

School HandBook



Dear our Precious

Parents/Guardians,

It is our honor and privilege to welcome you to GEMS Prime National Schools (MLS & MILS).

We are so excited to begin another wonderful school year.

GEMS Prime National schools, teachers, staff, and leaders are working hard to plan a thorough and rigorous educational experience for all our precious students.

At G E M S Prime National Schools (MLS & MILS), our goal is to develop life learners who engage in meaningful learning experiences that build compassion, resilience, and understanding of their role in our ever-changing global community.

GEMS shares responsibility for guiding its schools in Egypt towards continuous improvement in support of Egypt's Vision 2030.

‘A creative and innovative society producing Science, technology, and knowledge, within a comprehensive system ensuring the developmental value of knowledge and innovation using their outputs to face challenges and meet national objectives’.

Egypt Vision 2030

GEMS Prime National Schools is built around the GEMS Core Values of:



We are delighted to have your child as a member of our school. GEMS Prime National Schools are an environment we are confident their growth and ensure they move closer to fulfilling their potential while developing a love of learning and aspiration to succeed.

As parents and not only educators, but we are also very aware of the challenges and concerns students and parents face during the different stages of the schooling years. As such we recognize the importance of the partnership between home and school, and we are committed to ensuring this partnership is nurtured.

We want to work as a team with parents to create the optimal learning environment for our precious young generation. Continuous communication between home and school is paramount to the success of our new educational development programs. As parent, you are encouraged to be actively involved in your child's education and well-being by talking to your child about his learning outcomes, voluntarily participate in school's activities and trips.... etc. This partnership will help commute to our students' mastery of the core curriculum standards while shaping them to be responsible creative citizens.

We strongly believe that in the right environment, where students are respected and encouraged, they are capable of extraordinary achievements. We look forward to celebrating such achievements at GEMS Prime National Schools (MLS & MILS) throughout the rest of the school year.

GEMS Prime National Schools' Family Handbook is written to share important information regarding school rules, regulations, and procedures. Please read it carefully and share the information with your child in a positive manner.

On behalf of the faculty and staff, we look forward to meeting and welcoming our new and returning GEMS Prime National Schools' families and students.

Yours in Education,

GEMS Prime National Schools' Faculty

Table of Contents

GEMS CORE VALUES	7
GLOBAL CITIZENSHIP – WE BELIEVE IN PROMOTING DIVERSITY AND BUILDING COMMUNITIES	7
GROWING BY LEARNING – WE BELIEVE THAT CONTINUOUS LEARNING IS THE FUEL FOR CONTINUOUS GROWTH	7
PURSUING EXCELLENCE – WE BELIEVE THAT ‘GREAT’ IS NOT GOOD ENOUGH	7
LEADING THROUGH INNOVATION – WE BELIEVE THE WORLD NEEDS MORE INNOVATORS	7
OVERVIEW OF GEMS PRIME NATIONAL SCHOOLS (MLS & MILS)	8
MISSION	8
VISION	8
VALUES	8
WE STRIVE TO ACHIEVE OUR VISION BY OFFERING	9
GEMS PRIME NATIONAL SCHOOLS EDUCATIONAL DEVELOPMENT OVERVIEW	9
THE SCHOOL DAY	10
MORNING ARRIVAL	11
AFTERNOON DISMISSAL	14
LATE ARRIVAL/EARLY PICK-UP (MAXIMUM 3 TIMES PER TERM):	14
TRANSPORTATION REGULATIONS:	15
CHANGE TO REGULAR HOME	15
TRANSPORTATION SAFETY RULES	15
DISCIPLINARY PROCEDURES	16
PUNCTUALITY	16
BREAKS	16
CANTEEN AND HEALTHY FOOD AT OUR GEMS PRIME NATIONAL SCHOOLS	17
PHYSICAL EDUCATION	18
ABSENCES	19
PLANNED ABSENCES OTHER THAN SCHOOL HOLIDAYS	19
UNFINISHED STUDENT’S WORK DUE TO ABSENCE	20
BIRTHDAYS:	20
SCHOOL LIBRARY	21
SCHEDULED LIBRARY VISITS	21
SCHOOL UNIFORMS	22
ACTIVITIES	23
CALENDAR	23
EXTRA-CURRICULAR ACTIVITIES (ECAS):	24
FIELD TRIPS	24
GRADE-LEVEL EXTENDED FIELD TRIPS	24
SPECIAL ACTIVITIES	25
PARENT COMMUNICATION	25
EMAIL	26

PHONE	27
NEWSLETTERS	27
PHOENIX	27
CHANNEL BOOK	27
WEEKLY PLAN	27
PARENT'S WORKSHOPS	28
BACK TO SCHOOL ORIENTATION	28
WHATSAPP GROUPS	28
STUDENT/PARENT/TEACHER CONFERENCES	28
CONTACTING THE SCHOOL	29
APPOINTMENTS WITH THE LEADERSHIP MEMBERS	30
SCHOOL ADVISORY COUNCIL (SAC)	31
1. ROLE & FUNCTION	31
2. COMPOSITION	32
3. APPOINTMENT OF MEMBERS	33
4. RESPONSIBILITIES	32
5. METHOD OF WORKING	33
6. REVIEW	34
7. BEST PRACTICE	34
SCHOOL ADVISORY COUNCIL	36
CODE OF CONDUCT	36
ACADEMICS	38
HOMEWORK	39
STUDENT ASSESSMENT	39
GRADING PROCEDURES	40
REPORT CARDS	40
TECHNOLOGY	40
STUDENTS' DEVICES	40
SCHOOL ADMINISTRATION IN ADVANCED	40
ELECTRONIC DEVICES GUIDELINES	41
STUDENTS' DEVICES	41
SCHOOL BEHAVIOR RULES	41
RULES	41
CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR	41
IN-SCHOOL SUSPENSION	45
HOME-SUSPENSION	46
EXPULSION	46
UNIFORM	46
ATTENDANCE AND PUNCTUALITY	46
SCHOOL AND STUDENT PROPERTY	46
ICT AND DIGITAL CITIZENSHIP	47
MOBILE PHONES AND TABLETS	47
BULLYING	47
INTERVENTION AND PROBLEM-SOLVING	47
STUDENT SUPPORT SERVICES	47
LEARNING SUPPORT	47

ADMISSIONS AND ENROLLMENT	48
ADMISSION POLICY	48
APPLICATION PROCESS.....	49
PRIORITY ACCEPTANCE PLACEMENT	49
REQUIRED DOCUMENTS	50
CLASS AND TEACHER ASSIGNMENT	51
CHANGE OF CONTACT DETAILS	52
WITHDRAWING FROM SCHOOL	53
TRANSFER CERTIFICATES	53
HEALTH, SAFETY & SECURITY	53
CAMPUS SECURITY	53
FIRE ALARM/LOCK-DOWN DRILLS	53
ID BADGES	54
DRIVER AND NANNY SCHOOL ID CARDS	55
SUPERVISION OF STUDENTS	55
SCHOOL CLINIC INFORMATION	55
EMERGENCY CONTACTS	56
FORMS	56
MEDICATION	56
ILLNESS OR INJURY	57
IMMUNIZATIONS	58
HEALTH SCREENINGS	58
HELPFUL REMINDERS	58
BUSES	59
BUS CODE VIOLATION	59
LOST AND FOUND	60
TELEPHONES	60
COMPLAINTS PROCEDURE FOR PARENTS AND LEGAL GUARDIANS	60
INFORMAL RESOLUTION	60
FORMAL RESOLUTION	61
GEMS PRIME NATIONAL SCHOOLS PARENT CONTRACT	61
APPENDIX A	62
BUS REGULATIONS.....	65
MEDICAL FORM	66
IMAGE AND NAME USAGE CONSENT POLICY	67
UPDATING DATA	68
إستمارة تحديث بيانات للطلبة المقيدین	68
PERMISSION FOR STUDENTS LEAVING ALONE	69
GEMS HS FORM 19 – INCIDENT NOTIFICATION AND INVESTIGATION	70

GEMS Core Values

GLOBAL CITIZENSHIP – we believe in promoting diversity and building communities.

We respect, care, and have empathy for all, accepting that we are all different but recognizing that we are all the same. We see active participation in the community, from the most local to the most global, as the foundation of a valuable life. We celebrate diversity. We take pride in being generous. We believe social, cultural, economic, and environmental awareness prepare us to play our part in shaping a sustainable future for ourselves and those around us.

GROWING BY LEARNING – we believe that continuous learning is the fuel for continuous growth.

For us learning is about acquiring the knowledge, skills, and behaviors and incites to expand our horizons and help us to grow. To grow, we must be open to learn. We foster the spirit of enquiry, encouraging equally creative and critical thinking. We value the mental agility to stay flexible in the face of change, adaptable in our relationships with others and nimble in our ability to put ideas into action.

PURSUING EXCELLENCE – we believe that ‘great’ is not good enough.

We see being great at something as a starting point, not an endpoint. We believe in having high standards and aspiring to be the best we can be. We strive to build resilience and strength of character, the moral compass to do the right thing, even when it’s not the easy thing to do. We take accountability for our performance and set ourselves goals we know we can’t achieve yet because we know that by stretching to meet them, we can get further than we imagined.

LEADING THROUGH INNOVATION – we believe the world needs more innovators.

Innovation requires bold thinking, fresh ideas, and brave leadership. It’s about entrepreneurship, finding better ways of doing things, and doing them. To make a real contribution to a better future we must lead individual by individual, idea by idea, taking calculated risks, spotting opportunities, and acting decisively. Knowing that, by relentlessly exploring our passions, we will open new possibilities.

Overview of GEMS Prime National Schools (MLS & MILS)

Mission

To deliver highly dynamic, progressive, and personalized learning that enables students to be leaders, designers, creators and contributors in our world.

Vision

Innovative citizens contributing to all aspects of human welfare and reshaping the world.

Values

Safety

Respect

Responsibility

Citizenship

Collaboration

We strive to achieve our vision by offering: High academic standards for all.

<input checked="" type="checkbox"/> A comprehensive, challenging, and relevant curriculum
<input checked="" type="checkbox"/> Effective, engaging instructional strategies.
<input checked="" type="checkbox"/> Accurate and meaningful assessments
<input checked="" type="checkbox"/> High-performing and inspiring employees committed to professional development.
<input checked="" type="checkbox"/> Training, and lifelong learning
<input checked="" type="checkbox"/> A safe and secure learning environment
<input checked="" type="checkbox"/> A culture of continuous quality improvement
<input checked="" type="checkbox"/> Accountability for results
<input checked="" type="checkbox"/> Productive community and parental partnerships
<input checked="" type="checkbox"/> Information technology systems that advance teaching and learning.
<input checked="" type="checkbox"/> Innovative approaches to scheduling, staffing, and use of resources Behavioral standards for all

GEMS Prime National Schools Educational Development Overview

To start with, we aligned all our MOE Curriculums with the international standards, and we created a holistic curriculum that consists of knowledge, skills, and wellbeing as well as developing the skills of our precious teachers through tens of workshops in a few months.

All that and way more to come throughout the year because we believe in the power of child-centered and center-based learning for young children. We know that choice personalizes learning and invites the assumption of responsibility. Center-based learning incorporates several early childhood approaches.

It uses best practices, focusing on developmental readiness. The centers are individual self-serving activities that are strategically placed within the classroom or shelving for students to independently explore. The centers are designed within the classroom to develop and consolidate various skills as well as to promote independence and problem-solving skills. The centers are set up from basic to advance following a left-to-right directionally (pre-reading skill).

When students are ready to consolidate a skill, they are trained on the supporting center to practice

They develop skills that allow them to work collaboratively and learn through manipulation of concrete materials. Organizing learning this way, allows a pedagogy rich with opportunities for personalizing learning while building the cognitive, social, emotional and communication skills necessary for school success.

Through exploration, constructive and creative play as well as conversations and song each young learner develops a positive self-concept, along with skills and understandings requisite for a happy and successful school experience.

The School Day (MILS)

The school timetable runs from Sunday through Thursday. The instructional day has 9 periods.

Lessons begin at 8:00 am. School Day ends at 2:40 p.m.

Lower Primary		Upper Primary		Prep. Eng.		Sec. Eng. +Prep. & Sec. Fr	
Lesson	Time	Lesson	Time	Lesson	Time	Lesson	Time
Morning Assembly	7:45 – 8:00	Morning Assembly	7:45 – 8:00	Morning Assembly	7:45 – 8:00	Morning Assembly	7:45 – 8:00
1	8:00 – 8:40	1	8:00 – 8:40	1	8:00 – 8:40	1	8:00 – 8:40
2	8:40 – 9:20	2	8:40 – 9:20	2	8:40 – 9:20	2	8:40 – 9:20
Break	9:20 – 10:00	3	9:20 – 10:00	3	9:20 – 10:00	3	9:20 – 10:00
3	10:00 – 10:40	Break	10:00 – 10:40	4	10:00 – 10:40	4	10:00 – 10:40
4	10:40 – 11:20	4	10:40 – 11:20	Break	10:40 – 11:20	5	10:40 – 11:20
5	11:20 – 12:00	5	11:20 – 12:00	5	11:20 – 12:00	Break	11:20 – 12:00
6	12:00 – 12:40	6	12:00 – 12:40	6	12:00 – 12:40	6	12:00 – 12:40
7	12:40 – 1:20	7	12:40 – 1:20	7	12:40 – 1:20	7	12:40 – 1:20
Salah Break	1:20 – 1:30	Salah Break	1:20 – 1:30	Salah Break	1:20 – 1:30	Salah Break	1:20 – 1:30
8	1:30 – 2:05	8	1:30 – 2:05	8	1:30 – 2:05	8	1:30 – 2:05
9	2:05 – 2:40	9	2:05 – 2:40	9	2:05 – 2:40	9	2:05 – 2:40

Pre-K		KG1 & KG2		French KG	
Lesson	Time	Lesson	Time	Lesson	Time
1	8:00 – 8:45	1	8:30 – 9:10	1	8:30 – 9:10
2	8:45 – 9:30	2	9:10 – 9:50	2	9:10 – 9:50
1 st Break	9:30 – 10:00	1 st Break	9:30 – 10:00	1 st Break (Indoor)	9:50 – 10:30
3	10:00 – 10:40	3	10:00 – 10:40	3	10:00 – 10:40
4	10:40 – 11:20	4	10:40 – 11:20	4	10:40 – 11:20
5	11:20 – 12:00	5	11:20 – 12:00	5	11:20 – 12:00
2 nd Break	12:00 – 12:20	2 nd Break	12:00 – 12:20	2 nd Break (Outdoor)	12:00 – 12:20
6	12:20 – 1:00	6	12:20 – 1:00	6	12:20 – 1:00
7	1:00 – 1:30	7	1:00 – 1:30	7	1:00 – 1:30
8	1:30 – 2:00	8	1:30 – 2:00	8	1:30 – 2:00
9 (Sign out)	2:00 – 2:30	9 (Sign out)	2:00 – 2:30	9 (Sign out)	2:00 – 2:30

Morning Arrival:

The start of the school for all GEMS Prime National Schools (MLS & MILS) students is **7:30 am**.

