

The Egyptian schools



The Egyptian Language School

**Nasr City
New Cairo
Sixth October
El Sherouk**

"We teach for life"

2023– 2024 STUDENT & PARENT HANDBOOK

**Superintendent
Mrs. Mervat Bassiouni**

Dear Parents and Students'

On behalf of the School Board and staff, welcome to the 2023-2024 school year. It is going to be another outstanding year for our entire learning community, and we encourage all of you to work with us to continue enjoying the success of **The Egyptian Language School**.

Our mission is to provide a safe, challenging, student-centered learning environment focused on preparing students for their future through supportive parent, staff, and community partnerships. Basic to a productive learning environment is an understanding of school policies and procedures. Those policies, procedures, and other essential school information are included in this **STUDENT & PARENT HANDBOOK**. There have been important changes in preparation of the **2023-2024** school year due to consolidation alignment and a focus on continuous improvement. The changes are many and range from new building names and grades supported in each, updated programming, facility improvements, and an academic program with increased rigor and opportunity.

Please read and discuss this handbook together, and note that there is a page for you and your child(ren) to sign that indicates you have reviewed the handbook.

If you have any questions or concerns regarding school at any time please feel free to contact us at your convenience through the appropriate channels. We will be happy to address your needs in the timeliest manner possible.

Once again, welcome to a new scholastic year full of opportunities: Together We Can!

Yours in Education,
School Administration

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A. About us

1. School Vision

“We Teach For Life”

2. School Mission

We teach for life; to bring up positive 21st century citizens, able to succeed beyond schooling, capable of facing different life challenges and preparing them to be Egypt's future leaders. We are after a high-quality education in a safe and ethical atmosphere. This is guaranteed through providing a highly motivated enthusiastic staff; as well as, developing our students' critical thinking and problem-solving skills; supported by our good channels with parents through a clear open-door policy.

3. School Slogan

Roots & Wings

“With grounded **Roots** ELS continues to spread its **Wings**”

4. School overview and profile

➤ **Nasr City**

Established: 1994

Caters for: Baby class through primary 6

Educational System: National Curriculum is in operation.

➤ **Kattameya Campus**

Established: 1996

Encompasses **three educational systems:**

○ **National Co-education**

Established: 1996

Caters for: Baby class through Secondary

○ **National Girls School**

Established: 1998

Caters for: Baby class through Preparatory

○ **The Egyptian American International School**

Established: 2003

Caters for: KG through high school.

First accredited in 2003 from NCA-CASI, a division of cognia.

[The school is Exam Center]

○ **The Egyptian British International School**

Established: 2007

Caters for: KG through IGCSE

EBIS is licensed to apply Cambridge International programs stage For Key 1, 2, & 3.
IGCSE (International General Certificate of Secondary Education)/Established: 1996

➤ **6th October Campus**

Established: 2016

Encompasses **three educational systems**:

○ **National Co-education**

Caters for: KG1 through Secondary

○ **The Egyptian American International School**

Caters for: KG1 through Grade 12.

○ **The Egyptian British International School**

Caters for KG through IGCSE

➤ **El Sherouk Campus**

Establish: 2023 British system

Caters for: KG1 through Y4 and high school

5. School Expectations

All ELSians have the right to learn in a safe productive environment that promotes their intellectual and personal growth. ELS also believes that with rights come responsibilities.

Students are expected to:

- Believe that there is nothing that cannot be achieved through hard work and perseverance. **If there is a will there is a way.**
- To be an influential role model who inspires his peers, following code of conduct and always be up to school expectations.
- Become a pro-active learner; take learning seriously, attend classes regularly, be prepared, participate, engaged in discussions effectively, ask questions and get assignments done carefully on time.
- Comply with school policies as outlined in school handbook and all departments' policies updates.
- Respect fellow students and staff members.
- Protect and preserve property and belongings of school and others.

6. School Song

We ELSians stand together
To pledge our love forever
And strive for the pillars of honor and Knowledge
May your torch be always burning
And light for us the path of learning
Here we share our goals and dreams,
Build a bridge along the years,
Build a bridge from heart to heart
Pupils and teachers are never apart,
Here all of us grow,
In a world we want to know
Learning how to love and live,
Learning how to take and give
Learning how to make our dreams come true

B. School Disciplinary Policy and Procedures:

1. Tardiness Policy

To ensure proper punctuality along with proper supervision, students **MUST** follow the given scheduled time on the mentioned days:

Sundays through Wednesdays from 07:35 to 02:30

Thursdays from 07:35 to 02:00

All ELSians must be at school before 7:40 to attend the morning line, which is an important part of our school identity. It helps students to start smoothly their school day and may also include important announcements.

