



Manor House School Dokki

2018- 2019

Dear Parents,

We welcome you and all the students to Manor House School. Below is some general information about the school and our rules that we would like you to read carefully. Please get in touch if you have any questions.

Health Care

As the school is keen for the safety of her children against common viruses, we would like you to cooperate with us by following these precautions:

- Spread healthy habits among your children by reminding them to cover their mouth when coughing and sneezing to prevent spreading germs to other students.
- Always use tissue paper for self-cleaning.
- Children must have their breakfast before coming to school.
- Your child must learn to sleep early to get an average of 8 hours of sleep. Sleeping early will help your child be more focused and alert at school.

Illness and allergies

The school doctor must be informed immediately of any diseases or allergies that your child may have such as Diabetes, Asthma or Lactose intolerance.

If your child is not well, please don't send him to school.

School Hours

The student's day starts at 07:45 a.m. It is very important for the children to learn how to be punctual and come on time to attend the morning line.

Day	Morning Line	Day ends	Buss leaves
Sunday - Wednesday	07:45	14:15	14:00
Thursday	07:45	12:05	12:15

The school day ends at 2:15 p.m. everyday except Thursdays when it ends at 12:05 p.m. Buses leave at 2:00 p.m. but on Thursday s at 12:15 p.m.

Important Notice:

- **Parents are not allowed to escort their children to their classrooms.**
- **Parents are not allowed to pick up their children during the school day without any early notice. In the case of an emergency, a written letter should be given to the secretary first thing in the morning.**
- **Mobile phones or toys seen at school will be confiscated.**

School Uniform

- Students must wear the official school uniform and black leather shoes to school everyday unless notified otherwise.
- You must purchase the official school uniform from the shop located in the both Mohandseen and 6th of October. Please get in touch for more information on where to find it.
- Wearing grey denim to school instead of the school trousers is not allowed.
- Your child must always wear their P.E uniform on the days they have P.E.
- Students should always wear their uniform even during after school – in school - lessons

Attendance

Your child should attend school everyday. In the case where your child is sick and is absent from school for more than three days, a medical certificate by your doctor is required which has to be approved by the school doctor.

School Buses

Any issues regarding buses please contact Mr. Sherif's office

37496727 / 37483457 / 37618604 / 01227364657

Bad behavior and Misconduct

In the case of your child misbehaving in class or on a school bus, they will be given three verbal warnings. If your child continues to misbehave they will be given a three-day suspension from school or from using the school bus.

We would like your full cooperation and support in order to help your child to get the best out of their school years. We ask you to regularly check your child's homework and follow up with them at home. Any new information on the school, homework and extra sheets will be

updated regularly on our website <http://www.newmhs.com>

School Principal,

Mrs .Nabila Farag