- Regular lessons will begin promptly at 8:00 following the morning assembly which includes flag raising and singing the Egyptian National Anthem at 7:45 am.
- Students should have arrived and settled into their classes between 7:45 am and 8.00 am.
- All gates will be closed by 8:00 AM sharp.
- No student will be allowed to enter the school after 8:00 under any circumstances.
- Students will be granted only 3 permissions to arrive between 7:45 am and 8.00 am. throughout the academic year, and this is only for emergency cases.
- Students must not arrive at school before 7:30 am as there is no guaranteed supervision before this time.

The School Day (MLS)

The school timetable runs from Sunday through Thursday. The instructional day has 9 periods.

Lessons begin at 8:00 am. School Day ends at 2:40 p.m.

Lower Primary		Upper Primary		Prep.	
Lesson	Time	Lesson	Time	Lesson	Time
Morning Assembly	7:45 – 8:00	Morning Assembly	7:45 – 8:00	Morning Assembly	7:45 – 8:00
1	8:00 – 8:40	1	8:00 – 8:40	1	8:00 – 8:40
2	8:40 – 9:20	2	8:40 – 9:20	2	8:40 – 9:20
1st Break	9:20 – 9:50	3	9:20 – 10:00	3	9:20 – 10:00
3	9:50 – 10:30	1st Break	10:00 – 10:30	4	10:00 – 10:40
4	10:30 – 11:10	4	10:30 – 11:10	1st Break	10:40 – 11:10
5	11:10 – 11:50	5	11:10 – 11:50	5	11:10 – 11:50
2nd Break	11:50 – 12:10	6	11:50 – 12:30	6	11:50 – 12:30
6	12:10 – 12:50	2nd Break	12:30 – 12:50	7	12:30 – 1:10
7	12:50 – 1:30	7	12:50 – 1:30	2nd Break	1:10 – 1:30
8	1:30 – 2:05	8	1:30 – 2:05	8	1:30 – 2:05
9	2:05 – 2:40	9	2:05 – 2:40	9	2:05 – 2:40

Pre-K		KG1 & KG2		French KG	
Lesson	Time	Lesson	Time	Lesson	Time
Breakfast	7:45 – 8:05	Breakfast	7:45 – 8:05	Breakfast	7:45 – 8:05
Morning Assembly	8:10 – 8:30	Morning Assembly	8:10 – 8:30	Morning Assembly	8:10 – 8:30
1	8:30 – 9:10	1	8:30 – 9:10	1	8:30 – 9:10
2	9:10 – 9:50	2	9:10 – 9:50	2	9:10 – 9:50
1st Break (Outside)	9:50 – 10:30	3	9:50 – 10:30	1st Break (Inside)	9:50 – 10:30
3	10:30 – 11:10	1st Break (Outside KG1)	10:30 – 11:10	3	10:30 – 11:10
4	11:10 – 11:50	4	11:10 – 11:50	4	11:10 – 11:50
5	11:50 – 12:30	5	11:50 – 12:30	5	11:50 – 12:30
2nd Break (Inside)	12:30 – 1:00	6	12:30 – 1:00	2nd Break (Outside)	12:30 – 1:00
6	1:00 – 1:30	2nd Break (Outside KG2)	1:00 – 1:30	6	1:00 – 1:30
7	1:30 – 2:00	7	1:30 – 2:00	7	1:30 – 2:00
8	2:00 – 2:30	8	2:00 – 2:30	8	2:00 – 2:30
9 (Sign out)	2:30 – 2:40	9 (Sign out)	2:30 – 2:40	9 (Sign out)	2:30 – 2:40

Morning Arrival:

The start of the school for all GEMS Prime National Schools (MLS & MILS) students is 7:30 am.

- ✦ Regular lessons will begin promptly at 8:00 following the morning assembly which includes flag raising and singing the Egyptian National Anthem at 7:45 am.
- ✦ Students should have arrived and settled into their classes between 7:45 am and 8.00 am.
- ✦ All gates will be closed by 8:00 AM sharp, except for gate 6 which will be available until 8:15 am.
- ✦ No student will be allowed to enter the school after 8:15 under any circumstances.
- ✦ Students will be granted only 3 permission to arrive between 8:00 and 8:15 throughout the academic year , and this is only for emergency cases.
- ✦ Students must not arrive at school before 7:30 am as there is no guaranteed supervision before this time.

Dismissal is at 2:40 pm, at which time parents can collect their children from their classrooms.

- ✦ Students in KG – Grade 3 must be collected by an older sibling (G4 and above) parent, or another identified adult.
 - ✦ KG students, who use the bus service, will be taken by the teaching assistants to the bus. Grade 1 and above will go to the bus independently.
 - ✦ Gate students must be signed out by parents/approved guardians.
 - ✦ Repeated lateness will result in action being taken by the school, as per the consequences stated below.
- Parents are not permitted inside the classroom areas or corridors after 8:00 am or before 2:40 pm. Shared indoor and outdoor spaces are only to be used outside of classroom hours when children are directly supervised by a parent or guardian.
 - These include but are not limited to the KG playground, the elementary playground, the gym, the Multi-Purpose Hall (MPH) and football pitch. Classrooms and outdoor play learning resources are not allowed to be used during these times in any circumstances.

Late Arrival/Early Pick-Up (maximum 3 times per term):

- ✦ Request should be made in writing or by phone not later than 10:00 am. On the day of the early sign-out. If you have special family circumstances, please write, or email the school at:

s.ibrahim_mls@gemsedu.com (for MLS students)

frontoffice_mil@gemsedu.com (for MILS students)

- ☐ *Students cannot be withdrawn from class between 2:00 and 2:40 pm*

Transportation Regulations:

Change to Regular Home

- If you wish your child to travel on a different bus, we will consider the request, **BUT** this will depend on the availability of places.

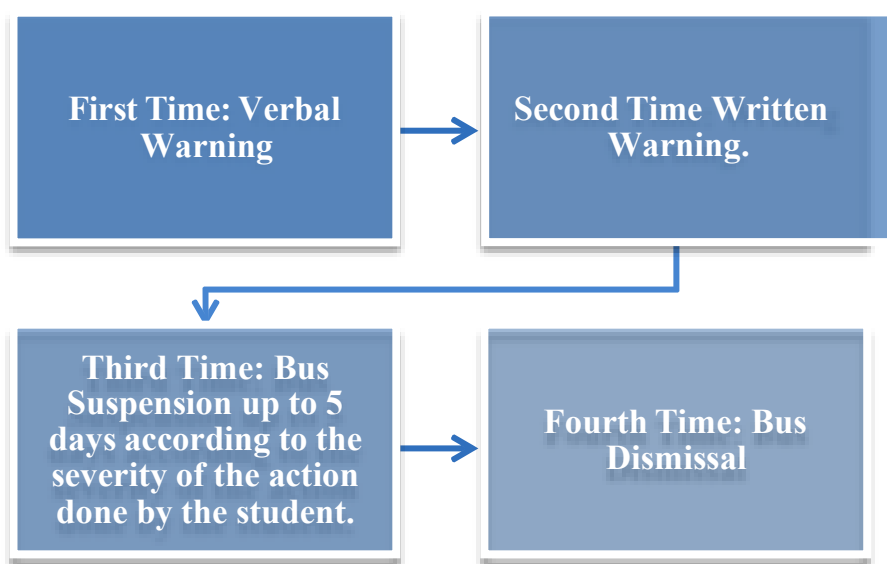
Transportation Safety Rules:

Kindly make sure abide by the following rules to ensure safety on the bus:

✎ Showing proper courtesy to the bus matron and driver.
✎ Student should be at the bus stop 5 minutes prior to the scheduled time.
✎ Students should be cautious while approaching and leaving the bus.
✎ Students should take a seat immediately upon getting onto the bus and will not move around.
✎ Students should maintain the cleanliness of the bus.
✎ Students must remain seated, out of the aisle, facing forward while the bus is in motion.
✎ Students should not eat, drink, chew gum or play music on the bus.
✎ Students should not use inappropriate language at the bus at any time.
✎ Students should not push, fight, play roughly or cause harm to oneself or other riders.
✎ Students should report any form of misbehavior by other students towards him/her. If no action is taken, the school administration should be notified.
✎ The rules will be strictly enforced to provide a safe environment on the bus. Students who use the bus must head directly to their buses in the afternoon or else the bus will not pick late students up in the morning on the next day.

<p>✎ <u>(A written note will be sent with the student to be signed and sent back to school to be kept in the student's file).</u></p>
<p>✎ In case of missing the bus, the student should arrive at school before 8:00 a.m. or else. he/she will not be allowed in school.</p>
<p>✎ Parents are responsible for any damage or vandalism done to the bus by their children.</p>
<p>✎ Failing to abide by these rules may result in the discontinuation of the bus service. after the below consequences:</p>

Disciplinary procedures:



Punctuality:

- ☑ Classrooms are open at 8:00 am for students to enter.
- ☑ Students are expected to be in class on time for lessons to begin at 8:00 directly after the Egyptian National Anthem.
- ☑ Punctuality shows respect for others, classmates, and teachers.
- ☑ Tardiness affects not only the student who is late but disrupts the entire group.
- ☑ Parents are requested to emphasize the importance of being on time with their child.

Breaks

Primary students enjoy a snack break (recess) as well as a mid-day lunch break. Pre-K, up to KG2 will have access to their designated playground areas and older students will have access to the field, sports hall, library, and other named areas.

All students are expected to play safely and fairly and to respect each other and to respect the school's property.

Canteen and Healthy Food at our GEMS Prime National Schools

- ☑ Students' food should be placed in a sealed lunch box with the name of the student printed clearly on the front. Drinks should be placed in a plastic bottle or a flask that is also labeled. To avoid leakage flasks should be kept outside the bag.
- ☑ In order to comply with Health and Safety regulations students will not be allowed to eat in class except for KG students.
- ☑ They will also not be allowed to drink anything except water in class.
- ☑ In accordance with our "Healthy Eating Program" parents are encouraged to follow the guidelines stated below to prepare your child's lunch box.

Home – made sandwiches

Fruits

Biscuits (without chocolate)

Freshly squeezed juice and milk (not in a glass container)

Water (not in a glass bottle)

The following items are not allowed because they have a harmful effect on student's behavior and learning. The artificial colorings, sugar levels and fat levels in these foods can hinder student's progress. Thus, parents' support is appreciated in our concern for student's health and success.

Chocolate or sweets	
Crisps or chips	
Fizzy drinks	
Juice that have artificial preservatives	
" Junk food " such as hamburgers, fries, fried chicken drumsticks	
Chocolate biscuits	

Enrolling a student in *GEMS* means that you accept our food policy and assist us in implementing it.

Physical Education:

In keeping with our commitment to healthy living, each student participates in two physical education classes per week, if students are well enough to attend school, they will be considered well enough to participate in PE lessons unless a doctor's note is provided explaining the reason for their exclusion.

GEMS Prime National Schools participate and then compete with different local schools in basketball, volleyball, and soccer.

Teams are chosen at the beginning of each semester and practice starts soon after that.

Absences:

- ✦ Students are encouraged to be present regularly throughout the school year to fully participate in the academic program. All students are expected to abide by the school schedule and attend school on the days before and after vacations. Extended holidays and vacations interrupt and impact the student's' educational progress and routine.
- ✦ If your child is sick or absent for any other reason, please phone the school office stating student's name and grade so that his/her teaching staff can be informed. The school office must be informed on the first day of absence.
- ✦ Parents should also complete an absence form and submit to the PRE and/or Front Desk Representative on the child's first day back at school after absence. This will help the school nurse to keep student's health records up to date.
- ✦ In the interest of the overall well-being of the students, any student suffering from severe illness or a contagious disease (such as measles, mumps, or chicken pox), should be kept at home until the school doctor decides that the illness has disappeared. The student will be allowed to attend class with his/her class members after the school doctor examines him/her.
- ✦ **Attendance and student participation in learning activities is important, so parents are urged to schedule medical, dental, and other appointments after school hours or during vacations.**
- ✦ If your child is absent due to any medical reasons, you are requested to bring a medical certificate to reception to ensure this is accurately reflected in the attendance log. Failing to complete a leave form or to produce the medical certificate may result in your child's absence being recorded as unauthorized. This will also be reflected in student report cards.

Planned absences other than school holidays:

- ✦ It is the school's philosophy that attendance in school is of primary importance.
- ✦ However, there are times when an absence is unavoidable. In such cases, the parent is required to send an email to:

s.ibrahim_mls@gemsedu.com (for MLS students)

frontoffice_mil@gemsedu.com (for MILS students)
- ✦ Assignments and examinations may not always be available in advance and may have to be completed upon the student's return. Students are responsible for missed class work assigned when out of school.
- ✦ If a student misses more than 10 days in a term or 20 days in a year, the school reserves the right to retain a student if the absences have affected their progress.

****Please note that average school attendance internationally should be 97% and above. This means that any student who has 6 or more days' absence for any reason across the school year falls below the international average and GEMS Schools expectations.***

Any student in High school who is absent for **15** days or more is subject to school dismissal according to the Ministry's regulation.

Unfinished student's Work due to Absence

- ✦ The teacher in every class will help the student to catch up with incomplete work.
- ✦ This will take place through focused individual time in class and through extra assignments sent home.
- ✦ Students in higher grades should take the responsibility of completing the work they have missed during their absence.
- ✦ It is their responsibility to obtain any missed assignments or work and decide with the teacher a suitable time to discuss the work and submit it.

Birthdays:

- ✦ Celebrating birthdays is only allowed for Pre-K – KG2.
- ✦ It will be held once a month on Thursdays and this will be communicated through the

of KG Stage.

- ✦ Some of our KG children when celebrating their birthdays may choose to bring in a birthday cake or other celebration food to share with their classmates.
- ✦ Please arrange this with the KG HOS a few days in advance and understand that the sharing of food will be scheduled at the end of the school day to cause limited disruption to planned lessons.
- ✦ In connection with our healthy food initiative, parents are encouraged to make appropriate choices when planning the celebration for their child.
- ✦ Please ensure that all treats do not have any nuts or nut products. For birthdays we prefer snacks to be individually wrapped or in individual portions, such as cupcakes.
- ✦ We discourage the sending in of hats, balloons, party favors or gift bags, as these items will not be distributed at school.
- ✦ Invitations to birthday parties can only be sent via school.

