



M E R R Y L A N D

I N T E R N A T I O N A L S C H O O L

Parent/Pupil Handbook

2024-2025

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First Section

Introduction to Merryland International School



WELCOME TO MERRYLAND INTERNATIONAL SCHOOL

Dear Parents and Pupils,

We are delighted to have your children enrolled in our school, and we want to warmly welcome all parents and children who will be joining our MIS community this September.

This handbook for students and parents contains important information that you and your child need to know and understand. It will provide you with a better understanding of our school policies and help ensure a successful year at Merryland International School.

Our primary objective is to offer a comprehensive teaching and learning experience that allows our students to excel and grow in various aspects. We place great emphasis on character development, helping students settle in easily and happily, and fostering their independence as lifelong learners. We are dedicated to preparing our students to become leaders in the global community and responsible citizens who are actively engaged in global issues.

Yours sincerely,
School Principal

ORGANISATION CULTURE STATEMENTS

Our Mission

To equip our pupils with the skills and mindset to thrive and then take on the world. We also educate all pupils to their best level of academic achievements in order to enable them to expand their potential and become productive, responsible, ethical, creative and compassionate members of society.

Our Vision

Vision: To empower pupils to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world and practice.

The Core values of the school: Respect, Tolerance, Inclusion, and Excellence.

Our Slogan: Empowering Life Long learners

Accreditation

Accreditation is a process of recognising educational institutions for their standards, performance, integrity, and quality. The accreditation program assists schools to achieve high standards. Merryland International School is accredited by several organisations that help to ensure maintaining our high standard of education and care through inspections, reports and networking.

MIS formally approved by a range of British educational organisations. These accreditations validate MIS as a high-performing, respected school.

MIS IS ACCREDITED BY



School Structure

Pre-School

Early Years Foundation Stage (EYFS):

- Foundation Stage 1 (FS 1)
- Foundation Stage 2 (FS 2)

Lower Primary Key Stage 1 (KS 1):

- Year 1
- Year 2

Upper Primary Key Stage 2(KS 2):

- Year 3
- Year 4
- Year 5
- Year 6

Lower Secondary Key Stage 3(KS 3):

- Year 7
- Year 8

Upper Secondary Key Stage 3(KS 4):

- Year 9
- Year 10

MIS / Parent Partnership

PARTNERSHIP DEFINITION

Being part of MIS means parents accept:

- A PARTNERSHIP, in working with the school. This means that, by having their children enrolled at MIS, parents AGREE to follow all school rules and procedures as outlined in this handbook and to follow the advice given by the staff from the school.
- Modelling the values for their children both inside and outside of the school: TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING AND CITIZENSHIP.
- That this PARTNERSHIP, which our school sees as a vital union, will ensure that both the school and the parents are setting the best example for the pupils.
- That if they would like to voice a concern are welcome to do so, however, they should mirror the MIS values, and do so respectfully in a calm and professional manner.

HOME/SCHOOL PARTNERSHIP AGREEMENT

In order to accomplish our mission, Merryland International School believes that a partnership among families, pupils and the school is crucially important for successful learning.

As School we shall:

- Maintain a high standard of education with a broad and balanced curriculum and endeavour to teach our curriculum in an inspiring and exciting way to fully engage pupils in their learning.
- Provide opportunities for pupils to develop and extend their learning skills.
- Care for each child's safety and well-being.
- Deal with any behavioural issues so that no pupil will prevent others from learning.
- Be always alert to signs of bullying and racist attitudes and deal firmly with such issues.
- Endeavour to challenge and meet the needs of all pupils.
- Monitor and report pupils' progress, attainment, attitude to learning and effort throughout each academic year.

- Arrange Parent/Teacher Conferences to discuss pupils' progress, attainment, attitude to learning and effort.
- Contact Parents/Guardians if there are any concerns or celebrations regarding attendance/ punctuality/ progress/ home learning/ behaviour/ bus conduct, etc.
- Support Parents with informational sessions throughout the year.
- Have high expectations of pupils' achievements, attendance and behaviour and challenge when necessary.
- Staff must actively model the type of behaviour considered acceptable;
- Deal attentively with children in distress, by listening to them and dealing with any incidents appropriately, even having mood/emotion checks;
- Actively establish positive relationships with pupils, parents and the wider community;
- Recognise the pupils' achievements, academic or otherwise;
- Provide opportunities for the pupils to demonstrate responsibility;
- Maintain a professional approach to discussions related to pupils.
- Teachers are expected to have a merit chart that contains classroom pupils' names on it for positive or negative behaviour tracking.

As parents we shall:

- Check all school communication regularly to ensure that my child is equipped for lessons.
- Check the website, emails and School Everywhere (LMS) periodically to stay informed of all news, policies and announcements in school.
- Actively encourage & engage with child at home earning through completion of homework, online assignments and projects.
- Attend all school requested meetings, Parent Teacher Meetings (PTM), performance Tasks and events.
- Support school policies and encourage my child to conform to school rules and class rules, particularly those regarding uniform, home learning, behaviour, and transport.
- Ensure that school fees are paid on time.
- Ensure my child attends school regularly and on time (See Attendance Policy).
- Keep current with the updates of the Pupil Parent Handbook (PPH).
- Respond to concerns raised by members of staff;

- Inform the school of any distress which may affect their child's performance or behaviour at school (e.g., a loss in the family, separation, moving home, parents traveling, illness, etc.)
- Inform the school of any behaviour difficulties pupils may be experiencing at home.

As a pupil I shall:

- Have excellent school attendance and be punctual to school and to lessons.
- Bring all the equipment I need each day in a suitable bag.
- Support learning outside of school and model a positive attitude towards school and learning.
- Complete my class work, homework and home learning to the best of my ability and on time.
- Catch up on all work if a lesson is missed. Respect other pupil's rights to learn.
- Be polite, well behaved and courteous at all times.
- Treat others as I would like to be treated.
- Share what I am learning with my parents at home and discuss any concerns.
- Practice the school's core values on daily basis with my teachers and friends.
- Follow the school's uniform, behaviour and transportation policy.
- Follow the classroom rules and accept responsibility for their own choices and actions.
- Speak to the School's Counsellor if I am worried, unhappy or in trouble for any reason.
- Deliver all school news and letters to my parents.
- Take responsibility for all personal valuables.
- Make every effort to be helpful to others.
- Conduct themselves around the building in a safe, sensible, manner and show regard to others.
- Actively participate in assemblies that are used as an opportunity to promote academic and cultural diversity, to foster a sense of pride within our community and to acknowledge achievements;
- Be aware of who they are able to talk to if they are upset or have anything they wish to discuss;
- Understand that rewards and sanctions are given for specific reasons and are equally applicable to all.

Communication

Communication with Parents

We, at Merryland International School, strive to establish partnerships with our parents to support pupil learning. Strong communication is fundamental to this partnership and to building a sense of community between home and school. We take accountability to our families very seriously. All staff endeavour to listen to what parents and stakeholders are saying and to work in partnership to resolve any problem or concern. Merryland International School recognises that a pupil's education will be enhanced by the wholehearted support of parents and appropriate accessibility to its staffing.

Communication Methods

Parent Orientation Days

A Parent Orientation is a yearly organised event before the school starts where an overview of responsibilities and expectations are provided to parents. Parents are expected to attend the orientation in an opportunity to become familiar with the school environment. Orientation dates depend on year level/section.

Parent/Teacher Meetings (PTM)

Merryland International School will conduct Parent/Teacher Meetings, where pupil achievement data is shared with parents and specific growth plans for pupils are shared. Techniques to supplement academic growth at home may also be identified. Additional meetings may be scheduled with individual teachers at any non-teaching period if the issue is particular to one subject (ex: understanding a specific assignment, a teacher's grading system, etc.)

Email Communication

Merryland International School normally communicates with parents by e-mail via (school system). This is good practice and the preferred method of communication for



many schools. In an emergency situation the administration will attempt to contact parents with whatever appropriate means is available in a timely manner.

Weekly Plans

Each year level has a weekly plan/ academic newsletter that is posted on SEW. It shows the work plan, homework and any news such as upcoming field trips or events.

Highlighted important dates, to mark for the upcoming month are also provided in our Termly newsletter.

School Everywhere

Merryland International School uses a Learning Management System platform. The LMS used 'School Everywhere' referred to as 'SEW'. It connects parents and pupils with school and teachers. As a parent, you can quickly stay informed about what's happening at school and your children's classes, from knowing if the school is closed on a given day, to seeing how well your child did on his or her last homework or exam. Report cards, attendance, school calendar, important announcements emails and notifications from school can also be viewed through SEW.