Arrival after 7: 50 is considered LATE

NB. No gate students are allowed to enter school **before 7:15 am**, as there is no availability for any kind of supervision.

School Gates are closed at 8:00 am.

Tardiness Consequences

During Regular School Days

Tardy Student (between 7:50 am to 8:00 am) is given three chances per term notifying parents by emails, on the fourth time he/she will be immediately sent back home.

During Assessments:

- Tardy Student for the 4th time are allowed in during exams in condition of not exceeding 30 mins (so students are allowed in during exams).
- NO EXTRA TIME will be given for any tardy students in exams.
- Tardy student for the 4th time; is still considered tardy, but allowed to complete the school day. [Marks are deducted per subject on that day]

Tardy students have to check and sign in; at the reception /secretary office to receive a written permission to be allowed to enter the classroom.

2. End of School Day Policy

- **Primary stage:** Gates are opened at 2:15pm.
- **Prep. through Secondary:** Gates are opened at 2: 30 pm
- All gate students **MUST** leave **by 2:30**

No supervision will be available

It's not allowed to pick up your child before the end of the day. Once the student is inside the school premises, he/she has to attend the full school day; unless there is a school medical release or a championship tournament allowances attached with tournaments schedules. Approval should be accredited by headmistresses two days ahead of the championship tournament in the condition of leaving **at 1:00 pm and not before.**

3. Absence policy

The school attendance policy states that all students are expected to attend school regularly when school is in session. Students are expected to attend school every day, except for illness or a family emergency. Encouraging regular school attendance is one of the most powerful ways one can teach a child abiding by rules, developing behavioral attitude of punctuality, commitment and responsibility.

Absence Consequences

Students who are absent must submit a written excuse within two days of coming back or else marks will be deducted.

* Absence for one day with excuse: A mail or a written form is accepted. (P. 27)

*Absence for Two days or more:

- **Case 1:** [for illness] _1)_send an e-mail with reason within two days .
2) A medical report accredited by a medical insurance organization or a clinic doctor is required. (Parent must accompany the student to school to visit the school clinic doctor before entering the class)

School bus will not pass by students

- **Case 2:** [for travel or other emergencies] contact the school students' affairs office for required documents.

*Homework and Classwork for absentees

- Collecting all required written tasks is the student's responsibility to be able to proceed on and catch up with the academic requirements.
- When a child is absent, he/she must complete assignments at home and then send them to their teachers hardcopy or electronically as per requested.

*Absence during assessment:

As ELS always works for students' welfare; thus, the student is given full support that is eventually aligned with a reasonable excuse, but in case of non-submitted excuse, deduction occurs **(No Repetition of Exams in ALL Cases)**

N.B. No more than 15 days of absence are allowed during the school year except in emergencies with supported serious reasons approved by school administration.

Otherwise, official and legal steps will be taken according to the Ministry of education department regulations.

Students must attend 85% of the school working days

For 3rd secondary more than 15 days of absence the school has the right to:

- Prevent the student from attending the school graduation ceremony
- Prevent using the school bus during exams' times.
- Refuse providing the student with the final conduct statement.

4. Appearance and Dress Code:

The purpose of the school – appearance code is to establish appropriate school formal learning environment, empowered by self-confidence, discipline and responsibility which support school productive academic atmosphere.

Hence, all ELSians are required to abide by the dress code that includes the following:

- Clean and ironed uniform.
- PE uniform must be worn during PE lessons (Girls in preparatory school are not allowed to wear PE shorts).
- Clean, Polished, Plain and flat black trainers / shoes.
- FOR GIRLS: Tidy hair, no fancy hair bands, buckles, strange hair styles, hair dyes
Short clean nails, no nail polish, no tattoos and no piercing.
- Scarfs for veiled girls must be white or dark blue.
- FOR BOYS: No hair gel, short hair is a must
- Accessories (Caps, hair accessories) must be dark green, dark blue, black or white.
- No jewelry or fancy accessories.
- **3rd Secondary** senior T-shirts, blank sweatpants, white trainers /shoes are accepted
Even during official exams (outside school)
- Out of uniform dress code school students are allowed to wear decent outfit (no short skirts, no skinny pants,...) if exams are inside the school. (Not in secondary)

Code violation consequences

Students violating this code will receive an e-mail for the 1st time, if repeated he /she will be sent home and considered absent without excuse.