School Library

The GEMS Prime National Schools library is designed for patrons to research and create, while allowing for collaboration and social interaction.

We have a dedicated librarian who supports students' language development and fosters their love for reading hand in hand with our precious language teachers

All students can view and borrow some of the books available.

The following guidelines have been set in order to maintain organization in the school library:

🔑 Books may be checked out of the library for a maximum of one week.
🔑 All reference materials may be used only in the library.
🔑 Students are responsible for any books or materials checked out of the library and will be required to pay for them if they get damaged.
🔑 Consequently, students will lose the right to borrow books until all lost or damaged books are paid for

Scheduled Library Visits

- 🔑 Students are allowed visiting the library during break time or be accompanied with their teachers through a scheduled time.

School Uniforms

- ☑ Students are requested to always abide to a full presentable school uniform. Together we must make every effort to give an excellent impression and image of our school to those inside and outside our school community.
- ☑ To maintain this excellent impression, we ask that all students respect the following guidelines for school uniform:

🔔 Students need to attend school with a full, clean and ironed uniform.
🔔 Students need to wear black shoes and white socks to complement their school uniform.
🔔 Students should wear their P.E kits at school on the days they have P.E.
🔔 Trainers (Sneakers) should be worn on P.E. days only.
🔔 Necklaces, chains, or bracelets are not allowed in school, if students are found wearing these items of jewelry they shall be confiscated and kept with the class teachers until the parent comes to collect the items.
🔔 Earrings can be worn in school and girls are only permitted to wear studs (earrings that do not go beyond the ear lobe). Other earrings such as hoops can be a hazard and unsafe.
🔔 Watches may also be worn but they are the responsibility of the student.
🔔 No nose rings, no tattoos.
🔔 Make-up, colored nail polish, French manicures, and long nails are not acceptable.
🔔 Dyed or highlighted hair is prohibited. Excessive hair spray, styling mousse or wax is not permitted.
🔔 Hair accessories and Hijab should be white only.

🔑 **Boys must have their hair cut regularly to an appropriate length.**

🔑 **Both boys' and girls' hair must be worn in a traditional and conservative style and be always clean and neat.**

- ☑ School uniforms are available to purchase from BTM from their branch.
- ☑ Students should bring the following daily: drink bottle, healthy lunch, and snack. These items should be labeled and fit inside a backpack. If your child rides the bus, please make sure that they are able to carry their backpack independently.

Activities



Calendar

GEMS Prime National Schools are a very busy place with many activities taking place. To keep up to date with these events, parents can access the yearly school calendar on our website and the school Weekly Buzz. In addition, grade specific dates will be highlighted in the Weekly Update which will be uploaded on our website regularly.

Extra-Curricular Activities (ECAs):

We added newly at MLS/MILS two periods within the school day for ECAs where students can explore their talents and develop their skills as per their choice and the guidance of their teachers. This program is very well planned and utilized at our GEMS Prime National Schools to meet all our students' needs.

- ✦ A schedule of activities will be sent home and parents and students will be asked to choose the activities the student would like to take part in. Students can choose an activity per term. We strongly recommend (not optional during school days) that students attend these activities, as they will strengthen their social and academic achievements.

Field Trips

Throughout the year, field trips, which are authentically linked to units of inquiry, are arranged including - theaters, museums, historic buildings, etc.

- ✦ They are considered part of the program and participation is expected.
- ✦ Permission forms must be signed by a parent or guardian.
- ✦ Standards of dress and behavior are the same on field trips as during a regular school day (school PE uniform) and students are expected to behave appropriately.

Grade Level Extended Field Trips

Much social development takes place during adolescence and our program encourages social-emotional development as well as academic learning.

We want students to become risk-takers and to experience things first-hand. To this end, we take advantage of our local and regional environment by visiting historic sites in the region as well as engaging in team-building exercises.

These trips are a required part of the School Program. Students are expected to behave in a safe and considerate manner during extended field trips.

Rules are established to protect the rights and safety of all students and may vary according to the particular trip. Students who do not follow the rules may be excluded from activities or sent home at their parents' expense. In the case of a serious infraction, it is likely that a student will be excluded from future school trips and face disciplinary action upon return to school.

Special Activities

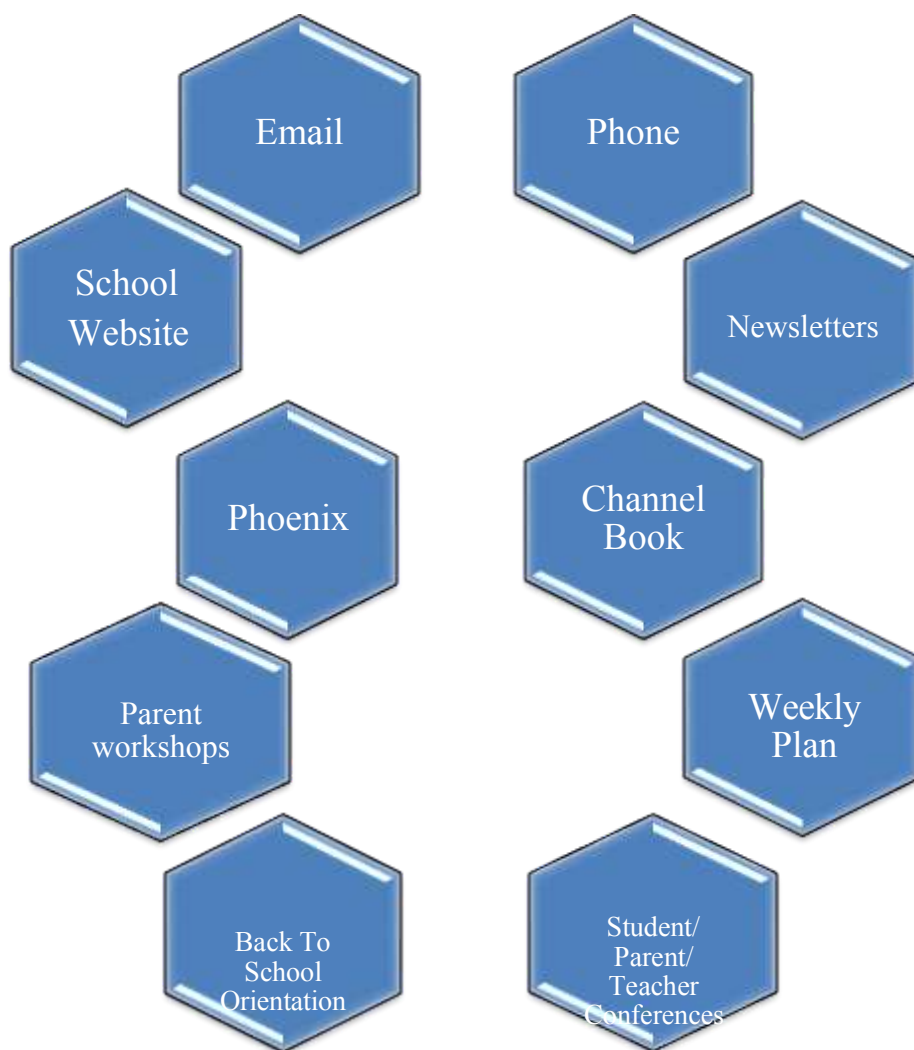
There's a number of special events which take place during the school year. These can be class, grade level, and school specific or open to the entire GEMS Prime National Schools community. Such events include Character Day, Language Week, Haj Performance, International Day to name a few.

Information about upcoming events will be published in the *Weekly Update* and the *GEMS Prime National Schools Weekly Buzz Newsletter*.

Parent Communication

Outstanding student outcomes are a result of outstanding partnerships between school and families. GEMS Prime National Schools (MLS & MILS) endeavors to forge those partnerships by providing parents with timely information so that they can be informed participants in the school life and the learning of their children. Keeping abreast of regular school communication is essential and parents are required to actively read communication.

The school communicates with parents and the community in a number of different ways:



Email

- ✦ Email is the most common form of individual communication that a GEMS Prime National Schools family will receive.
- ✦ School staff will use email for general information, requests for meetings, to share documentation etc.
- ✦ Parents are encouraged to note the email address of key personnel such as your child's Head of Stage (HOS), Head of Departments (HOD), PRE and Front Desk Representatives.
- ✦ We will update you with all needed emails addresses of key staff.

Phone

- ✦ On some occasions phone contact will be more appropriate such as when information needs to be shared more urgently or permission from a parent is needed quickly e.g. When a child visits the school doctor/nurse.
- ✦ It is essential that you ensure that your most up to date phone number is saved in the school system.
- ✦ **Please be aware that staff will not share their personal phone numbers** and we ask that if you do need to contact them via phone that you call the school reception.

School Website

It is a mode of keeping parents and students informed about the school generally, and about the events, scheduled and important dates especially.

Our MLS school site is (www.madinatylanguagesch.com)

MILS School Website is (www.mils-egypt.com)

Newsletters

The school produces fortnightly newsletters which are uploaded to the school website and send via email as well.

Phoenix

Phoenix is our main new school's Parent Portal. A variety of information will be shared via the parent portal including weekly grade level newsletters, homework information, curriculum, report cards...etc.

Channel Book

The channel book is a mean of communication between teachers and parents. We ask parents to check channels daily.

Weekly Plan

Each grade level publishes a Weekly Update newsletter on school's website which outlines the week ahead and any other key information for parents. It is important that all parents read this so that they do not miss important information.

Parent's workshops

Several parent's workshops are held throughout the year to give parents an opportunity to learn.

Back to school Orientation

This is an opportunity for parents to come and meet their child's teacher and learn more about the year ahead. GEMS Prime National Schools leaders will go through a curriculum overview, homework and day to day organization as well as answer any question parents may have.

Back to school orientations are held before starting the school year and all parents are encouraged to attend.

WhatsApp Groups

A recent phenomenon of starting WhatsApp groups has developed not just at GEMS Prime National Schools, but many schools across Egypt. These are established independently by you and for you and are not the responsibility of the school. The school doesn't use it as an official way of communication at all. Parents should not rely on WhatsApp as their information platform. Information should be accessed directly from school website, Phoenix, and emails...etc. (as mentioned above). This will help avoid miscommunication or misunderstandings.

Student/Parent/Teacher Conferences

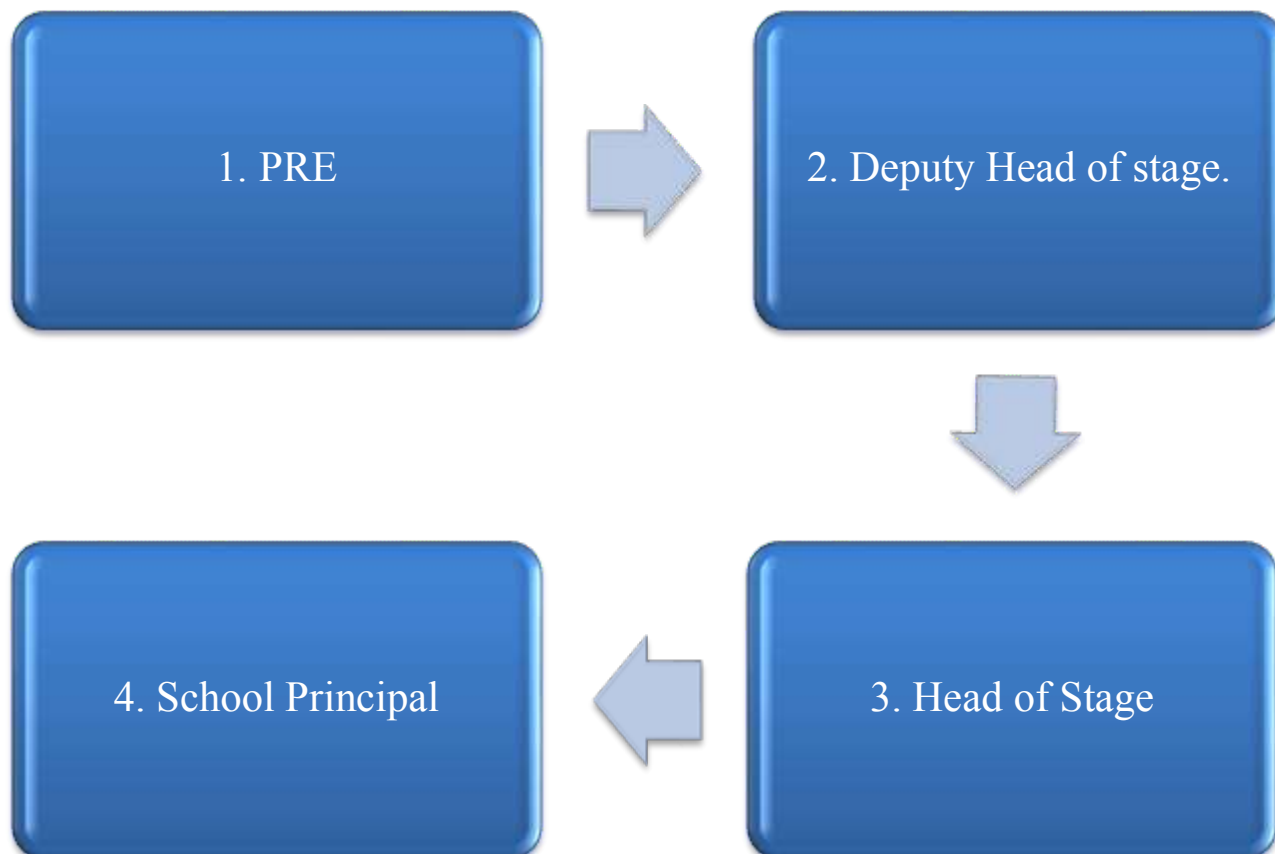
Student/Parent/teacher conferences are an important part of our educational program and provide an opportunity for parents and teachers to discuss with the student personal goals as well as overall progress and celebrate achievement.

There are a number scheduled during the school year as per the school calendar. These are important events, and we expect all parents will want to attend these conferences.

