

HANDBOOK



2021 – 2022

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SCHOOL VISION AND MISSION

Vision

Our vision is to provide a high quality education in a safe and caring environment which students can be able to attain their full potential through creativity, engagement and personal growth



Mission

Our mission is to cultivate, to inspire and to empower young minds to be ready for a life time learning journey.

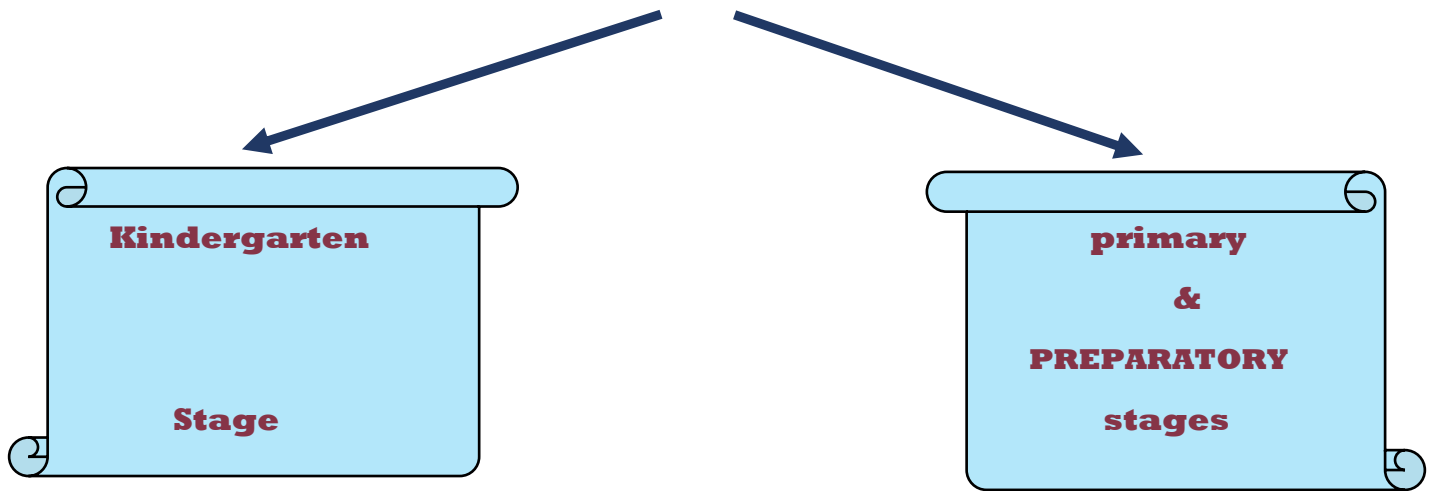


Core values

Respect, honesty, tolerance, integrity, kindness, trust, cooperation, confidence, curiosity, commitment, creativity, empathy, enthusiasm and appreciation



SCHOOL HIERARCHY



Stage Director

Mrs. MARWA HANDY

Stage Director

Mrs. SONIA ABUZEID

School Principal

Ms. RIHAN ELSHARKAWY

Wish you a very fruitful year and we are always here for your inquiries

Notes for parents

School System & Application

- **LMS program** (**learning management system**)

Is an online program to facilitate communication between parents and school. Both Parents and students will be provided with a username and password. Please check it daily.

- **Mobile application: “Provence school”** Is a mobile application between parents and school. Parents will be provided with a username and password. Please check it daily.

School timing

Primary and preparatory stages:

The school day begins at 7:30 am and ends at 2:30

Early leave and late arrival policy

Early Leave:

- School hours are from 7:45 a.m. – 2:30 p.m.
- The school gates are open to students from 7:30 a.m. It is very important for students’ academic and social success at school that they arrive on time in the morning so that they benefit fully from our program.
- Likewise it is important that our students are picked up promptly at the end of their school day as they have had a long day and are tired, hungry and ready for home.
- Parents should call before 12:00pm if they would like to pick up their son/daughter early. This permission should only be used in cases of emergency and is subject to approval from the academic director.
- Parents of students who travel by bus should inform the transportation department about early departures before 12:00 pm.