5. Code of Conduct

(In classrooms, playgrounds, School Library, Labs....., etc.)

ELS disciplinary objective is to develop a structure of consistency in discipline using a proactive, preventative approach; where students develop formal behavioral attitude embedded with respect for others, themselves and learning.

ALL ELSians MUST

- Keep hands and feet to oneself.
- Keep the voice to the inside working level.
- Be good listeners and respect turns.
- Use appropriate respectful language.
- Come to school prepared and fully equipped.

- Keep all school property clean, tidy and ship shaped.
- Step into classes quietly and in a proper shaped line.
- Use official passes when moving from one place to another.
- Stay in the assigned allocated areas according to the given task or permission.
- Inform teachers in charge if anything goes wrong.
- Ask for permission before moving from one's place.
- Be alert collect your staff before leaving any place.
- Not chew gum in school.

Conduct Violation Consequences

In case of violating any of the above-mentioned rules, students face consequences that may include break / activity lesson detention to school suspension.

Using foul language, taking part in mass fights, bullying or harassment leads to suspension from school for one or more days.

Using all non-learning items are absolutely forbidden within school premises and will be confiscated (Toys, Electronic games...etc. or any items that may be harmful}.

Confiscated cell phone, smart watches, will be kept at school administration to be picked up by parents after two weeks.

6. Financial Reimbursement /Vandalism

A fine is paid in case of:

- Damaging any of the school properties deliberately will lead the student to pay a fine. [Amount is identified and decided based on the damaged item]
- Losing any of the school items (report folder, gate cards, locker keys, school books....., etc.) **An e- mail is sent for parents' notification**

7. Bus Rules:

The purpose of this policy is to provide safe transportation service to students, and acknowledge students about safety issues and responsibilities while riding on a bus; keeping in mind that it is a privilege not a ride.

All school rules and code of conduct apply on the bus.

Elsians are expected to:

- Be on time in the morning and in the afternoon, as bus matrons are not allowed to leave the bus or wait for students more than two minutes.
- Stay in your seat.
- Talk quietly using proper language and show respect to all peers.

- Keep the bus clean and in good shape.
- Refer to school administration in case of problems.
- Students are not allowed to use other buses except on the last exam day of the 1st and 2nd terms with a written request one day ahead.
- In case of emergency for permission to use the gate for one day, a formal note from parents is required before 12:00 noon. For 3rd Secondary before 10:00 am
- **3rd Secondary** Bus services are ONLY available till the first of May. After the given date, bus stops will take place.

Bus Rules Violation Consequences

- Warning note is sent home.
- Suspension from the bus service.
- An official meeting is held before the student is allowed on the bus again.
- A tardy student in the afternoon will be deprived from using the bus, next day in the morning.

C. Health and Safety

Our goal is to create a safe healthy environment inside all the school buildings, playgrounds and buses; that ensures the best atmosphere for the students all day long; using high quality methods and all available infection control techniques.

We believe that our students must come to school in a good physical condition (either treated or on treatment of any previous medical problem). Our role is basically concerned with emergency cases that escalate at school; providing first aid support.

Note: fill the student's medical data form sent by mail at the beginning of the year or any medical updates through the school year.

Clinic policy

- When the student complains in the class, he will either receive his first aid through his floor attendant in case of mild traumas or mild skin scratches or he /she will be sent to the school clinic.
- When the student is sent to the school clinic, student medical record is checked, student examination is done, treatment takes place and an e-mail is sent to parent to be notified about the clinic visit.
- Once the parent receives an e-mail, this means that home follow up is a must.
- Parent will receive a phone call due to medical concerns in emergency cases only that include fever (Body Temp. =38 or more), severe cut wounds, severe sprain, vomiting more than twice, severe diarrhea, any suspicion of infectious disease, excessive menstrual bleeding, severe hypo or hypertension, severe bronchial

asthmatic attack, severe trauma that needs immediate intervention, emergency cases for recorded medical cases and loss of consciousness. **In this case** Students will pass by the clinic to be checked before entering the class in the following day.

