



Dear Parents,  
We would like to remind you of our school rules for the academic year 2018 / 2019.

### **Discipline Policy**

The aim of the discipline policy is to handle the behavior of students and enable them to:

- 1- Respect themselves and others.
- 2 - Prevent bullying.
- 3 - Take responsibility for their actions.
- 4 - Work hard to achieve good results.

### **Students in all stages agree to:**

1. Be punctual. The school gate closes at 08.20. Any student arriving after that time will not be allowed to attend classes.
2. Arrive to class with all the necessary materials.
3. Wear the school uniform all times. Students must always wear black shoes except during P.E. lessons. Students who are persistently wearing incorrect uniform will be required to attend a break time detention and their parents will be notified by the school administration. In case of repetition, the student won't be allowed to attend classes.
4. Girls should not be seen wearing excessive jewelry, make up or nail varnish. Boys should keep their hair properly groomed and no longer than the top of the shirt collar. The head teachers will brief the students on our code of dress on the first day of school. Students who fail to follow will be put in a break detention. Parents will be notified by phone by our administration.
5. Students who are sick should not come to school. Their teachers will revise their missed sessions once they're back. Under no circumstance are parents allowed to take their children before the end of the school day.
6. Students who participate in our school plays are allowed to leave with their parents after the show unless have other siblings in other forms, then they are required to stay until the end of the school day.



7. Students who participate in sports tournaments outside of school should hand in an official letter to their form head teacher proving their participation.
8. Unhealthy food such as crisps and fizzy drinks will not be sold in the school canteen.
9. Primary students are not allowed to carry mobile phones during the school day.
10. Mobiles should be switched off during the day. If Mobiles are seen or heard, they will be confiscated and kept with Heads of Forms for two days.

**For Health, Safety, Environmental and Legal reasons the following items are forbidden in school:**

- 1 -Matches
- 2 - Cigarettes (Tobacco or other smoking materials)
- 3 - Aerosols including antiperspirants
- 4 - Lighters or flammable materials
- 5 - Dangerous instruments (Cutters, fireworks, self defense weapons, Swiss knives —etc.)

If any of the items mentioned above are seen, they will be confiscated, students will be suspended from school and parents will be asked to come in for a meeting.

Kindly be informed that the Heads of Primary, Preparatory and Secondary Open Day Policy will be as follows:

Name	Position	Days	Time
Mr. Samer Samir	Head of Secondary	Sundays	10:00 to 12:00
Mrs. Nahed Ebrahim	Head of Prep	Mondays	10:00 to 12:00
Mrs. Amina Mohamed	Head of Primary	Sundays & Tuesdays	10:00 to 12:00



Please sign the form below and return it to school by the first week of entry.

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Thank you for your co-operation.

School Administration