Late arrival:

- The school gate is closed at 8:15 am.
- If the student is late because of traffic, fog, rain or any other urgent incidents, parents should call the reception to ask for permission to be tardy.
- Students will not be allowed on school premises after 8:30 am. If the student is late more than 3 times per month, a warning letter will be issued (Discipline procedures).
- Parents who arrive at school before dismissal time to pick up their children will not be permitted inside the school premises, to avoid disruptions to the students' day.
- Parents are not allowed to enter the classrooms or talk to the class teachers or the co - teachers at the end of the day. They are permitted only to pick up their children from the car/bus designated area

Learning support classes

Provence school provides students who require extra attention with remedial classes during break time or activity sessions

Students' progress reports:

The Students' progress reports is a semi semester report distributed every term to enable the parent to be aware of their students' academic level in addition to their participation, assignment, presentation, projects, attention , punctuality and oral evaluation in class.



Seating plan:



Class teachers are responsible for changing the students' seating plan fortnight to enable all students to rotate in the classroom. Students with medical conditions – glasses or operations – should

submit a medical report to be revised by the school medical center.

Deadlines:

Raising our students to respect the value of time, please observe and respect the deadline of submitting homework, projects, reports, reserving activities and trips in addition to returning back any circulars that need signature.

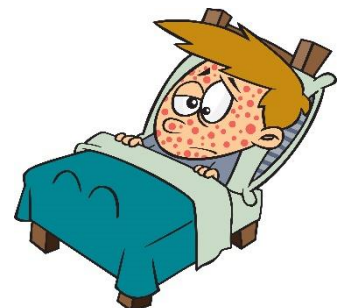


Punctuality and absence regulations:

- Students are required to bring medical report from their doctors or hospitals in case of absence for any illness.
- If the student is absent more than 3 days without a medical certificate, the school doctor will examine him/her before entering the classroom.
- If the illness requires 14 days of absence or more, it is the parent's responsibility to submit the medical certificate to the school doctor for approval to consider the absence excused. Bus matrons will not pick students up and they should be accompanied by their parents after the days of absence to the stage administration to be directed to the school clinic to decide whether to stay in class or leave with their parents.
- According to the Ministry of Education rules, if a student is absent for fifteen consecutive days or thirty separate days, he/she will not be registered in governmental records.
- In case of travelling abroad, the student should have prior permission from the academic director. Departure and arrival stamp on his/ her passport should be submitted to the stage office. If not, all absence days will be considered unexcused absence.

N.B: Absence with no written document, medical certificate or passport affects the student's marks as follows:

Absence with no Written excuse	marks deducted
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1 day	No marks deducted
2 & 3 days	Half a mark deducted
4 & 5 days	1 mark deducted
6 days or more	2 mark deducted

Medical Center:

The school provides a medical clinic to deal with any emergencies and any injuries that may occur **during the school day**. The school clinic is not a general clinic, therefore it is not responsible for treatment of children or writing diagnosis to children who are already ill.



N.B: no medications should be sent with the students under any circumstances for the safety of the students.

Lost and found:

There is a “lost and found” department for any lost belongings. Children can refer to this department to find their lost items. Labelling all students’ belongings can help avoid this problem.

Change of address or phone numbers:

There will be an information update sent with the student at the beginning of the year with all the information needed for the school to be filled and returned back. For any changes that may happen, please notify the school immediately.

Students picked up by parents:

Each student will be supplied with 2 copies of a parent pass. These parent passes should be available with whoever picks up the student daily or in emergency cases.

Cellular phones:

Cellular phones are completely prohibited.

School uniform:

stage	formal	sportive
primary	<ul style="list-style-type: none"> • A gray Polo T-shirt + a dark blue formal trousers for summer. • A gray heavy Polo sweatshirt + a dark blue formal trousers + Melton jacket for winter • Plain black shoes. 	<ul style="list-style-type: none"> • A royal blue cotton T. shirt + a dark blue Melton shorts • A royal blue cotton T. shirt + a dark blue Melton trousers + Melton jacket for winter. • Plain black, gray or white trainers.

N.B: SCHOOL WILL PROVIDE EACH STUDENT WITH AN ID CARD WHICH IS A MUST TO BE WORN DAILY FOR THE SAFETY OF YOUR CHILD

For boys: A neat short hair cut is a must

For girls: Hair tied with a band is a must

Accessories, nail polish, piercing, hair dye and make up are totally forbidden.