- We believe that our students will come back to school in their best health wellbeing after complete recovery from epidemic diseases. They will pass by the clinic to be checked before entering the class in this case
- In case of absence for Two days for medical concern. They should be accompanied to the school by their parent on return.
- A specialist medical report is a must in case of exceeding two days of absence.
- A list of medical supplies should be provided in case you mentioned your son/daughter is a special medical case.
- Vaccination takes place in school for different stages in coordination with the health insurance representatives. Form for parent approval is requested on due dates. Not sending the approval is considered as a disagreement.
- Kindly note that no inhalers or nasal drops are available in the school clinic to avoid transmission of infection.
- **In case of accidental school bus situations**
 - School buses are supplied with first aid box and the bus matrons are trained to use its items.
 - If any emergency condition occurs in **the morning round**, the bus matron will handle matters until the bus reaches the school and the student will be examined in the school clinic
 - **In the afternoon round; the** bus matron will handle the situation and notify parents.

2. Emergency and Evacuation

To ensure a **safe and secure environment** inside school premises; drills will be held throughout the year to familiarize students and staff members with necessary procedures. Teachers will give specific instructions to students throughout the year. Students should know and follow these rules:

- Upon hearing the alarm, students will proceed in a single line quietly under the direct supervision of the teacher.
- Students will proceed to an assigned location outside the building.

D. Academic and Technical Areas

1. Homework Policy

Objectives:

- Develop positive study habits and manage their time efficiently.
- Work independently and develop a sense of responsibility.
- Review and practice what have been covered
- Use resources effectively (library, internet etc.) and develop research skills.
- Develop on an effective home-school partnership in pursuing the aims of the school
- Enhance different skills; applying them effectively on different subject areas.

Late Homework Consequences:

- In case of late submission of homework, students face the consequences varying from deducting marks up to school detention.
- Parents will receive an E-mail in case of late homework submission for the third time.
- When a child is absent, he/she must complete assignments at home and then send them to their teachers electronically hardcopy or electronically as per requested.

2. E-Learning Policy

Introduction in today's changing world, students need to leave school with a set of technological skills that can help them succeed in life beyond schooling. At ELS we make sure that our students are exposed to digital applications starting young age. E-Learning applications and platforms are used as a tool of communication to bring teachers, students, and parents together as well as distance learning when needed. E-Learning helps ELS instantly communicate and engage with all families and students, so we can keep building relationships during regular school days and during times when schools work remotely.

2.1 Digital tools of communication during E-Learning

As mentioned in ELS communication policy; 2

- The school use email and unified digital platforms (Google Classroom) to send direct messages to families and share announcements for student's learning purposes.
- All communications must be objective, constructive, relevant and professional.

- Students' academic and behavioral information are confidential and should not be shared by any informal means.

Distance learning phases:

1. Distance learning Induction phase:

- Teachers can use various tools to send presentations or go virtual on digital meeting platforms.
- Clear instructions along with the learning objectives will be given with each and every presentation.
- Concept-Check questions will be embedded in all presentations. - Students should save & download all presentations and resources to watch later if needed.
- Virtual class (Zoom link) might be included in the presentation and sent to students ahead through Google Classroom where all school rules and regulations apply. Attendance is recorded.

2. Distance learning Practice Phase:

- Various types of practice are used after each induction step to assess student's progress.
- All practice assignments should have a clear due date and time.
- Student's performance should be recorded and monitored by teachers and leaders to put the action plan.
- Students can ask questions and send inquiries to teachers through the digital tools agreed upon (Google Classroom).

3. Distance Learning Assessment Phase:

Assessment is an important parameter for making distance learning implementation successful. We can still refer to the regular organization policy for assessment that provides clear guidelines for the school's approach to formative and summative assessment.

2.2 Students code of conduct in case of using Zoom Sessions

Students will be oriented to the zoom rules and code of the ethics by teachers during student orientation.

Students! You are expected to do the following:

- 1- Create a zoom account.
- 2- Make sure you sign in into your scheduled Zoom session using this account.
- 3- Keep your zoom schedule handy and make sure you use the correct ID when signing in. keep the meeting ID confidential.
- 4- Find a quiet spot with a plain background to avoid distraction for you and others.
- 5- Wear your school uniform [polo or P.E T-shirts].
- 6- Stay attentive and make sure your video is on at all times so we can see your happy face.
- 7- Keep your audio on mute and use the Zoom "raise hand" feature when you are ready to participate or when you are called on.
- 8- As expected of any class interaction, you should treat each other with courtesy and respect.

9- Chat responsibly when using the chat box. Remember that it is public, and a record of the chat is kept and archived.

10- Have a paper and a pen handy to take notes.

Students! You are not allowed to:

1- Eating while attending a Zoom session.

2- A delay of 10 minutes or more from the beginning of the session when broadcasting live without excuse.

