skills, problem solving and creativity.

The new education system 2.0 (which applies to Kindergarten classes until the fourth grade), and the use of modern technology in the Preparatory and Secondary Stages, as well as blended education, are future systems and are not connected with the Corona Pandemic.

The New Education 2.0 project is paying attention to learning systems and outcomes, and improving the quality of the research system. It aims at education for life, not for exams, and that lifelong learning is based on competence and acquiring skills for problem-solving, creativity and discussion; i.e. that the goals of the new education system will be “know, work, live, and be”.

The essence of development in the secondary stage revolves around changing the quality of questions to measure the degrees of understanding the learning outcomes.

SKILLS chooses to define "education" according to the following criteria.

- Developing citizens of the world in relation to culture, language and learning to live together
- Building and reinforcing students’ sense of identity and cultural awareness
- Fostering students’ recognition and development of universal human values
- Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning
- Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas
- Encouraging diversity and flexibility in teaching methods
- Providing appropriate forms of assessment.

Our system sets standards for the learning, development and care of children. The curriculum framework supports an integrated approach to early learning and care. It



gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

Early Grades:

- The Early Years Stage ensures that children from birth to five years are developing and learning to their full potential. We plan and provide a range of play activities, which help children to make progress in all areas of learning and development.
- Play is one of the main ways in which children learn and develop. It helps to build self-worth by giving a child a sense of his or her own abilities and to feel good about them. Because it's fun, children often become very absorbed in what they are doing.
- Young children can develop many skills through the power of play. They may develop their language skills, emotions, creativity and social skills. Play helps to nurture imagination and give a child a sense of adventure. Through this, they can learn essential skills such as problem solving, working with others, sharing and much more.
- The first and most important step in Kindergarten is a consistent daily routine which will help the day to flow smoothly and make the children feel safe and secure.

Upper Grade Levels:

- We place a great deal of emphasis on our Core Values and our academic program, which challenge our students to learn. We offer many experiences to develop the interests of our young adolescents as they find their independence and self-identity.
- Students are involved in the national subject areas. The curriculum promotes flipped and inquiry-based learning.
- Students demonstrate their learning through tests, written assignments, oral presentations, projects, demonstrations, and discussions.
- Students attend school Sunday through Thursday. On Thursdays, students are involved in clubs, sports, and activities.
- All students study Arabic as a first language.
- The students follow the Ministry of Education's syllabus.
- Students also study Religion (either Islamic Studies or Christian Studies).



Virtual Field Trips

Our students will take virtual field trip; virtual field trip will be relevant to what students are learning. A virtual field trip is a guided exploration through the **World Wide Web** that organizes a collection of pre-screened, thematically based web pages into a structured online learning experience. It is an opportunity that will enrich learning and the curriculum.

Technologies:

Moodle

Moodle stands for "Modular Object-Oriented Dynamic Learning Environment".

We are adopting **Moodle** as our learning management system (LMS). Moodle is software used to administer learning and training of various subjects to one or more learners. **Moodle** delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning. It is web-based and features a mobile-compatible interface, making it accessible from anywhere in the world across different web browsers or devices. Through Moodle, you will be able to access online and in one location all the content, materials, and instructions that are delivered in the classroom through the face to face interaction. Moodle will support pupils' learning through the provision of resources and online learning activities.

Moodle will enable **Parents** to follow up what has been covered at school on daily basis.

Each Student will be given one account (username & Password) that will be used for all LMS activities and will be used through the following URL LMS URL
skills.edu.eg/LMS

Microsoft Teams

If we are obliged to teach online, **Microsoft Teams** will be our tool for communication with students. For online classroom meetings that include the teacher and students interaction, we will use **Microsoft Teams**. It effectively holds classroom meetings, collaborate on virtual whiteboards, and share documents. With assignments, conversations, files, notes, and video calls all pulled together, **Teams** is



a great all-in-one hub for the collaborative classroom. In addition to the content, materials, and instructions, Teams provides opportunities for:

- student/teacher interaction
- student/student interaction
- and most likely student/content interaction

Assessment:

Teachers continuously assess learners: pre-learning, during learning and post learning. Learners are assessed through:

- Observations
- Tracking
- Differentiation
- Projects
- Research
- Quizzes
- End of Term Assessments

Assessment will be discussed and presented to parents at the end of each term.

Progress Reports will be issued to students in all grades in January and June.

Progress reports are also to be used as a means of promoting student achievement.

Homework Policy:

Homework assignments should best be viewed as independent practice for students. In other words, the assigned task is simply providing the student a chance to practice or “polish” a newly-learned skill.

The student should sit down and complete the assignment without undue confusion and reliance upon parents for help. Parents are requested to supervise their children while doing their homework without interfering.

If the child does not know how to do the assignment, it will always be preferable to send an email to the teacher immediately. If there is no access to email, send a note in the Channel Book to the teacher and he/she will deal with the situation.



Learners' Behavior and Welfare

SKILLS' team, will achieve excellence through educating and developing the whole person – mind, body, heart, and spirit so that our children develop the 21st Century skills and become our future's leaders.

We believe that supporting the well-being of our students can best be achieved by guiding them to conduct themselves in a positive manner which promotes community responsibility and involves staff, parents and students working together to ensure that SKILLS is a happy, safe and productive place.

