



EGYPT BRITISH INTERNATIONAL SCHOOL



Key Stage One- Handbook 2018 2019

COMPLETION DATE: Nov 2018

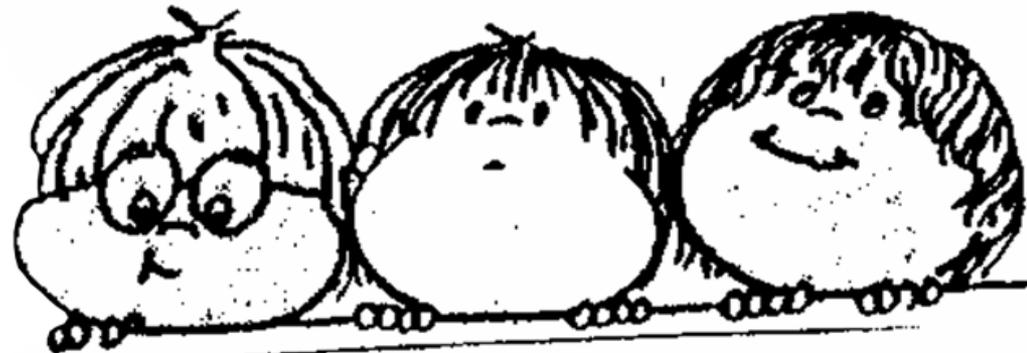
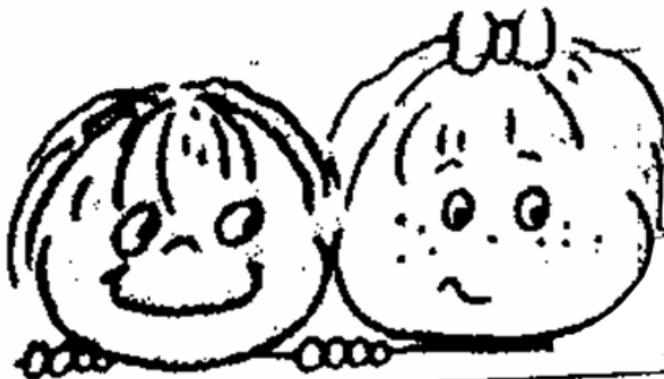
REVIEW DATE: Nov 2018

Egypt British International School

Key Stage 1 Department

Student and Parent Handbook

For the Academic Year 2018-2019



Prepared by Mrs. Sam El Saadani

A Note From The Head of Key Stage 1

Dear Parents,

This booklet explains some of what we do, but no written account can do full justice to this. Positive involvement by you, the parents, will help your child in their school career. Please show interest, not anxiety and offer support rather than pressure.

We put all our effort into fostering a caring but disciplined environment in which your children will have the best chance to learn and develop as individuals. You can be confident that the National Curriculum will be delivered effectively without losing all the other benefits of school, both curricular and extra-curricular.

If things concern or worry you, please do not hesitate to contact us. Your concern for your child is our business, and parents are always welcome at EBIS! We very much look forward to working in partnership with you this year.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sam El Saadani', written in a cursive style.

Mrs. Sam El Saadani
Head of Key Stage 1



KS1 School Day

| | | |
|----------------------|------------|--|
| 07:45 – 08:10 | 25' | Arrival - Line-up/Salute Flag + Registration |
| 08:10 – 09:00 | 50' | Lesson 1 |
| 09:00 – 09:50 | 50' | Lesson 2 |
| 09:50 – 10:15 | 25' | Outdoor Playtime & Snack |
| 10:15 – 11:05 | 50' | Lesson 3 |
| 11:05 – 11:55 | 50' | Lesson 4 |
| 11:55 – 12:20 | 25' | Lunch – Classroom |
| 12:20 – 12:45 | 25' | Outdoor Playtime |
| 12:45 – 13:35 | 50' | Lesson 5 |
| 13:35 – 14:25 | 50' | Lesson 6 |
| 14:25 – 14:40 | 15' | Story Time |
| 14:40 – 14:50 | 10' | Pack-up Time (14:50 Depart - Bus & Gate Time) |



KS1 Total of 35 Lessons

| Subject | Lessons | Subject | Lessons |
|---|---------|---|-----------|
| Read, Write Inc. Phonics, Guided Reading & English | 5 | ICT (Information and Communication Technology) | 1 |
| Maths | 5 | Art | 1 |
| Science | 1 | PE (Physical Education) | 2 |
| World Studies | 1 | Music | 1 |
| Integrated Studies | 5 | SEAL | 1 |
| Arabic | 3 | Assembly (SEAL/PSHE/Achievement Celebration) | 1 |
| Religion | 1 | Story Time | 5 |
| MFL Modern Foreign Languages (French/German) | 2 | Total lessons | 35 |

KS1 ~ New National Curriculum of England

We are a British school. All subjects are taught in English following the British Curriculum; apart from Arabic and Religion.

