



PARENT AND STUDENT HANDBOOK

GHERIANY INTERNATIONAL SCHOOLS

SEMI-INTERNATIONAL SCHOOL



When families, schools, communities, towns, cities and the Government come together to support the raising of happy healthy children who are ready to learn, effective, meaningful partnerships are formed. No one system, not the families, not the schools, not government nor communities can do it alone; we are all part of the solution.

GHERIANY INTERNATIONAL SCHOOLS FAMILY

School Vision



Our vision is to bring forth highly effective leaders, who both honor their cultural identity and are understanding of other cultures. They pursue intellectual, physical and spiritual excellence, through lifelong learning, in order to lead purposeful lives and to make valuable contributions to their community and to the well-being of humanity.

School Mission

Our mission is to institutionalize an educational system that nurtures students with a focus on total character development and quality academic achievement.

This handbook is especially important for new students and families. However, it has essential information and it is recommended that all our students and parents take a few minutes to read through this document together. It will give a comprehensive view of the way that GIS operates and seeks to support our students, explaining both what you can expect from our school and our expectations of our students.

The Handbook for Parents and Students will be updated each year. As such, we would appreciate any comments you have in order to assist us in making this document more effective. Please put your thoughts in writing. These then can be sent by email to our PR officer: PR@gherianyschools.com ,. Or send it to our email: info@gherianyschools.com

GIS- Gheriany International Schools

Al Mostakbal City – Al Shorouk

AL Shorouk

Egypt.

Mob.: 0100884458 , 01000884677

The Pre-K, KG1& KG2, Primary section includes Grades 1 to 6 and our Middle section includes Grades 7 & 9. Our teachers are dedicated to providing your child with a warm, caring and positive foundation for their school years that will ensure a life-long love of learning.



THE PHILOSOPHY OF TEACHING AND LEARNING

- Children are naturally inquisitive and learn best through play and from meaningful, first hand experiences.
- We need to help the next generation of children to grow up as creative and flexible thinkers, and to be good decision makers, able to question, challenge and make choices.
- Unless children feel good about themselves and feel they belong within the group they will not learn effectively.
- Children learn best when they are given appropriate responsibility, allowed to make mistakes, decisions and choices, and respected as autonomous learners.
- A curriculum needs to be challenging, relevant to children and pertinent to individual needs and interests.
- It is important to recognise the parents' key role as the child's first and most enduring educator.

(Taken from Mrs. Kristen Neilsen-Vold)

CURRICULUM OVERVIEW:

The GIS Gheriany International Schools curriculum will follow three streams the ministry, Oxford International for Cambridge Primary and the concept-based learning methodologies.

The Pre-K, KG1& KG2, Primary section includes Grades 1 to 6 and our Middle section includes Grades 7 & 9. Our teachers are dedicated to providing your child with a warm, caring and positive foundation for their school years that will ensure a life-long love of learning.

LIFE IN Pre-K , KG1, KG2 & G1:

- In Grade 1 the focus is still very much on providing a nurturing, challenging and stimulating environment in order for children to develop their social skills, self-management abilities, independence, thinking processes and their understanding of the world around them. They are beginning to have more structured lesson times. A typical day would find students actively engaged in carefully planned language and mathematical work. Through this children will be observed inquiring, reflecting, thinking and developing their skills, attitudes and knowledge.



LIFE IN GRADES 2 AND 3:

- Grades 2 and 3 focus on consolidating the basic skills of reading, writing and Mathematics and science. They are encouraged as much as possible to take responsibility for their own actions and learning and outdoor education will become an important part of their year.

LIFE IN GRADES 4 -9:

- Grades 4, 5 and 6 consolidate their primary learning and begin to think deductively and to use evidence to extract meaning hidden within text. Critical thinking, personal routines and social responsibility are key features of these years in order to be ready for the next levels and both life and educational experiences

SCHOOL WEEK:

The school week begins on Sunday and ends on Thursday. Our weekend is Friday and Saturday.

