



## Important Updates for Students' and Parents Engagement

Dear Parents,

I trust this message finds you and your family in good health. We would like to share several important updates and reminders to ensure we continue to provide the best possible support for our students.

### 1. Books and Learning

- All English novels must be returned to the school library at the end of each term.
- Books should be returned in good condition so they may be used by future students.
- **Objective:** This policy is intended to promote responsible use of school resources, ensure equal access to learning materials for all students, and maintain complete sets of novels for future classes. By returning books in good condition, students also learn accountability and respect for shared educational resources.

### 2. Parent Information

- Please ensure the school has your most up-to-date contact details (telephone numbers, email addresses, and emergency contacts).
- It is also essential that we receive any updated medical information regarding your child to safeguard their well-being.

### 3. School Policies and Procedures

- **Attendance:** Regular attendance is vital for academic progress.
- **Google Classroom:** To be used strictly for learning follow-up; it is not considered a formal communication channel. It's also very important to know each department school policy that will apply to facilitate parent student awareness. (the process of inviting students to Google classrooms is ongoing so don't worry if there is a technical obstacles).
- **Formal Communication:** For all official matters, please use the school's approved communication channels (school email, reception, or telephone numbers).



- **Kindly note** that any effective meeting will be through an appointment for better communication and facilitating the process.
- **Calendar:** Kindly check the school calendar regularly for important dates and updates on school website ([www.els-egypt.com](http://www.els-egypt.com))
- **Handbook:** Please review the school handbook for a clear outline of rules and expectations for a clear smooth academic year.

#### 4. Behavior and Discipline

- **Dress Code:** Students are expected to follow the school's uniform and dress guidelines.
- **Behavioral Standards:** Respectful conduct is expected at all times.
- **Preparedness:** Students should arrive at school ready with their books, supplies, and completed homework.
- **Movement:** Students are required to walk calmly and responsibly within school premises.

#### 5. Safety and Dismissal

- **Gate Arrangements:**
  - KG: Gate 12
  - Primary 1–4: Gate 5
  - Primary 5–6: Gate 3
  - Prep School: Gate 1
  - Girls' School: Gate 2
- **End of Day Procedures:** For safety reasons, all internal exits will be closed at dismissal. Students will not be permitted to move between different buildings for their safety and welfare.
- **Gate Pass (beige):** Parents must use the official pass for student pick-up otherwise the student won't be able to leave school premises.
- **Green Card:** For students who are meant to leave alone, they shouldn't wait outside school gates more than 15 minutes for their safety otherwise they will be accompanied back inside their school waiting for their parents to pick them up.
- **Timeliness:** Kindly collect your child on time within 15 minutes of dismissal as no supervision will be available after that time.



- **Campus Access/ End of day:** For student's safety, parents are kindly asked not to enter or cross through school buildings during pick-up. Parents are to pick up their children from their school.

## 6. Class Placement and Reshuffling

- From time to time, the school may reshuffle students across different classes.

This process is conducted according to set criteria established within the school system to ensure the welfare and best interests of students. It is designed to promote a balanced learning environment, encourage positive social interactions, and support students' academic and personal growth. Reshuffling also helps ensure diversity within each class, reduces the formation of exclusive groups, and fosters inclusivity, collaboration, and mutual respect among all students.

We sincerely appreciate your cooperation and continued support. By working together, we can maintain a safe, respectful, and caring environment for all of our students.

With warm regards,  
**Mrs. Hanan Nassar**  
School Director