

PO Box 8020, Masaken Nasr City 11371, Cairo, Egypt  
T: +202 22490200 F: +202 2409 1625 E: registrar@cesegypt.com



# Primary School Parent Handbook 2020-2021

## Welcome to Primary Key Stage 2

Dear Parent/Carer

Thank you for your interest in CES and taking the time to look through our 2020/2021 Parent Handbook.

We have laid out our procedures for our normal operating circumstances. However, as we all know 2020 and most probably 2021, are overshadowed by the Covid-19 pandemic. This means that whilst the vast majority of this manual is correct, our timetables and on-site/on-line learning are subject to change. This is to ensure the safety and well-being of primarily the children but also our staff and families.

Our safety protocols are continually reviewed and refined and are obtainable from the school at any time. We also share any changes and updates with parents on a regular basis so that everyone is well-informed.

Thank you again for reading our Handbook. If you have any questions or queries then please do contact me.

I look forward to working with you,

Yours Sincerely

A handwritten signature in black ink, appearing to be 'RH', with a long horizontal line extending to the right.

Richard Horn

Head of Primary

## Contents

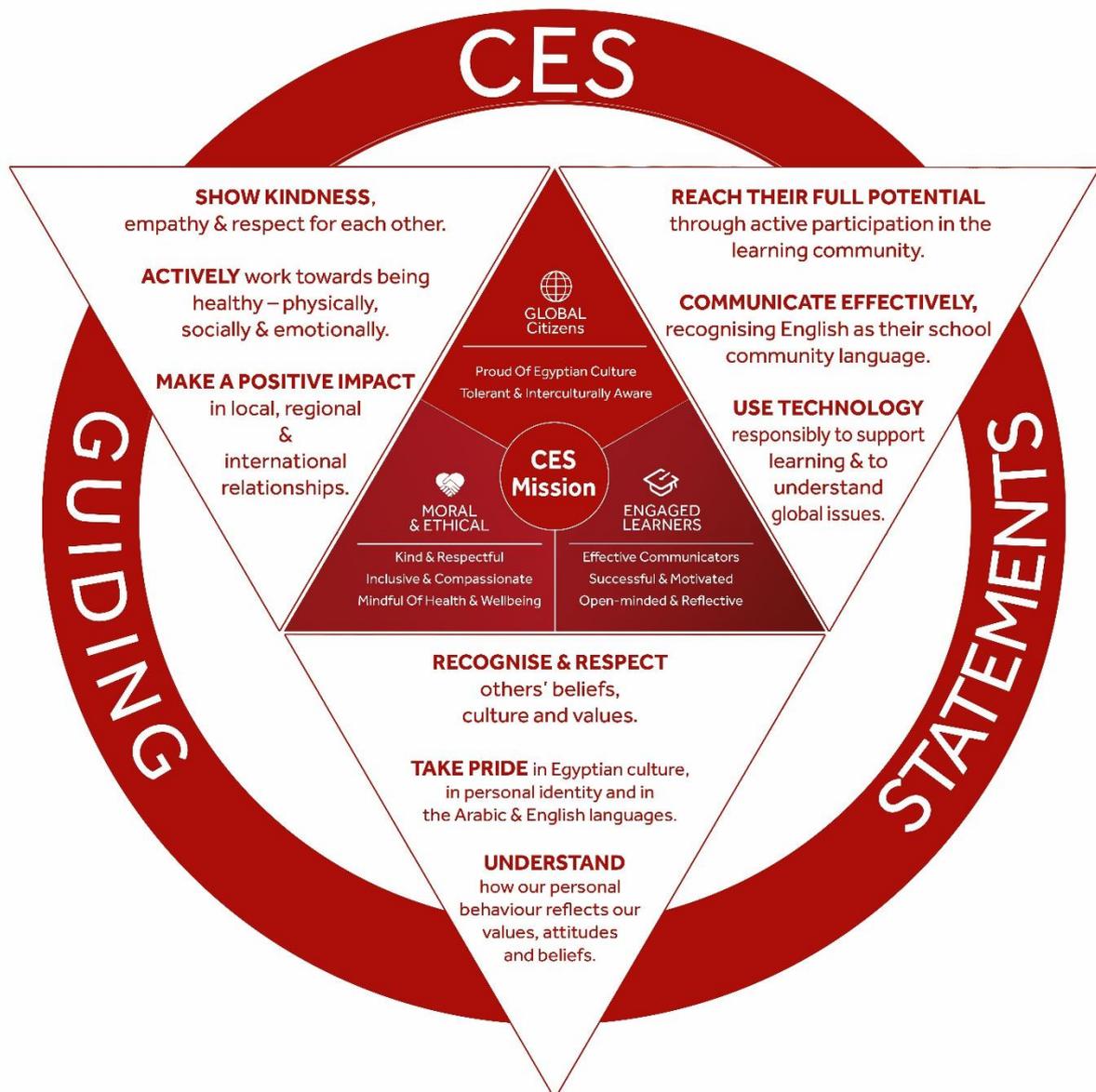
<b>Contents</b>	2
<b>School Mission</b>	3
CES Guiding Statements	3
The Learning Charter & Statement of High Quality Learning	4
<b>The School Day</b>	5
Lesson Times	5
Start & End of Day	5
<b>After School Activities</b>	5
<b>Homework</b>	5
<b>School Equipment</b>	6
Exercise Books	6
Pencil Case	6
School Bag	6
<b>Communication</b>	6
Pupil Communication	6
Parent Communication	6
E-Mail	6
Appointments	6
Orientation Day	7
Learning Mornings	7
Parent Teacher Conferences (PTCs)	7
Pupil Reports	7
Summary Assessment Timetable	7
<b>Behaviour Support Policy</b>	7
Rewards and Sanctions	8
<b>Assemblies</b>	8
<b>Student Attendance</b>	9
Sickness	9
Early Leave	9
Medical Appointments	9
<b>Birthday Parties</b>	9
<b>Pupil Uniform</b>	10