Key Stage 1 pupils must follow the relevant programmes of study from the National Curriculum. All pupils in this Key Stage must follow a programme of education in at least 10 statutory areas:

- 1.English language
- 2.Mathematics
- 3.Science
- 4.Information and Communication Technology
- 5.Design Technology
- 6.History
- 7.Geography
- 8.Art and Design
- 9.Music
- 10.Physical Education



Literacy

Phonics : Read, Write Inc.

Read Write Inc. Phonics is a complete literacy programme, for 4 to 7 year-olds learning to read and write.

Children will:

- Read storybooks and non-fiction books closely matched to their developing phonic knowledge;
- Have Guided Reading Phonics storybooks to share in class;
- Read with fluency and expression;
- Learn to spell using known sounds;
- Write confidently by practising what they want to write out loud first;
- Work well with a partner.

Read Write Inc., developed by [Ruth Miskin](#), provides a structured and systematic approach to teaching literacy. It is used by more than a quarter of the UK's primary schools and is designed to create fluent readers, confident speakers and willing writers.

Read Write Inc. programme meets the higher expectations of the [National Curriculum](#) and uses [effective assessment](#) to accelerate every child's progress and prepare them for the National Curriculum Tests.

Spelling: Read, Write Inc.



This scheme is only for the children in KS1 who have confidently completed the Read Write Inc Phonics Programme. We believe that spelling, reading and writing need to begin with an understanding of *Phonemic awareness* and *phonics*. Read Write Inc. Spelling for Years 2 has been specially created to meet the higher demands of the national curriculum. Spelling rules are introduced by aliens from an exciting online spelling planet. Children will be prepared for the 2016 Key Stage 1 National Curriculum Spelling Tests.

Literacy and Language: Read, Write Inc.



This scheme is only for the children in KS1 who have confidently completed the Read Write Inc Phonics Programme. Read Write Inc. Literacy and Language develops children's comprehension, writing and spoken language. It uses a unique step-by-step approach through whole class shared reading to give children the skills to comprehend every text and the confidence to write ambitiously and accurately. It also teaches grammar in context, with a comprehensive grammar bank to build knowledge. The programme also engages children and develop their vocabulary using drama and discussion.

Home Reading: Oxford Reading Tree

The UK's number one reading programme has taught millions of children to read... and to love to read. Rooted in reading for pleasure and with systematic phonics at its heart, Oxford Reading Tree's well-loved characters, breadth and unrivalled support give us everything our children need to become confident readers. Rigorous synthetic phonics teaching gives children a secure first step on their reading journey.



Mathematics – Abacus



Abacus - helps every child achieve mastery in Maths.

Inspires confidence and a love of maths - and help every child achieve mastery.

Abacus is a unique Maths toolkit that's carefully crafted to help you inspire a genuine love of maths and help every child master the Maths curriculum.

Brilliantly combines beautifully designed digital resources with workbooks and textbooks to capture children's interest and inspire a genuine love of Maths.

Mapped to a selection of rich mathematical tasks from NRICH to deepen children's understanding and provide opportunities for mastery with greater depth.

Contains clever assessment tools to help track children's attainment and their progress towards Age Related Expectations.

Built on educational best practice by a team of expert authors who understand the realities of teaching and learning in a UK classroom.

KS1 Carefully Selected Schemes of Work

EBIS follows the objectives of the National Strategy (U.K.).

Science

Hands on experiments that will bring science to life!



Switched on Science has been written specifically for the new national curriculum and includes hands-on experiments and creative investigations. The scheme gets children working scientifically with hands-on experiments. Switched on Science provides complete coverage of the new national curriculum. There are six topics for each year; five topics covering content from the new programme of study and a sixth Super Science topic which consolidates learning and embeds working scientifically skills.

| | Year 1 Topics | Year 2 Topics |
|----------------------------------|--|---|
| Topic 1 | Who am I? Animals, including humans | Healthy me Animals, including humans |
| Topic 2 | Celebrations Everyday materials | Materials monster Everyday materials |
| Topic 3 | Polar adventurers Everyday materials; Plants; Animals, including humans | Mini worlds Animals, including humans; plants |
| Topic 4 | Treasure island Everyday materials; Plants; Animals, including humans | Move it Everyday materials; Living things and their habitats |
| Topic 5 | On safari Everyday materials; Plants; Animals, including humans | Young gardeners Living things and their habitats; Plants |
| Super Science Topic 6 | Holiday Children learn about animals we might see on a holiday by the sea and how we can protect them by looking after the environment. | Little masterchefs Children learn about healthy eating and safety in the kitchen as they become young masterchefs! |

KS1 Carefully Selected Schemes of Work

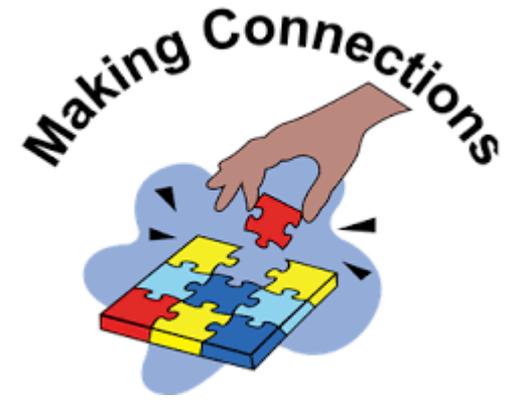
EBIS follows the objectives of the National Strategy (U.K.).

World Studies and Integrated Studies are taught through themes.

We plan lessons so that children apply their knowledge from more than one subject to a particular theme or topic. This helps children make connections in a very practical way, which allows them to solve problems, think creatively and convert knowledge into understanding. Creative thinking and innovation come from the ability to apply knowledge and learning from many sources to a problem.

World Studies: History & Geography objectives are taught through the common Science theme that is mentioned on the previous page.

Integrated Studies / Cross Curricular Topic Webs: We have taken a topic approach which fits well with how we teach Science. Each year is organised into six topics, providing half a term's work. Each of the six topics will be used to teach a variety of different curriculum areas including: History, Geography, Music, Computing, Art, PE, Maths, Drama, Role Play, English and D&T.



KS1 ICT

During Key Stage 1 pupils explore ICT and learn to use it confidently and with purpose to achieve specific outcomes. They start to use ICT to develop their ideas and record their creative work. They become familiar with hardware and software.

KS1 Art

During Key Stage 1 pupils develop their creativity and imagination by exploring the visual, tactile and sensory qualities of materials and processes. They learn about the role of art, craft and design in their environment. They begin to understand colour, shape and space and pattern and texture and use them to represent their ideas and feelings. Teaching ensures that 'investigating and making' includes 'exploring and developing ideas' and 'evaluating and developing work'. 'Knowledge and understanding' informs this process.

KS1 Design & Technology(D & T)

During Key Stage 1 pupils learn how to think imaginatively and talk about what they like and dislike when designing and making. They build on their early childhood experiences of investigating objects around them. They explore how familiar things work and talk about, draw and model their ideas. Teaching ensures that 'knowledge and understanding' are applied when 'developing ideas', 'planning', 'making products' and 'evaluating' them.

KS1 Physical Education (PE)

Teaching ensures that when 'evaluating and improving performance', connections are made between 'developing, selecting and applying skills, tactics and compositional ideas', and 'fitness and health'.

During Key Stage 1 pupils build on their natural enthusiasm for movement, using it to explore and learn about their world. They start to work and play with other pupils in pairs and small groups. By watching, listening and experimenting, they develop their skills in movement and coordination, and enjoy expressing and testing themselves in a variety of situations.

KS1 Music

Teaching ensures that 'listening, and applying knowledge and understanding', are developed through the interrelated skills of 'performing', 'composing' and 'appraising'.

During Key Stage 1 pupils listen carefully and respond physically to a wide range of music. They play musical instruments and sing a variety of songs from memory, adding accompaniments and creating short compositions, with increasing confidence, imagination and control. They explore and enjoy how sounds and silence can create different moods and effects.

KS1 Personal, Social and Health Education (PSHE)

During Key Stage 1 pupils learn about themselves as developing individuals and as members of their communities, building on their own experiences and on the early learning goals for personal, social and emotional development. They learn the basic rules and skills for keeping themselves healthy and safe and for behaving well. They have opportunities to show they can take some responsibility for themselves and their environment. They begin to learn about their own and other people's feelings and become aware of the views, needs and rights of other children and older people. As members of a class and school community, they learn social skills such as how to share, take turns, play, help others, resolve simple arguments and resist bullying. They begin to take an active part in the life of their school and its neighbourhood.

Monitoring Levels of Attainment

In line with other British Curriculum schools our Key Stage 1 pupils will complete teacher-assessed tasks, in English, Mathematics and Science on a regular basis.

Reports & Parents' Meetings

Formal reports are sent out twice a year. At the end of Term 1 and Term 3 parents receive written reports. These reports will indicate progress towards and achievement of the Key Stage 1 objectives. During Term 2 teachers prepare a Verbal Report that is shared with parents at the second Parent Afternoon Meeting. Children should not be brought to Parents' Meetings, as staff are not available to supervise them. This is an important safety issue.

Contacting the School... Who to talk to?



Please contact the school with any inquiries or to pass on information regarding your child

Buses – Questions about transportation or change of address

Medical Clinic – To speak to the nursing staff about pupil illness or injury

Admissions Office – Change of any personal information

Reception – General School enquiries

KS1 Office- KS1 enquiries

Key Stage One Office Mobile

010 08888159

Shaimaa El Harairy

HoKS1 Assistant



Throughout the school year parents are kept informed of events, activities and their child's progress in a variety of ways: Head of KS1 Letters, Weekly Curriculum Newsletters, Parent Afternoon Meetings and Reports.

Parent – Teacher Communication:

You may communicate with each other via the Engage Parental Portal. The teacher will also send you a weekly newsletter, via the portal to keep you updated with what your child is learning in class. Teachers or parents may request an addition meeting to discuss specific issues throughout the year. These can be arranged via emailing your class teacher via the Engage Parental Portal or by calling the HoKS1 Assistant, who will make a mutually convenient appointment beforehand. Teachers are NOT allowed to meet parents without an appointment.

