



# Student & Parent Handbook

This Parent handbook contains general information for all parents.  
**Please read it carefully and keep it handy.**



## **Communication:** Parent – School

Parents are requested to communicate directly with the School Administration whenever they have questions or concerns about any aspects of their children's life at school. Parents are welcome in school to discuss their children's progress or any difficulties, but we kindly ask you to set an appointment in advance.

Parents are respectfully requested to call the reception and the school will reply later that day.  
These members of the staff are in charge of:

<b>Academic matters</b>	<b>Principal:</b> Mrs Dina Nada
<b>Any aspect of your child's life at school</b>	<b>Headmistresses:</b> Mrs Abeer Karam Mrs Sahar Abdul Rehim <b>School Deputy:</b> Mr Hany Basiouny
<b>Kindergarten</b>	<b>Kindergarten Principal:</b> Mrs Rita Shawky <b>Kindergarten Principal's Assistants:</b> Mrs Amal Kamal – Mrs Abeer Habib Mrs Samah El Shazly
<b>Transportation</b>	<b>Transportation Manager:</b> Mr Said Gouda <b>Transportation Coordinator:</b> Mr Abdul Gayed Eissa
<b>Sports Activities Extra-curricular Activities</b>	<b>Activities Supervisor:</b> Captain Mohamed Mostafa
<b>Fees</b>	<b>Financial Department</b>
<b>Student's Affairs</b>	<b>Student's Affairs Department</b>
<b>Clinic</b>	<b>School Physician</b>
<b>Registration</b>	<b>Reception</b>
<b>Change of address or telephone</b>	<b>Students' Affairs:</b> Mrs Eman Tolba / Mr Abdullah Samy



## **Channel Book**

All the school newsletters as well as teacher's notes will be sent in a child's channel book. It is an effective way of communication between parents and school. Please check it daily.

## **Assessments**

Pupils are regularly assessed throughout the academic year through quizzes, exams and oral work. The report cards are sent home each month and these give a full account of the progress a child is making. Parents are also requested to attend Parent/ Teacher Meetings in order to discuss their child's progress

## **Attendance & Punctuality**

Attendance and Punctuality are essential in the standards of discipline. Students who have been absent or late for school must report to the school administration (only written excuse will be permitted).

It is the responsibility of students to make up the work missed due to their absence.

## **Homework**

Homework plays a vital part in a student's education. It allows students to review and reinforce the concepts they have learned in class and provides them with the extra reinforcement that is necessary in the learning process.

## Dress Code

School uniform is obligatory and a smart, modest and neat appearance is expected at all times. Please note that school uniform must be worn for all school activities till the last day of school. We would appreciate if parents make sure that their child is dressed properly.

**We expect our students to wear school uniform as described below:**

Girls	Boys
Shirt with a school logo	Shirt with a school logo
Trousers with a school logo	Trousers with a school logo
P.E. uniform must be worn for P.E. classes.	P.E. uniform must be worn for P.E. classes.
Jewellery – only small earrings may be worn.	
Long hair should be tied back.	
Veil must be plain ( off - white or blue)	
No nail polish or make up should be used.	

## Medical Report

Parents are kindly asked to list any medical concerns about the student so that the school can be aware of his/ her condition.

(The Medical Report in the Students Application Form)



## Illness

Please do not send your sick child to school. If a child becomes ill at school, the parents will be informed immediately (emergency cases)

## Personal Belongings

All school materials should be clearly labeled with the student's first and last name. Students are cautioned against bringing valuable personal items (mobile phones, i Pods, MP3 Players) to school and are reminded that they assume all risk for damage or loss. The school will not take any responsibility for missing items.

## Transportation

We run buses which cover all areas of Giza, Cairo and outlying areas (6th October City, Sheikh Zayed). All journeys are supervised by a bus matron. The buses are provided with cell phones so parents can keep in touch with the bus matron in case of delay or emergency situations.

Parents are requested to inform us of any changes in the bus routes **ONLY BY WRITING A NOTE** to the school administration. We will only act on written request from parents. We cannot rely on verbal instructions given to the bus drivers or bus matrons.

## Telephone Use

Student phone calls are limited to emergencies. Cell phones are forbidden.

## Trips

Parents will be notified about each trip via newsletters. Please send the money in an enclosed labeled envelope with a bus matron or staple it in the channel book.

## School Code of Conduct

Royal House is a caring community that strongly believes in the principles of respect and responsibility.

### Principles of rules for Students

#### It is expected that each student will:

- Attend all classes and arrive on time.
- Come to class prepared to learn.
- Show respect to others.
- Use appropriate language.
- Consider safety.
- Respect the school's property and keep the school premises clean.

### Bus Behaviour Regulations

- Students must be punctual when boarding the bus.
- Students must not make noise.
- No eating, drinking or littering the bus.
- Students must act respectfully to the other students and adults traveling on the bus.



## School Code of Conduct Cont.

If the students fail to conform the bus regulations, the parents will be contacted. Students who habitually fail to follow the bus regulations risk losing bus privileges.

- Parents are not allowed to ride on a school bus.
- The bus matrons are the adult authority on the bus, thus parents should never directly confront the bus drivers.
- Parents should not confront other families' children to discipline them for bus behavior.
- All problems should be reported to the school administration.

### Indoor Regulations

- Do not run. Walk.
- Respect the bulletin boards and posters displayed around the school.
- Respect the school property.

### Outdoor Regulations

- Play safely.
- Respect the environment.
- Share the playground equipment.
- No fighting, bullying, verbal or physical abuse.

### Toilet Regulations

- Students are allowed in the toilet one at a time.
- Wait for your turn.
- Keep the toilet clean (paper tissues in garbage bins flush the toilet).



## Discipline

All students must accept the consequences of their actions and be responsible for improving their behaviour. If the student's conduct is considered inappropriate, the following actions will take place:

1. Student will be sent to the Principal or Headmistress office.
2. Contact with parents will be made by telephone.
3. A conference with the parents will be requested.

Parents are made aware of disciplinary issues and requested to be a part of the solution.

## School Days and Hours

### Kindergarten

Sunday → Wednesday (from 9:00 am - 2:00 pm)

Thursday (from 9:00 am – 1:30 pm)

### Primary, Preparatory, First and Second Secondary

Sunday → Wednesday (from 7:45 am – 2:45 pm)

Thursday (from 7:45 am – 2:00 pm)

### Third Secondary

Sunday → Thursday (from 7:45 am – 1:00 pm)

**Thank you for being part of Royal House community. Please feel free to contact us whenever you have any questions or concerns.**