

# **SKILLS International School**



## **Foundation Stage Parent Handbook 2016/2017**



## **Dr. Suad Kafafi**

Dr. Suad Kafafi was highly recognized as a prominent professor and eminent scholar known for her exceptional ambition, strong will 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 Kafai 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.

## **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.

**Dear Parents,**

On behalf of SKILLS School and myself, I would like to welcome you back to our new Academic year 2016/2017 hoping you all had a pleasant, relaxing vacation. I would also like to welcome all our newcomers, who joined SKILLS School this year.

Transparency is our Motto. You will be informed continuously of all the news throughout the whole Academic year. This will take place either in a written form or through our Facebook page skills Egypt.

We thank you for your loyalty and trust in SKILLS School and we are looking forward to a new prosperous and successful Academic year.

Best Regards,

Soha Youssef

Vice Chairman

SKILLS School

**Dear Parents,**

Welcome to our new Academic Year of 2016/2017. I hope you all had an enjoyable summer vacation. As we are starting our fourth year together, I would like to thank you for the support, appreciation and for being such lovely members of SKILLS British School Family.

As for our new parents, we are very glad to have you on board. I am positive that you will enjoy being part of our family. At SKILLS British School, we provide a unique formula: **Solid Well Designed Curriculum**

+ **Certified, Creative and Enthusiastic Staff Members**

+ **Wide Range of Extracurricular Activities**

+ **Bright Egyptian Students**

= **Lifelong Learners** who graduate to become assets to their country and active members in their community.

We are looking forward to another successful Academic Year, full of **Knowledge, Fun, Activities, New Experiences, and most of all, LOVE.**

Sincerely,

Amany Momtaz

Principal of British School

## **VISION**

SKILLS is committed to excellence and to providing every student with quality education and prepare students who are confident and willing to fulfill their valuable role as effective members of society.

## **MISSION STATEMENT**

Our mission at SKILLS is to provide our students with solid grounding in education and extend the moral doctrine at home. Education and moral behaviour will be achieved by our students with the aid of our dynamic and dedicated staff. This ensures that students will gain the maximum benefit during school hours. The use of latest teaching techniques will allow students to become successful, cultured and moral contributors to any community, be it local, national or global.

## **SKILLS aim to:**

- Provide a secure and stimulating environment
- Provide confidence and self-esteem of staff and students
- Foster a culture which develops an understanding of, and respect for, each others' world view
- Develop and nurture creativity and lead them to be problem solvers
- Develop and appreciate Art through Music, Art and Drama
- Encourage students to work purposefully and cooperatively
- Encourage students to be lifelong learners
- Prepare students for academic success and encourage them to be responsible and productive citizens maintaining their self-identity.



# Welcome to Foundation Stage



**We would like to welcome you and your child to Early Years Foundation Stage. We, as teachers, are delighted to be teaching Foundation Stage and will work towards making your child's school experience a positive one.**

**The information and helpful hints contained in this booklet are designed to assist you and your children during the first few months of Foundation Stage.**

**Please keep this handbook for future reference and use.**



## **Preparing your child for Foundation Stage:**

**Every child is different and each child will react to this new environment in their own individual way. There are number of ways to reduce fears and anxieties and prepare for the first days of school. Since it is highly important that children come to school feeling secure and confident; the following is a compilation of advice, tips and ideas on making school a positive experience for children.**

**The child should be given opportunities to:**

- Handle personal needs, such as going to the bathroom independently.**
- Take off or put on clothing.**
- Manipulate zippers and buttons.**
- Handle own school bag (Practice working with zippers, strings and buckles).**

- **Wipe own nose.**
- **Play harmoniously with other children, share toys, and respect others property and belongings.**
- **Express own needs.**
- **Follow routines and understand the need for them.**
- **Develop good eating and sleeping habits (a nutritious breakfast before going to school, and 10 to 12 hours of sleep are important for learning).**



### **What you can do to help your child:**

- **Talk about school and learning with enthusiasm and excitement.**
- **Let your child know it is natural to have mixed feelings about going to school.**
- **Read to your child daily.**
- **Let your child learn and grow at his/her own pace (NEVER compare your child to other children in class).**
- **Support the school in the implementation of its rules and policy.**
- **Encourage your child to maintain the highest standards of behavior possible both in and out of school.**
- **Encourage your child to learn to make independent choices and not blaming others, and learning from mistakes.**
- **Listen and share in your child's experiences.**
- **Ensure your child has a lot of physical activity both indoors and outdoors.**
- **Contact your child's teacher if there is something you would like to discuss about your child.**