Parent – Head of KS1 Communication

The Head of KS1 will send letters to keep you regularly informed. Mrs. Sam is available for consultation, but can only be seen with prior notice and reason for the appointment will need to be specified. Consultation Meetings can be arranged via the KS1 Head's Assistant, who will make a mutually convenient appointment.

Other Way to Reach Mrs. Sam El Saadani:

Email: sam.s@cordia-ebis.net

What does my child need to bring to school each day?



Your child should have their breakfast at home before travelling to school.

Food and Drink - Kindly note that we have a Healthy Eating Policy!

1- A Morning Snack (packed in a separate, easily assessable disposable bag) – children will have a light snack of juice/milk and biscuits to boost their energy levels.

2- A Healthy Lunch (packed in a sturdy, clearly named lunch box) – Packed lunches should be in a named container for storage until lunchtime. Please do not include crisps, sweets, chocolate bars or fizzy drinks in your child's lunchbox. Plastic bottles, containers or cartons of drinks are perfectly acceptable.

4- A large flask of water – Please provide a labeled flask. (During hot weather children should bring a large, 1 liter bottle each day (labeled)).

KS1 Healthy Eating Cart: If you would prefer to send in money for your child to purchase their snacks and lunch, kindly send in money to school. We have our own 'KS1 Healthy Eating Cart' located on our KS1 floor. The 'Healthy Eating Cart's' menu and price list will be sent home once it is up and running.

Other things that your child needs to bring to school:

A school bag – The school bag needs to be large enough to hold a lunch box, A4 Link File and Reading File. If your child has purchased a bag with wheels; they **MUST** wear their bag on their shoulders whilst going up and down the stairs. This is for everyone's safety.

Hand Wipes and Small pack of tissues– to maintain good hygiene.

Please mark your child's name in all of his/her clothes, shoes, school bag and all personal items.

It is Obligatory for all parents to buy iTag Kids labels. These can be purchased from maktabtak.net





What items should NOT be brought to school?

1. Mobile telephones
2. Jewellery (with the exception of an inexpensive wrist watch, ear studs).
3. Electronic toys or music players
4. Penknives or any other sharp objects.
5. Toy guns, knives, swords or weapons of any kind which encourage aggressive behaviour
6. Scooters and roller blades
7. Silly bands, marbles or any gimmick toys
8. Fizzy drinks and drinks in glass bottles
9. Sweets, chocolate or chewing gum
10. Hard footballs or basket balls
11. Any items of significant value.
12. Sticker albums

TOYS, GAMES & BOOKS WHICH ENCOURAGE CALM COOPERATIVE BEHAVIOUR AT BREAKTIME ARE APPRECIATED AND ENCOURAGED

What will my child bring home?

Link Bag – This file is the link between home and school, it **MUST NEVER** be forgotten at school or at home. It is sent home highly organised by your child's Co-Teacher. Kindly send it back with the same order that it was sent to you. The Link Bag will contain the following:

Reading Bag – This bag will have your child's reading log and reading books that are changed **once** a week.



Engage is a powerful on-line tool for obtaining information about your child. You will be able to review your child's timetable, progress report, and attendance from any computer/mobile that has internet accessibility. In other terms, you will be able to see your child's progress twenty-four hours a day; seven days a week.

All messages you want to send to school and all messages that we want to send to you will be done through the EBIS Parent Portal.



What happens if my child loses/damages a book?

A charge will be made for all lost and damaged books, including the Reading Diary. A note will be sent home to give parents an opportunity to find misplaced items before we ask for payment.

Lost Property: How can I avoid losing my child's property?

Clearly label all clothing with your child's NAME & CLASS, as well as possessions such as school bags, pencil cases, flasks and lunch boxes. Please help us by encouraging your child to take responsibility for his/her belongings.



It is vital and compulsory for all KS1 students to purchase 'iTag Kids'; this product is the solution to our children's property getting lost. iTag Kids provides you with a wide range of colourful and durable name tags which will prevent your kids valuable belongings from getting lost. You can stick iTag on lunch boxes, pencil cases, stationary and iron them on to your child's uniform.

We always make every effort to return lost items to their owners. However, lost items which are not labelled will be sent to Lost Property. Parents can arrange to claim such lost belongings by contacting Ms. Rasha (KS1 Office).



Why does my child have a nametag?

We do not want any pupil to become lost or get on the wrong bus. Name tags provide valuable information for identification. The name tag is hung on your child's school bag. If there are any changes to your address or telephone number, please send us a note.

What happens if my child is sick at school?

The Clinic

If a child is unwell or injured they will be taken to the clinic by a member of staff. All visits to the clinic are recorded in the medical log and a note will be sent home to inform you of any minor incidents which have been dealt with by the nurse.

The school nurse will contact you and request that you collect your child from school if she or he becomes too unwell to take part in lessons.

In case of serious injury, parents will be contacted immediately. Please make sure that you keep us informed of any changes to your telephone numbers.

