



"A good beginning makes a big difference."

The Pre-IG department would like to welcome the new students to a new phase in their learning journey.

Students are now done with a long educational stage in the CP department, and are about to step into a new completely different stage with different challenges, system, management and teachers.

Pre-IG Policy

* Our aim is to guide our students to grow and develop into more responsible and independent individuals. Consequently, it is extremely crucial to point out that we as a school and you as parents have the students' welfare as our prior priority, so we would never be on opposite sides. Kindly keep in mind that change is mandatory even if it sometimes seems hard.

* In this stage of the students' lives, they need to be encouraged to be more independent than how they previously were. They have to be responsible for their own learning, and work hard to achieve progress.

Some approaches need to be followed:

- Students would be responsible for recording their homework tasks and their deadlines.
- In case students face any difficulty in any subject, they will have to seek their teachers' help through attending the office hours in the specified timings for each teacher announced previously. Please note that office hours are optional according to the child's needs.
- Students will be responsible for following up the collective checking of homework done in class, and will not depend on answer keys which may or may not be uploaded.

School Rules:

Please take some time to read the following:

1. For Year 7 students, it is obligatory to wear the new school uniform. For Year 8 and Year 9 students, they have one transitional year where they can wear the old uniform if they still did not get the new one.
2. Students are expected to arrive to the school campus on time. Tardiness would not be accepted unless they come to school using the school bus.
3. It is mandatory that boys* should have short hair. Long hair is forbidden at school. Girls should have neat clean hair. Kindly take a good care of the students' general hygiene (clean uniform , hair and nailsetc)
4. Accessories and nail polish are not allowed.
5. Shoes should be either black or white.
6. As you previously know, the school does not offer a canteen service, and due to the spread of Covid-19 virus and to ensure our students' safety, sharing food between students would be completely forbidden. As a result, you dear parents are kindly requested to send enough healthy food and water with the students on daily basis.
7. Wearing masks throughout the whole school day is a MUST.
8. In case a student is sick or has any medical condition, it is crucial to inform the school, and in case the student is allergic or has a problem with a certain medication, the school should be notified about it in case the student needs to refer to the school doctor.
9. Bullying and violence are completely forbidden, and will be met with harsh decisions and consequences.

* In case there is an issue or a problem regarding your child, kindly contact the subject teacher directly to solve the problem. Please make the step of taking your complaint to the school administration the last resort if the problem is not solved.

* Schedules with the teachers' phone call timings and office hours have been uploaded on the school website. Please note that any calls on private mobile phones will not be answered. You can contact any of the school staff through the official channels (school phone or via email).

* In case of illness during exams, a medical report should be submitted to the school.

* Exams will be held on their announced timings whether in campus if the school is working normally, or online in case we had to resort to online learning due to any reasons at any time of the year.

* Sessions taken in class will be recorded and uploaded on the classroom ONLY for one week then they will be removed, so in case a student is sick and has to stay at home, he/ she has to make sure to hear the recording during this week.

* Being a part of a reputable organisation, respect towards ALL members of the school staff is expected. Any signs of disrespect would not be taken lightly.

* Kindly rest assured that every single member in the school staff is exerting his/ her utmost effort to provide a top-notch service for our dear students. Consequently, showing gratitude and positivity in front of your children would be highly appreciated.

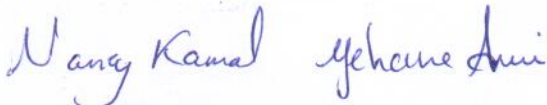
Finally, the Pre-IG staff would like to send their warm wishes for a fruitful and blessed new academic year.

And you our precious students:

Make sure you begin this academic year with new hopes and positive mindset to make it a brighter chapter in your school life.

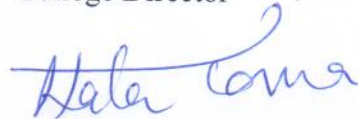
Best regards,

Pre-IG Supervisors



Nancy Kamal /Gehan Amin

College Director



Hala Toma