CLASSES ENROLLMENT :

Pre-K	Age 2.6 by 1 st Oct of the year of enrollment
KG1	Age 3.6 by 1 st Oct of the year of enrollment
KG2	Age 4.6 by 1 st Oct of the year of enrollment
Year 1	Age 5.6 by 1 st Oct of the year of enrollment
Year 2	Age 6.6 by 1 st Oct of the year of enrollment
Year 3	Age 7.6 by 1 st Oct of the year of enrollment
Year 4	Age 8.6 by 1 st Oct of the year of enrollment
Year 5	Age 9.6 by 1 st Oct of the year of enrollment
Year 6	Age 10.6 by 1 st Oct of the year of enrollment
Year 7	Age 11.6 by 1 st Oct of the year of enrollment
Year 8	Age 12.6 by 1 st Oct of the year of enrollment



Year 9

Age 13.6 by 1st Oct of the year of enrollment

TEACHING STAFF:

At present, the Principal is responsible for the whole school on a day-to-day basis. Each class has full-time Teachers for all subjects. Our staff is qualified to provide the students with a life-long learning that builds on their potentials and guide them to embark on a thriving future.

ATTENDANCE:

- Students should attend every school day from the start of school until the last day of the school year.
- Students are allowed to be absent for ten days maximum during the whole year.
- If a student is absent more than 10 days during the year without due reason, a warning will be sent to the parents first, and then it will be added to his/ her final report.
- If a student is absent for more than two days, the Students' Affairs Officer will call the parents to inquire about the reason for his/her absence.
- Students who are sick must bring a **medical report from their doctor, stating that the sickness is not infectious.**
- Students who are absent should follow what is happening at school by contacting the school.

PARENT CONCERNS AND MEETINGS:

- The PR Officer will receive all your queries, comments, concerns, and requests during the school hours; 8:00 am to 2:30 pm.
- Each class will elect a representative who will be in charge to contact the school on behalf of the rest of the parents and or through the PTA
- The parent representative has the right to present other parents' complaints. This will help the school to solve all problems accurately and efficiently



- If parents have any complaints about the matrons, drivers, bus or anything else related to the students outside the school, then it should be voiced through the PR department with a written letter.
- **Concerns about student issues in class should first be addressed written to the homeroom teacher (list of homeroom teachers per grade level will be handed at the first day of school)**
- If the issue is not dealt with satisfactorily, then the Principal or the PR officer should be contacted.
- **A schedule for teachers meetings will be kindly sent to you as well as the school policy for parents/teachers meetings including.**

- The PR Office is responsible for arranging more formal meetings between members of the faculty and the parents. This would usually take place if the issue had not been dealt with satisfactorily with the teacher.
- In case of emergency appointments should be made at least 2 days prior to the actual date.

EARLY LEAVE/LATE ARRIVAL:

- The school hours are as follows:
- **7.30 a.m. – 2.45 p.m.**
- The school gates are open to students from 7:30 a.m. It is very important for student's academic and social success at school that they arrive on time at 7:45 max in the morning, for primary and middle school students; 8:30 for KG students; so that they benefit fully from our program.

Likewise it is important that our students are picked up promptly at the end of their school day as they have had a long day and are tired, hungry and ready for home. Parents are requested to collect their children on dismissal time, school will not be able to provide teacher's supervision after 2:50.

- When leaving the school premises, Infant students should always hold the hand of the person who is taking them home. The parking area can be quite busy at the end of the school day and we are concerned about the children's safety. Remember eye sight does not mature until approximately 10 years of age.



- Students should have permission from the Students' Affairs Office and the principal if they want to leave early.
- Parents should inform the school in the morning maximum by 9:00 am in case they would like to pick up their student early.
- Parents of students who travel by bus should inform the PR Office with a written letter about early departures otherwise, the regular procedure will be followed. PR office will communicate the information to the principal.
- Parents should show the student's ID card at the school gate.
- Students have the right to leave at any time of the day if it is an **urgent** matter.
- Students who arrive after 8:30am will be deemed to be absent for 0.5 of the day. Students who register late three times in any one term will have a, 'Principal's meeting' and may be required to attend a CAS duty.
- Students who arrive late should go to the Students' Affairs Office to register their attendance.
- If a student is late more than 5 times during the whole year it will be added to his/her final report.
- Parents who arrive at school before 2:05 pm to pick up their children will not be permitted inside the school premises. This is school open policy to avoid disruptions to the students' day.
- Parents are to update the provided data to the school regarding the persons allowed to pick their children as well as persons to contact in case of emergency.

THE MINISTRY EXAMS:

- We will send the schedule of exams by note when applicable.

THE ID CARD:

- Every student will receive 2 ID cards at the beginning of the year.
- If the student loses the ID, s/he will pay the cost of a new one.
- The ID is for the parents or guardians use.

LOST/FOUND:

- The Students' Affairs Office will deliver any lost /found objects if they are clearly labeled.



- Any objects that remain in the lost and found until the end of the year will become school property.

POLICY & PROCEDURE:

- The PR Office is responsible for informing parents about the school policy and procedures and should be contacted in the first instance for clarification on general school policy. However, should you wish to discuss a change to school policy, this should be initially through the Principal. The school reserves the right to make, revise and change school policy at any time in the interests of better meeting the needs of all its students.

STUDENT'S DRESS CODE

- Students are to wear the appropriate school uniform at all times. If playing in the sun, students should wear an appropriate hat.

GIS SCHOOL UNIFORM AND POLICY

- The GIS uniform is intended to offer a comfortable and practical way of ensuring that children arrive at school looking smart and neat, whilst also ensuring that there are no opportunities for flamboyant or unnecessarily 'fashionable' garb.
- Regulation items are available for purchase through the school storeroom.
- Any uniform bought may be returned in excellent order within one week of purchase. A receipt is required as proof of purchase.
- All regulation items must be labeled.
- Black shoes or runners are the required footwear. No open toed shoes, or sandals should be worn at any time.
- No denim clothes are permitted unless it is part of a specific school function.
- The PE Uniform should only be worn if in PE lessons, white and black trainers only are allowed.
- Sunglasses should not be worn at school unless for medical reasons and will require a note from a certified eye specialist.



- GIS has an anti- body piercing and tattoos policy. The school strongly discourages more than one piercing per ear. If a person enrolls in the school who already has multi pierced ears then they will need to refrain from wearing more than one pair of earrings whilst at school.

FIELD TRIPS/ EVENTS:

- The Students' Affairs Office is responsible for handling all the requirements for all events and field trips and should be your first contact if there is a query.
- You will be required to sign a general permission note at the beginning of each year to allow your child to participate in field trips and a more specific permission note for any outdoor education that involves overnight stays (Grade 1-8)
- Specific permission will be required for each individual excursion at the time of payment.

PHOTOS:

- You are kindly asked to sign a permission allowing the school to use pictures and video clips of your child in its publications, advertising and for school photos. If you do not want your child to have their photo taken and used at school for school purposes, you will need to indicate this on the form. This permission letter must be returned to the PR Office.

FOOD:

- Kindly provide your child with a very healthy breakfast and lunch (free from additives or colorings). Please kindly consider seriously the fact that artificial colorings and additives can greatly affect your child's ability to learn and concentrate.
- The school will not be able to heat children's food. Please send a healthy sandwich or similar and a piece of fruit.
- Please make sure they start the day with a healthy breakfast at home.
- Do not send fizzy drinks, candy, chips or chocolate as part of your child's food for the day.
- Fruit juice should be pure, without added sugar.
- Studies have proven that children who start the day with a nutritious breakfast learn much better than those students who do not.
- No student is allowed chewing gum on the school bus or school grounds at any time. Any gum found will be confiscated and disposed of.



BEVERAGE:

- Students are asked to bring drinking water (no fizzy drinks) to school in a named, large bottle or container every day, or a water bottle. Students should not drink from each other's bottles.
- Grade teachers will encourage their students to have a drink of water frequently, and especially at the end of a break. In the Primary Grades, students should drink between periods rather than during lessons though teachers may choose to allow a short break for a drink during a lesson. Teachers will encourage all students to take in fluids little and often and this is why students should have a water bottle with them rather than be excused to leave lessons in order to drink water. We should all remember that in summer, the body requires constant hydration. Putting into consideration, the current issue of Flu virus fluids are necessary and essential.

BIRTHDAYS AND INVITATIONS

Birthdays will be allowed on last Thursday of each month **only**. Students are welcome to share a birthday cake with their class under the following conditions;

- Only the parents may attend. No outside guests or extended family members may attend.
- The cake must be shared and eaten at a break or lunch time, outside the classroom.
- No student is to carry or be responsible for knives.
- The teacher must supervise the lighting of the candles, if any.
- The cake should only be large enough to satisfy the needs of the student's grade.
- Any small gifts to be handed out will be given to the teacher for distribution at the end of the day.
- No entertainers are permitted.
- If parents wish to organize a party for their child, it should happen at their home.
- Invitations distributed at school, must be given to the Grade/homeroom teacher. They will only be given out if the invitations are for all members of the grade.
- If parents wish only certain students to attend their child's private party, they must arrange invitations outside of school. (should tell the homeroom teacher maximum 2 days earlier)