## CES Guiding Statements

**At CES our mission is to**  
Support students to be:

Global citizens  
Engaged learners  
Moral and ethical

**Guiding statements**  
At CES we expect all students to:



The Learning Charter & Statement of High-Quality Learning



At CES, high quality learning is defined as:-  
students being aware of what they have learned, how they learn best and what they need to do differently in their approaches to learning to be more successful.

## The School Day

### Lesson Times

- 7:50 - Pupils in school to assemble
- 8:00 *National Anthem (Registers taken at this time)*
- 8:05 - Early Work
- 8:30 - Period 1
- 9:25 - Period 2
- 10:15 *Break*
- 10:40 - Period 3
- 11:35 - Period 4
- 12:25 *Lunch*
- 1:20 - Period 5
- 2:15 - Period 6
- 3:05 *Home Time*

This timetable is condensed during the month of Ramadan and school finishes an hour earlier.

### Start and End of Day

**8:00 a.m. start** – By this time all children should be stood quietly ready for the National Anthem. The register will be taken at this point. Children arriving after 8:05 a.m. are required to report to the Primary office.

It is worth remembering that timekeeping is important. Your child's punctuality will be stated on the termly reports. When your child arrives late at school, they miss key Early Work which is not repeated and often focusses on individual child needs. Children also feel embarrassed at having to enter the classroom late. Ensure your child is on time.

**3:05 p.m. finish** – if your child is not using the school bus, please collect them from the quad.

**3:10 p.m.** - if you are late to pick up your child, they will be escorted to the cafeteria, where they will be supervised while waiting for collection.

If your child usually goes home by bus, but on occasions you wish to pick them up from school, please inform Reception before 1:00 p.m. Requests for different transport arrangements received after this time may not be actioned in time.

### After School Activities (ASAs)

After school activities will be held on a Sunday and Monday for Primary children. Some sporting teams may be required to train on additional days in preparation for matches. You will receive notification from the PE department if this is the case.

After ASAs children not taking the bus must be collected from the front of school at 4:00 p.m. Teachers will supervise children until they are collected.