Children on Medication

If your child needs to take any medication at school, it must be clearly labelled with name and dosage. It should be handed to the class teacher on arrival at school and will only be administered by the nurse.

If your child suffers from any allergies or other medical conditions, please inform the Class Teacher at the beginning of the school year.

Children with Allergies and Medical Conditions

If your child suffers from any allergies or other medical conditions, please inform the school at the beginning of the school year.



☺ EBIS Expectations ☺

Arrive on time
Listen to the teacher
Have the correct equipment and uniform
Try your hardest
Look after property
Be polite and well behaved
Allow teachers to teach and children to learn

☺ KS1 Golden Rules ☺

Do be gentle, don't hurt anybody.
Do be kind & helpful, don't hurt people's feelings
Do be honest, don't cover up the truth.
Do work hard, don't waste time.
Do look after property, don't waste or damage things.
Do listen to people, don't interrupt.
Do follow all adult's instructions, don't interrupt.

☺ KS1 STUDENT HONOUR CODE – BEHAVIOUR CODE ☺

I shall respect others and myself.

I shall respect people's belongings and work.

I shall do my best to make those around me happy and to be happy myself.

I will do my very best to:

Attend School regularly and on time, bringing everything I need.

Try my best with all my class work and homework.

Be polite, helpful, truthful and kind in my words and actions.

Wear the correct school uniform each day with pride.

Always behave sensibly in class, and treating others how I want to be treated.

Take care of the school, school equipment, my personal belongings and the belongings of others.

Remember to walk sensibly when moving around the school.

Avoid unsociable behaviour at all times.



Rewards – Individual

Class Awards & Charts Children will be awarded throughout the year with class points / merits / stickers / badges as appropriate.

House Points Children will earn points for their houses. They will also be able to earn Bronze/Silver/Gold/Platinum Badges for themselves along the way.

Key Stage Awards These can be awarded for an exceptional piece of work or good behaviour.

Good to be Green Award awarded every half term for students who have not received a yellow or red card within that half term.

Good as Gold Award awarded every half term for students whom have not received a yellow or red card within that half term and whom have received a substantial amount of Merit Stickers in their Communication Logs (also within that half term).

Assembly Awards Presented by Mrs. Sam

Whole Class Awards – Teamwork

Cleanest Class of the Term –Points will be awarded weekly to each class according to how clean they keep their class. HK will record the points. During Assembly Time, Mrs. Sam announces how many points each class has earned. The winning class will be awarded CCC ‘Cleanest Class Champ’!

Weekly English Pops Lollipops are awarded to the whole class for speaking English all the time and using wonderful English words. The class with the highest percentage at the end of the week receive the award.

Class of the Term Points will be awarded weekly to each class according to how well they behave. The Class Teacher will record the points. During Assembly Time, Mrs. Sam announces how many points each class has earned. At the end of the term the class with the most points will be awarded the best class of the term and will have the privilege of an out of uniform pizza party.

Assembly Bear ‘Champ’ Award awarded weekly to the class that shows the best behaviour and respect during Assembly Time. The winning class will keep ‘Champ’ in their classroom for a week.

Individual Awards:

The Young Author Award awarded weekly to a child in each class who has demonstrated effort/achievement in writing.

The Reading Cookie Award awarded weekly to a child in each class who has demonstrated effort/achievement in reading.

The Kindness Cupcake Award awarded weekly to a child in each class who has demonstrated ‘kindness’ to others.

Maths Award awarded weekly to a child in each class who has demonstrated effort/achievement in Maths.

Star of the Week Award awarded weekly per class to the pupil who has demonstrated particularly good work, behaviour or progress that week.

Perfect Attendance Award awarded termly for students who have not been late or absent for the entire term.



Green Cards: All students begin each day with a green card on the display chart that is in every KS1 classroom. The expectation is that they will retain this all day. If the class/school rules are broken the sanctions listed below may be taken. Each case is treated individually depending on the circumstances involved. Children are made aware that they are responsible for their own actions and that breaking rules will lead to the following consequences:

Verbal Reminder of expected behaviour and which rule or expectation the child has broken will be given to the child by the member of staff.

Timeout to sit and think about expected behaviour and then be able to tell the member of staff where they have gone wrong and what they could do better next time. Should further misbehaviour occur that day, it will lead to a yellow card warning.

Yellow Card: the child will replace the green card with a yellow card as instructed by a member of staff if a child misbehaves again following the timeout during the same day. The child may be asked to move to sit alone, write a letter of apology and may lose their class responsibility post depending on the circumstances. The teacher will record the yellow card in the class log and send a 'Yellow Card Slip' home to keep their parents informed. If a child collects three yellow cards within the period of half a term, the child will receive a Red Card.

Corridor Blue Slip Children who are not following our corridor rules will get warning slips. Upon receiving 3 of these slips, the child will receive a yellow card.

Red Card (Minor Breach – Persistent) Should the child misbehave again during the same day, the child will be given a Red Card and referred to the KS1 Pastoral Manager, with the class behaviour log / explanatory note, who will counsel the student concerning this behaviour and place a red card warning in the KS1 Office Record Log Book. The following break will be forfeited. The Pastoral Manager and Class Teacher and will record the red card in the behaviour log and send a 'Red Card Slip' home to keep their parents informed.