STUDENT'S HEALTH & SAFETY

- Students in the Primary School are permitted to attend the School Doctor at any time during the school day with teacher permission. Students from the Junior School will be accompanied where there is any possibility of risk to them as a consequence of their going alone, e.g. after a bang to the head.
- All Students will return to class with a written note from the Doctor explaining their injury and treatment administered, which will be placed in the student planner so as to advise parents of accidents/ injuries that required the Doctor's attention.
- All staff is familiar with health and safety documentation, including fire evacuation procedures, for the school and are expected to report issues of health and safety as per the Staff Handbook.

. The school doctor will be doing a regular daily check for all students. Check for other health matter (lice, nails, etc...) will take place twice a month. In case the school doctor has any concerns, he/she will address a formal private letter to the parents.

FIRST AID

- In the case of an accident, the student will be sent to the school medical centre for treatment.

MEDICAL ISSUES

- The School Medical Centre is on the first floor. The School Doctor is in attendance from 8.00 a.m. to 2.30 p.m. (Sunday -Thursday).
- Break-time are normally the best times for students to see the School Doctor to avoid missing classes.

INJURIES DURING GAMES

- These will be dealt with by the P.E. Staff until the Doctor arrives. If Staff are present they will help by keeping everyone calm. If it is deemed necessary to transport the student to hospital, the parent or guardian will be called to collect the student, whilst proper first aid techniques are utilized.



- If parents are not available and contact is not possible, then it will be the decision of the Principal to take the student to hospital. He is the only person allowed to make that decision.

MEDICINE AT SCHOOL

Only the school doctor, or her designated replacement is permitted to administer medication. Any medication sent to school will be given to the school doctor. A note must be written, stating the dosage and frequency of the medicine to be given. If any of these procedures are not followed, the school reserves the right to refuse to administer medication.

MEDICAL RECORDS

- Medical records on each child are confidential.

Serious Injuries

- If a student is injured and is capable of walking he/she should be taken to the School Medical Centre. Depending upon the seriousness of the accident (to be determined by the member of Staff present or called to the accident) and the circumstances under which it occurred, he/she must be accompanied either by a student or a member of Staff. Staff will only administer First Aid if they are confident that they are doing the right thing. If there is any doubt in the member of Staff's mind then he/she should send for assistance either from the School Doctor or another suitably qualified person.

ROLE OF THE GRADE/HOMEROOM TEACHER:

- As far as the day-to-day welfare of students, their care and educational and developmental needs, the most important contact person is your child's Homeroom Teacher. Parents should regard their child's teacher as someone to whom they can turn for information, advice and support. Hence, if parents are concerned about their son or daughter's behavior, attitude or academic progress they should speak with the Class Teacher in the first instance.

HOMEWORK:

- We view homework as an essential component to the home-school relationship. However, we also recognize the need for children to play and relax after school. The primary focus for homework is the development of your child's reading and fostering a life-long love of



reading. It is important that parents actively support their children in their homework and guidance for this is available from your child's class teacher should you have any questions.

The aims of our homework program at GIS are to;

- develop motivation
- develop children's initiative and sense of responsibility
- reinforce skills, concepts, knowledge and attitudes taught in the classroom
- maintain effective links and communication between home and school
- assist children to see that formal learning can take place outside the school.

GENERAL GUIDELINES FOR HOMEWORK

- Grade One: daily reading and homework requirements not exceeding 30 minutes a day (inclusive of reading).
- Grades 2 and 3: daily reading and practice of work taught in class and/or related activity not exceeding 40 minutes a day (inclusive of reading).

NOTE: Reading should be a daily evening activity even on weekends. However, the school does not encourage the giving of a long weekend homework, believing that it is essential for children to be able to have regular breaks from formal learning.

NOTE: Research strongly indicates that for a child to be successful in a second language, they must have a strong grasp of their first language. Outside of homework time, we strongly encourage you to interact with your child in his/her first language.

BEHAVIOR – BUILDING CHARACTER- LVEP:

In order to maintain the highest standard of education, it is important that support structures are in place. At our school we seek to maintain the highest standards of discipline and behavior. This is encouraged through the day-to-day interaction between teachers and students where good behavior is actively encouraged and acknowledged as important for our learning and development. The implementation and integration of the Living Value Educational Program in our daily school life and curriculum provide the students with the right guidance to begin to think about, engage in and reflect on appropriate behavior. Each homeroom teacher will be asked to elaborate along with the class students essential agreements for their class.