### Homework

Homework is issued on a Sunday on a timetable giving the daily tasks that need to be completed. These focus on Maths and English but also include weekly science and occasional projects. Work set is both written and online.

Due to the turn-around time any Homework submitted late may not be marked.

## School Equipment

### Exercise Books

All exercise books will need to be purchased at the school shop. The shop will be able to advise you on which books are necessary for each year group.

You will need to pay for school books and send these into class with your child on the first day.

### Pencil Case

Please include:

- pencils, eraser, sharpener,
- pen, colouring pencils, white board pen,
- ruler, protractor, glue stick.

### School Bag

Please provide a sturdy bag that will hold all your child's books, lunch box and drink bottle. Please ensure it is not a wheelie bag as they are not allowed in the school. Remember to clearly label your child's lunch box and water bottle.

## Communication

### Pupil Communication

We use Showbie to keep pupils informed of class events, news, homework, for sharing photos, making requests, etc.

### Parent Communication

#### Emails

This is the only official form of on-line communication. Please do not use other applications to discuss matters with staff.

- When staff cannot reply to your email straight away, they will still acknowledge receipt and be able to tell you when they will be able to get back to you fully. This will be within two working days of your email being sent (weekends aside).
- Emails are not regularly responded to outside of school business hours.

### Appointments

Teachers are available for consultations, but please make an appointment by email.

Should you wish to meet with one of the Deputies or the Head of School, please contact the Primary office to make an appointment.

We will always take your questions and concerns seriously and provide support where we can. If you have a concern about your child, please follow the steps below.

1. **First**, please talk to your child's teacher.

Make an appointment via email to see the teacher to discuss the issue. At the beginning or end of the day when the teacher is stood with the children may not be an appropriate time to receive quality feedback. Should you still have further questions you may take your query to stage two.

2. **Next**, please make an appointment via email with Year Group Leader.

3. If, **after that**, you are still not satisfied with the answers, please make an appointment or email the Deputy Head.

4. **Then**, if the issue or questions have still not been resolved, please make an appointment or email the Head of Primary. Only parents with appointments can be seen.

### Orientation Day

At the start of every new academic year, you are invited to attend an Orientation Day. The time is designed to informally introduce the pupils and you, the parents, to the new class and teacher. It is also an opportunity to establish expectations, changes to the school environment and enable pupils to get to know their fellow classmates. Year Group Leaders will also introduce themselves.

### Learning Mornings

Learning Mornings take place twice a year and are an opportunity for pupils and teachers to show you the kinds of teaching and learning taking place on a regular basis. You will be invited into the classroom to observe and participate in a lesson, usually maths or English.

### Parent Teacher Conferences (PTCs)

PTCs are Term 1, before half term, and in Term 2.

These are crucial meetings focussed on learning, progress and any on-going issues pertaining to individuals. They are also an important opportunity to ask any questions of your child's teacher that you may have.

### Pupil Reports

Reports are sent home to share the attainment and effort of your child. They are written and sent termly.

### Summary Assessment Timetable

Formal tests take place toward the end of each term. The results are recorded centrally and are used to support Report writing. There are also 'mini' grade reports half termly that show how your child has done in their end of unit assessments.

### Behaviour Support Policy

In order for effective learning to take place there needs to be mutual respect between all members of the school community and a proper concern for the school environment.

The school has rules which are based on the need for safety, regard for others and the protection of property. They are, as the need arises, specifically brought to the attention of the pupils by the Headteacher and staff. Children can remember them as follows:

- C**are for others
- A**ct safely
- R**espect property
- E**arn respect for yourself

Consistency and positive rewards run alongside any sanctions required. All children need to feel welcome, loved and wanted. To be seen as learners with a role within the school. It is from there that staff establish sanctions as a result of poor choices made against the school and class rules.

## Rewards and Sanctions

The daily rewards and sanctions are as follows; they are reset at the beginning of each day.

