



New Ramses College



14 Lotfy El Saied St. Ghamra - Cairo



Tel. : +202 24 453 427 - +202 29 224 637
+202 29 224 636 - +202 24 453 444
+202 24 452 635 - +202 24 453 532

Fax: +202 24 452 700

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Dear parents,

Hope you have enjoyed your summer vacation with our dear students. First, we would like to remind you that NRC staff and team's main aim is to create a safe and positive atmosphere for our dear students; and provide them with a professional academic approach to help them achieve and excel. Second, we expect that our dear students would make the best use of what our school provides them; abide by all school rules; and be disciplined at all times.

Accordingly, we would like to present our school rules and policy, which we urge you to read carefully, as these rules will be strictly applied.

1. School Uniform

- School uniform needs to be clean and ironed.
- Shoes need to be either black or white. Students will not be allowed to either change or wear colourful shoes for their PE sessions.
- School jackets will not be replaced by any other jacket, even if it is of the same colour.
- PE t-shirts will only be allowed on the day of their PE sessions.
- Socks need to be totally white; no other colours will be allowed.
- Hair bands, ribbons, shoes ... should be either black or white with no exceptions.
- Shorts are not allowed for Preparatory, Secondary, Pre-IGCSE and IGCSE stages.

2. Cleanliness

- Students need to take care of cleanliness.
- All kinds of sprays (deodorants, perfume, alcohols ...) are not allowed at school.



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a. Hair

- Boys should have clean, combed and short-cut hair.
- Boys of Preparatory, Secondary, Pre-IGCSE and IGCSE stages should have clean shaven faces.
- Girls need to have their hair tied in black or white hair ribbons or bands.
- Hair dye is totally not allowed.
- If hair lice is detected by the school doctor, students will be asked to stay at home for one week for treatment.

b. Nails

- Boys need to have neat short nails.
- Girls are forbidden to wear any nail polish or gel.

3. Accessories

- Accessories are totally not allowed.
- Girls can only wear one pair of small earrings (studs); any other earrings will be taken from the students, or students might be asked to leave back home as a result.
- Tattoos are totally not allowed.

4. Delivering stuff to students

- In case parents need to deliver any sandwiches, books, activities ... to their children, this could be done through the reception, from 8:00 to 10:00 am only, up to maximum three times throughout the term.

5. Mobile Phones

- Mobile phones will be taken if not turned off; parents will be informed, and asked to pick up their child's mobile phone at the end of the day after signing a pledge.



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- If mobile phones are taken for a second time, they will be taken for one week; and if taken for a third time, they will be taken to the end of the term, and in all conditions, parents will be asked to pick them up after signing a pledge.
- Mobile phones are only allowed at the end of the day (for Preparatory, Secondary, Pre-IGCSE and IGCSE stages) near the school gates to facilitate booking any means of transportation – if needed.
- Mobile phones will not be used to access resources and study, in the school premises or in the playgrounds, during the school day.
- Smart watches are not allowed at school at all times.

6. Canteen and Junk Food

- Junk food is totally not allowed and will be taken from the students instantly; school regulations will be applied, as a result.
- Money is not allowed in all conditions (especially for KG, FS, CP, Lower and Upper Primary stages).
- We do not have a canteen at NRC; students are not allowed to use the canteen of the nearby schools; and the school is not responsible in case any problem occurs outside the school gates, as a result.

7. Medical Conditions

- The school needs to be informed in case any student suffers from any chronic diseases or urgent medical conditions to be able to maintain students' safety.
- If any student is absent for three successive days, he needs to be examined by the school's doctor first before entering his class.

8. Lost and Found

- In case students lose anything, they need to refer to their stages' secretaries.



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9. Buying and selling

- Selling or buying anything is totally forbidden among the students.

10. Arrival Time

- Students are allowed to arrive to school maximum by 7:45 am.

11. Departure

- Picking up your child during the school day is totally not allowed, except if the school doctor detected that he is sick and needs to leave; or in emergencies after the consent of his principal.
- Concerning any championships, students need to bring formal documents, and present them to Mr. Hany Agaiby beforehand to decide if he will be given the permission.

12. Exams

- Absence is not allowed during Monthly Exams.
- If a student, who has been absent, presents an acceptable excuse in 48 hours, it will be accepted in condition that he sits the exam, according to the schedule announced by the school, at a later time.

13. School Buses

1. Students should ride their school bus as soon as they go downstairs, at the end of the day, and not to leave the school bus again for any reason, as the bus doors will be closed. In condition any student intends to be late, he would be prevented from riding the school bus; and his parents will come to pick him up.
2. After counting five, the school buses will be closed; accordingly, the bus matron will inform the parent to pick his child up from school.
3. In the school bus, students need to sit where the bus matron asks them to and not to change places; in case he does not follow her instructions, school regulations will be applied.



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4. Students need to keep the bus clean and not to mess up with or destruct other's property; in this condition, parents will be asked to pay for repairing the damage, caused by his son or daughter.
5. In case students do not follow the school's regulations and policy, students will receive a written warning; in case this is repeated, they will not be allowed to use the bus service, for some time.
6. In condition the student needs to bring anything for his school activity or any breakable things, he needs to give them to the bus matron as soon as he rides the bus, and take them back upon arrival to the school premises.
7. In case a student will not go back home by bus for any reason, first, parents need to inform the students' affairs by sending an email or a WhatsApp message; second, parents need to call the bus matron, after that, to inform her.
8. Students need to follow the bus matron's instructions, sit in their places and not to stand up or move around, on the journey to or back from school.
9. All security guards' instructions need to be followed, concerning arrival and departure's times, at the beginning and the end of the day respectively.

14. Gate Cards

1. Up to Sixth primary or year six, students will only be allowed to go back home with their parents or with whoever is delegated by the parents, by showing the Gate Card at the gates.
2. More than one delegation is not allowed; delegations are made at the Security Department's, starting Saturday, the 2nd of September, 2023.
3. In the mornings, do not leave students at the school gates and leave, without checking that they have entered the school gates.
4. Private drivers will not be allowed to pick up any children, before the departure of the school buses from Gate 1.



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Notice:

- Birthday parties are not to be held in classes.
- Students are not allowed to bring any toys.
- Please check that the students' names are written on their jackets, books ... etc.
- Hot drinks are not allowed at school, and in this condition, school regulations will be applied.
- Chewing gums and seeds are totally not allowed.

College Director

Hala Toma



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