The systems we have in place concerning student welfare foster a sense of well-being and are designed to support all of our students in understanding what is expected of them and why. These systems are positive and help to create a learning environment in which all students feel secure and confident enough to achieve to the best of their ability and to take risks in their learning; in other words, our students are not afraid to make mistakes and are, therefore, able to learn from them.

At SKILLS, we aim to instill the social and emotional aspects of learning by ensuring that the students are clear about what is expected of them. Every student is expected:

- to be kind and helpful, **we do not hurt anybody's feelings**
- to be honest, **we do not conceal the truth**
- to listen, **we do not interrupt**
- to be gentle, **we do not hurt anybody**
- to work hard, **we do not waste our own or other's time**
- to look after property, **we do not waster or damage things**

Our expectations are regularly shared with students and are displayed in every classroom. They are also to be found in the playground. In Kindergarten we use the same language in order to ensure that the students are clear about what is expected of them and why.

SKILLS Classroom Rules

Our classroom rules are based on the Whole Brain Teaching. WBT rests upon the principle that teachers at every level share the same difficulties: students lack discipline, background knowledge and problem-solving skills. From kindergarten to college, instructors face pupils who have difficulty with reading and writing.



Nonetheless, our students respond to challenges, enjoy well-designed learning games, and can make, in the proper setting, astonishing educational progress.

Our Classroom Rules are not just wall posters. We weave our rules throughout daily instruction increasing students' engagement, decreasing problem behaviors, and boosting FUN!

1. Follow directions quickly!
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Keep your dear teacher happy!
6. Make our dear team stronger
7. Diamond Rule: Keep your eyes on the target

Progressive Reward and Sanction Procedures

In Kindergarten discipline is reinforced using time out, one minute for each year of their life i.e., age 4 = 4 minutes. If the behavior re-occurs then the name of the child is recorded in the behavior book and the child is referred to the Principal. Children who are aggressive and violent must immediately be sent to the Principal who will telephone parents to support the school and speak with their child. In Kindergarten, the sanctions and rewards are immediate and always explained to the student in a way that they can understand.

At SKILLS we find the following types of behavior unacceptable:

- Bullying, including cyber-bullying
- Use of inappropriate language
- Physical abuse
- Verbal abuse
- Disrespectful behavior
- Vandalism

When students exhibit unacceptable behavior repeatedly, they are directed to the Social Worker. The Social Worker conducts an investigation and liaises directly with



the parents on the course of action to be taken and how the home and the school can best support each other to bring about a change in behavior.

MOE Discipline Policy

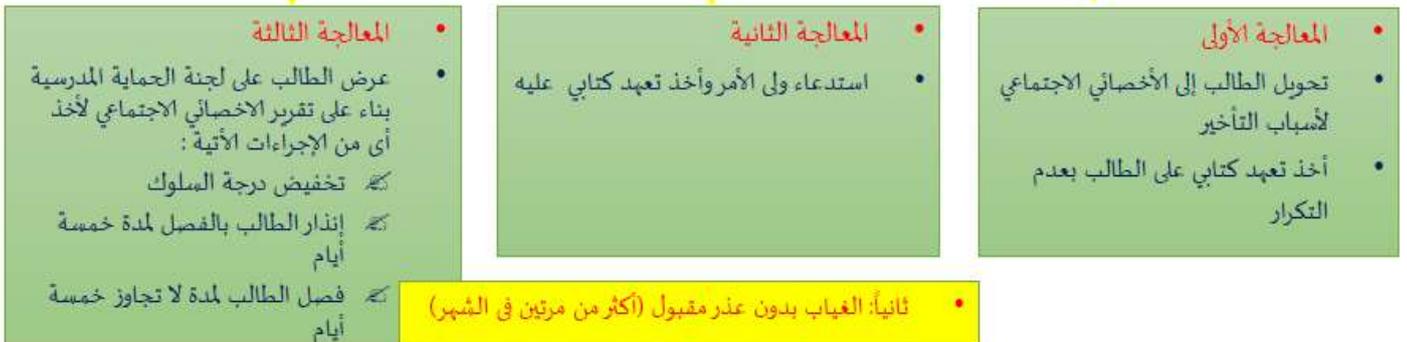
Every school must have a written discipline/behavior policy which outlines the behavior which it expects from pupils and the sanctions which it will impose for breaches in discipline. Sanctions are an integral part of a school's policy in order to uphold the school's rules and procedures.

We are adopting The Ministry of Education Behavior Management Policy as it is a milestone towards effective management of behavioral issues in schools. This policy clarifies the roles, rights and responsibilities of students in improving student discipline and raising achievement.