3- Dismissal from the class before it ends without permission.

4- Absence from any session without excuse.

5- Using the microphone, video or chat box without the teacher permission

6- Taking screen shots or screen recordings of virtual classrooms without the teacher permission.

7- Post pictures of your virtual class on social media or elsewhere. While it is fun to share in the excitement of connecting over Zoom, we are committed to protecting the privacy of all users; teachers and students.

8- Disrespecting teachers or classmates.

Behavioral grades are recorded by the teachers for every Zoom session following the school rubrics.

Students will lose grades when violating any of the rules.

Disruptions to a Zoom session and/or repeated violations will be reported and may lead to suspensions from Zoom class sessions.

Don't forget to create a formal E-mail

First name. Father's name. Family name. **Last 4 numbers** of the student "ID" @gmail.com

Ex.: mohamed.tarek.elkashef.3642@gmail.com

3. Exam Rules

Exams help to bring an improvement in the individual's knowledge by providing regular feedback to the students who acknowledge their short comings and work on them. Another **advantage** is that **exams** promote competition among students. They work harder to improve their knowledge and skills. Thus; it's recommended to abide by school rules to guarantee calm and stress-free hours while taking exams as follows:

- **Bus** students are to be on time for busses in the morning; as bus leaves in case of delay.
- **Gate** students are to be at school on time; as no extra time will be given in case of tardiness.
- Students are to enter their assigned classroom with only needed tools for exam. No one is allowed to share materials during the exam. (No food/No drinks/No music devices/No mobiles...)

- Students sit in their assigned seats.
- Once the assessment begins there is **NO TALKING!**
- Make sure you write your data as shown on the desk slip correctly and accurately.
- Make sure you **read** the instructions on the cover page.
- **Count** and **revise** the exam pages.
- **Cheating Cases**
Cheating is defined as talking, looking anywhere but at your own paper, being caught with any resource as reference; including mobile telephones, or any other disruptive behavior.
 - Anyone who is caught cheating; receives a (ZERO) on the assessment, parents are notified and a conference is requested.
 - **If a student causes noise or is suspected cheating during exams' time, the following occurs:**
 - **Step 1:** Verbal Warning.
 - **Step 2:** Notify the floor leader.
 - **Step 3:** remove paper for five minutes.
 - **Step 4:** student may not be allowed to finish his exam inside his proctor, Parents will be notified
- No student will be allowed to leave proctor room during the assessment (No bathroom or drink runs), except after floor leaders' approval.
- If you have a question raise your hand and wait for the proctor to communicate in a low voice.

Abide by all school rules during exam periods.

Violating school rules during exams will lead to

- a) Obliging the student to wear the school uniform; on the last day of exams.
- b) Detention on the last day of exams.

4. Grading System and Reports

Reporting student progress to parents is an important part of the educational process. Providing information about the strengths and challenges of learners, helps educators and parents focus on ways to support learning at school and at home.

- Give objective rating of students' progress and achievement levels according to specifications set by **the Egyptian Ministry of Education**.
- Help parents to keep track of their son's / daughter's level.
- Assist parents to be aligned with school staff members to get efficient support if needed at the appropriate time.

Parents are responsible for following school calendar for regular dates of Report distribution, Revisions and Signature of exam papers.

5. Academic Support

The school offers the academic support through **two** main channels; legalized by school policy and notified to parents; as follows:

➤ Office Hours

Office hours are scheduled hours during break time; through the school administration; offering supportive hours for providing assistance to students in order to enhance their learning experience and help them to fulfill their academic potential.

➤ Care Classes (Prep Stage only)

Care classes is a paid service offered on Saturdays or after school hours.

6. Rewarding System

Rewarding system is an effective way in which we can celebrate student achievements and positive student behavior; based on upholding ELS Rules.

ELSians are appreciated for their academic progress levels; as well as their interpersonal skills and personal traits throughout the year in different occasions.

Every success story helps students become more self-confident. They are proud and also encouraged to achieve another successful result.

N.B. Any student who is exposed to any kind of suspension or severe penalty; is consequently DEPRIVED from this HONORSHIP JOURNEY.

E. Home School Communication

Building a positive parent school relationship helps children to get the utmost academic and social benefits. Not surprisingly, research shows that; the more parents and teachers share relative information with each other about a student; the better effective results both reach to; that will eventually help students achieve skills.

Thus, ELS seeks effective means of communication with parents through legalized channels of communication.

1. Channel book

- Channel books are daily registrars that would keep parents aligned with students' daily productive days.