Open door policy:

The school administration welcomes any inquiries, comments and complaints through the following steps:

- A phone call to the public relation (PR). Your issue will be directed to the stage administration for a resolution.
- There will be an assigned day for each stage for personal meetings with either teachers or administration in the headmistress' office. Stage should be notified at least a day before the meeting in order to maintain discipline for the educational process and to avoid any interruption. Assigned days are as follows:

Primary stage: Monday

School contacts:

Land line: 0223101361 /67/ 68

Cellphone: 01278888604

Stage contact: 01062102228

We will be glad to receive your inquiries during weekdays from 7.30 am to 3.15 pm

CODE OF CONDUCT

Type of problem	Occurrence	Penalty
Tardiness (arriving late to school)	1 st time 2 nd time 3 rd time 4 th time	(remember: being punctual helps you manage your time) <ul style="list-style-type: none"> • Verbal warning. • Miss half the break. • Break detention. • Deprived from the first session.
Out of school uniform	1 st time 2 nd time 3 rd time 4 th time	(remember: respecting the rules builds commitment) <ul style="list-style-type: none"> • Verbal warning. • Miss half the break. • Break detention. • Student will not enter class until parent brings the uniform.
Cell phones	1 st time 2 nd time 3 rd time	<ul style="list-style-type: none"> • Cell phone will be confiscated for two days. • Cell phone will be confiscated for two weeks. • Cell phone will be confiscated for the whole term.
Misbehavior	1 st time 2 nd time 3 rd time 4 th time 5 th time Repeated action	<ul style="list-style-type: none"> • Verbal warning. • Break detention with extra work • PE retention • Parents conference to sign a consent form • In school suspension (I day) • School decides the appropriate action

		(N.B: misbehavior affects your conduct marks)
Cheating	1 st time 2 nd time 3 rd time	<ul style="list-style-type: none"> • Ethical warning. • Inform parents. • School decides the appro
Fighting Bullying Harassment	1 st time 2 nd time 3 rd time Repeated action	<ul style="list-style-type: none"> • Break detention. • Inform parents. • Parents conference to sign a consent form • School decides the appropriate action. <p>(fighting, bullying and harassment affect your marks)</p>
Vandalism to	Colleagues' properties School properties (1 st time) (2 nd time)	<ul style="list-style-type: none"> • Verbal warning & compensate colleague with a similar item • Parents conference to sign a consent form • Parents' conference to sign a consent form + pay for damage.

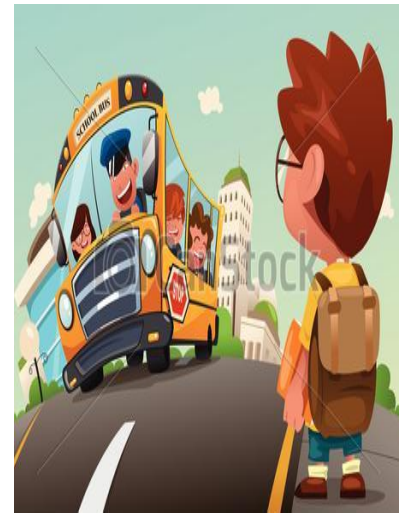


BUS REGULATIONS



Your safety is one of our main concerns, so, follow these rules:

- 1.** You wait for the bus, the bus does not wait for you.
- 2.** Obey the bus matron.
- 3.** Talk quietly, do not shout or sing.
- 4.** Keep aisles clear of books and bags
- 5.** Stay in your seat, do not move while the bus is moving.
- 6.** Do not put your hands or head out of the window
- 7.** Keep the bus clean
- 8.** Matrons will assign your place in the bus which is unchangeable.
- 9.** No conversation with the bus driver.
- 10.(for parents)**Complains should be directed to the school administration only not to the driver or the matron.
- 11.**Direct yourself immediately to the bus after the bell rings,
- 12.**No changes in the bus is granted unless a written request and signed by the parent is delivered to the stage and approved by the stage director.
- 13.**In case a different person will receive your child, the stage should be notified at 12 o'clock maximum and the person should show his\her ID to the matron before receiving the child.
- 14.**No bullying or fighting or student will be deprived from the bus service for at least a day or according to what the administration decides.
- 15.**Students who suffer from any contagious disease will not be allowed to ride the bus for the safety of the child and all other children.



(HAVE AN ENJOYABLE SAFE TOUR)

Trips regulations:

1. School formal uniform is a must. Students who are out of uniform will not be allowed to go to the trip and their parents will be called to pick them up.
2. Students should be wearing their IDs.
Registration for the trip should be within the assigned date for a perfect organization and reservation of places and meals
No registrations will be accepted on the same day of the trip
3. Neither parents nor relatives are allowed to accompany or meet their children in the trip.
4. Parents are not allowed to drop their children to the place of the trip neither can they pick them up from the trip. Students will leave and return back to the school where they can meet their parents.
5. School has the right to prevent students who misbehave from going to the trip.
6. Students who misbehave during the trip will be prevented from joining the upcoming trip.
7. Children who are sick or suffering from fever, vomiting or any contagious disease will not be allowed to go to the trip for their own safety and the safety of their own colleagues.





OCTOBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6 Armed forces day	7	8	9
10 Back to school	11	12	13	14	15	16
17	18	19 Prophet's birthday	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Notes: Turn your face to the sun and all shadows fall behind





From the heart to the heart

(Discover your child)



Have you ever witnessed a child who faces difficulties in math? Have you ever heard a mom complaining about her child's capabilities to memorize spelling? Have you even tried it yourself that you weren't able to master writing skills? Then you thought it was your mistake, you under estimated yourself, your parents put all the blame on you so as your teachers. Things were getting even worse, you hated the subject and unconsciously you were unable to grasp even the simplest parts of it. An old, repeated scenario that most of us had witnessed when we were students. You wouldn't want the same to happen to your precious gifts, your children! Fortunately scholars and practitioners have studied this and came up with wonderful conclusions. Almost eighty years after the first intelligence tests were developed, Howard Gardner challenged the view that something called "intelligence" could be objectively measured and reduced to a single number or "IQ" score. Here are Gardner's eight comprehensive categories or "intelligences":

- **Linguistic Intelligence:** The capacity to use words effectively, whether orally as a storyteller, orator, or politician or in writing as a poet, playwright, editor, or journalist. Shakespeare, Charles Dickens, Taha Hussein, Winston Churchill were clear examples if you do not mind your child may be one of those successful people.
- **Logical-Mathematical Intelligence:** The capacity to use numbers effectively as mathematician, tax accountant, or statistician and to reason well as a scientist, computer programmer, or logician. Pythagoras, René Descartes, Albert Einstein, Archimedes, al-Khwarizmi are logical intelligent examples.
- **Spatial Intelligence:** The ability to perceive the visual-spatial world accurately as a hunter, scout, or guide and to perform transformations upon those perceptions as an interior decorator, architect, artist, or inventor.
- **Bodily-Kinesthetic Intelligence:** Expertise in using one's whole body to express ideas and feelings as an actor such as Omar Sherif, a mime, an athlete such as Cristiano Ronaldo, or a dancer such as Diana Vishneva, and facility in using one's hands to produce or transform things as a craftsman, sculptor such as Picasso and Donatello, mechanic, or surgeon such as sir Magdi Yakoub).
- **Musical Intelligence:** The capacity to perceive as a music aficionado, discriminate as music critic, transform as a composer such as Beethoven and Omar Khairat.
- **Interpersonal Intelligence:** The ability to perceive and make distinctions in the moods, intentions, motivations, and feelings of other people. Those are people of great presence and influence on other people such as Gandhi, and Oprah Winfrey.
- **Intrapersonal Intelligence:** Self-knowledge and the ability to act adaptively on the basis of that knowledge such as Cleopatra, Anne Frank and Aristotle.
- **Naturalistic Intelligence:** The ability to easily recognize and classify plants, animals and other things in nature Charles Darwin, Steve Irwin.

So, let your children enjoy, let them exceed and excel. Let them catch the trade wind and even beyond your expectations. Do not kill their potentials. It is only your responsibility to discover themselves, discover their strength points and explore their potentials.





NOVEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Cave man	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4



Note: Fear makes the wolf bigger than it is.

GIFTED VERSUS TALENTED

Gifted means
having exceptional
talent or natural
ability

Gifted learners
have outstanding
abilities in one or
more academic
subjects

Students show
aptitude for
subjects like
maths, science,
history, geography

Talented means
having a natural
aptitude or skill for
something

Talented learners
have exceptional
abilities in one or
more practical
subjects

Students show
skills in areas like
dance, music,
arts, design,
sports, etc.

Cheer up your child is one of these anyway

How can I help my child **SUCCEED** in school?



Stay involved and feel free to contact your child's teacher with any questions or concerns.

Ask your children about school and encourage them to talk about their day.

Do not talk negatively about your child's teacher or school.

Read with your child **every** night.

Make sure your child is getting plenty of sleep and is ready for school each day.

Help your child with his/her homework **every** night.

Teach your children to be responsible for their actions and their schoolwork.



DECEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 سوق عكاظ	22	23	24	25
26	27	28	29	30 Christmas party	31	1 January 1 Bank Holiday

NOTE: Hope for the best, prepare for the worst



براحة اللغة العربية

بيت تشابه فيه نطق بعض الكلمات وتختلف في المعنى

ولما كل متني كلمتي
فقلت يا أسما عيل صبري

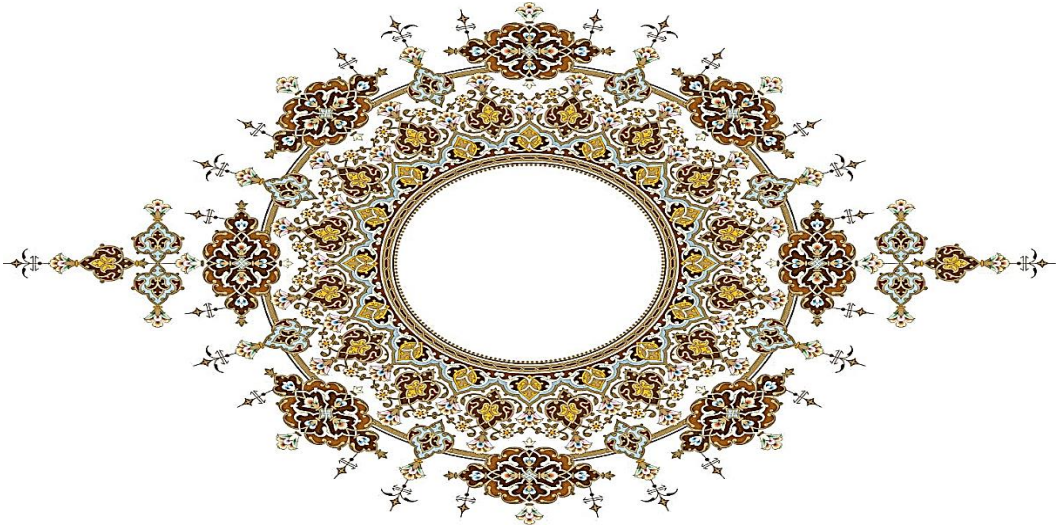
طرقت الباب حتى كل متني
فقلت يا إسماعيل صبرا

أبيات تقرأ من اليمين للذم

رُتِبَ لَهُم	حُطَّتْ	فَمَا	رُفِعَتْ	حُرِّمُوا	فَمَا	نَالُوا	الَّذِي	طَلَبُوا
عُطِبَ	بِهِمْ	أُودِيَ	فَمَا	سَلِمُوا	خُلِقَ	لَهُمْ	تَمَّتْ	وَمَا
كَسَبُوا	فَمَا	شِئَ لَهُمْ	حُمِدَتْ	كَسَدُوا	فَمَا	نَرَضَى	الَّذِي	جَلَبُوا

و نفس الابيات من اليسار للمدح

جلبوا	الذي	نرضي	فما	كسدوا	حمدت	لهم	شيم	فما	كسبوا
وهبوا	وما	تمت	لهم	خلق	سلموا	فما	أودى	بهم	عطب
طلبوا	الذي	نالوا	فما	حرموا	رفعت	فما	حطت	لهم	رتب





JANUARY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7 Coptic Christmas	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Revolution Day	26	27	28	29
30	31	1	2	3	4	5

NOTE: If opportunity didn't knock, build a door





Tricky Math



Once upon a time there was a merchant who traded in wheat. He was proud himself of this land, so he and he thought he was the cleverest of all. His news reached the king invited him to his palace for a bargain. The merchant prepared himself for the invitation and he couldn't sleep that night thinking about the great benefits that he could have from his bargain with the *king*