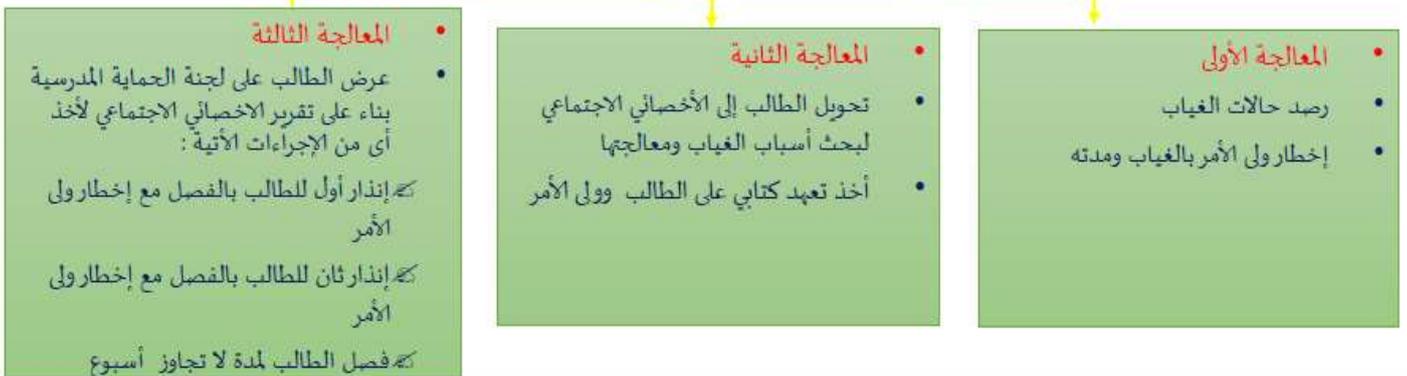
لائحة الانضباط المدرسي طبقاً لقرارات الوزارة

(1) مخالفات المستوى الأول

• أولاً: التأخر عن طابور الصباح وبعض الحصص

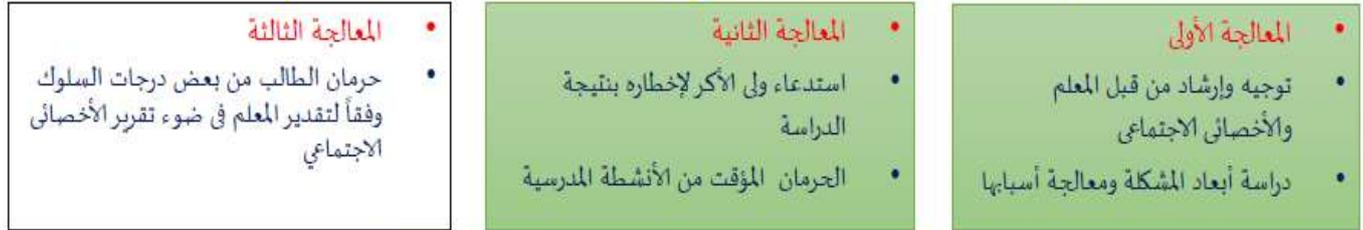


• ثانياً: الغياب بدون عذر مقبول (أكثر من مرتين في الشهر)

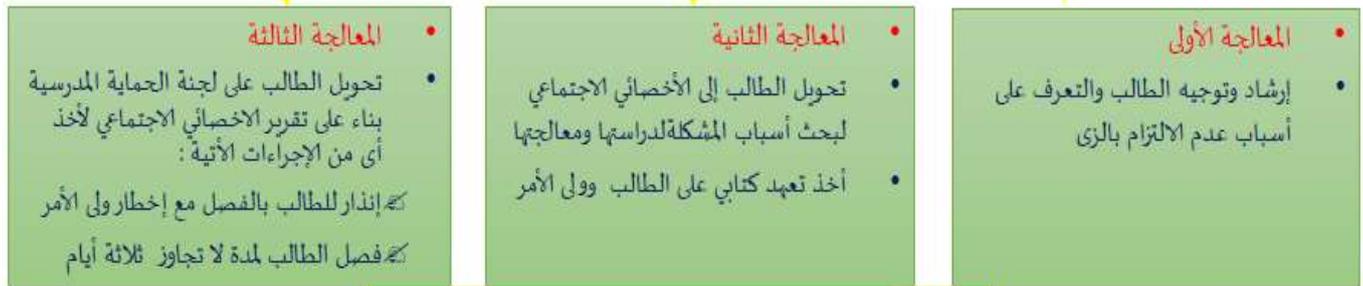


لائحة الانضباط
المدرسي طبقاً لقرارات
الوزارة

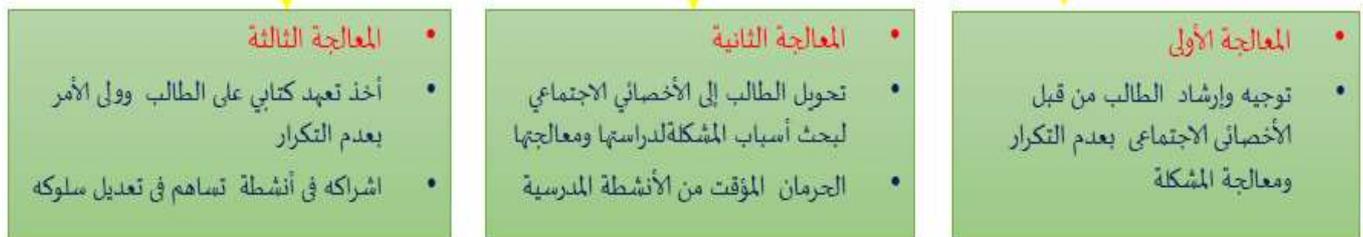
• ثالثاً: تفصير الطالب عن الواجبات المدرسية (أدوات - كتب)



• رابعاً: عدم التزام الطالب بالزي المدرسي أو المظهر العام



• خامساً: الإضرار بالبيئة المدرسية (رمي مخلفات - عدم الاهتمام بالمدرسية)