## **What do children learn in Foundation Stage?**

**Our approach in FS is called ‘LEARNING THROUGH PLAY’, where children are allowed to achieve their learning objectives through an active, child centered environment. At this age play is a child’s work so do not expect your child to be bringing home worksheets for homework.**

**Foundation Stage children learn and develop in 7 areas:**

- 1- Personal, social and emotional development**
- 2- Communication and Language**
- 3- Physical Development**
- 4- Literacy**
- 5- Mathematics**
- 6- Knowledge and Understanding the World**
- 7- Expressive Arts and Design**

**There will be an opportunity to discuss the curriculum in details at our Foundation Stage 1 and 2 Parent Orientation.**





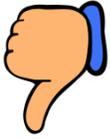
**In Foundation Stage we expect a high standard of behaviour from our children. This means that children are going to behave well and learn how to:**

- **Share toys and games with others**
- **Take turns**
- **Work and play in group and on their own**
- **Accept responsibility**
- **Care about others**
- **Feel good about that they can do (accomplishments)**
- **Feel comfortable trying new things**
- **Respect others**
- **Be kind and not hurt others**
- **Apologize and say ‘sorry’ if done something wrong or hurt somebody**



**Appropriate behaviour rewards are acknowledged with:**

- **Praise**
- **Stickers and Stampers**
- **Name peg moved under the happy face 😊**
- **Star of the week certificate**
- **Class treats (Gifts, Cookies, Cupcakes)**
- **Notes to Parents**
- **Principal’s Rewards**
- **Director’s Rewards**



Children **must** understand that there will also be consequences with poor behaviour and not following the rules:

- Verbal reminders and warnings
- Name peg moved under the sad face ☹
- Missing part or all of next break
- Sent to Head of Foundation Stage
- Sent to Principal's office
- Sent to Director's office
- Behaviour report
- Meeting with parents



**What should your child wear in school?**

- The Schools uniform, purchased from the school reception.
- All children **MUST** wear Velcro shoes (NO shoes with laces).
- A school bag (Medium-sized one).
- Girls **MUST** have their hair tied up.
- Boy's hair **MUST** be cut in a short, tidy style.
- Girls should **not** come to school wearing ANY kind of accessories ( Only studs earrings )
- Nail polish for girls is **not** allowed.

**PLEASE MAKE SURE YOU LABEL ALL YOUR CHILD'S CLOTHING AND BELONGINGS WITH HIS/HER NAME AND CLASS SUCH AS, SCHOOL BAGS- FLASKS- LUNCH BOXES- SUPPLIES- SPARE CLOTHES- UNIFORM-CAPS (headgear).**

Kindly note that any lost items, which are not labeled will be sent to 'Lost Property'.



### **School Hours:**

- If your child comes in late to school please make sure you collect a late slip from Reception and hand it to the class teacher.
- All children **MUST** arrive by 7:45am and leave at 2:30pm.



### **Medical Conditions:**

- If you have to keep your child at home due to illness please make sure you send a medical certificate with your child when he/she returns to school.
- Please **DO NOT** send medications to school with your child (unless necessary). It is wise to keep your child at home at the first sign of an illness.



**You can communicate with the teacher through the channel book.**



## **BIRTHDAYS!**

**If you wish, you are welcome to celebrate your child's birthday at school with his classmates and teachers only at Thursdays! You may bring cupcakes, juices, plates, cutlery, candles and giveaways. Please make sure to contact the teacher in advance to arrange with her.**



### **Playground:**

**Children will go out to play in the playground twice a day. Kindly note that there are playground rules as well and there are some behaviours and actions that are unacceptable such as:**

- Rough games/ Play fighting**
- Swearing and name calling**
- Hitting, kicking and punching**
- Spoiling somebody else's game**
- Bullying**
- Verbal abuse**
- Rudeness to teachers and answering back**

**Breaking any of the rules will result in the child being asked to sit/stand out along the playground sidelines for five minutes. When 5 minutes have passed they must wait for the teacher who placed them there to give them permission to leave. If the incident happens again by the child, he/she will be spending the rest of their break in class.**

**WE LOOK FORWARD TO MEETING AND WORKING WITH YOU TO MAKE YOUR CHILD'S EARLY EDUCATIONAL YEARS SUCCESSFUL.**

**FS Team ☺**