Automatic Red Card Major Breaches (without any of the above steps or yellow card) Major breaches of discipline (including physical assault, use of very bad or inappropriate language, rudeness to members of staff, deliberate damage to property, stealing, verbal abuse, refusal to work, disruptive behaviour in class) will result in the child being referred immediately to the Pastoral Manager to be given an Automatic Red Card. Parents may be contacted and a 'Red Card Slip' will be sent home.



Good to be Green Day: On this day, which occurs at the end of each half term, if a child received a red card within that period he/she won't be allowed to go out to their Lunch Break. A meeting will be held with the KS1 Pastoral Manager and the child to discuss their behaviour.

School – Home Strategy: If problems recur regarding yellow card incidents, the Head of KS1 will meet with the Class Teacher and Parents to set up a school-home strategy. Children may then be placed on a daily report system to monitor their behaviour with parental support during this period.

Behaviour Plan: Children who continue to display consistently poor behaviour (red cards) may need further help and support in order to change their behaviour. They will be referred by the Pastoral Manager to the Head of KS1 and/or SEN Manager + EBIS Psychologist for counselling and for a Behaviour Plan to be set. Parents will be informed and included in this planning.

Written Warning Prior to Suspension: Children who are showing high concern of disruptive behaviour will be sent to the Head of KS1 by the KS1 Pastoral Manager and a written warning prior to suspension will be issued to the child, which will also be signed by the parents. A conference will be set up with the parents at which the child may or may not be present depending on the circumstances. Should a third red card occur within a short space of time, suspension (in school or home) will occur. This will be recorded in the child's record book and school file.

Probation – Written Warning Prior to Permanent Exclusion: Children who continue to display consistently poor behaviour (red cards) after being suspended, will receive a written warning from the Head of KS1 prior to Exclusion. The warning will be issued to the child, which will also be signed by the parents.

Permanent Exclusion: May result if an inability to respond positively to the sanctions of the school or in the event of severe misconduct. This will be applied at the discretion of the Board of Directors.

***FRESH START:** Each day is a new day. Every student will start the day with a green card!



Playground and Around the School Behaviour Policy

We follow three basic principles:

- 1- Clearly defined rules
- 2- Encouragement and rewards for appropriate behaviour
- 3- Sanctions for inappropriate behaviour

Playground Rules

The playground rules are again based on EBIS Expectations and The KS1 Golden Rules.

No hard footballs are permitted, as they are dangerous!

KS1 children are not allowed to go to other key stages unless they have a written permission from the Head of KS1.

Good Behaviour on the playground and around the school – Rewards

Students who demonstrate good behaviour and are courteous and polite around the school, will be recognised and complimented by teachers and other members of staff who witness their behaviour. They may be awarded a point, merit or a sticker as appropriate.

Unacceptable Behaviour on the playground and around the school

Rough games - Play fighting – Name calling – Hitting - Kicking - Punching – Swearing – Spoiling somebody else's game – Rudeness to staff – Bullying – Answering back – Verbal abuse – Spitting

Playground Sanctions

Breaking any of the rules will result in the child being asked to stand out along the playground sidelines for five minutes. When five minutes are over they must wait for the teacher who placed them there to give them permission to leave.

A second offence will result in the child being sent to the Duty Leader who may inform their class teacher or the KS1 Pastoral Manager depending on the incident. Yellow and Red Cards may be given to the child based on the severity of the mistake.

The Duty Leader must record major incidents in the departmental incident log.



When dealing with children's behaviour that we do not wish to see repeated whether at school or outside of school, it is important to stress that it is the behaviour that we do not approve of, not the child. Positive reinforcement when a child is displaying good behaviour will always work better and faster than negative reinforcement. If parents could also reinforce this at home it would be greatly appreciated.

Always try to ensure that there is a united front between home and school, so that the child is not confused by different approaches. Be firm, fair and consistent.

Should a note (Yellow /Red Card) be placed in your child's Link Book regarding an incident of poor behaviour – rather than shouting at them – please discuss the incident with your child to see if they now realise the mistake made and how they could do better in the future to avoid getting into the same situation. This will help us to see if they have processed and understood what they member of staff has discussed with them, which may need reinforcement at home.

Please note the importance of the home-school link, and do inform us if you are aware of an incident that you do think has not been reported to us by a child. We do thank you for your support.