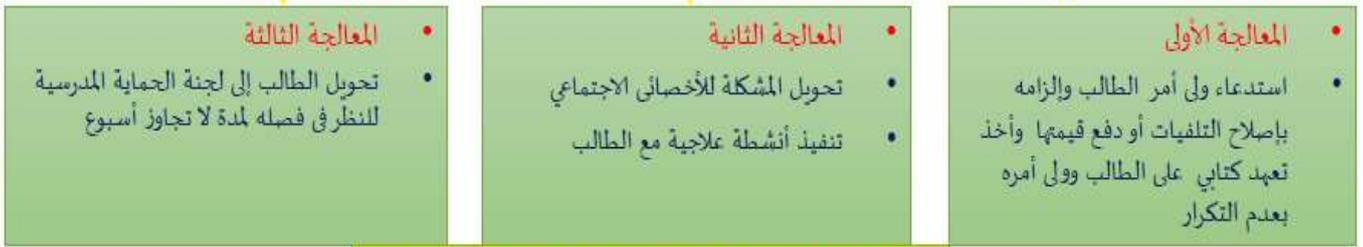
لائحة الانضباط
المدرسي طبقاً لقرارات
الوزارة

(2) مخالفات المستوى الثاني

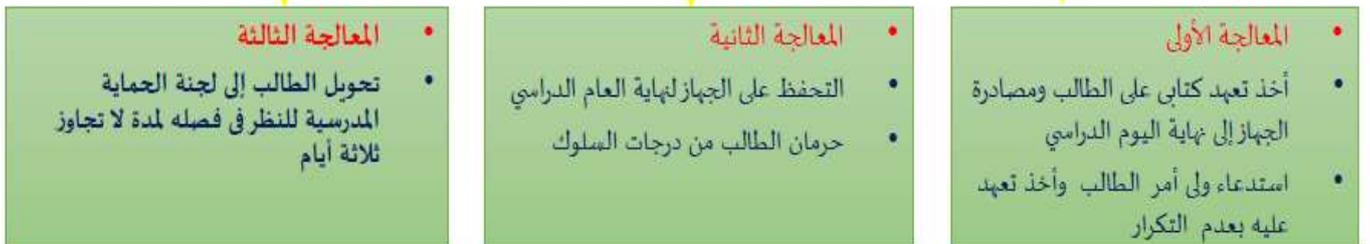
• أولاً : الهروب من المدرسة



• ثانياً: التخريب (إتلاف ممتلكات المؤسسة)



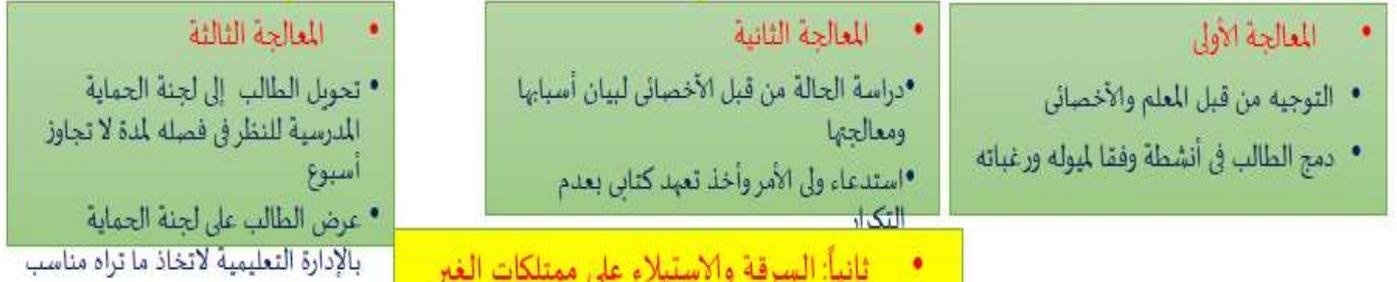
• ثالثاً: إساءة استخدام الأجهزة (المحمول – الحواسيب-المحمولة)



لائحة الانضباط
المدرسي طبقاً لقرارات
الوزارة

(3) مخالفات المستوى الثالث

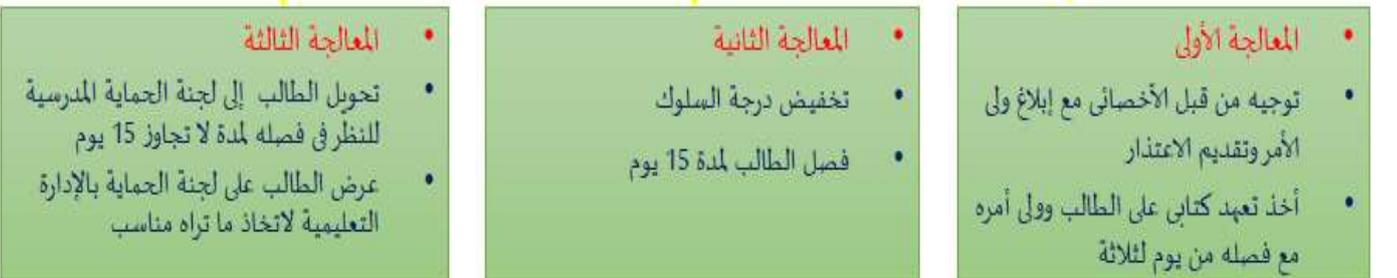
• أولاً: السلوك العدواني ضد الطلبة



• ثانياً: السرقة والاستيلاء على ممتلكات الغير



• ثالثاً: إساءة الأدب مع العاملين بالمدرسة



لائحة الانضباط
المدرسي طبقاً لقرارات
الوزارة

• رابعاً: العنف من الطالب أو ولي الأمر

• المعالجة الثالثة

- اتخاذ الاجراءات القانونية ضد من قام بالاعتداء

• المعالجة الثانية

- اذا تكرر نفس العنف في المدرسة المنقول اليها يتم فصل الطالب عام دراسي

• المعالجة الأولى

- فصل الطالب أسبوع
- نقل الطالب من المدرسة

• خامساً: اذاء النفس (تدخين- رسم أو شمة- مخدرات)