At our school we respect each other and our environment. Our class, and other, agreements are in place to ensure that the school is a safe and comfortable place to be and they are generally centered on the following ideas:

- we respect other students, their property, person, thoughts and feelings
- we seek to help and not to harm
- we respect all members of staff and we address them appropriately
- we respect the school environment: we want our school to be attractive, tidy and safe.
- we respect ourselves, our families and our school.

Part of the assessment policy is to give children time for regular reflection where they can think deeply about issues such as;

- working cooperatively together
- respecting ourselves and others
- caring and sharing
- bullying and racism
- reflecting on our thoughts, feelings and actions.

BEHAVIOR MANAGEMENT:

As mentioned, all classroom teachers develop essential agreements to manage student behavior. If students engage in inappropriate behavior, the class teacher will implement a range of strategies and steps to deal with the behavior such as warnings, separation within the room, removal to another class and notes in student planners. If inappropriate behavior continues the teacher will request an interview with parents. A teacher may also make a referral to the School Social Councilor for support. Persistent issues of behavior are referred to the Principal and school detentions may be given.

BULLYING:

Anti-bullying information for parents:

Is it bullying?

It is if individuals or groups are:

- calling your child names



- threatening him/her
- pressuring your child to give someone money or possessions
- hitting your child
- damaging your child's possessions
- spreading rumors about your child or your family
- Using text, email or web space to write or say hurtful things about your child (cyberbullying).

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

What should you do if your child is being bullied?

At GIS your first contact point to report concerns about bullying is the Students' Affairs Officer. However, if it is an in-class situation the Grade teacher can often solve the problem very quickly, once informed. Grade teachers are best contacted by email. A message can be left with the school reception.

- It will help to sort out what action to take if you can bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other pupils involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child.
- Stay in touch with the school. Let them know if things improve as well as if problems continue.

- **What will GIS do?**

GIS does not tolerate bullying. This is what we do about bullying:

- work to make sure that the person being bullied is safe
- work to stop the bullying happening again
- provide support to the person being bullied
- take actions to ensure that the person doing the bullying learns not to harm others.

Families who feel that their concerns are not being addressed appropriately by the school might like to consider the following steps:

- check with the school anti-bullying policy to see if agreed procedures are being followed



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- discuss your concerns with other parents
 - make an appointment to discuss the matter with the Principal and keep a record of the meeting
 - if this does not help, write to the CEO explaining your concerns and what you would like to see happening.

GIS DISCIPLINARY CODE:

Discipline means guiding our students to practice acceptable behavior. We believe that students learn self-discipline when they are treated with respect and equality. Therefore, we follow the same general disciplinary code:

- Set clear, consistent and fair guidelines for classroom behavior and remind children of guideline when necessary.
- Redirect children to a more acceptable behavior or activity.
- Listen carefully to what children have to say about their feeling.
- Regard mistakes as opportunities for learning.
- Help children to develop the skills to solve their own conflict.
- Model appropriate and respectful treatment of people and materials.

In cases of inappropriate behavior, the class teacher first tries to determine what happened, then uses professional judgment to decide how best to handle the situation. Students are encouraged to talk and express themselves. Staff members try to involve students in the resolution of their conflicts. Staff members also try to encourage the students to see each other's point of view, which is a first step in the development of empathy, an important pro-social behavior. Discipline and showing courtesy to others is expected of the students during field trips and other school related activities. Staff members do not under any circumstance hit, criticize, or make hurtful comments to the students. Relating positively to the student at all times is the primary goal at Gheriany Schools.

