



**Mansoura College International  
Schools  
(British – American)**

**Foundation Stage**

**Parent Handbook  
2023-2024**

## **Dear Parent,**

**It is our pleasure to have your child in Mansoura College International School and we would like to extend a very warm welcome to all parents and children joining us this year. Following are some essential information that you need to know to give you a better understanding of the school policies and to have a successful learning environment at Mansoura College International School.**

## **As School we shall:**

1. Maintain a high standard of education with a broad and balanced curriculum and endeavor to teach our curriculum in an inspiring and exciting way to fully engage pupils in their learning.
2. Provide opportunities for pupils to develop and extend their learning skills.
3. Care for each child's safety and well-being.
4. Endeavour to challenge and meet the needs of all pupils.
5. Monitor and report pupils' progress, attainment, attitude to learning and effort throughout each academic year.
6. Arrange Parent/Teacher Conferences to discuss pupils' progress, attainment, attitude to learning and communication skills.
7. Contact Parents/Guardians if there are any concerns regarding attendance/ punctuality/ progress/ behavior, or celebrations.
8. Support Parents with informational sessions throughout the year.
9. Have high expectations of pupils' achievements, attendance and behavior and challenge when necessary.
10. Deal attentively with children in distress, by listening to them and dealing with any incidents appropriately, even having mood/emotion checks.
11. Actively establish positive relationships with pupils, parents.
12. Provide opportunities for the pupils to demonstrate responsibility.

## **As a parent you shall:**

1. Check Microsoft Teams, emails, and Facebook Page periodically to stay informed of all news, policies, and announcements in school.
2. Attend all school requested meetings, Parent-Teacher Meetings (PTM)
3. Support school policies and encourage my child to conform to school rules and class rules, particularly those regarding school uniform, home learning, behavior, and transport.
4. Ensure that school fees are paid on time.
5. Ensure my child attends school regularly and on time (8:00am -2:00 pm. Daily from Sunday to Thursday, September to June).
6. Respond to concerns raised by members of staff.
7. Inform the school of any distress which may affect their child's performance or behavior at school (e.g., a loss in the family, separation, moving home, parents traveling, illness, etc.)
8. Inform the school of any health problems or behavior difficulties pupils may be experiencing at home.

# How To Communicate with School

## Microsoft Teams

Mansoura College International School uses Microsoft Teams platform. It connects parents and pupils with school and teachers. As a parent, you can stay informed about what's happening at school and your children's lessons as you can find offline sessions for the lessons they studied at school, summary, and comments from the teacher, how well your child was during his/her school day. Report cards, attendance, school calendar, important announcements emails and notifications from school can also be viewed through Microsoft Teams. Also, you can contact teachers and the Administration Staff (Principal, Admin. Deputy and HODs) via Microsoft Teams.

## Public Relations

You can contact Public Relations on (01114680665) during the schooldays. or send a WhatsApp message at any time and they will reply to your message the next working day.

## Contact info you may need:

	Name	Email & chat on Microsoft Teams
Vice Principal for Educational Affairs	Ms.Marwa ElMenshawy	<a href="mailto:mmenshawy@mc.edu.eg">mmenshawy@mc.edu.eg</a>
Administrative Deputy	Ms.Nanis ElBayomy	<a href="mailto:nelbayoumy@mc.edu.eg">nelbayoumy@mc.edu.eg</a>
Head of Public Relations	Ms.Rasha ElAdl	<a href="mailto:reladl@mc.edu.eg">reladl@mc.edu.eg</a> 01114680665 / 0502588822

You can contact the class teachers via the chat in Microsoft Teams, or if you want to talk to them, you can call the teacher in the time mentioned in the contact list sent at the beginning of the schoolyear. sorry for being unavailable at any other times or at weekends.

## Meet the Principal

If the Parent needs to meet the principal, an appointment is requested in writing or by calling the school Public Relations. Parents must clearly state the issue, and an appointment will be considered.

# School Policies

## Uniform Policy

1. All pupils **MUST** wear the proper MC uniform purchased from the school uniform store, including all items.  
**SHOES MUST HAVE 'STICKY' VELCRO FASTENINGS AS SHOELACES ARE TOO TRICKY FOR SMALL HANDS.**
2. P.E. uniform should be worn only on days with the scheduled P.E. classes.  
**Please ensure all items are dearly labelled with your child's name and class.**
3. **HAIR and General Appearance: Boys must have SHORT NEAT HAIR. Girls must have their hair neat and pulled back. All students must always look neat and clean.**
4. **Forbidden Items:**
  - Jeans/Denim, Dirty or ripped uniform.
  - Multiple ear piercings and dangly earrings (only studs are permitted)
  - Makeup, traces of makeup and nail polish.
  - Hair colors, • Tattoos or henna • Jewelry and accessories such as bracelets and rings
  - Studded and sparkling trainers.
  - Toy guns, knives, swords, or other items which encourage aggressive behavior (including Superhero action figures).
  - Expensive toys, mobile phones, smart watches, or electronic games.

## Student Early Leave permission

- We appreciate your cooperation in making these procedures go as smoothly as possible.
- In case of emergencies, If someone other than the parent is picking up a student, the parent must notify the Public Relations. you need to call the school before 1:00 pm. with the name of the person picking up the student, relation, and ID number to identify them.
- No early Leave permission will be admitted after 1:30 as this is the time for preparing for students' dismissal. Please, notify the Public Relations before 1:30 pm. to prepare the permission and the student.

## Meals and Snacks

- All students need to bring healthy meals each day, which is eaten in the morning "breakfast" break and a snack meal in the second break time under our supervision. We suggest fruit, sandwiches, raw vegetables, milk, yogurt, juice, and water.
- Junk food is not allowed as part of a student's breakfast or snack.
- Chewing gum, or too many sweets& chocolates. Fizzy drinks and drinks in glass bottles are not allowed.
- Students are not allowed to buy from school canteen, so please don't send money with them, or send them food items like(fries....) from school canteen.

## Health and Safety

- A child who is not well does not benefit from school and can badly affect the health of other children. If you have any doubts about your child's health, please keep your child at home and contact your doctor.
- No child shall come to class or stay in class when the following symptoms are present. Children brought to school with the following symptoms will be kept in school clinic and the parent will be contacted to come to the school and take the student:
  - Fever, Diarrhea or Vomiting
  - Body rash with fever
  - Sore throat with fever and swollen glands.
  - Eye discharge or pink eye or yellow skin or eyes.
  - A child with difficult breathing or severe coughing
- When a sick child is taken home from school, he/she is required to stay home the following day to ensure that he/she has a chance to recover.
- Please inform the school administration if your child has any known or suspected food allergies.

## Fundays & Parties

- All classes have several parties throughout the year. Please inform the teacher if your child is not able to participate in any of these events.
- Please, note that holding a special party for a student is not allowed (Birthday, Surprise party....) as the school planned to celebrate the birthday of all students in a certain time during the school year but you can arrange with public relations office and send (if you want) cupcakes(only) or simple toys that your kid can share with his/her classmates.

## School Visits

- Parents and visitors must disclose the purpose of their visit with staff at public relations office when signing in. If there is a concern about the purpose, a member of the Administration team (principal, Administrative Deputy or HODs) will deal with the issue.
- Parents and visitors are most welcome to visit the school that will be held in the administration floor ... visiting classrooms is not allowed for any reason except planned visits and Parent-Teacher conferences.

*We look forward to working with you all and wish your sons and daughters every success in their endeavors here at Mansoura College International School.*