• المعالجة الثالثة

- عرض الطالب على لجنة الحماية بالإدارة التعليمية لاتخاذ ما تراه مناسب

• المعالجة الثانية

- تحويل الطالب على لجنة الحماية المدرسية للنظر في فصله

• المعالجة الأولى

- وضع برنامج علاجي من قبل الأخصائي
- استدعاء ولي الأمر لكتابة تعهد كتابي بعدم التكرار

• سادساً: المساس بالسيادة الوطنية

• المعالجة الثالثة

- في حالة التكرار يتم تحويل الطالب إلى لجنة الحماية المدرسية لاتخاذ ما تراه مناسب

• المعالجة الثانية

- اشراكه في أنشطة تساهم في تنمية الولاء والانتماء
- اخطار ولي الأمر

• المعالجة الأولى

- التوعية والتوجيه من قبل الأخصائي
- تفعيل الإذاعة المدرسية لتنمية الولاء

• سابعاً: الانحرافات الأخلاقية (الألفاظ النابية)

• المعالجة الثالثة

- تحويل الطالب إلى لجنة الحماية بالإدارة التعليمية لاتخاذ ما تراه مناسب

• المعالجة الثانية

- استدعاء ولي الأمر لكتابة تعهد كتابي بعدم التكرار
- حرمان الطالب من الأنشطة المدرسية مؤقتاً

• المعالجة الأولى

- التوجيه والإرشاد من قبل الأخصائي مع أخذ تعهد على الطالب
- دراسة أبعاد المشكلة ومعالجة أسبابها

Students' Uniform

The children wear uniform and there is both a formal summer and winter uniform. A separate PE kit is worn to school on the appropriate days. Their names have to be embroidered on the back of their sweatshirt and T-shirt. This allows us to track where the children are and makes it easy to see if one of our youngest children has wandered astray around the school building!

Haircuts

- Boys – hair should be above the collar at the back and above the ears at the sides. Hair should be kept clean, tidy and appropriate for learning; 'fashion' cuts should be avoided so as not to provide a distraction to learning.
- Girls – long hair must be tied and kept out the eyes. Dyed hair is not encouraged, however, if used, should not be noticeable and therefore must be natural looking.

Jewelry and Accessories

- A watch is allowed but should be appropriate for school and not expensive
- Chains, rings, wristbands, etc., should not be worn as these are a safety issue for young people involved in vigorous exercise and play
- Earrings, if worn, should be a simple, small hoop or stud and must not present a safety issue during PE or play
- Visible tattoos are unacceptable
- Makeup should not be worn unless with a medical note e.g. concealer
- Nail polish is not allowed unless it is transparent

Attendance and School Hours

Arrival to school:

- The school day runs from 7:30 am. To 2:30 p.m. Please be on time. The morning routine sets the tone for the rest of the day.
- To maintain safety precautions, gate children are not allowed to enter the school premises before the school starts.
- Children are not allowed to leave the school before the end of the school day except in severe medical cases, which will be detected by the school doctor (for the welfare of the children).
- The gate will be opened at 2:20 pm from Sunday to Thursday. After that time, the school will not be responsible for the children's safety as they will stay with the nannies which we do not recommend.

Students Absence

If a learner is absent the parent is expected to:

- Notify the school by telephone or email as soon as possible before the start of the school day with the reason
- Give the expected return date.
- When the child returns to school, the parent should provide a certificate from a doctor to justify the reason for being absent.
- In case of frequent and unjustified absence, official and legal steps will be taken in accordance with the Ministry of Education department regulations.

The school will:

- Record the telephone notification of absence. If notification is not received via telephone in writing by 10am on the first day of absence. School will ring parent and record the outcome of the call.
- Maintain regular contact with parents throughout the pupil's absence.
- Keep written notification from parents on file.
- Write to parents requesting a reason for absence if it has not been provided.

An absence is classified as excused when

- A student is sick, and a medical note is provided.
- A student is sent home by the school doctor during the day.
- A student attends a sporting competition representing Egypt at an official event and this is verified in writing by the club and by the admissions office.
- A student is absent for religious reasons e.g. Epiphany, Maundy Thursday, Palm Sunday (as directed by the Ministry), Haj. This will be approved on a case by case basis.
- A student has a travel appointment as long as verification is given to the school.
- A student is suspended from school.

An absence is classified as NOT excused when

- Parents withdraw a child during term time, even if prior notice is given.
- A student stays at home because they overslept.
- A student stays at home because a sibling stays at home.
- A student or family member is sick even if parents inform a school of a reason.

Mobile Phone Policy

- The use of mobile/cell phones is strictly forbidden.
- Any break of this rule will result in the confiscation of the phone.
- Parent must come into school to pick up the phone.