If the student is unable to behave appropriately after passing the previous procedures, the student will be referred to the following discipline code:



Behavior Incidents	Disciplinary Action & Potential Sequence
<p>1. <u>Morning Assembly:</u></p> <ul style="list-style-type: none"> a) Talking during the assembly. b) Not practicing the morning line exercises. c) Commenting on the teacher and answering back. d) Refusing to salute the flag. e) Not following the instructions. f) Going to the class before or during the morning assembly without permission. 	<ul style="list-style-type: none"> 1. Verbal warning 2. From 5-20 min extra exercises after the morning assembly 3. Break detention
<p>2. <u>Being late for school:</u></p> <p>Students are accepted to enter classroom till 8:10 am, after that they are considered to be tardy.</p>	<ul style="list-style-type: none"> 1. First time: a warning submitted to the parent 2. Second time: not allowed to enter the first session (Grade 4 and up) 3. In case of repetition: a parent is committed to pick up his child back home.
<p>3. <u>Non-commitment inside the class:</u></p> <ul style="list-style-type: none"> a) Unready, sleepy or unprepared for class. b) Misbehaving inside the class. c) Unnecessary & inappropriate comments during the classes. d) Causing disturbances during class. e) Saying bad words 	<ul style="list-style-type: none"> 1. In class verbal warning. 2. Writing behavior referral form at the social worker office. 3. Break detention. 4. Warning letter to be sent to the parent. 5. Parent will be asked to attend a conference meeting with the teacher and the principle to discuss the student's problem. 6. Suspension for a period of time according to the severity of the incident.



<p>4. <u>Fighting</u></p>	<ol style="list-style-type: none"> 1. Writing behavior referral form at the social worker office with warning letter. 2. Parent will be asked to attend a conference meeting with the teacher and the principle to discuss the student's problem with suspension for a period of time according to the severity of the incident.
<p>5. <u>Undone or improper assignment:</u></p> <ol style="list-style-type: none"> a) Undone homework or project b) Submitting incomplete homework or bad project 	<ol style="list-style-type: none"> 1. First time: Redo the task 2. Second time: redo the task and a warning submitted to the parent. 3. Third time: redo the task with marks deduction and a warning submitted to the parent.
<p>6. <u>Littering:</u></p>	<ol style="list-style-type: none"> 1. First time: cleaning the spot. 2. Second time: clean the whole area (community service)
<p>7. <u>Vandalism:</u></p> <ol style="list-style-type: none"> a) Writing on the desk, walls, etc... b) Damaging the school property, etc... 	<ol style="list-style-type: none"> 1. Cleaning the spot 2. The student will pay for the damaged items
<p>8. <u>Inappropriate behavior:</u></p> <ol style="list-style-type: none"> a) Refusing to follow the directions b) Using foul language c) Rudeness or speaking back to others 	<ol style="list-style-type: none"> 1. First time: verbal warning 2. Second time: a warning submitted to the parent 3. Third time: Parent will be asked to attend a conference meeting with the teacher and the principle to discuss the student's problem



	4. Fourth time: suspension for a period of time according to the severity of the incident.
9. <u>Cheating / plagiarism:</u> a) Copying others homework or assignments. b) Exam cheating.	1. Copying others work is totally prohibited, the work of both students will not be accepted and the assignment will not be redone with zero marks. 2. The exam will be cancelled will zero marks.
10. <u>Leaving class without permission:</u>	1. First time: parent's notification 2. Second time: parent should come to school to sign a referral form. 3. Third time: suspension for a period of time according to severity of incident.
11. <u>Using mobile</u> or any other electronics during the school day	Only mobile phone without camera is allowed to be brought to school
12. <u>Using dangerous object</u>	1. First time: the item will be confiscated; the student will sign a referral form and the parent will be warned. 2. Second time: Suspension up to 7 days
13. <u>Dress Code/School Uniform:</u> a) Out of uniform (wearing jeans is totally prohibited at school) b) Untidy hair, makeup, nail polish, excessive jewelry, extravagant accessories and anklets. c) Personal Hygiene	1. For out of uniform: Students are not allowed to attend a regular school day if he/ she isn't wearing the school uniform. Second time: Informing the parent to come and pick up the student / in school suspension 2. Washing hair / Removing makeup and nail polish /etc...



	3. Washing up
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LIBRARY:

Designed to promote enjoyment of books, the Library plays an important role in encouraging its young users to develop a positive and life-long love of reading. Through regular times with the librarian, colorful displays and library activities, the library staff support the learning in the classroom and promote the library as an exciting place to be. Parents are encouraged to continue that spirit by sharing the books their children bring home each week, as well as by donating books that no longer use at home.

The library has a growing variety of books, both fiction and non-fiction, and other resources. Each student may borrow and take home one library book at a time. The books should be returned to the library by the due date. We ask parents of younger children to share the library books with them, either helping them to read the books themselves (if the text is at an appropriate level) or reading the books aloud to them. Please let the librarians know if there is a particular kind of book that you or your child would like to borrow. This will help them to guide younger students in their choice of books. Our library is open from 8.30 am to 2.00 pm. Students are able to borrow books from 8.30 am till 2.00 pm. They are able to go to the library at each break.