Other School Regulations



| Rule | | Consequences |
|-------------------|--|--|
| ENGLISH | Pupils should use English throughout the school day except when speaking to staff who officially teach their subjects in Arabic. | Pupils will be encouraged to use English if they are able to but if they choose to ignore the teacher they will proceed through the normal sanction system. |
| BREAKTIMES | All pupils will go outside except those entering the building to use the toilets. | Pupils will be asked to return to the playground by staff who will record their names and pass them on to the relevant Key Stage Head. |
| TELEPHONES | Pupils may not use the school phone unless it is an emergency. If they have forgotten to inform their parents about after school events they must see their Key Stage Head who will contact their parents if possible or send them home as normal if the parents cannot be contacted. No mobiles are allowed in the KS1. | Mobile phones will be confiscated. Parents will have to come to school to collect the phone from the KS1 office. |
| EXAMS | Students who are unwell should <u>not</u> come to school and then be collected after the exam. Exams can be rescheduled. | Student will be returned home before the exam starts. |
| MOVEMENT | Pupils must walk quietly around the school building. Pupils must keep to the right at all times. | Pupils will be reminded with blue warning slips. After three reminders, the child will receive a yellow card and will be sent to the Head of KS1 if necessary. |
| BAGS | Pupils need to carry their bags on the shoulders. No wheelie bags are permitted on the stairs. Pupils must store their bags in a neatly manner in the corridor. Bags must be kept zipped during the course of the day. | |

Uniform and General Appearance



The school has an official school uniform. Children are required to wear the school uniform at all times.

EBIS is constantly seeking to improve the standards it achieves. We want to ensure that all students are wearing the correct uniform in a manner that is smart and formal. We believe this prepares students for the work place, creates a sense of belonging and community within school and encourages greater equality. It also promotes a positive image of students for visitors to the school. Please take note that extremes of hairstyles and changes to the uniform will only distract learning.

Summer

- White EBIS polo-shirt
- Navy blue trousers/shorts(Boys)/skirt shorts(Girls).

Winter

- White EBIS long sleeved polo shirt
- Navy blue trousers
- White EBIS sweatshirt
- Navy blue hooded top
- Navy blue jacket
- Plain navy blue or white tights for girls.

The PE kit is:

- EBIS white PE T-shirt
- Navy blue track pants/shorts.
- Black or white training shoes with a back.
(No slip-on shoes allowed)
- EBIS sweatshirt (Winter only)

Footwear must be black only. You must not wear sandals
Socks: plain white or navy blue

REMINDERS!

- No make-up
- No nail polish
- No dyed and/or braided hair
- No non-uniform clothing

- Trousers may not be worn with split seams or ragged hems.
- Your uniform must be clean and in good repair.
- Your PE kit is not part of your everyday uniform and must only be worn in the day you have PE lesson in your Time Table.

A slip will be sent home if your child is wearing an item which doesn't match the EBIS standards of clothing
Please label all uniform (especially jackets and sweatshirts) using the obligatory iron-on labels from maktabtak.net

What should I do if my child is absent from school?



If you have to keep your child home due to illness, please send a note to the your child's Class Teacher via the EBIS Parent Portal'. We will also need you to send an explanatory note or medical certificate when he or she returns to school. For 1 or 2 days absence a filled in 'Absence Note; is sufficient, however for 3 or more days a doctor's note is required. Any missed work will be caught up, with the teacher, in class. So please do not ask for work to be sent home. If the child is sent back to school Absence Note or doctor's note, or if the reason is inadequate, then absence will be recorded as 'unauthorised'.

Good attendance is essential for academic success. All students are expected to achieve at least 94% attendance. Those students attending 80% or less are missing one day every fortnight which equates to half a year of absence by the end of year 11. Many days are now lost through holidays in term time. We will no longer authorise any absence from school for family holidays except in the most exceptional of circumstances.

*** Attendance Percentage is recorded in the End of Year Report for each pupil.**

Holiday Leave – What should I do if I need to travel and take my child with me?

It is strongly recommended that you do not ever take your child out of school during school time. In exceptional circumstances a child may be granted authorised absence for a maximum of ten school days in any academic year. In all cases parents are kindly requested to complete a 'Leave of Absence Request Form', available from the KS1 Office. This form will need to be filled and submitted to the Head of KS1 at least 2 weeks in advance. The Head will review the request and if approved, will sign and return the form to you.

***It should be remembered that absence is disruptive to your child's education and should be avoided if possible.**

What happens if my child is late?



All pupils must arrive by 7:45am. We understand that slight delays are inevitable on occasions; however the first lesson is always the most important lesson as we always put important work right at the beginning of the day as this is when the children are at their best to receive information for learning. Children will not be permitted into school after 8:10am.

Persistent lateness will be dealt with by the Head of KS1. Parents or drivers will be required to attend this meeting with the child.

***Punctuality percentage is recorded on each child's End of Year Report.**

Early Departure – What are the procedures to take my child out of school early?

Sometimes it is necessary for children to leave school early. With a good enough reason, we will co-operate with your requests, but in the interests of safety we ask that parents/guardians write a brief note of explanation via the EBIS Parent Portal. Verbal requests made by children will be refused.

If parents have not sent a message via the EBIS Parent Portal, kindly call the KS1 Office to request to take your child home early. The request should be done before 11:00am, to give us chance to prepare and inform the Bus Department of the change of plans.

Children arriving or leaving school at any time other than the beginning and end of the school day must be signed in or out at the School Office. This is for safety reasons as we need to know exactly who is on site.

What are the bus rules?