Health & Safety

If your child is not feeling well, it is better to keep him/her at home so that other children's health is not affected. Children brought to school with the following symptoms will be sent home:

- Diarrhea
- Vomiting
- Body rash with fever
- Sore throat with fever
- Eye discharge or eye infection
- Head lice
- A child with discolored discharge from the nose or extreme congestion causing difficulty breathing or severe coughing

When a sick child is taken home from school, he/she is required to stay home the following day to ensure that he/she has a chance to recover. If a child is out for 3 days or more, a medical release from the doctor is required to return to school.

Infectious diseases

If a sick child is absent for 3 days or more, he/she has to come to school with his/her parent and a medical report is a must. They have to enter through the school reception and see the school doctor to confirm a full recovery before entering a classroom.

In case of any hospitalization in the ICU, school administration should be informed immediately.

If the child will be absent for a different reason, parents should notify the school administration as early as possible.

Medications

Our doctor/nurse cannot administer medications to any child without a written statement from the parent stating the name, time, and amount to be given. All medications must be kept in the original container and a label noting the child's name. Parents must complete the Parent Consent for administration of medications and medication chart that will be kept in the child's file.

Injuries & Medical Emergencies

In the case of minor injuries, the child will be given first aid attention by our school doctor and you will be notified. In the event of a medical emergency or accident, the



school will take whatever emergency measures are deemed necessary for the care and protection of your child and you will be immediately contacted.

Recommended Nutrition

As we care about our children's physical health, kindly provide your children with a clean lunch box with enough sandwiches, milk or juice, fruits or vegetables and enough water for your children's needs.

Kindly do not send junk food; chips, chocolate, gum, fizzy drinks, lollipops...etc..

Home School Communication

The School's goal is to provide a high-quality learning environment. From time to time, however, issues may arise that parents may wish to discuss it with the School. The School takes complaints seriously and views them as potentially making an important contribution to the School's quality assurance measures. It is hoped that most complaints or concerns can be resolved quickly and informally. At all times staff will listen carefully and patiently to you. In doing so they will recognize that the issue is of concern to the parent or pupil.

The means of communication are as follows:

Parent –Teacher Meetings

SKILLS holds 2 Open Houses per year during which parents are invited to come to school and meet with their child's teachers. Dates arranged for these meetings are set on the school calendar. These meetings take place in classrooms and are meant to discuss any academic or behavioral concerns with the teachers or administration.

Individual Parent Meetings

Parents are welcomed to email the school to arrange parent-teacher meetings to discuss urgent issues during scheduled hours.

Channel Book

The Channel Book is the main tool of communication between teachers and parents of students. We ask parents to check Channel Books daily and make sure to keep it in their child's bag every day. If the Channel Book is lost or consumed, parents are charged 30 L.E for a new one.



Transportation

To run an efficient drop-off/pick up system, keeping all children safe, some procedures must be followed. In the morning, drop off your child at the gate and your child will be escorted inside.

If your child is going to be picked up by someone else, or he/she is going to take the bus with a classmate, a note from the parent has to be sent to school to explain the reasons.

School Visitors

The school welcomes visitors. Visitors are not allowed on the school premises unless there is an appointment set in advance of the visit through the administration office.

Arrangements will be made to inform Security and Front Desk. Every visitor is required to sign in when they arrive at school, and sign out when they leave the premises.

Members of staff should inform the secretaries if they are expecting visitors.

Birthdays

Birthdays in kindergarten are fun. These are the policy steps.

- Parents should notify the school at least one week in advance of classroom birthday party (Only on Thursdays).
- If the parents choose to bring a cake it is their responsibility to be at school on time during break or snack time.
- For beverages, parents can provide fruit juice or water.

SKILLS Undertaking

Parent's Name:

Student's Name:

Child grade level:

I undertake the following:

- My child (son/ daughter) is not registered in another school. In case of registration in another school, I will be completely responsible for ending all measures required with the other school.
- In case of not being able to take the necessary measures to end my child's registration in the other school, the admission application to join SKILLS will be automatically cancelled as it is not the responsibility of School to register the child electronically in the Ministry of Education in such a case.
- If my child (son/ daughter) is accepted to join SKILLS, I have to pay the assigned school fees completely within two weeks after the date of announcing the results.
- In case of not paying the assigned school fees within two weeks after the date of announcing the results, the admission of my child will be automatically cancelled as another child from the waiting list will be accepted instead of him/ her.
- If I want to move my child after being accepted in SKILLS and after paying the school fees to another school, I undertake that I am fully aware of the following:
 - 1) 10 % of the paid school fees will be deducted as administrative expenses if the transfer happens before the beginning of the academic school year.
 - 2) 50 % of the paid school fees will be deducted if the transfer happens after the beginning of the academic school year even if my child has not attended any school days at all.
 - 3) All school fees will completely deducted if the transfer happens after the beginning of the second term even if my child has not attended any school days at all.
- The students have to arrive at school between 7:30 am and 7:45 am. No student will be allowed to enter school later than the assigned arrival time.
- Departure time for students is at 2:30 pm from Sunday to Thursday .
- Parents must take care when using social media and ensure that they do not bring themselves or the school into disrepute. Parents should not abuse or offend the school administration or its personnel on social media networks by any means at all.
- The parent will be held accountable if he does not respect the school and its staff. It is not accepted nor allowed for anyone to shout/yell/speak inappropriately inside the school .