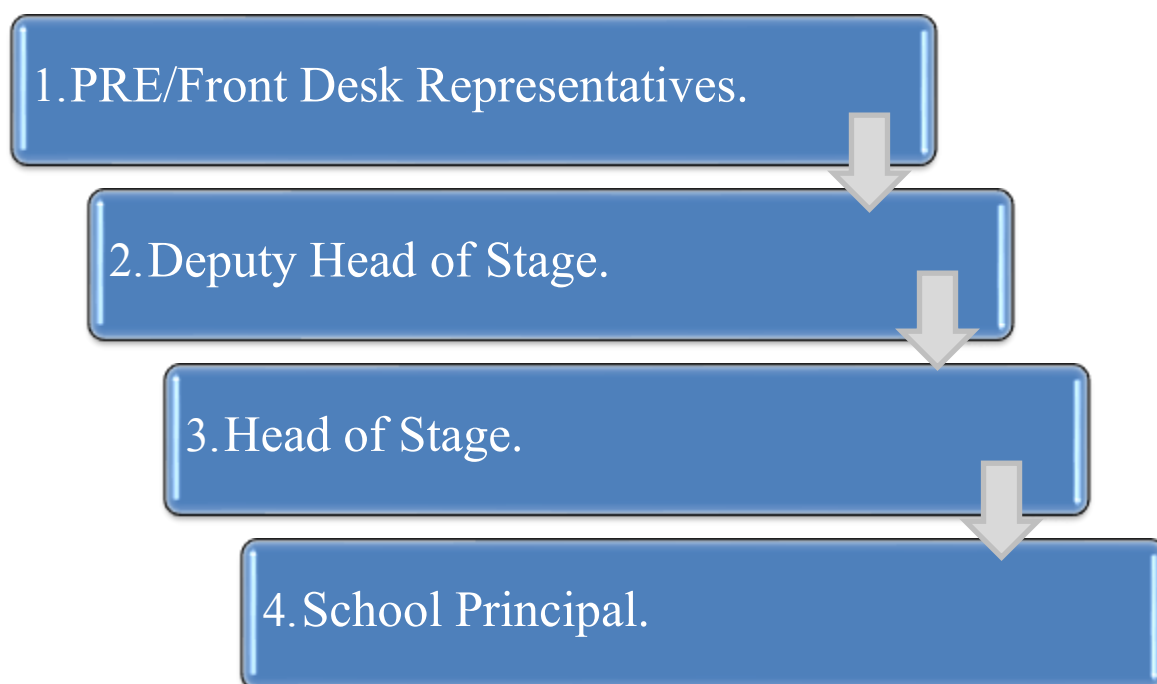
There is no school for students on these days, but they are to be in attendance at the conferences as required.

Contacting the School

To ensure that responses to parent questions, concerns or queries are as efficient as possible, we ask that parents consider whom to contact in case of different issues. In case of academic concerns please contact.



When information is required related to general school activities, absence processes, uniform issues, student welfare etc. we ask that contact is made as highlighted below:



Appointments with the Leadership members

The first and most helpful point to call for all issues related to your child is their Head of Stage (HOS).

HOSs are available either in person at the beginning or end of the school day, by setting an appointment, or via email. They would be able to answer any questions that you may have or direct you to the appropriate member of staff.

If you wish to discuss an issue further, you may wish to schedule an appointment with the HOS, Principal, or Prime National School Cluster Lead please contact the school reception.

Because we do believe in the organized Open Door Policy, kindly find the below schedule to meet with the senior leaders of our precious GEMS Prime National Schools.

Stage	HOS	Day	Time
Principal		Tuesday	12-1 pm
Head of French Section		Wednesday	12-1 pm
KG	HOS	Tuesday	1-2 pm
Prim.	HOS	Wednesday	12-1 pm
Prep.	HOS	Monday	2-3 pm
Sec.	HOS	Tuesday	2-3 pm

School Advisory Council (SAC)

GEMS is committed to establishing sound, purposeful governance through the establishment of a School Advisory Council (SAC) in every GEMS school. The SAC is a highly important leadership group with the responsibility to provide big picture, strategic advice for the very best long-term interests of the school, the community, and those persons closest to the students.

The SAC will be composed of a GEMS Senior Representative (CEO and/or VP), the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representatives of the ethnic, gender and economic community served by the school.

1. ROLE & FUNCTION

The SAC functions as an advisory board and holds an important strategic role in overseeing the achievement of the school's strategic vision, aims and objectives. The SAC will:

- Understand and uphold the school's and GEMS vision and values.
- Monitor, advise and support the school on matters of strategy and policy.
- Contribute to the school's overall progress and achievements.
- Provide supportive insights, ideas and connections to assist the school and Principal to deliver its mission.

Members are a group of skilled, positive individuals from diverse backgrounds, who are devoted to working together to improve the school's performance. Members are respectful of the role and responsibilities of the principal and staff of the school. They understand and appreciate the relationship of GEMS to the school.

Importantly, the purpose of the SAC does NOT include financial matters, appointing staff, the day to day running of the school, admissions, individual issues or grievances, or any other operational and management matters. GEMS and the school's leadership have full responsibility for the school's ongoing functioning.

The school is a member of the GEMS Education group. The Group is located in Dubai, UAE with a local corporate office in Cairo. The corporate office, with guidance from Dubai, is responsible for supporting the school financially and supplying human resources, legal support, certain procurement, and enrolment support.

The SAC assists with monitoring the activity and performance of the school by supporting the school's senior leaders to be fully accountable for learning outcomes. Working in partnership with the school, the SAC actively collaborates, engages, supports, and always inspires the school through constructive dialogue. Confidentiality must be assured by all members of the SAC at all times.

2. COMPOSITION

Chosen for their skills and expertise, the SAC consists of 5 to 10 members, including the Principal and a GEMS Senior Representative. One of the members will be appointed chair by the SAC. This appointment of SAC representatives is for one year, with an ongoing selection process conducted by GEMS each year. This is an important role and the relationship with the principal, and other members of the SAC, is one of mutual trust, respect, and contribution.

There should be a diversity of profiles with consideration given to ethnicity, gender, and age. While each member is representative of a group of stakeholders and is an advocate for a particular perspective; the SAC is a collective group, and all advice will be agreed for the greater long-term benefit of students at the school. This will involve considering different perspectives and competing demands in preparing advice that will provide for the school to progress in the present and the future.

3. APPOINTMENT OF MEMBERS

Initially, it will fall to the GEMS Senior Representative and Principal to form the inaugural SAC, but it will be the long-term responsibility of the SAC to ensure that a list of potential members who will bring great value through their involvement and contributions, without conflict of interest to the school or GEMS, is maintained.

The GEMS Senior Representative and Principal

- Have an ongoing position on the SAC.
- Approve the appointment of new members.
- Have the authority to conclude the ongoing involvement of any member should they consider that the member is not meeting all responsibilities outlined in this Code of Conduct.

The GEMS Senior Representative and Principal will be standing members of SAC. All other members may serve for up to 3 consecutive years, which will be renewed on an annual basis with the approval of the SAC.

Replacements for any vacancies that occur can be made at any time. The list of names of members is maintained by the school. The list of those available from the GEMS group or wider community will be kept in the GEMS corporate office in Cairo.

4. RESPONSIBILITIES

The role of a member is largely thinking, questioning and ideas generation.

A SAC member is expected to:

- a) contribute to the strategic discussions at SAC meetings which help determine:
 - the vision and ethos of the school
 - clear strategic priorities and targets for the school
- b) Assist the school in the monitoring of their performance including:
 - Reviewing the outcomes of the school's self- evaluation (SEF)
 - Considering relevant data and feedback on school performance.
 - Listening to the school's stakeholders (i.e.: students, parents, staff, local community, the wider GEMS family) to help inform advice and support given.
 - Upon request, serve on sub-committees, working parties, panels as appropriate.

5. METHOD OF WORKING

- At all times the SAC's deliberations are confidential. Members are required to observe a code of conduct (attached) which, along with this policy, sets out the expectations and commitment required.
- The SAC will meet each month of the academic year. Dates are set well in advance and members are requested to confirm their attendance.
- In advance of the meeting, the agenda, which will have been prepared by the principal in association with the Chair, will be circulated. Members will be able to suggest items for the agenda in advance. Possible agenda items, although not exhaustive, might include:
 - School Planning and Progress
 - School monitoring and achievements
 - School Policies
 - Health and safety, safeguarding and child protective procedures.
 - Stakeholder satisfaction data
 - Curriculum overviews
 - Use of facilities and plans for refurbishment / development.
- A brief report from the principal is a standing item for each meeting. At the beginning of a monthly meeting there could be an opportunity to meet staff. Presentations could also be made to the SAC. e.g., a head of department, year head or by a teacher leading a particular initiative.
- Minutes are taken by an administrative assistant. They will record action points which should be circulated within two weeks of the meeting and will be reviewed at the following meeting, with matters arising as required.
- Members are volunteers who are asked to give their time to the school. There should be no administrative work for members. It is assumed that all papers will be read by each member in advance of the monthly meetings in preparation for discussions of the papers at the meetings. All papers are to be received by members a full week before every meeting.
- The SAC can create additional working groups or sub-committees as appropriate. These additional groups will provide reports and updates of their work at the SAC meetings.

6. REVIEW

Successful governance significantly has impacts on the school's leadership and direction. It ensures that progress and achievements continuously advance the school. The effectiveness of the SAC will depend on many factors, not least the quality of members' contributions to the school through their advice, time, and commitment.

It is intended that all GEMS schools in Egypt will have a SAC in place and will be using the input of the SAC to guide each school's values and functions.

As part of regular GEMS school reviews, the work and effectiveness of the SAC will be included. It is not otherwise intended that the GEMS corporate office will be actively involved in the work of the SAC.

In addition, the SAC should conduct a self-review of its priorities, functioning and effectiveness every year. Guidance from the GEMS School Support Centre in the UAE and Cairo corporate office will be given.

7. BEST PRACTICE

An effective Advisory Council member will:

- Support the school by attending and contributing to school activities and events.
- Attend, participate and be well prepared for meetings.
- Act in the best interests of the school at all times
- Contribute to the collective efforts of the SAC team.
- Behave in a kind and respectful manner showing respect to everyone at all times.
- Maintain confidentiality.

School Advisory Council CODE OF CONDUCT

NAME: _____ SCHOOL: _____

As a Member of the SAC, I agree to the following:

1. Role and responsibilities

- I understand the purpose of the School Advisory Council and the important roles of the Principal and GEMS Education.
- I accept collective responsibility for all decisions made by the SAC and will not express views to others that contradict the agreed decisions of the SAC.
- I will act fairly and without prejudice.
- I will maintain and develop the school's ethos and reputation and be an advocate for the school.
- My actions within the school and the local community will reflect my commitment to the school.
- I will express any concerns I may have about the school or SAC with a GEMS Senior Officer and/or Principal and will not engage in public criticism of the school in any way, including through social media.
- In making or responding to criticism or complaints affecting the school, I will follow the procedures established by the school. I will report such matters to the school and will not comment or engage in discussion with complainants.

2. Commitment

- I will make full efforts to attend every meeting, prepare in advance and contribute to the best of my ability.
- I will undertake relevant induction and training.
- I will get to know the school well and learn how to best support the school to deliver its vision.

3. Relationships

- I will strive to work as a member of a team in which constructive and productive working relationships are actively promoted.
- I will express views openly, courteously, and respectfully in all communications.
- I will assume full responsibility for my own behavior, and I will support the chair in his/her role of ensuring due process and appropriate conduct.

4. Confidentiality

- I will observe complete confidentiality both inside and outside of the school.
- I will exercise the greatest prudence at all times when discussions regarding the school business arise outside meetings.
- I will not reveal details of discussions of any SAC decision, unless agreed by SAC.

5. Declaration of other interests

- I will record any pecuniary or business interest with the school in the Register of Interests.
- I will record any interest in other schools.
- I will declare any conflict of loyalty at meetings should the situation arise.

6. My commitment to the SAC Code of Conduct

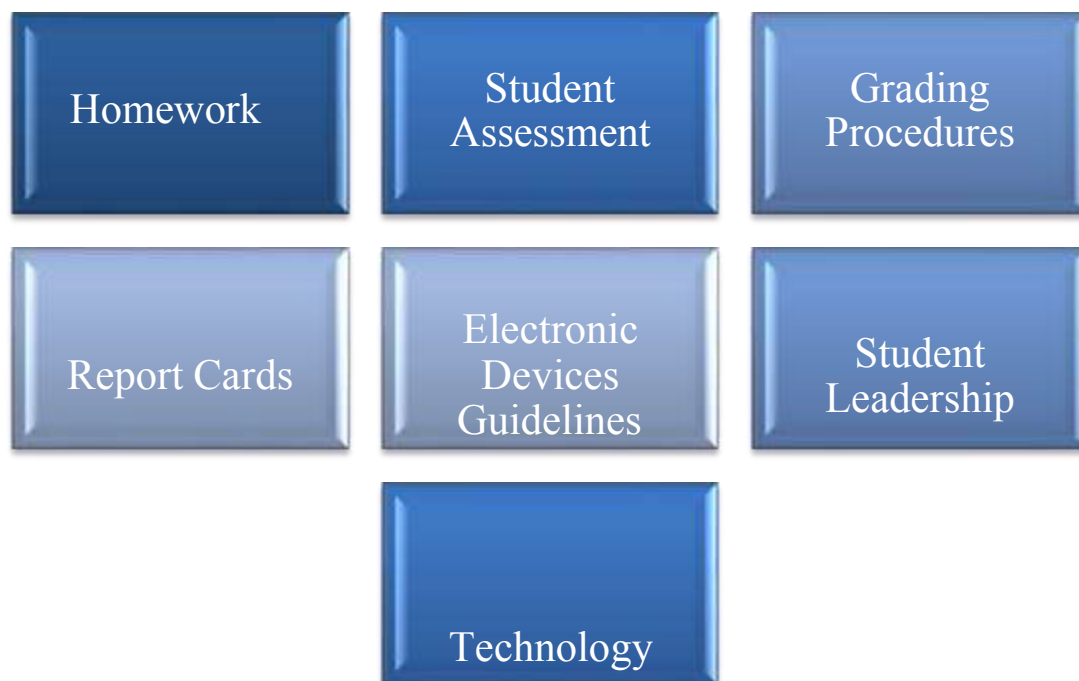
- If I believe the code to have been breached, I will inform the Chair and Principal immediately, who will then have the responsibility and authority to investigate.
- If I believe the Chair or Principal has breached the code, I will inform a GEMS Senior Officer who will investigate.
- I expect to be asked to step down should an investigation show that I have breached the code.
- I will relinquish my position on the SAC should I be unable to regularly attend meetings or make a positive contribution to the school.

