

# Egypt British International School

Key Stage 1 Department

## Student and Parent Handbook

For the Academic Year

2020-2021



Mrs. Sam El Saadani  
Head of Key Stage 1 & Deputy Head of Primary

# 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 & Deputy Head of Primary



# KS1 School Day

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

# 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	<b>Total lessons</b>	<b>35</b>

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.

# KS1 Carefully Selected Schemes of Work

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

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.

# KS1 Carefully Selected Schemes of Work

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

## 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
<b>Topic 1</b>	Who am I? Animals, including humans	Healthy me Animals, including humans
<b>Topic 2</b>	Celebrations Everyday materials	Materials monster Everyday materials
<b>Topic 3</b>	Polar adventurers Everyday materials; Plants; Animals, including humans	Mini worlds Animals, including humans; plants
<b>Topic 4</b>	Treasure island Everyday materials; Plants; Animals, including humans	Move it Everyday materials; Living things and their habitats
<b>Topic 5</b>	On safari Everyday materials; Plants; Animals, including humans	Young gardeners Living things and their habitats; Plants
<b>Super Science Topic 6</b>	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 (Phonics, Reading, Writing, SPAG(Spelling, Punctuation & Grammar) & Mathematics 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 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, Half Term Curriculum Newsletters, Parent Meetings and Reports.

### **Parent – Teacher Communication:**

You may communicate with each other via the Engage Parental Portal. The teacher will also send you a newsletters that are sent every half term, 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](mailto: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 recommended for all parents to buy iTag Kids labels.



# 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.
- Home File** – This is a display file that will have your child's home challenges and any important notices (hard copies).
- Home Challenge Exercise Book** - This is an exercise book that your child will answer in, if the teacher requests your child to answer in it.



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, flasks and lunch boxes. Please help us by encouraging your child to take responsibility for his/her belongings.



It is recommended 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 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 notice on Engage Parental Portal will be sent 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.



# 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. It is the school's expectation, that all children attend the morning line. It is essential that our children salute the Egyptian flag and sing the national anthem on a daily basis. 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?

Children are not permitted to leave the school campus except for REAL EMERGENCIES. This is limited to illness or bereavement.

Exceptions and arrangements will be made for athletes and special educational needs students to leave early if required. However, these requests will only be approved in advance with a letter from the club or special needs agency.

**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 Behaviour 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)**

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 **7:45am**. 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 Teacher/Supervisor. We will have a teacher 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 home challenges that are 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 on Engage Portal 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’



## **How to request to celebrate a birthday in school?**

If parents would like their child to celebrate a birthday with their child’s classmates and teachers at school, parents are required to initially fill in the birthday celebration request form that is on the portal. Class Teacher will then send back a message via the portal with a suitable day that they will be able to celebrate the birthday at school. The request will need to be done during the birthday month; otherwise the school has the right to refuse to do the celebration

## **Who can attend the celebration?**

Primary Parents will not be able to join in with the celebration and no outside guests are invited to attend the celebration including siblings within EBIS. The aim of celebrating the birthday in school is for the birthday child to celebrate their birthday with their classmates. We will not be able to accommodate it as being a family gathering in school within school hours.

## **What is allowed to be sent into school for the birthday celebration?**

For various reasons, including medical, it is requested that, parents send into school only cupcakes, muffins or cookies to share with the rest of the class. No cakes, candles, knives, forks, party bags, sweets, lollipops, party poppers, balloons etc. will be permitted. If any child comes into school with any of the above, we will refuse to use or distribute them to the other children

## **When will the celebration take place and what will it be like?**

Parents may send the birthday cupcakes into school with their child in the morning. If that isn’t convenient, then parents also have the option to hand them into our school reception, making sure that they are delivered to school before Lunch Break. After receiving them, we will be in charge of making sure the celebration takes place during Lunch Break. The teacher will play the happy birthday song’s music and the children will sing happy birthday. The cupcakes will then be distributed to the children. The whole process takes no longer than five to ten minutes.

## **Are photographs allowed to be taken and sent to parents?**

Photography Policy: If parents request a picture of their child with the cupcakes, they will need to request this with a message via the portal. Teachers are only permitted to take a photo of the birthday child and send it to the birthday child’s parents via the portal. We will not be able to send photos of the birthday child’s classmates. It is strictly against school policy to take pictures of other children.

## **What is the policy on asking teachers to distribute party invitations for out of school birthdays?**

We are happy to distribute party invitations; however teachers will only hand out invitations if 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.