- In case of directing any verbal offense to the school or its personnel, the school administration has the right to take all the legal actions needed against the parent who violated the school rules.
- I undertake that I do not have the right to interfere in the academic issues related to the curriculum or the teaching methods.
- I am aware of the beginning of the academic school year and school working hours. I undertake that I will be committed to these timings without any objections.
- As a parent, I do not have the right to interfere in the disciplinary, administrative, or technical issues related to the school and its classes.
- I undertake that I have read and will abide by the school discipline rules
- Parents should be able to communicate in English both verbally and in writing. Computer skills and electronic communication are required.
- All students must abide by the school rules, regulations and discipline policy as laid down by the School Administration and as outlined in the student code of conduct.
- It is the parent's/guardian's responsibility to ensure that the student attends school regularly .
- SKILLS has a minimum attendance level of 95%, which must be adhered to. If a pupil's attendance falls below 95% and if the absence is unauthorized the parents will be called into a meeting with the Principal. A warning will be issued. If the situation does not improve a second warning will be issued. Finally, the school will reserve the right to transfer the child to another school.
- It is essential that parents/guardians have completed the application with all the relevant information including details of academic, behavioral and/or social issues. In case of discovering that information has been withheld, the pupil's placement at school can be cancelled.
- Incomplete applications will not be accepted
- Under extreme circumstances, the School Administration has the right to make changes in the date and time of some events if necessary
- Application form is valid for one academic year.
- In the event that parents have twins, they will not be placed in the same class unless there is a medical report indicating that they cannot be separated.
- Parents, teachers and school administrators are part of one team. The relationship between parents, teachers and school administrators is based on cooperation and mutual respect. If your child is enrolled at our school, you are kindly requested to follow our communication procedures.
- Meeting with any school personnel is not allowed without an appointment. If there is a need for a meeting, the parent should email or call the school first. The school administration will then accordingly set up an appointment.



- 1) Send an email to the teacher explaining the problem.
- 2) If you do not get an answer from the teacher, you can call the school reception to follow up your complaint.
- 3) If you do not receive a reply, you can do one of the following:
 - a) Address the Principal by sending an email
 - b) Call the school reception to set an appointment with the Principal
- 4) If a parent needs to talk to one of the teachers or the Principal, he/she has to send an email. Then the school administration will set the appointment to resolve the issue.

In signing below, I confirm that I have read the terms and conditions set out in the parent/guardian undertaking and I agree to be bound by these terms.

Parent's Name

Signature:

Date:

تعهد ولي الأمر/ الوصي القانوني

أقر أنا/

ولي أمر (الطالب/الطالبة) /

المتقدم للالتحاق بمرحلة /

أقر بالآتي:-

- أن نجلي غير مقيد بأية مدرسة أخرى، وفي حال كونه مقيداً في أية مدرسة أخرى أكون مسؤولاً مسؤولية كاملة عن إنهاء الإجراءات المطلوبة مع المدرسة الأخرى، ولا تكون المدرسة مسؤولة عن قيد نجلي/كريمتي إلكترونياً.
- في حال عدم تمكني من إنهاء الإجراءات مع المدرسة المقيد بها نجلي/كريمتي فإن التحاقه بالمدرسة يعتبر لاغياً تلقائياً وبدون أدنى مسؤولية على المدرسة.
- في حالة قبول نجلي/كريمتي في المدرسة أتعهد بدفع المصروفات المطلوبة كاملة في خلال أسبوعين من تاريخ إعلان نتيجة القبول.
- في حالة عدم دفع المصروفات في خلال أسبوعين من تاريخ إعلان نتيجة القبول يعتبر قبول نجلي/كريمتي لاغياً تلقائياً، ويتم قبول طالب آخر من قائمة الانتظار بدلاً منه/منها.
- في حال الرغبة في نقل نجلي/كريمتي من المدرسة بعد قبوله وبعد دفع المصروفات أقر بأنني على علم بالآتي:-
- 1- يتم خصم 10 % مصروفات إدارية من قيمة المصروفات إذا كان التحويل قبل بداية العام الدراسي.
- 2- يتم خصم 50% من قيمة المصروفات إذا تم التحويل بعد بداية العام الدراسي حتى وإن لم يحضر نجلي/كريمتي أي أيام دراسية في المدرسة.
- 3- لا يتم خصم مصروفات إدارية من قيمة المصروفات إذا كان التحويل بعد بداية الفصل الدراسي الثاني.
- حضور الطلاب من الساعة 7.30 حتى الساعة 8.00 صباحاً، ولا يسمح لأي طالب بالدخول بعد هذا الموعد.
- انصراف الطلاب يكون في تمام الساعة 2.30 ظهرًا أيام الأحد إلى الخميس.
- ولا يتم فتح بوابة المدرسة قبل موعد الانصراف لأي سبب.
- مقابلة أي مسؤول بالمدرسة تتم بعد تحديد موعد مسبق، وذلك عن طريق الاتصال تليفونياً بالمدرسة، ولا يحق لولي الأمر مقابلة أي مسؤول بالمدرسة بدون تحديد موعد مسبق.



