

A photograph of students in school uniforms walking outside a building. The students are wearing light blue shirts and khaki pants. The background shows a building with windows and a paved area. A decorative graphic of diagonal stripes in green, purple, and blue is on the right side of the image.

Student & Parent Handbook

This Parent handbook contains general information for all parents.
Please read it carefully and keep it handy.

Parents are requested to communicate directly with the School Administration whenever they have questions or concerns about any aspects of their child's life at school. Parents are welcome in school to discuss their child's progress or any difficulties but we kindly ask you to make an appointment in advance.

Parents are respectfully requested to call the reception and the school will reply later that day.
These members of the staff are in charge of :

Academic matters	Headmistress Mrs. Dina Nada
Any aspect of your child's life at school	School Deputies Mrs. Abeer Karam Mr Hany Basiouny
Kindergarten	Kindergarten Principal's Assistant Mrs. Amal Kamal School Deputy Mrs. Abeer Karam
Transportation	Transportation Coordinator Eng. Mahmoud Fawzy
Sports Activities Extra-curricular Activities	Activities Supervisor Captain Mohamed Moustafa
Fees	Accounts Department
Student's Affairs	Student's Affairs Department
Clinic	School Physician
Registration	Reception
Change of address or telephone	Administrative Office Miss Fatma El Zahraa Mrs. Hoda Bedair

Link Book

All the school newsletters as well as teacher's notes will be sent in a child's link book. It is an effective way of communication between parents and school. Please check it daily.

Assessments

Pupils are regularly assessed throughout the academic year through quizzes, exams and oral work. The report cards are sent home each month and these give a full account of the progress a child is making. Parents are also requested to attend Parent/ Teacher Meetings in order to discuss their child's progress

Attendance & Punctuality

Attendance and Punctuality are essential in the standards of discipline. Students who have been absent or late for school must report to the school administration (only written excuse will be permitted).

It is the responsibility of students to make up the work missed due to their absence.

Homework

Homework plays a vital part in a student's education. It allows students to review and reinforce the concepts they have learned in class and provides them with the extra reinforcement that is necessary in the learning process.

Dress Code

School uniform is obligatory and a smart, modest and neat appearance is expected at all times. Please note that school uniform must be worn for all school activities till the last day of school. We would appreciate if parents make sure that their child is dressed properly.

We expect our students to wear school uniform as described below:

Girls	Boys
shirt with a school logo	shirt with a school logo
trousers with a school logo	trousers with a school logo
P.E uniform must be worn for P.E classes	P.E uniform must be worn for P.E classes
jewelry – only small earrings may be worn	
long hair should be tied back	
veil must be plain (off white or blue)	
no nail polish or make up should be used	

Medical Report

Parents are kindly asked to list any medical concerns about the student so that the school can be aware

(the Medical Report in the Students Application Form)

Illness

Please do not send your sick child to school. If a child becomes ill at school, the parents will be informed immediately(emergency cases)

Personal Belongings

All school materials should be clearly labeled with the student's first and last name. Students are cautioned against bringing valuable personal items (mobile phones, i Pods , MP3 Players) to school and are reminded that they assume all risk for damage or loss. The school will not take any responsibility for missing items.

Transportation

We run buses which cover all areas of the Giza, Cairo and outlying areas (^th of October City, Sheikh Zayed , Rehab , New Cairo). All journeys are supervised by a bus supervisor. The buses are provided with cell phones so parents can keep in touch with the bus supervisor in case of delay or emergency situations.

Parents are requested to inform us of any changes in the bus routes **ONLY BY WRITING A NOTE** to the school administration. We will only act on written request from parents. We cannot rely on verbal instructions given to the bus drivers or bus supervisors.

Telephone Use

Student phone calls are limited to emergencies. Cell phones are forbidden.

Trips

Parents will be notified about each trip via newsletters. Please send the money in an enclosed labeled envelope with a bus supervisor or staple it in the link book.

School Code of Conduct

Royal Academy is a caring community that strongly believes in the principles of respect and responsibility.

Principle of rules for Students

It is expected that each student will:

- Attend all classes and arrive on time
- Come to class prepared to learn
- Show respect to others
- Use appropriate language
- Consider safety
- Respect the school's property and keep the school premises clean

Bus Behaviour Regulations

- Students must be punctual when boarding the bus
- Students must not create an excessive noise
- No eating, drinking or littering the bus
- Students must act respectfully to the other students and adults traveling on the bus

School Code of Conduct Cont.

If the students fail to conform the bus regulations, the parents will be contacted. Students who habitually fail to follow the bus regulations risk losing bus privileges.

- Parents are not allowed to ride on a school bus.
- The bus supervisors are the adult authority on the bus, parents should never directly confront the bus drivers.
- Parents should not confront other families' children to discipline them for bus behavior.
- All problems should be reported to the school administration.

Indoor Regulations

- Do not run. Walk.
- Respect the bulletin boards and posters displayed around the school.
- Respect the school property.

Outdoor Regulations

- Play safely.
- Respect the environment.
- Share the playground equipment.
- No fighting, bullying, verbal or physical abuse.

Toilet Regulations

- Students are allowed in the toilet one at a time.
- Wait for your turn.
- Keep the toilet clean (paper tissues in garbage bins, flush the toilet).

Discipline

All students must accept the consequences of their actions and be responsible for improving their behaviour. If the student's conduct is considered inappropriate the following consequences will take place:

1. Student will be sent to the Principal or Headmistress office.
2. Contact with parents will be made by telephone.
3. A conference with the parents will be requested.

Parents are made aware of disciplinary issues and requested to be a part of the solution.

School Days and Hours

Kindergarten

Sunday – Thursday (Friday and Saturday off) from 9 am-1:30 pm

School

Sunday – Thursday (Friday and Saturday off) from 8 am – 2:45 pm

On Thursdays working hours are 8 am- 1 pm (from 1 pm to 3 pm Extracurricular Activities are performed)

Thank you for being part of Royal Academy community. Please feel free to contact us whenever you have any questions or concerns.