### Level 1:

3 Positives – In class reward.

3 Warnings – Time out in partner class to complete a 'Think Form'.

### Level 2:

4 Positives – Email home to parents highlighting the pupil's actions.

4 Warnings – Detention – the class teacher will inform you and make a note on your child's record.

### Level 3:

5 Positives – 15 minutes 'Free Choice' with a friend.

5 Warnings – Pupil is sent to management who will then take over the issue.

### Level 4 - Report

If a child shows consistently poor behaviour choices, we will then move onto specific behaviour monitoring and management. We call these Orange and Red Report. Staff will have been in touch with you before your child reaches this stage.

Violent behaviour, racism, theft and swearing (in either Arabic or English) will immediately be escalated to Level 3.

If your child is involved in any of the above, then an internal or external exclusion may be issued. Any exclusion will be placed on your child's academic record.

If an incident between children does take place at school, we would ask parents to allow us time to investigate in the way we feel is best suited to the situation. Once we hold all of the facts parents will be contacted.

We request parents do not approach other children to discuss issues. CES is a safe place for all of your children and if a parent, other than their own, approaches a student they can feel intimidated or unsafe. Parents disciplining children, other than their own, may not be allowed onto the CES grounds again.

## Assemblies

There is one assembly for the Upper Key Stage and another for the Lower Key Stage each week. For 2020-2021 these are;

Year 3 and 4 - Monday 8:30 a.m.

Year 5 and 6 - Wednesday 8:30 a.m.

Your child's class teacher will organise inviting you to your child's class assembly.

## Student Attendance

It is important that children be in school all day, every day from Sunday to Thursday. If your child's attendance falls below 85%, you are seriously affecting their academic achievements. There is a possibility that if your child's attendance falls below 85% they could be asked to repeat the year.

### Sickness

Should your child be absent through sickness please can you notify the class teacher on the first day of sickness. A school generated email with an attendance form will be sent to you automatically in order for you to do this. If you do not receive this email please contact your child's class teacher directly.

### Early Leave

Early leave will be granted in a family emergency situation only; all other early leave requests will be denied.

Frequent requests will need to be discussed with the Head of School as they are disruptive to pupil learning.

### Medical Appointments

Please note medical appointments need to be booked in the afternoon or evening. Holidays must be booked outside of term time. Requests for leave during term time will be denied unless there are extenuating circumstances. Taking your child out of school without leave will be reflected in their report.

### Birthday Parties

In Primary there are no birthday parties. If your child wants to celebrate their birthday in school, they should bring individual sweets into school at the beginning of the day. They can then distribute them at the end of the day.

### Pupil Uniform

Summer Uniform;

- Chequered shirt (tucked in)
- Beige School Trousers, Shorts or Skirt
- School Jumper or Gilet

Winter Uniform;

As summer except:

- CES jacket may be worn.
- A plain white undershirt (no logos) may be worn.

Shoes;

- Black shoes.
- No logos, boots, sandals, or high heels.

Other Items;

- Socks should be plain black or white.
- Hair clips/fasteners should be black or white.
- No jewellery may be worn other than one stud in each ear.

Hair;

- All long hair must be tied back (boys and girls). If hair obstructs a student's vision or reaches shoulder length it must be tied back.
- Hair bands must be plain black

### P.E. Uniform and Expectations

- Maroon School T-shirt and Shorts, House T-shirt for sporting events
- School Tracksuit (optional)
- Trainers (no football boots)
- Swim cap for swimming
- Trunks for boys
- 1-piece swimsuit for girls

Children are expected to:

- Wear the correct CES P.E. kit
- Take a water bottle to lessons
- Bring sun cream (as the weather dictates)

When timetabled for swimming all children must bring:

- Swim costume (as above)
- Swim cap
- Towel
- Shoes
- Waterproof bag
- Goggles

All children must take part in P.E./swimming. If a child is unable to take part in P.E the class teacher must be informed by a parent/doctor's note. The teacher will then inform the P.E. teacher.

When excused, children are still expected to wear their P.E. kit.

If a child has a medical condition that will affect their P.E., e.g. Asthma, parents must inform the school doctor, who will inform the class and P.E. teacher.



**Thank you for reading our Parent Handbook.  
Do contact the school if you need more information.  
We look forward to working with you.**