The next day, the merchant headed for the king's palace and he was invited to the crown room. The king offered him his bargain which is that the king would give the merchant a sack of 100 dinars each day for sixty four days and would take a grain of wheat for the first day, 2 grains of wheat for the second day, 4 for the third and double the amount of wheat of the previous day each time till they reached the last day. The merchant got amazed from the offer and thought it was the bargain of his life. he accepted immediately. The first day he gave the king the grain and took the dinars. the second day he took the 100 dinars for the two grains of wheat and so on. It worked well the first few days until the merchant discovered how fool he was to accept this bargain when his fellow helpers told him that all the wheat they have in the !!!stores will not be enough to complete the bargain with the king

:here is how they explained it

day 1..... 1 grain	day 2..... 2 grains
.....day 3 4grains	day 48 grains
day 5..... 16grains	day 6 32 grains

and so on untill the sixty fourth day in which they

should prepare 9223372037000000000 grains of wheat 🙄



This is exactly how the merchant felt. He knew he was a fool to accept this bargain without thinking about it. But as a clever merchant he thought of a wonderful solution for this problem!?

He asked the king to send his men to count the amount of grains he deserves to take.

“Who do you think is the cleverest; the merchant or the king?”

Learn Math so that nobody can trick you



February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Tel match	22	23	24	25	26
27	28	1	2	3	4	5

Note: Nothing is impossible to the willing mind.



Easy vs difficult

Easy is to get a place in someone's address book

Difficult is to get a place in someone's heart



Easy is to judge the mistakes of others

Difficult is to recognize our own mistakes



Easy is to talk without thinking

Difficult is to refrain the tongue



Easy is to hurt someone who loves us

Difficult is to heal the wound



Easy is to forgive others

Difficult is to ask for forgiveness

Easy is to set rules

Difficult is to follow them



Easy is to dream every night

Difficult is to fight for a dream



Easy is to show victory

Difficult is to assume defeat with dignity



Easy is to admire a full moon

Difficult to see the other side

Easy is to stumble with a stone

Difficult is to get up



Easy is to enjoy life every day

Difficult is to give its real value

Easy is to pray every night

Difficult is to find God in small things



March 2022

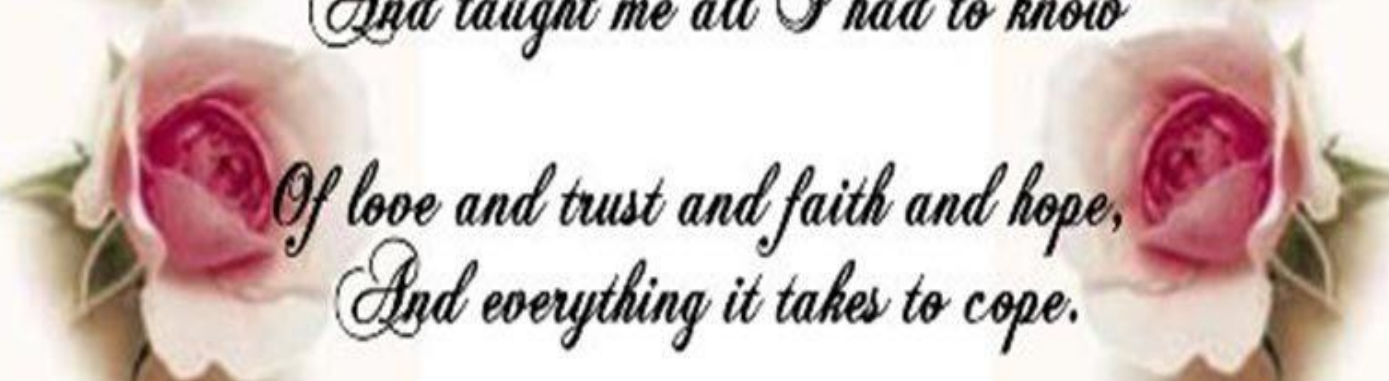
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1 Garage sale	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 عيد الام	22	23	24	25	26
27	28	29	30	31	1	2

Flowers bloom, so does hope.




The word "Mother" is written in a large, elegant, black cursive font at the top center of the page. In the top-left and top-right corners, there are two pink roses with green leaves, facing each other towards the center.