Students who return damaged books or fail to return books borrowed by the end of the school year will be billed for the replacement cost.

Care of all School Books

We ask you to help us to educate students to take good care of all school books. Please follow our simple agreement:

- never write, color or draw in any book
- check that the work surface is clean before putting down your book
- never eat or drink when reading a book
- always make sure that hands are clean before touching a book
- never let younger brothers and sisters play with a school book.



SPECIAL SCHOOL EVENTS:

These are unique occasions when the whole of the GIS community can get together to celebrate significant dates or achievements. They provide parents with the opportunity to join their children and friends, as well as teachers, and to participate in a memorable event. In previous years, annual school events have included:

- Theme Days
- School Drama presentation
- Carnival Day
- Sports' Day

AFTER SCHOOL ACTIVITIES & OUTDOOR EDUCATION:

There will be an additional cost for activities that have to be outsourced or that need special materials to function.

We are also exploring the possibility of an outdoor ed. Camp for Grades 3, 4 and above.

Further information can be sought from the PR officer.

CELEBRATING ACHIEVEMENT AND SUCCESS:

At GIS, achievement is celebrated in a variety of ways appropriate to the age and maturity of the students concerned. In all the grades, teachers have systems in place in their classrooms to acknowledge student development and achievement. Teachers also nominate students who have exhibited an aspect of our *LVEP*, or excelled at a particular activity for acknowledgment by the Principal. A primary focus, with our students, is the development of *internal motivators*, the ability and desire to develop, contribute and achieve because it is personally rewarding and satisfying to do so.

REPORTING PROGRESS AND ACHEIVEMENT:

We aim to keep parents informed about the work that their child is doing and their child's progress through:

- Homework tasks
- A Parent-Teacher-Student Conference held in mid Term 1
- A Student-Led conference held in term 2 and a progress report



- Two term reports
- Individual appointments, when requested, with or by, the Grade Teacher
- School student record book
- Parent workshops

If class teachers have any particular concerns about your child they will inform and contact you for an appointment.

PARENTS REPRESENTATIVE:

The Parent representative exists to allow parents to actively support the mission of the school. Representatives are elected at the beginning of each year from the parent body and there is one representative for each academic year in school. The school encourages parent to become actively involved with the school. The Students' Affairs Officer, PR Coordinator and the school Principal will attend all parents meetings where possible. Staff is encouraged to attend also.

PARENT VOLUNTEERS:

In the Primary and middle School we welcome the support of parent volunteers to assist us in various activities such as, reading to students, assisting in the library, swimming, field trips and other activities. Before you can volunteer, however, you must sign a declaration of confidentiality to protect the students in our care and to make sure you understand the requirements of volunteering. Volunteering does not give you automatic entry into the school. As a volunteer, you put yourself on a list of parents that may be asked by the school to assist with various activities. Please talk to your child's class teacher, or the PR Officer, if you are interested in volunteering.

REQUIRED PAPER WORK

- All required paper work should be ready by the beginning of the school year:
The documents are as follows;
- 10 personal photographs.
- Original copy of the national birth certificate.
- Medical records
- A copy of parents ID
- Report card from previous school.
- A transfer request from previous school.



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- If the students paper work is not completed on time, the ministry of education will not accept his/her file.

PARENT LETTERS:

- The PR officer is responsible for sending any letters or notes containing any school wide information, events, and requests to the parents.
- A copy of all notes home is sent to the Students' Affairs Office if you need another copy, ask your child's homeroom teacher.
- All notes home are dated and will contain all the information necessary for the particular activity.

UPDATING SCHOOL RECORDS:

- It is important that the school has correct telephone numbers, email addresses, home addresses and maps for all students and their parents. If you move house, change your telephone number, or acquire a new mobile telephone number or email address, please inform the school, as we may need to contact you urgently during the school day.
- Please also ensure that the school has current information regarding your child's medical history. While we use such information infrequently it can prove invaluable, especially in times of emergency.
- If, for whatever reason your child has to stay with someone not recorded at school as being a regular contact we request that you inform the school in advance so that we can make sure we have current contact details. This is particularly vital in the event of an emergency so that we can contact somebody immediately, particularly if the emergency is a medical issue.