Signature: _____

Date: _____

Academics

- 1 • Align our MOE National Curriculum with International curriculum Standards
- 2 • Continous professional Development for all stakeholder
- 3 • Recruiting higly qualified leaders with strong acadmic background capable to provide CPD
- 4 • Project Based Learning Approach PBL
- 5 • Extra Curricular Activities ECA
- 6 • New English Curriculm for Preparatory and Secondary stages
- 7 • Robotics
- 8 • STEM Approach
- 9 • Adding new books in the most of the subjects
- 10 • Adding a library lesson from grades 1 to 9
- 11 • Quraan Lessons
- 12 • Music Sessions
- 13 • Moral Education Lessons
- 14 • reviewing the allocated weekly teaching time for all subjects
- 15 • Separate boys and girls in PE lessons starting from grade 3 to 12
- 16 • Procurement of supplementary material and teaching aids
- 17 • New acadimec activities for improving students learning skills , communication skills and reasoning abilities
- 18 • Reviewing teaching load of all teachers to ensure maximum operational efficiency
- 19 • Implementing an intergrated curriculum and new lesson planning to ensure effective learning



Homework

At GEMS Prime National Schools we believe that homework should connect school and home so that parents gain a better understanding of what their child is learning in class, help children develop organizational and study skills which will support their learning beyond, focus on basic numeracy and literacy development, encourage creativity and a love of learning....and be FUN!!!

If a child cannot complete a homework assignment because of illness or other extenuating circumstances, the parent should write a note requesting that the student be given extra time to complete the work. Chronic failure to complete homework will be brought to the attention of the Student Support Team.

Student Assessment:

GEMS Prime National Schools assessment beliefs and practices provide a positive, continuous and supportive mechanism that promotes and improves student learning and achievement, guides instruction and practice, and evaluates program as well as instructional effectiveness.

Grading Procedures

At the end of each term, GEMS Prime National Schools set aside time for appropriate summary assessments. This data, along with the data collected throughout the semester, will be used to inform teachers, students, and parents of progress toward individual learning goals for that reporting period. As per MOE assessment grading system students will be having 2 main assessments one in January (Mid - Year exams) and one in May (Final Exams), in between we will be having four Cycle assessments to ensure ongoing assessment effectiveness.

Report Cards:

All students receive a Report at the end of each term. The intention is to share with parents a “snapshot” of how the child is settling into their new environment and to invite dialogue in cases of concern and during the Parents/Teachers Conference and this will be an evaluation of your child’s performance and effort in all subjects.

Technology

- ✚ Technology is a power tool which is used to promote learning across all ages and curriculum areas. GEMS Prime National Schools students have access to a number of tech tools such as PCs, Smart boards, robotics, and the Computer Labs.
- ✚ BYOD (Bring Your Own Device) is a New Initiative that will be announced later after workshops, while we recognize that iPad’s and laptops can be highly effective learning tools, we also acknowledge that screen time needs to be carefully monitored and its use balanced with other methods. Students are only permitted to use their devices as part of a planned learning activity and only under the supervision of a teacher. ‘Free play’ on devices both inside and outside of the classroom is not permitted and students are not permitted to use their devices before school, after school or during break times.
- ✚ The school will be operating a BYOD (Bring Your Own Device) laptop policy from Grade 4 upwards, where students are required to bring a laptop and/or iPad with them to school on the designated.

Students are not allowed to get their own devices unless an official letter has been sent by the school administration in advanced.

Electronic Devices Guidelines

The use of cell phones and other portable communication devices such as camera phones and pagers are not allowed as they disrupt the orderly atmosphere in school.

Therefore, students are not permitted to possess or use portable communication devices on school property during the official school day including the bus ride to or from school.

Student Leadership

There are several ways students can take advantage of leadership opportunities within the school. These include Student Council Representatives, Student Librarians and Senior Internship Program. These positions will be explained to students early in the years and a process of nomination and election will take place.

School Regulations:

Rules

- ☑ To foster our culture of kindness we base our behavior, discipline, and codes of conduct on some basic principles: responsibilities, respect, citizenship and tolerance. Discussions and teachings with students should be grounded in reference to these concepts. The following are some of the rules we expect students to follow in our schools.
- ☑ These rules are designed to notify students (grades, K–12) as to the types and range of behaviors that are unacceptable; nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule needs not to be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Consequences for Inappropriate Behavior

When a student's behavior falls below the basic expectations of the school, disciplinary action will be positive rather than negative in its approach and, while maintaining respect for the student, will ensure that the classroom learning environment is preserved. Failure to follow school rules and regulations is treated seriously. **Our goal is for students to accept responsibility for their actions and begin to understand the link between their behavior and its effect on others.**

Level of Penalty	Penalty	1 st treatment	2 nd treatment	3 rd treatment
First Level Penalties	1. Lateness: For the morning line, the beginning of the first lesson and for some lessons.	<ul style="list-style-type: none"> - Observing the student's lateness and absenteeism along with the guidance and leading from the teacher and the social specialist. - Warning the students via morning broadcast about the discipline and not to be late for school / morning line and the lessons) - Referring the student to the social specialist to find out the reason behind the lateness and put measures for treatment 	<ul style="list-style-type: none"> - Calling the parent and issuing a written declaration. notification 	<ul style="list-style-type: none"> - Referring the matter to the committee on school safety according to the report prepared by the social specialist to take the following measures: - Decreasing the student's behavior mark to no more than 10%. - Warning the student for suspension for no more than 5 days and informing the parent. - Suspending the student for no more than 5 days
	2. Absence without an acceptable reason (more than two times per month).	<ul style="list-style-type: none"> - Counting the days of absence. - Informing the parent about the absenteeism and its length. 	<ul style="list-style-type: none"> - Referring the case to the social specialist to study it and putting measures for its treatment. - Issuing a written declaration on the parent and the student. 	Referring the student to the committee for school safety according to the report prepared by the social specialist to take the following measures: First warning to the student about suspension and informing the parent Second warning to the student about suspension and informing the parent Suspending the student for no more than a week.
	Penalty	- 1st treatment	- 2nd treatment	- 3rd treatment
	3. Student's dereliction in academic work: The student does not do the requested homework, does not bring the needed books and tools for the activities.	<ul style="list-style-type: none"> - Guidance and advice from the teacher and the social specialist. - Meeting with the student, the teacher and parent by the social specialist - Studying the causes of the problem - Devising solutions for the problem. 	<ul style="list-style-type: none"> - Referring the student to social consultant to study the case and know the reasons and how to solve it. - Temporary ban from the school activities and informing the parent. 	<ul style="list-style-type: none"> - Decreasing some of the student's behavior marks according to the decision of the teacher that is within the social specialist's or the psychologist's report. - Decreasing some of the student's homework marks in a specific related subject.
	4. Not wearing the correct uniform or the appropriate	<ul style="list-style-type: none"> - Meeting with the student and knowing the reason behind not wearing the uniform along with guidance and advice. 	<ul style="list-style-type: none"> - Referring the matter to the social specialist to study the problem 	<ul style="list-style-type: none"> - Referring the cases to the committee on school safety to take the necessary measures:

	look for school.		and put measures to treat it.	<ul style="list-style-type: none"> a) Warning the student that he will be suspended and informing the parent. b) Suspending the student for a period that is no more than 3 days.
	5. Damaging the school's environment like throwing wastes and paper, not taking care of the cleanliness.	- Meeting with the student along with guidance and warning him not to repeat this penalty and treating the problem.	<ul style="list-style-type: none"> - Referring the problem to the social specialist to study it and know the reasons in order to treat it. - Banning him from school activities temporarily. 	<ul style="list-style-type: none"> - Issuing a declaration notification for the parent and the student so as not to repeat that. - Involving him in some activities that help with his amending behavior procedures.
Second Level Penalties	1. Escaping from school:	<ul style="list-style-type: none"> - Studying the problem from all its dimensions in order to know how it happened and making the students aware of their responsibilities for their future and their school. - Involving the student who always escapes in school activities according to his interests. 	<ul style="list-style-type: none"> - Warning the student and informing the parent as well as documenting this in the files related to the penalties. 	<ul style="list-style-type: none"> - Referring the student to the committee on school safety to take any of the following measures: - First warning to the student with suspension and informing the parent. - Second warning to the student with suspension and informing the parent. - Decreasing the behavior mark of the student by no more than 15% - Suspending the student for no more than 15 days.
	Penalty	- 1st treatment	- 2nd treatment	- 3rd treatment
	2. Destruction: Destroying the school property or writing on School walls, cutting the displays or plants, breaking the windows, the doors, the chairs and the appliances and school buses.	<ul style="list-style-type: none"> - Calling the parent and obliging him to pay for fixing the damage along with issuing a notification to the parent and warning the student of repeating this. - In case there is no discipline the legal procedures will be taken to pay for the damage. 	<ul style="list-style-type: none"> - Referring the problem to the social and psychological specialist. - Implementing treatment activities with the student who has the problem. 	<ul style="list-style-type: none"> - Referring the student to the committee on school safety to study the option of suspending him for a period that is no more than a week.

	3. Distracting lessons, using appliances which interferes with the management of the class like mobiles and similar devices.	<ul style="list-style-type: none"> - Issuing a written notification to the student and informing the parent as well as confiscating the appliance till the end of the school day. - Calling the parent to sign the notification in order not to repeat the violation. 	<ul style="list-style-type: none"> - Confiscating the appliance till the end of the term. - Decreasing the behavior mark of the student to no more than 10%. 	<ul style="list-style-type: none"> - Referring the student to the committee on school safety to take the decision of suspending the student for no more than 3 days.
Third Level Penalties	1. Violent Behavior against the students	<ul style="list-style-type: none"> - The teacher will guide and lead the students as well as the social and the psychological specialist. - Engaging the student in the activities according to his interests. 	<ul style="list-style-type: none"> - Studying the case by the social specialist or the psychologist to know the reason behind it and the measures to treat it. - Calling the parent and issuing a written notification in order not to repeat it. 	<ul style="list-style-type: none"> - Passing the student to the committee on school safety to study the option of his suspension for a period that is no longer than 15 days. - Passing the student to the sub-committee in the educational governorate to take the necessary measures.
	Penalty	- 1st treatment	- 2nd treatment	- 3rd treatment
	2. Theft and stealing others' belongings	Studying the problem by the social specialist and the school psychologist Returning the stolen items	<ul style="list-style-type: none"> - Calling the parents and taking the necessary measures. 	<ul style="list-style-type: none"> - Referring the case to the school service office.
	3. Misbehaving and violation with the school staff (Parents and/or students)	<ul style="list-style-type: none"> - Guiding and leading by the social and the psychologist as well as informing the parent and (the student will offer) an apology. - Issuing a written notification for the student to sign and the student shall apologize. 	<ul style="list-style-type: none"> - Decreasing the behavior mark by 20%. - Suspending the student for 3 days 	<ul style="list-style-type: none"> - Referring to the committee on school safety to study the option of suspending the student for 3 days. - Passing the student to the sub-committee in the educational governorate to take the necessary measures. - Taking all the necessary law procedures against the one who has caused the violation.

Third Level Penalty	4. Self-Harm (smoking-drinking alcohol-tattooing-carrying or taking drugs, etc.)	<ul style="list-style-type: none"> - Studying the case by the social specialist, and the psychologist and putting treatment plans. - Calling the parent and issuing a written notification in order not to be repeated. 	<ul style="list-style-type: none"> - Referring the case to the committee on school safety to taking any of the following measures: - Referring the case to the office of the school service - Suspending the student for 2 days till a week - Suspending the student from a week to 2 weeks. 	- Referring the case to the committee on school safety subsidiary to the educational governorate to take the necessary action.
	Penalty	- 1st treatment	- 2nd treatment	- 3rd treatment
	5. Prejudice to the national sovereignty) any action that has symbol of incitement against the country)	<ul style="list-style-type: none"> - Awareness, guidance through the social specialist and the psychologist. - Empowering the broadcast to encourage the loyalty to the country. 	- Involving him in the related activities suitable to his age to encourage the loyalty.	- In case there is a repetition, the student is referred to the committee on school safety to take the necessary action to enhance the loyalty.
	6. Moral Depravity: using bad words	<ul style="list-style-type: none"> - Guidance and advising along with issuing a notification to him. - Studying the case through the social specialist and the psychologist and putting a plan to deal with this age 	<ul style="list-style-type: none"> - Calling the parent and making him aware of the action as well as signing a written notification - Banning the student from some activities temporarily. 	- Referring the student to the subcommittee in the education administration to take the necessary action.

In-School Suspension

GEMS Prime National Schools employs a progressive model of disciplinary consequences, and students who repeatedly violate school rules or where the behavior concerned is more serious may receive an in-school suspension. This takes place in school, under organized supervision. Students will complete work provided by teachers and will receive counseling and advice which relate to the reason for the suspension.

Home-Suspension

If a serious problem occurs where any student's safety is threatened or there are concerns which remain unresolved after other techniques have been tried, a student may be placed on suspension for a designated period of time while the matter is investigated and considered in order for a student to be readmitted to school, a conference between the principal and the parents will be required. During a home suspension, a student is not permitted to be on campus or to participate in any school-related activity.

Expulsion

The school reserves the right to expel without refund of fees any student whose conduct seriously disrupts the academic program or exerts a negative influence on other students.

More information about how the school deals with student behavior is available in the behavior management policy that will be shared with you in a different file.

Uniform

Uniform is specified above in this handbook. Failure to comply with elements of uniform, such as not wearing a navy blue pants or wearing incorrect footwear, will result in warnings, contact with parents and possible detentions until students conform.

Attendance and Punctuality

Incidents of tardiness to school and class will result in warning, contact with parents and possible loss of break times to make up for missing learning opportunities.

We bear in mind that parents are primarily responsible for punctuality at the start of the day, but children are responsible for themselves throughout the day. Please see Attendance section.

School and Student Property

Private and school property should be treated with respect and care. Vandalism and theft have consequences, which follow the severity of the incident. GEMS Prime National Schools have installed CCTV in and around the school.

ICT and Digital Citizenship

Students are taught about safe digital citizenship and should follow these practices both in school and at home. Families and students are required to agree and adhere to the school's Digital Citizenship & Acceptable Use Policy.

Mobile Phones and devices:

Mobile phone, Smartphone, iPhone or iPads, or other devices are totally not permitted in school campus.

If the student will be in need for his phone out of school hours, he/she should put his mobile in the designated place till end of school day hours. In case any student is caught using his phone inside the school campus the device will be confiscated for 3 days in the HOS Office. It is the student's responsibility to safeguard their possessions, not the school's.

Bullying

The school does not accept bullying of any kind and will deal with any accusations of bullying very seriously as per our school bullying policy. If you or your child are aware of any incidences of bullying please contact your HOS or a member of the leadership team.

Intervention Problem Solving

Some concerns about student behavior are referred by teachers to the office. In order to gather information about a problem, it is normal for our school psychiatrist to schedule a meeting with the students involved. At this meeting, students discuss what occurred and they are counseled about their behavior. With serious problems or those that repeat, a conference between the parents of the child and our school Psychologist is scheduled.

Student Support Services

Learning Support

Our Learning programs – Including our ELL a program - provide access to learning for every student regardless of prior learning or English language proficiency. Most support is provided in the classroom setting. Some students, with more significant needs, will be 'withdrawn' at times during the instructional day.

Placement tests are given whenever a child enters GEMS Prime National Schools and diagnostic tests are made throughout the year to determine the student's readiness to succeed without additional support. We fully appreciate the social implications of enrolment in our ELL and LS programs; however, these programs are not optional, but rather a condition of enrolment in our school. The ELL and LS teachers, working with the Student Study Team, are the final arbiters of student readiness to exit ELL and LS and enter mainstream classes without additional support.

Admissions and Enrollment

Admission Policy

The objective of the admission process is to assess the readiness of children in different areas, specifically, to assess if a child can perform adequately and with success in the grade to which he/she is applying to.

A student applying for admission must be accepted by the principal, based on the school's ability to meet the educational needs of the student. While GEMS Prime National Schools can accommodate moderate reading, learning and behavior challenges, it is not staffed or equipped to handle the needs of severely disabled children.

- ✦ Registration for the coming academic year starts from Mid-November for the Pre-k and opens for all other grades in December. This will be announced through the school's website and circulars.
- ✦ Admissions are never denied because of race, gender, nationality, beliefs, or any other diversity. All qualified applicants are welcome at GEMS schools.
- ✦ The admission opens at any time during the school academic year according to the availability of seats.

Age Requirements for Students Applying for Particular Programs/Grades:

✦ Pre-K: A child applying must be 3 years 4 months (This is subject to change as per the age of applicants every year) or more by 1st of October.
✦ KG 1: A child applying must be 4 years 4 months (This is subject to change as per the age of applicants every year) or more by 1st of October.
✦ Grades 1-12: In general, the Registrar places students according to their birth date.
✦ At the KG2 level pre-academic concepts and skills in the areas of reading writing and mathematics are screened.

All new applicants from Grade 1 to Grade 12 must sit for placement assessments in English, Math, and Arabic. The assessments are set to meet the learning standards of the grade level immediately precedent to the one being applied to.

In case the applicant does not meet the expected learning standards of the grade level (a score of 70% or more), another date is to be scheduled for reassessment (upon the Parent's wish).

All students entering GEMS Prime National Schools are assessed before admission is granted. In Kindergarten this usually takes the form of a skilled based assessment.

Application Process

Priority acceptance placement

Where there is a high demand for available seats, places will be offered in the following order of priority:

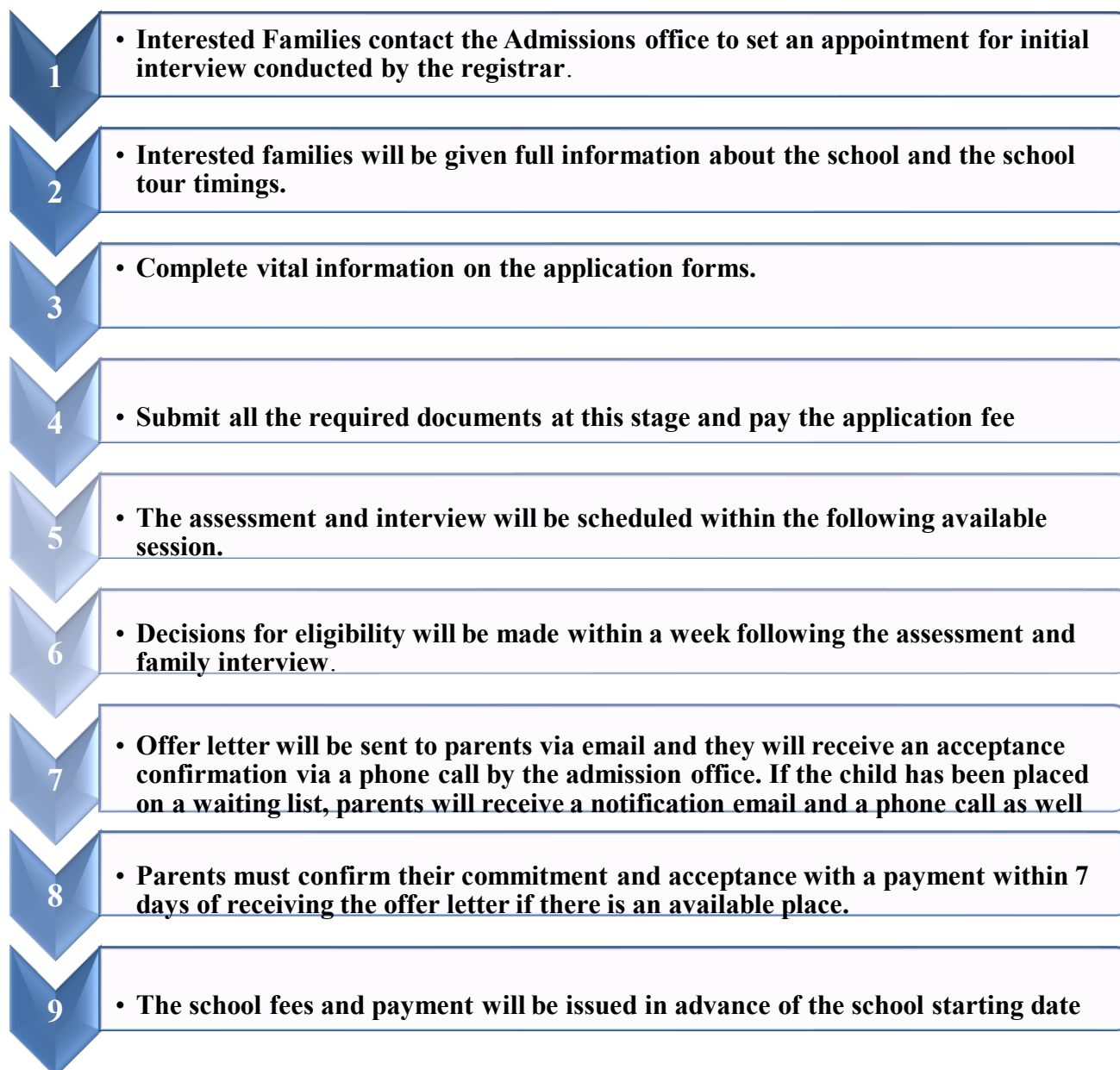
1. Staff children who are working at the school are priority students.
2. Students who have siblings attending the same school.
3. Students from other GEMS schools in Egypt.
4. Students from other GEMS schools globally.

Required Documents

In order to make an application to a GEMS School, applicants must provide the following mandatory documents.

- 1 • **Original birth certificate computer generated (Egyptian Students).**
- 2 • **Copy of the student's passport and a copy of the residence visa valid for not less than 6 months and not a touristic visa (non-Egyptian students).**
- 3 • **8 recent passport sized photos of the student.**
- 4 • **Copy of mother and father's ID (National Number) or copy of the passport for non-Egyptian parents.**
- 5 • **Copy of each parent 's qualifications, if they are not mentioned on the IDs'**
- 6 • **Original academic report from the previous school for the last academic year**
- 7 • **Copy of the vaccination card (for Pre-k & KG applicants only).**
- 8 • **When the applicant has become eligible: Transfer Request with the stamp of the following Education Directorates:**
 - The one the applicant is transferring from
 - The one the applicant is transferring to

- Failure to bring the above-mentioned documents will not guarantee your child's entrance to school.
- For further information, please contact the Students' Affairs Department.



Class and Teacher Assignment

We believe strongly in the importance of well-balanced mixed groups – we want children to work within a heterogeneous group so that all benefit from the diversity of backgrounds, talent and thinking skills that makes GEMS National School a special place.

It is important that each class is representative of the whole grade level and can be held accountable to the same academic standards. In order to create the optimal class environment, we consider the social, emotional, physical and academic needs of each child.

To ensure well-balanced classes we also consider gender, nationality, new or returning family, and level of English fluency and religion. Wherever possible we also look to place students where they will form positive relationships and friendships.

Homeroom teachers, Head of Stage, School Psychologist, Learning Support teachers and the Elementary Leadership team work together to create balanced classes, considering the aforementioned considerations. Class lists will be communicated to parents on the first day of the academic year.

Because our overriding aim is to create balanced groups of students who will work well together, we are not able to entertain requests for placements with specific teachers. We ask that you refrain from asking for a particular teacher so that we are not being asked to compromise the integrity of this process for any child. You can be confident that all the teachers on any grade level work and plan together and provide similar learning opportunities and experiences for students.

Even though we will have done the best job we can, not everyone will think his or her placement is ideal. We have found that the best advice we can give you if your child expresses disappointment with his or her new class group is to acknowledge a child's disappointment as genuine but to show your child that you have confidence in his or her social ability to live through the disappointment and to settle successfully in the new situation. Your child will be heavily influenced by your reaction! This is an opportunity for social growth and independence. Trust your child to grow and learn. Children are so open to new and different experiences, relationships and learning when we encourage and support them in their efforts.

Change of Contact Details

The School Registrar, the Reception and the School Nurse should always have current details of your address, email, telephone number and mobile number(s). The accuracy of this information is vital in the case of an emergency. We also request a phone number of a friend or a family member we can call if we cannot reach the parents. At the start of the school year, we will send an Emergency Contact Sheet home with your child, please return this as soon as possible. If your details change, it is your responsibility to update parent profile/contact information at the school administration office.

Withdrawing from School

This must be done via Registrar. The school requires a minimum of two weeks' notification of withdrawal. Parents are responsible for completing and returning a Student Clearance Form. In the event of outstanding books, fees or fines, the school will not release records nor issue a Transfer Certificate.

Transfer Certificates

The Ministry of Education in Egypt requires that all students from KG1 onward submit a Transfer Certificate when they change schools. GEMS Prime National Schools will be pleased to prepare a Transfer Certificate for all students who have completed the Withdrawal Process previously mentioned.

Health, Safety & Security

Campus Security

A security officer is on duty on the school campus at all times. The officer is there to assist families on weekends and to make certain that academic buildings are properly locked during non- school hours. In case of an emergency, the security officers have access to a telephone.

The highest and utmost care has been taken to ensure the complete safety of students, while in school and on the school bus. GEMS staff has attended Security Awareness Sessions, First Aid Training and Fire Emergency Training. In the event of an emergency, staff will act efficiently and diligently.

GEMS Prime National Schools safety and security policies are in place and used to guide students and staff on expected procedures, to ensure a uniform, orderly and timely response to emergencies should they arise. Our staff and students are all taught emergency procedures for building evacuation and relocation to a safer area of the school campus. Fire drills and lockdown drills are practiced throughout the year, so students know the appropriate response in emergency scenarios.

Fire Alarm/Lock-Down Drills

The buildings on the campus are fitted with a fire alarm system. Throughout the year, fire drills will take place to familiarize pupils with the procedures of emergency evacuation.

- ✎ **When the alarm is sounded, students and visitors should leave the building immediately in an orderly fashion using the designated exit.**

- ✎ **After leaving the building, students and visitors should report to their designated assembly point for an attendance check. The assembly point for all students is at the front of the school.**

- ✎ **Emphasis is placed on remaining quiet and observing rules and directions during the fire drills.**

- ✎ **Lock down drills will also be practiced so that students are familiar with the term and the procedures of getting inside and under cover.**

If your child/children are picked up from school by a driver or a nanny, they too must have their own ID cards. In order to receive an ID card, you must:

1. Fill in the application form (available from reception)
2. Attach ID copy of the driver and/or nanny.

Should your driver or nanny not have the appropriate School ID badges, the school may refuse to release the student to them.

Supervision of Students.

We operate a daily attendance system for all GEMS Prime National Schools students arriving or departing school between 8:00am and 2:40pm.

- ✦ Telephone calls and/or SMS messages will be sent home to confirm all absences – usually before 10:00am each morning.
- ✦ Students arriving after 8:00am must be walked to the reception to be signed in by a parent. Parents must also sign students out for early dismissal.
- ✦ Please note that at this time, we do not provide supervision before 7.30 am in the morning and after 2.40 pm school in the afternoons.
- ✦ Frequent late pick-ups will result in the consequences.

A parent or a responsible adult must actively supervise KG and Primary students when on the school campus outside regular school hours. When on campus, students are expected to follow school rules even after school and on weekends. They must be with an adult at all times.

School Clinic Information

- ✓ A licensed doctor and nurse are on duty during school hours. The doctor provides health screenings; assesses and manages chronic and acute illness; administers medications; provides first aid for school-related injuries; promotes health and safety; maintains student medical records. The doctor is available to consult with parents as needed, regarding health concerns of students, either in person, by telephone or e-mail.
- ✓ Students should inform their teachers if they are feeling unwell and they will be given “Sick Pass” which they need to show to the school nurse when arriving at the clinic.
- ✓ The doctor will take decisions whether to send a student home according to the diagnosis. If a student has special health needs (medication, chronic illness or condition, allergies, or requires special procedure or intervention), the parent is encouraged to schedule a time to meet with the school doctor to arrange for these needs to be taken care of during the student’s school day. All medications and treatments require clear, written instructions following a physician’s order, as needed, and a parent/guardian's signature.

The school doctor will assist the parent by preparing a plan of care for their child and advising them as to what supplies the student will need at school.

Emergency Contacts

Parents are encouraged to keep the school and the clinic informed of current work, cellphone and home phone numbers, and any other means whereby they can be contacted during the school day should the need arise. When able, make sure your child knows how to reach you during the day. The Emergency Care Form will be utilized in many ways, from school trips and events, as a quick contact resource to get in touch with parents; for emergency personnel if the student is transferred to an emergency care facility; or to ensure that the parents/guardians have authorized emergency medical treatment.

Forms

Every year school health forms will be required for all students. They are Health Information Form; Emergency Care Form; Medication Consent Form; School Screening Form.

Parents of new students will be required to fill out an Immunization Record to complete their child's personal Immunization Record. If your child is asthmatic or has a life-threatening allergy, or administer an inhaler, or Epi-pen to use a physician-signed form will be required. If your child has a short-term or chronic illness which requires any medical intervention/procedure during the school day, a Special Procedure Form will be required. (For example: blood glucose monitoring, dressing change, tube/catheter management, etc.)