Mother

The first two lines of the poem are centered. On the left and right sides of the text, there are two pink roses each, facing each other towards the center.

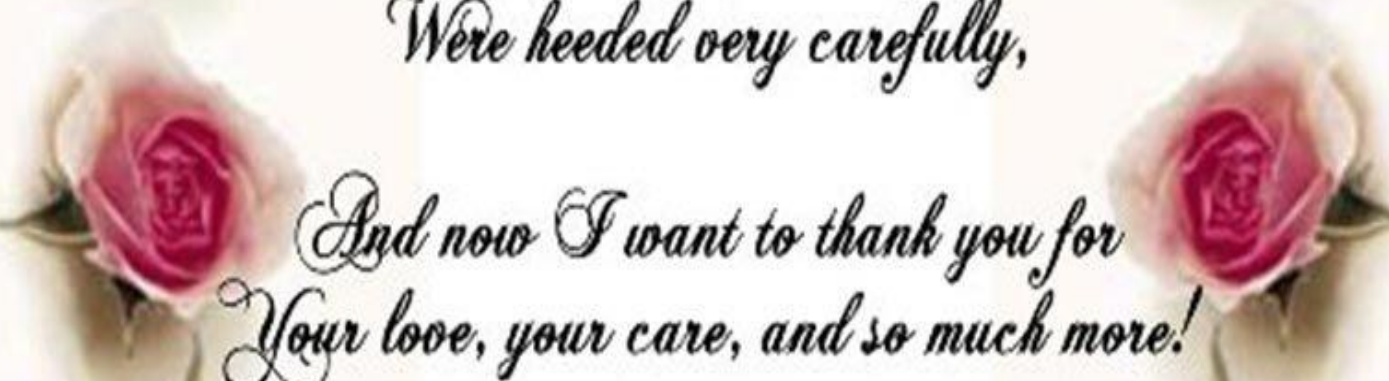
*When I was young, you helped me grow,
And taught me all I had to know*

*Of love and trust and faith and hope,
And everything it takes to cope.*

The third and fourth lines of the poem are centered. On the left and right sides of the text, there are two pink roses each, facing each other towards the center.

*You may have thought I didn't hear,
Or maybe that you weren't quite clear;*

*But all the things you taught to me
Were heeded very carefully,*

The final two lines of the poem are centered. In the bottom-left and bottom-right corners, there are two pink roses each, facing each other towards the center.

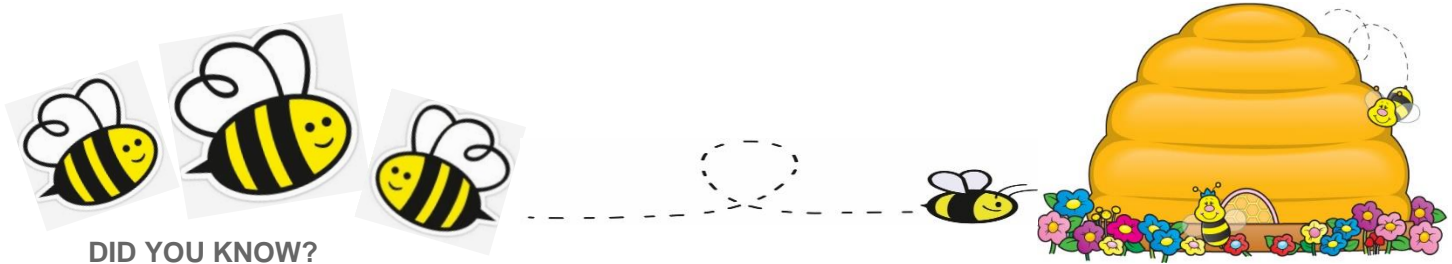
*And now I want to thank you for
Your love, your care, and so much more!*



April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 Go Green	12	13	14	15	16
17	18	19	20	21	22	23
24 Holy Sunday	25 Sinai liberation day Easter	26	27	28	29	30





DID YOU KNOW?

1. Honey bees must gather nectar from two million flowers to make one pound of honey.
2. One bee has to fly about 90,000 miles – three times around the globe – to make one pound of honey.
3. The average bee will make only 1/12th of a teaspoon of honey in its lifetime.
4. A honey bee visits 50 to 100 flowers during a collection trip.
5. A honey bee can fly for up to six miles, and as fast as 15 miles per hour.
6. The bee's brain is oval in shape and about the size of a sesame seed.
7. A colony of bees consists of 20,000-60,000 honey bees and one queen. Worker honey bees are female, live for about 6 weeks and do all the work.
8. The queen bee can live up to 5 years and is the only bee that lays eggs. She is the busiest in the summer months, it lays up to 2500 eggs per day.
9. Larger than the worker bees, the male honey bees (also called drones), have no stinger and do no work.
10. Honey is thought to help with sore throats and digestive disorders to skin problems and hay fever.
11. Honey has antiseptic properties and was historically used as a dressing for wounds and a first aid treatment for burns and cuts.
12. The natural fruit sugars in honey – fructose and glucose – are quickly digested by the body. This is why sportsmen and athletes use honey to give them a natural energy boost.
13. Honey bees have been producing honey in the same way for 150 million years.
14. The honey bee is the only insect that produces food eaten by man.
15. Honey lasts an incredibly long time. An explorer who found a 2000 year old jar of honey in an Egyptian tomb said it tasted delicious!
16. The bees' buzz is the sound made by their wings which beat 11,400 times per minute.
17. When a bee finds a good source of nectar it flies back to the hive and shows its friends where the nectar source is by doing a dance which positions the flower in relation to the sun and hive. This is known as the 'waggle dance.'
18. Honey's ability to attract and retain moisture means that it has long been used as a beauty treatment. It was part of Cleopatra's daily beauty ritual.
19. Honey is incredibly healthy and includes enzymes, vitamins, and minerals. It's the only food that contains "pinocembrin", an antioxidant associated with improved brain functioning.



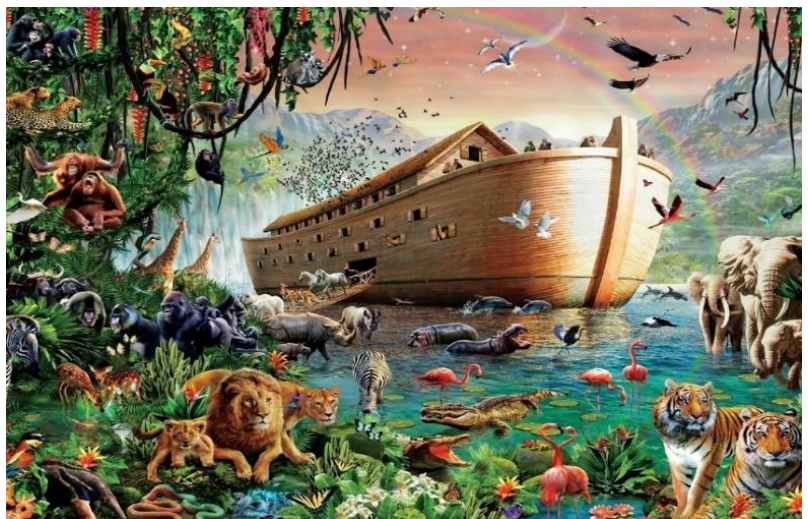


May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Labors day	2	3	4 Eid Elfetr	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Everything I need to know in life comes from Noah's ark

- 1. Plan ahead.** It wasn't raining when Noah built the ark.
- 2. Stay fit.** When you're 600 years old, someone might ask you to do something really big.
- 3. Don't listen to critics.** Do what has to be done.
- 4. Build your future** on the high ground.
- 5. For safety's sake,** travel in pairs.
- 6. Two heads** are better than one.
- 7. Speed isn't always an advantage.** The cheetahs were on board, but so were the snails.
- 8. When you're stressed,** float for a while.
- 9. Don't forget** that we're all in the same boat.
- 10. When the doo-doo gets really deep,** don't sit there and complain— shovel!
- 11. Stay below deck** during the storm.
- 12. Remember that the ark was built** by amateurs & the Titanic was built by professionals.
- 13. Remember that the woodpeckers INSIDE** are often a bigger threat than the storm outside.
- 14. No matter how bleak it looks,** there's always a rainbow on the other side.
- 15. DON'T MISS THE BOAT!!!!**





Enjoy
Summer
Holiday