- لا يجوز لأي ولي أمر التطاول على المدرسة أو الإساءة إليها أو لأي من العاملين بها سواء على شبكات التواصل الاجتماعي أو بأي شكل آخر.
- في حال تطاول أي ولي أمر على المدرسة أو الإساءة إليها أو لأي من العاملين بها يحق لإدارة المدرسة اتخاذ جميع الإجراءات القانونية ضد ولي الأمر الذي قام بذلك.
- في حال وجود أي شكوى لديّ أتعهد باتباع الإجراءات المنصوص عليها في إجراءات الشكوى، ولا يحق لي تجاوز تلك الإجراءات.
- أقر بأنه لا يحق لي التدخل في الأمور الفنية الخاصة بالمناهج وطرق التدريس.
- أقر بأنني على علم بمواعيد الدراسة والمواعيد اليومية، وأتعهد بالالتزام بها وعدم الاعتراض عليها.
- لا يحق لولي الأمر التدخل في أي شئ يخص النواحي الإدارية أو الفنية أو التنظيمية بالمدرسة والفصول.
- أقر بأنني اطلعت على لائحة الانضباط المدرسي.
- يجب أن يكون الوالدان حاصلين على مؤهل جامعي عالٍ (بكالوريوس أو ليسانس، مع تقديم ما يثبت حصولهما على هذا المؤهل).
- وأن يجيدا اللغة الإنجليزية قراءة وكتابة، بالإضافة إلى مهارات الحاسب الآلي، وتقديم شهادات تثبت ذلك.
- يلتزم جميع الطلاب بالنظام والقواعد والترتيبات التي يقرها مدير المدرسة أو من ينوب عنه كما هو مدون في سياسة المدرسة وكتيب الطالب المنظم للسلوك.
- يعتبر ولي الأمر/الوصي القانوني مسؤولاً عن ضمان حضور الطالب للمدرسة بانتظام، ويجب الالتزام بنسبة الحضور التي تقرها المدرسة، وهي لا تقل عن 95%.
- في حال تعدي غياب الطالب النسبة المسموح بها بدون عذر مقبول سيتم استدعاء ولي الأمر لحضور اجتماع مع مدير المدرسة، ويتم إصدار إنذار، وإذا لم يتحسن الموقف يتم إصدار إنذار آخر، إذا لم يكن هناك أي تحسن في نسبة الحضور تحتفظ المدرسة بحقها في حرمان الطالب من مكانه بالمدرسة.
- يحق لإدارة المدرسة طلب تحويل أي طالب- سلوكه أو أدائه غير مُرضٍ- من المدرسة بدون إنذار سابق، وفي مثل هذه الظروف لا يتم استرداد أي مبالغ تم دفعها.
- يحق لإدارة المدرسة طلب تحويل أي طالب من المدرسة في حال عدم سداد المصروفات.
- في حالة اكتشاف المدرسة أن ولي الأمر/الوصي القانوني قام بتقديم معلومات مغلوطة أو أخفى بعض المعلومات الخاصة بالطالب، وتم اكتشاف أن الطالب يحتاج إلى رعاية نفسية واجتماعية وتعليمية خاصة فعلى ولي الأمر أن يتحمل مسؤوليته بنقل نجله/كريمته إلى مدرسة متخصصة لتقديم الرعاية اللازمة له.

- يحق للمدرسة استخدام الصور، أفلام الفيديو أو مقاطع فيديو الخاصة بنجلي/كريمتي في أغراض الدعاية، مثل موقع المدرسة على الإنترنت وشرائح العروض التقديمية بالمدرسة والكتيبات والكتاب السنوي.
- يحق لإدارة المدرسة تقييم القوى العاملة بالمدرسة والجدول وتواريخ وساعات العمل، ويحق لها إضافة أية تعديلات لذلك إذا تطلبت الظروف ذلك.
- يعتبر طلب الالتحاق صالحًا لمدة عام دراسي واحد.
- لن يتم قبول أي طلبات التحاق غير كاملة.
- في حال قبول التوائم سيتم تسجيل كلا منهم في فصل مختلف، ولا يسمح بجمعهم في نفس الفصل إلا في حالة وجود تقرير طبي ينصح بعدم الفصل بينهم.

في حالة وجود شكوى لدى ولي الأمر يجب عليه اتباع الإجراءات التالية:-

- 1- كتابة رسالة في كراسة التواصل موجهة إلى الشخص المسئول شارحًا بها طبيعة المشكلة.
- 2- في حالة عدم تلقي رد على الشكوى يجب عليه الإتصال بمسئول الاستقبال للاستفسار ومتابعة الشكوى.
- 3- في حالة عدم تلقي رد بعد الاتصال تليفونيًا بالمدرسة يستطيع فعل إحدى النقاط الآتية:-
 - 1- توجيه رسالة إلى مدير المدرسة في كراسة التواصل.
 - 2- الاتصال بالمدرسة وطلب التحدث إلى مدير المدرسة.
 - 4- إذا احتاج أحد الوالدين التحدث إلى أحد المعلمين أو المدير، فعليه/عليها ملء نموذج طلب اجتماع، ثم تحدد إدارة المدرسة الموعد لحل المشكلة.

أقر وأؤكد أنا الموقع أدناه بأنني قد اطلعت على الشروط والأحكام الموجودة في تعهد ولي الأمر/الوصي القانوني، وبأنني أوافق على الالتزام بها جميعًا.

اسم ولي الأمر/الوصي القانوني	التوقيع	التاريخ