Medication

Administration of medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or non-prescription medication during the school day, the following guidelines must be met:

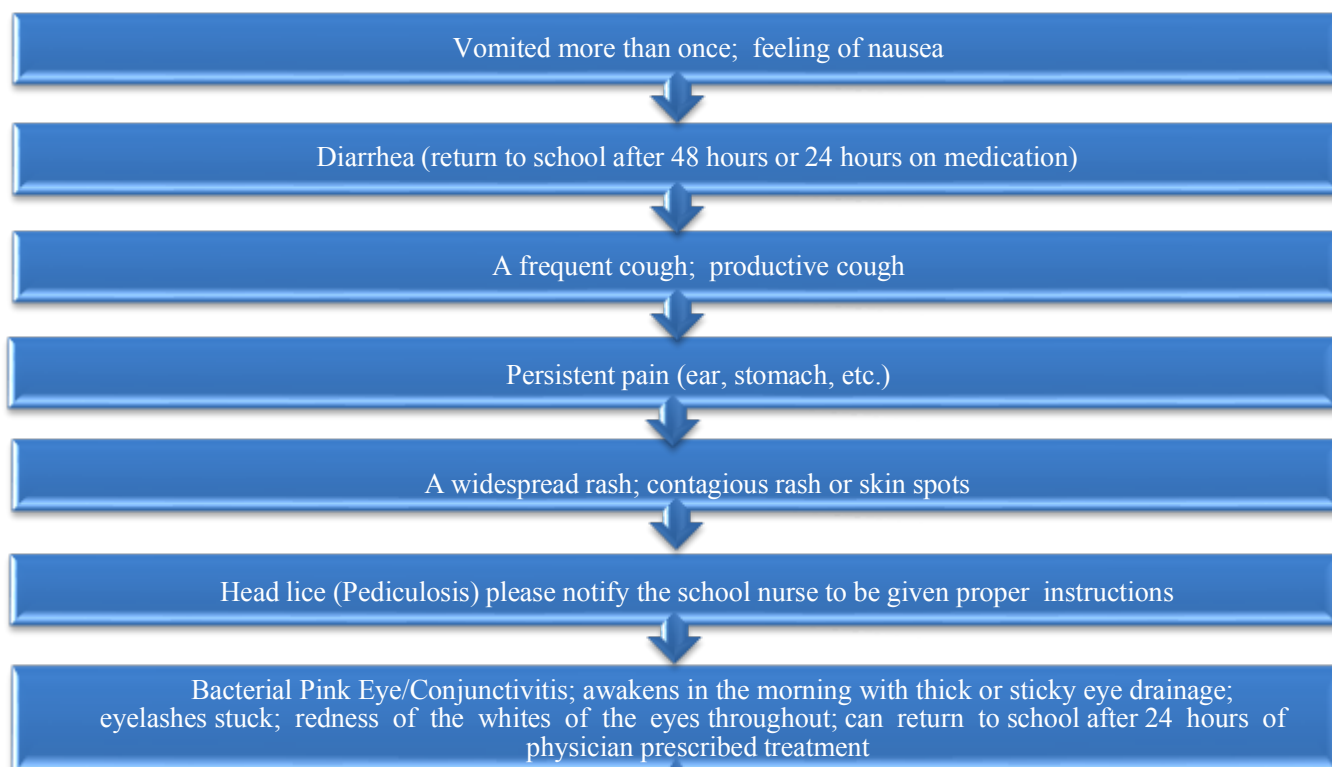
- 🔑 Physician, dentist, or practitioner prescribed medications should be clearly transcribed, and all medication forms should state the student's name, the name of medication, the dosage, the time, the route (oral, inhaled, patch, etc.), and the duration of time that it is to be given (e.g., one week, the school year, etc.), along with the parent's/guardian's signature. Medication forms are available for your convenience in the school clinic.**
- 🔑 Medication must be in the original packaging from the pharmacy and not outdated. Over-the-counter medication to be held in the clinic must be in a sealed, unopened, new bottle. (For short time medication, ask a pharmacist for a separate bottle to be kept in the clinic, to prevent missed doses.)**
- 🔑 Parent/guardian must deliver medication to the school clinic, not the student.**
- 🔑 All medicine must be picked up by a parent at the end of the school year.**
- 🔑 If medication is to be hand-carried, a backup should also be kept in the school clinic. These situations require written health care plans, along with other specific details for care. When necessary, the nurse will accept verbal consent via phone to administer an over-the-counter medication (not prescription). Medication will be dispensed without written parental permission.**

Illness or Injury

If you are contacted by the school to pick up your sick child, please make every effort to do so promptly. If your child visits the clinic and we recommend you follow-up, or be informed of an intervention, you will receive a written note from the clinic. You will also be informed if your child sustains a head or neck injury while at school. If the nurse requests follow-up by your doctor for illness or a school-sustained injury, you will receive a Medical Referral Form. This is a formal way to receive a specific diagnosis and treatment plan while your child is at school.

Students with contagious infections need to stay home so they will not expose others. Please refer to Appendix A for a list of school exclusion conditions. If your child is home with a communicable illness, please contact the school doctor so the parent(s) of other classmates may be alerted of symptoms.

As a rule of thumb, your child should stay home for any of the following:



Injuries that happen at home or over the weekend should be taken care of prior to returning to school, along with a physician's note with instructions and limitations if needed. If your child has an out-patient procedure or surgery, you must provide a physician's certificate stating when they can safely return to school and with any limitations/instructions.

In all cases, the school doctor is the final arbiter and, if necessary, in discussion with the principal, will signal when child is "safe" to return to school.

Immunizations

The Health Authority of Egypt promotes a successful immunization program and is free from vaccine-preventable diseases. Parents are required to submit applicable vaccination documents to the school Doctor (or registrar) for record purposes. Any parent who wishes to discuss their child's immunizations with the school doctor, is welcome to do so.

Health Screenings

In accordance with the local health regulations, the clinic promotes the screenings which are recommended annually. This consent form is part of the annual school health forms, which is given out at the beginning of the school year.

Helpful Reminders:

Encourage your child to eat breakfast every day before school.

Make sure your child gets 8 or more hours of sleep each night.

Always send your child to school with a refillable water bottle.

Encourage good handwashing, before and after meals, after toileting, etc.

Please inform the school if your child has any allergies.

Nuts are banned at GEMS National Schools, therefore any food brought in for sharing must be free of nuts/nut products.

Please contact your school doctor if you have any questions or concerns. By working together, we can ensure the health and well-being of your children.

Buses

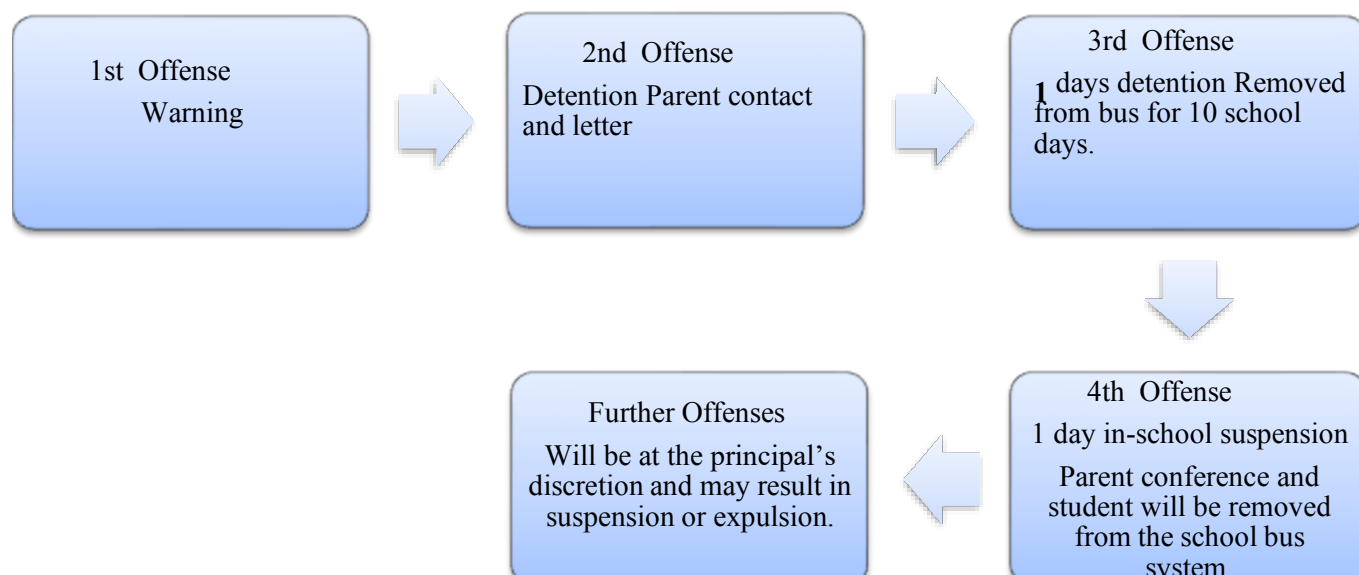
A school bus service is available for all GEMS National Schools students who live in designated areas. Parents can register their child to use the bus or to speak to them regarding any issues they may have.

A bus matron, in addition to the driver, is assigned to each bus to help manage students and support the driver. Students who use the school bus either regularly or as a guest at any time or on special occasions must observe the following rules:

- **Students are expected to demonstrate respect for the driver, the bus matron and other passengers.**
- **Students must be seated with a buckled seatbelt at all times.**
- **Students are not permitted to shout or engage in horseplay (kind hands and feet) or use disrespectful language at any time on the bus (kind words).**
- **Students are expected to keep the buses tidy and not dispose of rubbish on the bus.**
- **Students are not permitted to eat or drink on the bus.**

Bus Code Violation

Possible Consequences may include:



Students may ride home with another child if there is enough room on the bus. Parents should check before noon with the Head of Transport to confirm that there is space. Both the driver and the classroom teacher must be notified in writing of any alteration to normal bus arrangements.

Lost and Found

Personal items found in the school are collected and kept in the school office. Parents are encouraged to label all items, especially uniforms, water bottles and lunch boxes and to check the Lost and Found area frequently. Unattended school books will be returned to the TRC/Library for processing. **At the end of each Term, all uncollected lost and found items are donated to charity.**

Telephones

The telephones are for official use only. In the case of emergency, the Receptionist will call the student's home.

Complaints Procedure for Parents and Legal Guardians

At GEMS Prime National Schools, we recognize the importance of regular interaction between faculty and parents so that support for student learning and development is consistent. In case the parents have a complaint with a teacher, the school will handle it in accordance with its procedure and feedback should be received within two working days.

Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally. If parents have a complaint or concern, they should, in the first instance, contact their son's/daughter's HOS and/or PRE representative. In most cases, the matter will be resolved. If the HOS/parent cannot resolve the matter alone, it may be necessary for him/her to contact the principal.

Any complaint made directly to the principal will normally be referred back to the relevant teacher unless the principal deems it appropriate to deal with the matter personally.

HOS and the Principal will keep anecdotal records of concerns and complaints on the date when they were received and reviewed. The Principal/HOS will document the outcome in a letter to the parent/guardian.

Most complaints will be resolved informally. If this does not happen, parents will be advised that they may follow the formal procedure below.

Formal Resolution

If the complaint cannot be resolved on an informal basis, then the parents should submit their complaint in writing to the GEMS Prime National Schools Cluster Lead who will decide, after considering the complaint, the appropriate course of action to take.

In most cases she will contact the parents concerned, normally within 3 days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

She may need to carry out further investigations and will keep written records of all meetings and interviews held in relation to the complaint. Once she is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. She will also explain the decision.

GEMS Prime National Schools Parent Contract

At GEMS Prime National Schools, we recognize that a successful partnership between school and home is one of the cornerstones to a child's educational success. We would respectfully ask parents to support this partnership by completing and returning this Parent Contract to Reception.

In order to best support my child's learning, I will:

- ✓ Provide him or her with a quiet, orderly place to study.
- ✓ Ensure my child is prepared for class.
- ✓ Deliver my child to school on time every day.
- ✓ Attend special activities sponsored by GEMS Prime National Schools to build my understanding of learning outcomes and my capacity to support learning at home.
- ✓ Read all communications from the school: Emails, Class newsletters, School Website, Phoenix...etc.

I have read and understood both the Parent Contract and the Community Handbook.

Parent of:

Grade:

Name:

Signature:

Appendix A

SCHOOL EXCLUSION TABLE			
Disease or Condition	Incubation Period	Exclusion of Cases	Exclusion of Contacts
Chicken Pox	From two to three weeks; usually 13-17 days.	Exclude from school until vesicles become dry, or 10 days from appearance of rash	Not excluded.
Conjunctivitis		Until discharge from eyes has ceased.	Not excluded.
Diphtheria	Usually, two to five days.	Until cultures are negative, until receipt of a medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by medial officer and shown to be clear of infection.
Giardiasis (diarrhea)	Usually, oneto three weeks or longer; or average seven to ten days.	Until diarrhea ceases	Not excluded.
Hepatitis A	Usually fifteen to fifty days; the average twenty-eight to thirty days.	Exclude from school or work for one week after the onset of illness or jaundice. Until receipt of a medical certificate of recovery from infection or on subsidence of symptoms.	Not excluded.
Hepatitis B	Usually sixty to ninety days; the range is forty-five to one hundred eight	Until recovered from acute attack	Not excluded.

Impetigo (School sores)		Until sores have fully healed. The child maybe allowed to return earlier provided that appropriate treatment has commenced, and that sores on exposed surfaces. (Such as scalp, face, hands, or legs) are properly covered with occlusive dressings.	Not excluded.
Measles	Approximately		
(Rubeolla)	ten days but varies from seven to ten days and maybe as long as fourteen days. until the rash appears.	Until at least five days from the appearance of rash, or until receipt of medical certificate of recovery from infection.	Non-immunized contacts must be excluded for thirteen days from the first day of appearance of rash in the last case unless immunized within 72 hours of contact.
Meningococcal	Commonly three		
Infection	to four days but can vary from two to ten days.	Until receipt of a medical certificate of recovery from infection.	Household contacts must be excluded from school or child care until they have received appropriate chemotherapy for at least 48 hours.
Meningitis (Viral, Aseptic)	Varies with specific agent.		
Mumps	Usually twelve to twenty-five days; commonly eighteen days.	Exclusion from school, childcare or workplace until nine days after the onset of swelling. Until fully recovered.	Not excluded.
Pediculosis (Headlice)		Until appropriate treatment has commenced.	Not excluded.
Pertussis (Whooping cough)	It is commonly seven to ten days; rarely more than fourteen days.	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.	Household contacts must be excluded from attending a children's services Centre for twenty-one days after last exposure to infection if the contacts have not previously had whooping cough or immunization against whooping cough.
Poliomyelitis / Acute Flaccid Paralysis (AFP)	Usually seven to fourteen days; the range is three to thirty-five days for paralytic cases.	Exclude from schools and children's settings until at least fourteen days after onset of illness and until receipt of a medical certificate of recovery from infection.	Not excluded.

Rubella (German Measles)	Usually, sixteen to eighteen days.	Exclude from school for at least five days after onset of the rash	Not excluded.
Scabies	Usually, two to six weeks before itching occurs in a person not previously infected. If a person is reposed, it is one to four days.	Until appropriate treatment has commenced.	Not excluded.
Shigellosis (Diarrhea)	From twelve hours to four days (usually one to three days); up to one-week <i>Shigella dysenteriae</i> .	Until diarrhea ceases.	Not excluded.
Streptococcal infection including scarlet fever	Usually, one to three days.	Exclude from school and children's settings until a medical certificate of recovery from infection has been obtained.	Not excluded.
Trachoma	Until appropriate treatment has commenced.		Not excluded.
Tuberculosis	From infection to the primary lesion or significant tuberculin reaction; about four to twelve weeks.	Until receipt of a medical certificate from a health officer of the Department that child is not considered to be infectious.	Not excluded.
Typhoid Fevers	Usually one to three weeks (depending on the infective dose from three days to three months).	Until receipt of a medical certificate of recovery from infection.	Not excluded unless the medical officer of health of Department considers exclusion to be necessary.
Paratyphoid Fevers	Usually, one to ten days.		
Hand Foot and Mouth Disease	Usually, three to five days.	Exclude until all blisters have dried up / no fever.	Not excluded.
Ringworm			

Bus Regulations

I _____ (Parent's Name) and _____ (Student's Name)

Promise to abide by the following rules to ensure my child's safety on the bus:

- ✦ Showing proper courtesy to the bus matron and driver.
- ✦ Student should be at the bus stop 5 minutes prior to the scheduled time.
- ✦ Students should be cautious while approaching and leaving the bus.
- ✦ Students should take a seat immediately upon entering the bus and will not move around.
- ✦ Students should maintain the cleanliness of the bus.
- ✦ Students must remain seated, out of the aisle, facing forward while the bus is in motion.
- ✦ Students should not eat, drink, chew gum or play music on the bus.
- ✦ Students should not foul or use inappropriate language at the bus at any time.
- ✦ Students should not Push, fight, play roughly or cause harm to oneself or other riders.
- ✦ Student should report any form of misbehavior by other students towards him/her. If no action is taken, the school administration should be notified.
- ✦ The rules will be strictly enforced to provide a safe environment on the bus.
- ✦ Parents are responsible for any damage or vandalism done to the bus by their children.
- ✦ Failing to abide by these rules may result in the discontinuation of the bus service.

Disciplinary procedures:

- ✦ First Time: Verbal Warning.
- ✦ Second Time: Written Warning.
- ✦ Third Time: Bus Suspension up to 5 days according to the severity of the action done by the student.
- ✦ Fourth Time: Bus Dismissal.

Parent's Signature _____ Student's Signature _____
Date: _____

MEDICAL FORM

-Student's Full Name:_____Stage:_____Class: _____

- Address: _____

- Date of Birth:_____ Year of School entry: _____

Emergency contact:

Name: _____

Relationship:_____

Landline Number:_____Mobile Number: _____

Does your child suffer from any of these Diseases?

Type	Yes	No
Diabetes Mellitus		
Asthma		
Epilepsy(seizures)		
Eye & Skin Allergy		
Food Allergy (G6PD) (انيميا الفول)		
Heart disease of operations		
Others: _____		

Is your child on regular medication?

Parent's Signature:_____

Image And Name Usage Consent policy

Occasionally, we may take photographs of the children in school and in the classroom or outdoor settings.

We may use these images in our publicity materials, for example in the school's prospectus or in other printed publications, as well as on our website and Facebook page. We may also make videos or webcam recordings for school-to-school conferences, monitoring, or other educational use.

From time to time, our school may be visited by the media, which will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, websites or on televised News programs.

We reserve the right to record your child's image and name for internal monitoring and progress assessment.

We believe that photographs for school use, and those that appear in the press, are a source of pleasure and pride. We believe they can enhance self-esteem for children and young people as well as their families and so are to be welcomed.

I do agree with the image and Name Usage consent policy.

Please Tick Yes ☐ No ☐

Parent's Name: _____

Parent's Signature: _____

Name: _____

Date: _____

Updating Data 2023-2024

Please fill both forms: English and Arabic

Student's name: _____

Grade: _____ Class: A B C D E F G Please circle

Siblings at school: 1 _____ 2 _____

3 _____ 4 _____

Mother's Details:

Mother's Name: _____

Mother's Landline Number: _____

Mother's Mobile No 1: _____ Mother's Mobile No 2: _____

Mother's e-mail address: _____

Address: _____

Father's Details:

Father's Name: _____

Father's Landline Number: _____

Father's Mobile No 1: _____ Father's Mobile No 2: _____

Father's e-mail address: _____

Address: _____

Family Details:

Parental Marital Status: Married ☐ separated ☐ divorced ☐

If divorced, please hand in the official documentation of custody to the Students Affairs Office.

Emergency Details:

Emergency Contact Name: _____ Relation: _____

Address: _____

Tel 1: _____

Tel. 2: _____

Mobile 1: _____

Mobile 2: _____

CONFIDENTIALITY:

YOUR PERSONAL DETAILS ARE STRICTLY CONFIDENTIAL AND ARE FOR SCHOOL USE ONLY. WE WILL NEVER GIVE YOUR DETAILS TO ANY THIRD PARTY

مديرية التربية و التعليم بالقاهرة
إدارة القاهرة الجديدة التعليمية
مدرسة مدينتي للغات

إستمارة تحديث بيانات للطلبة المقيدين

بالمدرسة للعام 2024/2023

يرجى ملئ الاستمارة بالانجليزية والعربية

يجب على الطلبة المصريين و العرب ملء إستمارة تحديث البيانات باللغة العربية

إسم الطالب رباعياً/.....
السنة الدراسية المقيد عليها/..... الفصل.....

إسم الأم/..... رقم الهاتف/.....
الوظيفة/..... محل العمل/.....
رقم تليفون المنزل/.....
رقم المحمول / 1 -.....
البريد الإلكتروني للأب/.....
عنوان محل الإقامة: المحافظة/..... المدينة/.....
الشارع/.....
العمارة/..... الشقة/.....

إسم الأب/..... رقم الهاتف/.....
الوظيفة/..... محل العمل/.....
رقم تليفون المنزل/.....
رقم المحمول / 1 -.....
البريد الإلكتروني للأم/.....
عنوان محل الإقامة: المحافظة/..... المدينة/.....
الشارع/.....
العمارة/..... الشقة/.....

بيانات حالة الطوارئ: (تستخدم هذه البيانات فى حالة عدم استطاعة المدرسة الوصول الى ولى الأمر)

الإسم/..... الصلة بالطالب/.....
العنوان/.....
رقم التليفون / 1 -.....
رقم المحمول/1-.....

إقرار

أقر بأن جميع البيانات المدونة عالية صحيحة و تحت مسؤوليتى و أن جميع المراسلات و الخطابات المرسلة من المدرسة على العنوان المدون أعلاه صحيحة و منتجة لأثارها القانونية.
وأنتى سوف أقوم بإخطار المدرسة كتابياً عند تغيير أى بيان من المدون أعلاه.
المقر بما فيه

الأسم/.....
التوقيع/.....
ولى أمر الطالب/..... بالصف/.....
التاريخ/.....

Permission for students leaving alone

I _____ (Parent's Name), the parent of
_____ (Student's name) in Class/Grade
_____, give my consent to my son/daughter to leave the school premises by the
end of the school day on his own. I agree that the school is totally irresponsible for my child
after he/she leaves the school gate.

Parent's Name: _____

Parent's Signature: _____

Parent's ID Number: _____

Mobile Number: _____

نموذج 19 للصحة والسلامة بجيمس- التبليغ والتحقيق في واقعة

The following incident notification and investigation form must be completed and submitted to the health and safety department. The purpose is to analyze the incident and identify the root cause(s), leading to the implementation of corrective/preventative actions.

يتم ملء هذا نموذج للتبليغ والتحقيق في الحوادث وتقديمه إلى قسم الصحة والسلامة، لتحليل تلك الحوادث والوصول إلى أسبابها ومن ثم اتخاذ الإجراءات التصحيحية/ الوقائية اللازمة

SCHOOL اسم المدرسة	DATE OF INVESTIGATION تاريخ التحقيق	
INCIDENT DATE تاريخ الحادثة	INCIDENT TIME وقت الحادثة	
PERSONS CONDUCTING THE INVESTIGATION أسماء من قاموا بالتحقيق في الحادثة		
NAME OF INJURED PERSON أسم الشخص المصاب		
NAME & DETAILS OF WITNESSES أسم وتفاصيل عن الشاهد على الحادثة		
AGE / السن	TYPE OF PERSON INJURED <u>صفة الشخص المصاب</u> <input type="checkbox"/> STUDENT/ طالب <input type="checkbox"/> STAFF MEMBER/ أحد العاملين <input type="checkbox"/> VISITOR/ زائر <input type="checkbox"/> CONTRACTOR/ مقاول	
RIVO/Phoenix INCIDENT NO رقم الحادثة على نظام الريفو/فونيكس		
INCIDENT TYPE <u>نوع الحادثة</u> <input type="checkbox"/> ACCIDENT/ وقوع حادث <input type="checkbox"/> ILLNESS/ مرض <input type="checkbox"/> NEAR MISS/ خطر كامن <input type="checkbox"/> ENVIRONMENTAL INCIDENT/ حادثة بيئية <input type="checkbox"/> SECURITY INCIDENT/ حادثة أمنية	INCIDENT SEVERITY <u>مدى خطورة الحادثة</u> <input type="checkbox"/> MINOR/ بسيطة <input type="checkbox"/> MAJOR/ كبيرة <input type="checkbox"/> SERIOUS/ شديده الخطورة	INJURY TYPE <u>نوع الإصابة</u> <input type="checkbox"/> FRACTURES/ كسر <input type="checkbox"/> DISLOCATION/ خلع <input type="checkbox"/> CUTS/LACERATIONS/ تمزق/ قطع <input type="checkbox"/> BURNS/ حروق <input type="checkbox"/> SPRAIN/ إلتواء <input type="checkbox"/> BRUISING/ وجود كدمات <input type="checkbox"/> DROWNING/ غرق <input type="checkbox"/> ELECTRIC SHOCK/ صدمة كهربائية <input type="checkbox"/> LOSS OF CONSCIOUSNESS/ فقدان الوعي <input type="checkbox"/> FOOD BORNE ILLNESS/ تسمم غذائي <input type="checkbox"/> OTHER/ أخرى

PROVIDE A SUMMARY OF THE INCIDENT

يرجاء كتابة شرح ملخص عن الحادثة

PROVIDE A SUMMARY OF THE EVIDENCE WHICH WAS OBTAINED

برجاء كتابة ملخص عن الدلائل التي تم الحصول عليها

CAUSE OF THE INCIDENT – IDENTIFY THE UNSAFE ACTS/UNSAFE CONDITIONS/SYSTEM DEFICIENCIES – USE THE FISHBONE (CAUSE AND EFFECT)

باستخدام مخطط هيكل السمكة (السبب والأثر) لتحليل المشاكل، برجاء توضيح سبب الحادث من خلال التصنيف الآتي:

UNSAFE ACTS

تصرف غير آمن

- ☐ PPE NOT WORN
عدم ارتداء معدات الوقاية الشخصية
- ☐ IMPROPER WORK TECHNIQUE
تطبيق أسلوب غير سليم بالعمل
- ☐ HORSEPLAY/FOOLING
ضوضاء/ مزاح
- ☐ FAILURE TO FOLLOW PROCEDURE
عدم القدرة على إتباع الإجراءات السليمة
- ☐ FAILURE TO USE GAURDS
عدم القدرة على الإستعانة بأفراد حراسة
- ☐ INCORRECT LIFTING
الرفع بطريقة خاطئة
- ☐ OPERATING WITHOUT TRAINING
التشغيل بدون تدريب
- ☐ OTHER (DESCRIBE)
أخرى (برجاء التوضيح)

UNSAFE CONDITIONS

ظروف غير آمنة

- ☐ SPILLAGES
وجود تسرب
- ☐ DAMAGED FLOORING
وجود تلف في الأرضيات
- ☐ IMPROPER STORAGE
أسلوب تخزين خاطيء
- ☐ POOR HOUSEKEEPING
عدم كفاءة عمالة النظافة
- ☐ DAMAGED EQUIPMENT
وجود تلف بالمعدات
- ☐ EXCESSIVE NOISE
وجود ضوضاء شديدة
- ☐ DEFECTIVE TOOLS/EQUIPMENT
وجود عيب في الأدوات/ المعدات
- ☐ INADEQUATE LIGHTING
وجود إضاءة غير مناسبة
- ☐ CONGESTED WORK AREA
إزدحام منطقة العمل
- ☐ FIRE حريق / إشتعال حريق
- ☐ OTHER (DESCRIBE)
أخرى (برجاء التوضيح)

SYSTEM DEFICIENCIES

وجود خلل في النظام

- ☐ LACK OF FORMAL PROCEDURE
عدم وجود إجراء رسمي
- ☐ NO TRAINING
عدم وجود تدريب
- ☐ LACK OF PLANNING
عدم التخطيط
- ☐ NO RISK ASSESSMENT
عدم تقييم المخاطر
- ☐ LACK OF MAINTENANCE/PPM
عدم وجود صيانة وقائية مخططة
- ☐ UNSAFE DESIGN
تصميم غير آمن
- ☐ PRESSURE/WORK DEMANDS
ضغط عمل
- ☐ POOR SUPERVISION
ضعف الرقابة
- ☐ OTHER (DESCRIBE)
أخرى (برجاء التوضيح)

LIST THE ROOT CAUSES

برجاء كتابة الأسباب الأساسية

- 1.
- 2.
- 3.

- 4.
- 5.

CORRECTIVE ACTION PLAN – THE ROOT CAUSES & OTHER CAUSES MUST BE CORRECTED

خطة العمل التصحيحية

OBSERVATION الملاحظات	ACTION الإجراء اللازم	BY WHO المسؤول عن التنفيذ	TARGET DATE تاريخ إنتهاء العمل

SUBMITTED TO THE HSE DEPARTMENT ON

تم تقديمه لإدارة الصحة والسلامة وشئون البيئة في

SAFETY DEPARTMENT REVIEW & APPROVE BY

قام بالمراجعة والموافقة عليه من داخل الإدارة