



Manor House School Dokki

Dear Parents,

September 2018

We warmly welcome you and all the students to Manor House School and we wish you a happy and successful year. Please read through our Primary section regulations; we have listed some important points that we feel necessary to stress on. Don't hesitate to contact us 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 others.
- Always use tissue paper for self-cleaning.
- Children must have their breakfast before coming to school.
- Advise your child not to use other students stationary, water or food.
- 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 them 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 of the Week	Morning Line	Day Ends
Sunday - Wednesday	07:45	14:30
Thursday	07:45	12:30

The school day ends at 2:30 p.m. everyday except Thursdays when it ends at 12:30 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 an early notice. In the case of an emergency, a written letter should be given to the secretary first thing in the morning.**
- **Parents are not allowed to wait for their child in the playground.**
- **Mobile phones or toys seen at school will be confiscated.**

School Uniform

- Students must wear the official school uniform and black leather shoes and white socks 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 to find out their locations.
- Wearing grey denim to school instead of the school trousers is not allowed.
- Make sure your child wears their P.E uniform on the days they have P.E.
- Students should always wear their uniform even during after school – in school – lessons
- You child should always have their hair properly cut/ groomed for school. For girls, white hair bands only are allowed.
- Please label your child's uniform by sewing their name from the inside to avoid confusion with other classmates.

Attendance & Absences

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.

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.

Finally, 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>

We thank you in advance for your help and support.

For any questions or queries please call us on:

376 291 02/ 376 186 04/ 01223936211

Yours Sincerely,

Mrs. Mona Mounir

Primary Headmistress