Pupils will sit sensibly and be polite and courteous to the driver and matron at all times. Pupils will sit where the bus matron tells them to and should move seats if asked to either by a member of staff or by the bus matron. Once a pupil is on the bus, they must not get off until it arrives at their stop.

Pupils will be warned on the first occasion. If they persistently disobey either a member of staff or the bus matron, they will be reported to the KS1 Pastoral Manager who may place the pupil on bus report for one week. Pupils who misbehave whilst on bus report will have bus suspension or may have the bus service withdrawn.

What are the change of travel procedures?

Children are not allowed to change from bus to car unless they have written permission from their parents, which must be forwarded to the class teacher. Students are not allowed to change buses.

Children Going Home with Friends

It is essential that the following procedure is followed, **with no exceptions whatsoever**. The parents of both sets of children should write a letter to the Class Teacher via the EBIS Parent Portal or call the KS1 Office explaining the arrangements. The school reserves the right to refuse any arrangements felt to be insecure and not in the children's best interests. This procedure also applies if there are changes in drivers, i.e. a child taken to/from school with another driver temporarily.



Gate/Car Children – What time does my child need to be in school and collected from school?

Drop-off (7:30am at the earliest to 7:50am at the latest)

There is no adult supervision before 7:30am; the security will not start to allow the children in before that time. Parents are kindly requested to not enter the school building; the children will be dropped off at Gate # 1. The children need to be in school by **7:50am**. We salute the flag at 7:45am sharp, and then our timetable starts at 8:00am. Please make sure that your child is in on time for registration.

***Punctuality percentage is recorded on each child's End of Year Report.**

Pickup 3:00pm at the earliest 3:20pm at the latest

The Parents pick up the children at Gate#1. The children are escorted by a member of staff, who delivers them to the adult on duty at Gate # 1. The KS1 adult who is on duty will be wearing the visual orange jacket. The children are expected to wait calmly with the KS1 supervisor, no playing and running about is permitted during this time. Kindly be prompt when picking your child up and leave as soon as your child has been handed over to you by the KS1 Supervisor. We will have an adult on duty until 3:20pm, after that the children who are left behind will be left with the an after school member of staff. Fines are applicable for children being picked up late.

We kindly ask all parents not to enter the school building by any means.

Kindly Note:

Forgotten Belongings: If your child has forgotten something in the classroom, they will not be allowed back into the school building to get it. They will have to collect it the following school day.

Toilet: Your child must try their best to remember to go to the toilet during pack-up time. We have 10 minutes pack-up time scheduled everyday on our KS1 Timetable. This is more than enough time for a child to decide and make sure they go to the toilet if needed. However, if your child is desperate to go to the toilet after s/he has been handed over to you, then you may escort your child to the Administration Gate, and use the administration toilet. Going back into the academic school building is not allowed.

What is the Homework Policy?



Reading: Key Stage 1 children should share/read a book with a parent every day for 10-15 mins. Parents are expected to comment on their child's reading progress in the reading record book. We can't emphasise enough the importance of regular reading with your child. This is one of the most valuable activities that will help your child to make good progress. We encourage you to make a comment in the reading record book when you have listened to your child read a book. It may not be necessary to comment every time you hear your child read, but please date and sign the reading record book so we know they have read at home.

Weekend Homework: Children will be given homework that is topic based. Children will be rewarded for doing their homework.

What is the policy regarding school trips?



Pupils go on educational visits during term time. At the beginning of the academic year a letter is sent to parents explaining the purpose of each visit, requesting parental authority and payment for all the trips at once. Attached to the letter is a parent consent slip with a stated deadline to be sent back to school.

The detailed arrangements and organisation of all school trips are vetted carefully. A high staff: pupil ratio is guaranteed and Risk Assessments are undertaken.

Birthday Celebrations – Birthday Party ‘Cup Cake Policy’

We enjoy celebrating a child’s birthday; However for various reasons, including medical, it is requested that, if your child should wish to celebrate his/her birthday, that they bring either **cupcakes, muffins or cookies ONLY** to share with the class. No party bags, sweets, lollipops, party poppers, balloons etc. should be supplied.

***Teachers must be informed via the Parental Portal at least a week in advance, where they will send the Birthday Party information letter/procedures and set a date and time. Kindly note the celebration must be within the month of the child’s birthday and we do not allow balloons and decorations to be brought in.**

In addition, we are happy to distribute party invitations ; however please do not ask teachers to hand out invitations, unless there is one for every class member. Teachers should not be put in the position of explaining to some children why they are not invited to a particular party.

EBIS Anthem

We are the EBIS children
Side by side we stand

EBIS teach us all
With your help we won't fall

You keep us all inspired
You give us wings to fly high

And fly higher



From my heart
To EBIS
You are my school
Full of bliss

You're an EBIS Star
I'm an EBIS Star
EBIS stars we are
We are all EBIS stars

Hand in hand we share
Hand in hand we learn
Hand in hand we live
'EBIS'

COBIS
COUNCIL OF BRITISH
INTERNATIONAL SCHOOLS

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advancing learning. changing lives



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Education

EBIS website: www.isc.edu.eg