- Students are responsible for recording written assignments in the channel notebook.
- Both teachers and parents use channel notebook as an important home school communication mean; sending urgent messages if needed.
- Parents are asked to check and sign regularly.

2. School Site

School website “ www.els-egypt.com ” must be browsed regularly for the following:

- Calendar
- Bulletin for announcement/updates (Parents meetings guide, Trips.....etc.)
- Application forms
- Newsletters
- Activities & Events

3. Facebook Page.

4. E-mails

Visiting emails & regular checking is recommended to keep up with any updates.

5. Parents Meetings

- Meetings are crucial for exploring students’ background (academic and behavioral progress levels).
- Regular parent / teacher meetings are arranged to pass updated feedback.
- Parents’ meetings dates are fixed on school calendar on school website.

6. Individual counseling

Parents are welcome to pay other needed visits if there is urgency for discussing individual matters, suggestions, inquiries or complaints.

These appointments must be fixed through phone calls or a written note to the school telephone operator or secretary beforehand. This appointment is set in a scheduled log to guarantee satisfying parents’ needs or else staff members won’t be available.

7. Volunteering

Who are Volunteers?

Volunteers are parents who are ready to share their potential and experiences with students on different levels.

To ensure parents’ effective involvement, we **ELS** usually open doors for parents’ who are ready to share experiences through their different fields of work; to our students serving our main vision “WE TEACH FOR LIFE”

Parents volunteer fill the required form and contact school administration.

How can volunteers help?

- life coach /guest speaker
- Career orientations and awareness
- judging / sharing in school events

8. PTA (Parents Teachers' Association)

PTA is a clear authorized channel that plays on creating this kind of link that would tighten the bond between administration and family members in a professional way

How is PTA constructed?

- Announcement is made for parents to volunteer in sharing in PTA
- Members sign in on line
- Different sections are announced
- Votes are taken among all parents after introducing themselves
- Final selection is made and names are announced
- Regular meetings take place based on a schedule

F. Appendix

Kindly fill and send the attached forms if only required.

1. Student & Parent Handbook contract
2. Locker form
3. Trip
4. Care classes
5. Gate form
6. Gate form Endorsement
7. Volunteer form
8. Absence excuse

The Egyptian Language School

Student & Parent Handbook contract



Dear Parent/Guardian,

Please review the 2023-2024 Student Parent Handbook with your child (ren). All students and a parents/guardian must sign and date below. This form must be followed and abided by.

I have reviewed, and will comply with, The Egyptian Language School Student & Parent Handbook.

PLEASE PRINT STUDENT LAST NAME

Parent/Guardian Signature /Date

Student Signature /Date

Locker Form



Name:

Class:

Date:

Amount of money:

Parent's Signature:

.....

Trip Form



Name:

Class:

Date:

Trip place:

Amount of money:

Parent's Signature:

.....

Care Classes Form



Name:

Class:

Date:

Subject:

Amount of money:

Parent's Signature:

.....

Gate Data



Date:

Student's Name	
Class	
Person in charge of picking up the student	
ID number	
Father's mobile	
Mother's mobile	
Emergency number	
E-mail	

Parent's Signature:

.....



Gate Form Endorsement

Name:

Stage:

Date:

I here by the Parent of Class

I agree that my son / daughter leaving the gate of the (.....)

Building on my own responsibility and he/she will leave within 30 minutes maximum from the official leaving time, and this endorsement card could be confiscated in case of any misuse.

Mobile no:

National ID no:

Parent's signature:



Volunteer Form

Child's Name: Class:

Parent Volunteer: Mum ☐ Dad ☐

Volunteer Name:

Job:

Mobile Number:

Email:

Date: Time:

I am interested in helping with (check all that apply):

- ☐ Guest speaker
- ☐ Judging / sharing in school events
- ☐ Preparing Break activities group of (25)
- ☐ Story telling with small groups
- ☐ Chaperoning a field trip
- ☐ Assisting with art projects
- ☐ Assisting in character building
- ☐ Assisting in Science Lab
- ☐ Others:

Parent's Signature:

.....



Absence Excuse

Student's Name: ----- Class: -----

Date(s) of Absence: -----

Reason of Absence: -----

-----Date of
submitting the excuse: -----

Parent's Signature:



Absence Excuse

Student's Name: ----- Class: -----

Date(s) of Absence: -----

Reason of Absence: -----

-----Date of
submitting the excuse: -----

Parent's Signature:
