

STUDENT HANDBOOK

2022
2023



HANDBOOK



2022 – 2023

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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

School principal

MISS. REHAN ADEL AL SHARKAWY

*Kindergarten
Stage
Director*

*Primary &
Preparatory
Stage Director*

MRS. MARWAH
HAMDI

MRS. NABILA
AMIN

Wish you a very fruitful year and
always there for the benefit of
your child

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



*School timing:

The school day begins at 8:30 am and ends at 2:30

*Early leave and late arrival policy:

-Early Leave:

- 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 had a long day and are tired, hungry and ready for home.
- Parents should call before 12:00 Pm 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 9:00 AM for KG stage.
- If the student is late because of traffic, fog, rain or any other urgent incidents, parents should call the reception or stage coordinator to ask for permission to be tardy.
- If the student is late more than 3 times per month, a warning letter will be issued (on LMS or Mobile application) and the student will not be permitted to enter the school the following time.
- 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 Student's progress report is a semester report for KG students and a semi semester report for Primary and Preparatory students 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:

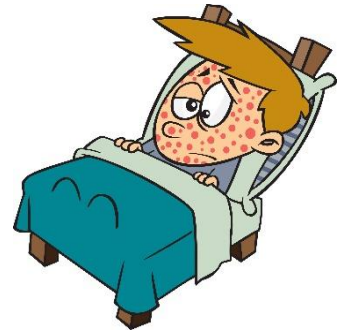
- Students are required to bring medical report from their doctors or hospitals in case of absence for any illness.
- If the student is absent more than 3 days without a medical certificate, the school doctor will examine him/her before entering the classroom.
- If the illness requires 14 days of absence 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
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:

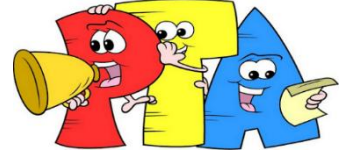
The school provides a medical clinic to deal with any emergencies and any injuries that may occur during the school day. The school clinic is not a general clinic, therefore it is not responsible for treatment of children or writing diagnosis to children who are already ill.

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



*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.



*Parents Teacher Association (PTA):

School welcomes all parents who volunteer to put their skills to work within their children's school and become members of the parents teacher Association.

The board of directors has the right to object to the name of the member in case of inappropriate participation.

There will be meetings that will be held once per month.

*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.

*Student 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:



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.

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

*Open door policy:

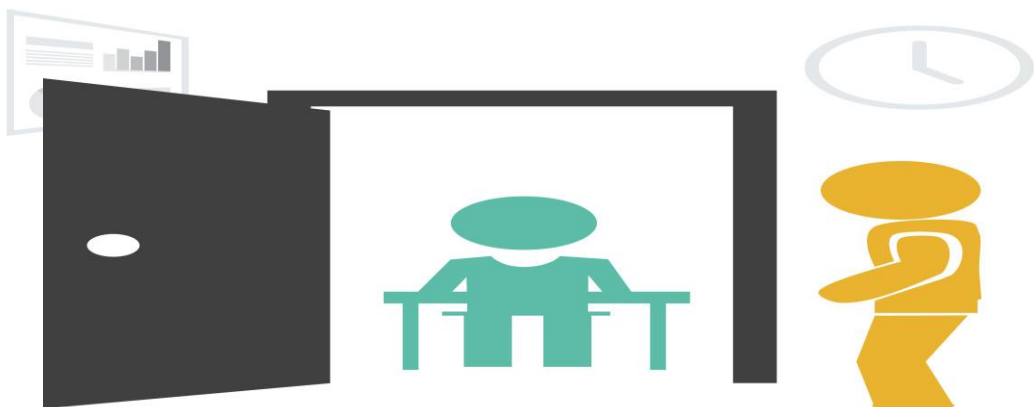
The school administration welcomes any inquiries, comments and complaints through the following steps:

- LMS message.
- Notebook message (for KG stage only).
- A cell phone call to stage Co-coordinator
KG coordinator contact: 01061011149
- A phone call to the public relation (PR). Your issue will be directed to the stage administration for a solution.
P.R. contact: 01062012227
- There will be an assigned day for each stage for personal meetings with either teachers, supervisors 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.

School contacts:

Land line: 0223101361 /67/ 68

Cellphone: 01278888604



School activities



*Clubs and extra activities:



Believing in the different potentials and talents that each and every student possesses, we have assigned timing each week for optional activities that the children choose at the beginning of each term to enjoy practicing their own hobbies and skills. These activities vary to cover all interests as follows:

(fitness - green hands - etiquette - young chefs - crafts - computer - scouts - music - readers - writers - young scientists - weavers - potters - tailors-
(فن الخط العربي & قران

(Activity starts with at least 2 students or child will be asked to choose another activity)

*Trips:

Trips play an important role in strengthening relationship between teachers and students in addition to the fact that they refresh students after weeks of academic work, so, school organizes trips for each stage that is suitable for their age and interests.



*Presentation days:

Kindergarten parents are most welcomed to accompany their children and experience a whole day with them. Open days take place during the second term. Notification will be sent to parents beforehand to declare the timing for each class.

*Annual event:

After a long year full of work, Provence faculty and students will be proud to invite you to attend the annual event to witness the progress that we have all worked on throughout a whole year to achieve.



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	<ul style="list-style-type: none"> • Verbal warning. • Verbal warning. • Verbal warning. • Deprived from entering school (remember: being punctual helps you manage your time)
Out of school uniform	1 st time 2 nd time 3 rd time 4 th time	<ul style="list-style-type: none"> ▪ Verbal warning. • Written warning. • Written warning. • Student will not enter class until parent brings the uniform. (remember: respecting the rules builds commitment)
Misbehavior	1 st time 2 nd time 3 rd time 4 th time	<ul style="list-style-type: none"> • Time out in the class (5min) • Time out in the class (5min) • Time out in the class (5min) • Time out (5min) from any activity session (remember: misbehavior affects your conduct marks)



Bus regulations



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

- You wait for the bus, the bus does not wait for you.
- Obey the bus matron.
- Talk quietly, do not shout or sing.
- Keep aisles clear of books and bags.
- Stay in your seat, do not move while the bus is moving.
- Do not put your hands or head out of the window.
- Keep the bus clean.
- Matrons will assign your place in the bus which is unchangeable.
- No conversation with the bus driver.
- (for parents)Complains should be directed to the school administration only not to the driver or the matron.
- Direct yourself immediately to the bus after the bell rings,
- 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.
- 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.
- 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.
- 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

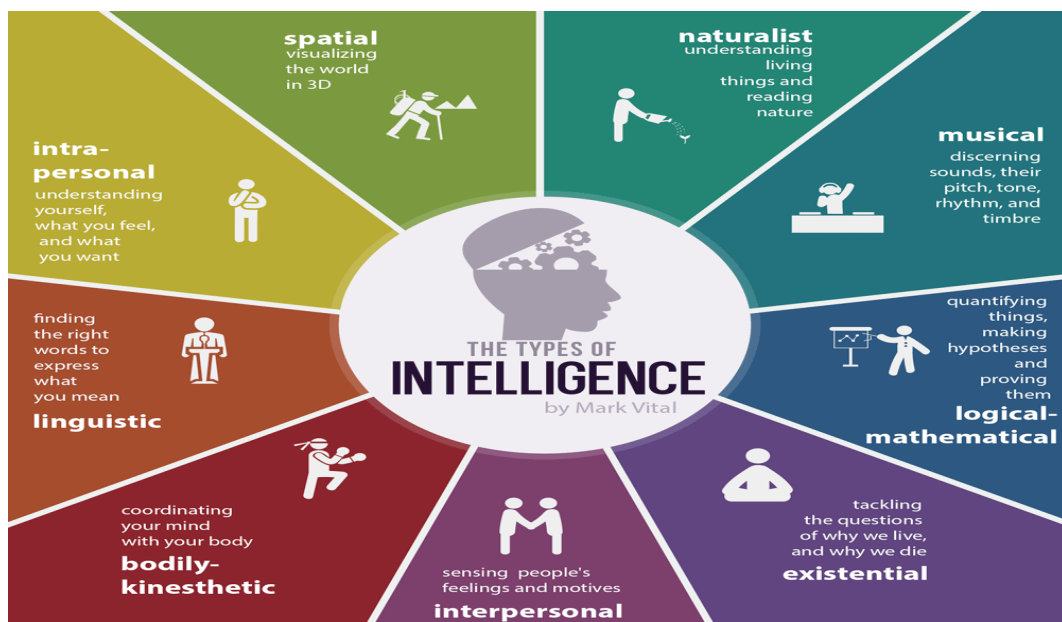
- School formal uniform is a must. Students who are out of uniform will not be allowed to go to the trip and their parents will be called to pick them up.
 - Students should be wearing their IDs.
- Registration for the trip should be within the assigned date for a perfect organization and reservation of places and meals .
- No registrations will be accepted on the same day of the trip
- Neither parents nor relatives are allowed to accompany or meet their children in the trip.
 - 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.
 - School has the right to prevent students who misbehave from going to the trip.
 - Students who misbehave during the trip will be prevented from joining the upcoming trip.
 - 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.



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 underestimated 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":





Multiple Intelligences Creative Examples

- **Intelligence:** The capacity to use words effectively, whether orally as a speaker, 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 sail even beyond your expectations. Do not kill their potentials. It is only your responsibility to help them discover themselves, discover their strength points and explore their potentials.

Back-to-school nutrition tips

Encourage kids to eat healthy with these fresh ideas

A new school year is a perfect time to get you and your kids back into a healthy routine.

Make breakfast a priority

Eating a healthy breakfast is the [best way to start the day](#) for children and adults. To encourage your kids to eat a good breakfast before school, sit down and eat with them. Eating breakfast together models that breakfast is important for everyone.

If a rushed morning routine keeps you from sitting down for a healthy breakfast, set aside 10 to 15 extra minutes to eat. Wake up just a little bit earlier if needed.

A balanced, healthy breakfast doesn't have to be an elaborate hot meal. A bowl of whole-grain cereal (skip the sugary ones, aim for less than 10 grams of sugar per serving) with low-fat milk and a piece of fruit is a quick and nutritious breakfast.



Ask your kids how they eat at school

While many schools offer a variety of healthy, nutritious lunch options, many kids eating school lunches aren't eating enough. Whether it's the short amount of time they are given to eat or their food preferences, many children are tossing half of their school lunches away, if not more.

Eating satisfying and nutritious lunches is important to keep your child at their best in school. Not getting enough calories early in the day can cause kids to feel sluggish and easily distracted. This leads to feeling overly hungry after school and into the evening.

If you notice your children seem excessively hungry after school, ask them how they're eating at school. [Pack a healthy lunch](#) if your child doesn't care for the school's food choices. It's a great way to ensure they get to eat enough of the healthy foods they like.



Have a nutritious after school snack ready

No matter how well a child eats at breakfast and lunch, they will most likely be hungry after school and need something to tie them over until dinner. If you are looking for a kid-friendly after-school snack, try to find the right-sized, healthy snack to help your child come to dinner hungry but not starving. Hungry children are more likely to try new foods, but if they are overly hungry, they are more inclined to eat very quickly and possibly overeat.

Offer a healthy snack:

An apple with a tablespoon of peanut butter

A cup of yogurt

A healthy granola bar

Cheese and whole-grain crackers

These types of snacks should be enough to satisfy your child's hunger without spoiling their appetite for dinner.

Finally, consider sending a snack to school with your child that they can eat on the bus or on the drive home. [Having healthy snacks like fruits and vegetables available](#),

instead of less nutritious foods like chips and cookies, keeps kids from eating too many empty calories.

Think of snack times as additional opportunities during the day for kids to eat more of the foods they might not be getting enough of in their three meals. Make the most of snacks by offering foods that have the nutrients they need.

Download a free recipe e-book

Looking for easy meal ideas to keep your family healthy?

Download [10 Easy and Healthy Weeknight Suppers](#) to receive dietitian-recommended recipes your kids will love.

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.



براعة اللغة العربية



بيت تشابه فيه نطق بعض الكلمات وتختلف في المعنى

ولما كل متي كلمتي

طرقت ' الباب حتى كل متي

فقلت يا أسما عيل صبري

فقلت يا إسماعيل صبراً

أبيات تقرأ من اليمين للذم

حرموا فما نالوا الذي طلبوا

رتب لهم حطت فما رفعت

خلق لهم تمت وما وهبوا

عطب بهم أودى فما سلموا

كسدوا فما نرضى الذي جلبوا

كسبوا فما شيم لهم حمدت

و نفس الأبيات من اليسار للمدح

حمدت لهم شيم فما كسبوا

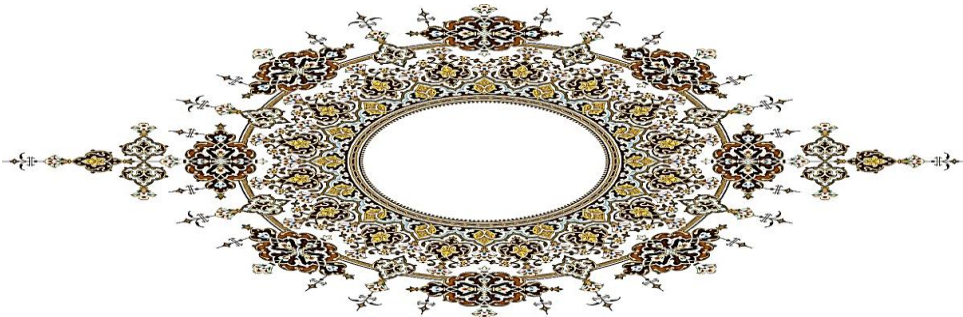
جلبوا الذي نرضى فما كسدوا

سلموا فما أودى بهم عطب

وهبوا وما تمت لهم خلق

رفعت فما حطت لهم رتب

طلبوا الذي نالوا فما حرموا





TRICKY MATH



Once upon a time there was a merchant who traded in wheat. He was proud himself and he thought he was the cleverest of all. His news reached the king of this land, so he 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.....4 grains	day 4..... 8 grains
day 5.....16 grains	day 6..... 32 grains



and so on until 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

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 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

Easy is to show victory
Difficult is to assume defeat with dignity



To My Mom

I Love You ❤️

For all the times
you picked me up when I was down

For all the times
you brushed my hair
& tucked me into bed ❤️

or needed something for yourself
and put me first instead

For all the dreams
that we have shared,
the tears & laughter too

In my life
I've loved them all
To the world

you may be just a mother

But to me

You are the world ❤️

Love,

Your Daughter



You are
my
Sunshine

LOVE

I am so proud
of you

I love you
to the
Moon
and Back

13 bee facts you didn't know

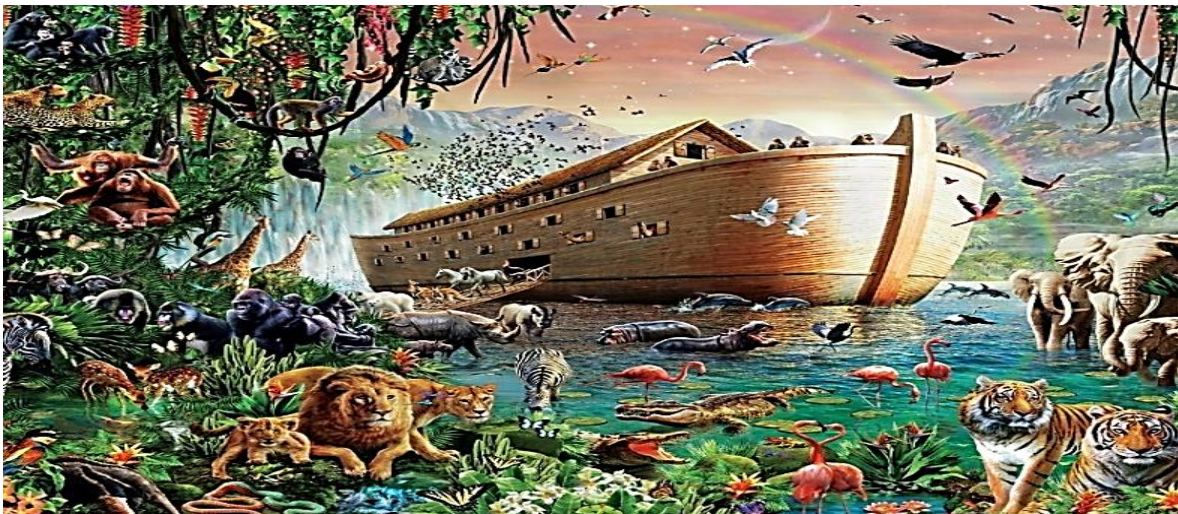
Let's start with the facts. These 13 facts cover some of the basic functions and traits of your average bee. In addition, we'll review some key information about bees in general. Time to get started.

1. Bees have five eyes and six legs
2. Honey bees live in hives (or colonies). The members of the hive are divided into three types: Queen, Workers, and Drones.
3. There are more than 20,000 species of bees.
4. Bees can see all colors except red. That and their sense of smell help them find the flowers they need to collect pollen.
5. The average beehive can house around 50,000 bees.
6. Each bee has 170 odorant receptors, which means they have one serious sense of smell.
7. Worker bees go from one flower to another, collecting nectar. In one collection trip, a bee visits 50 to 100 flowers.
8. Carpenter bees create tunnels that usually look about one or two inches deep, but they can be up to 10 feet long.
9. The queen bee lays all of the eggs in a colony. At the height of the season, she may lay over 2,500 eggs per day.
10. Honey bees are great flyers. They fly at a speed of around 25km per hour and beat their wings 200 times per second.
11. It takes 21 days for an egg to develop into an adult bee.
12. Honey bees pollinate more than 100 different crops in the U.S.
13. Over the past 15 years, colonies of bees have been disappearing, and the reason remains unknown. In some regions, up to 90% of bees have disappeared.



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

time!