If you do not receive our e-mail messages, then chances are likely we do not have the updated email on the system for you. You cannot access your child/ren SEW account without a valid e-mail address. Please contact our Student Affairs Office via: studentaffairs@merryland-school.com should you wish to update your contact information on our system. You can also email: sewsupport@merryland-school.com should you have any technical issues in regards to your child(ren)'s SEW Account.

Communication Timeliness

As a school

The expectation is that emails are returned within 48 hours during the work week. If a teacher receives an email from a parent/ guardian during the weekend, the expectation is that it is returned on the first workday.

As a Parent

Parents/ guardians are expected to check and read all school communication regularly to ensure that pupils are equipped for lessons. It is also expected to check your email and the school's website, SEW and announcements in school.

Feedback & Concerns Policy

Many worries or concerns can be managed without the need for formal procedures, providing that the concern is taken seriously and addressed at an early stage. In many cases, the classroom teacher will receive the first approach and the issue will be resolved immediately. However, formal procedures will need to be invoked when initial attempts to resolve the issue remain unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.

General Feedback Procedure

It is inevitable in any institution that there are occasions when parents or other stakeholders are dissatisfied. This policy advises on how to direct a concern and the potential escalation procedures around this.

It is important for us to understand what our parents and visitors perceive as our strengths and likewise what recommendations for improvement to our service they would like to see take place. This can be achieved in the following ways:

- Email or verbal conversation with our Parent Relations Executive.
- Email to the relevant class teacher or departmental representative.

When it is felt that an issue is more pressing than simple feedback and an informal or formal concern is deemed necessary, then the Concerns Procedure outlined below should be followed.

Academic Concern Procedure

As an educational establishment, there are different categories of service which may warrant concerns. For example, where feedback has failed to improve the service or expectation. To ensure that the right person deals with the right concern, it is important to outline the different categories as per the list below.

Concerns can be received formally in writing/email addressed to the relevant person. If a parent/ guardian wishes to meet any team member based on the below stage level of escalation, then an email should be communicated to that person to schedule an appointment to discuss the concern.

All concerns will be dealt with within a reasonable timeframe depending on the complexity of the concern.

Escalation Procedure (Feedback and Concerns)

Pupil Learning and Teaching Concern:

- Stage 1 – Initial concern directed to the Teacher to be resolved and feedback provided.
- Stage 2 – Forwarded to the respective Key-Stage for investigation and feedback.
- Stage 3 – Forwarded to the Principal office for investigation and feedback.
- Stage 4 – Forwarded to the Deputy Managing Director and Managing Director for final resolution.

Pupil Behaviour, Repetitive Misbehaviour, Emotional Wellbeing or Support on Campus:

- Stage 1- Initial concern directed to the Teacher to be resolved and feedback provided.
- Stage 2- Forwarded to School Counselor for investigation.
- Stage 3- Forwarded to respective Principal for investigation and feedback.
- Stage 4- Forwarded to the Managing Director for final resolution.
- Please see Discipline Policy in the handbook for more details.

A Member of the Operation & Facilities Team:

- Stage 1- Forwarded to the Operations Manager for investigation, and feedback.
- Stage 2- Forwarded to the Deputy Managing Director for resolution
- Stage 3- Forwarded to the Managing Director for resolution

Transportation:

- Stage 1- Initial concern directed to the Operations Manager to be resolved and feedback provided.
- Stage 2- Forwarded to the Deputy Managing Director to be resolved and feedback provided.
- Stage 3- Forwarded to the Managing Director for final resolution.

MIS PARENTS' CONDUCT AND EXPECTATIONS

At Merryland International School (MIS) we believe staff, parents and children are entitled to a safe and protective environment in which to learn and work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the vision and mission of MIS.

- Adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community. Parents should model the MIS Values for their children.
- That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises.
- Physical attacks and threatening behaviour, abusive or insulting language both verbal or written, shouting, cursing or any other behaviour considered as being disrespectful or rude to ANY staff members, parents, pupils and other users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises. If needed, the school may take legal action.
- Refrain from filming and/or recording without prior written approval from school administration.
- Parents will not represent the school on social media (i.e. Facebook, WhatsApp etc.).
- School premises are private property and parents have been granted permission from the school to be on school premises. Any breach of the above expectations may result in the abuser being banned from entering the school in accordance with school policy and the MOE

School Information

Pupil ID card/Guardian Card

- Every academic school year, each pupil is issued with a Pupil ID card and a Guardian Card, which are distributed on Orientation Days. Pupil's ID card will be used for transportation services as well as school gate dismissal. Pupil ID cards are to be used by the pupils inside the school and the Guardian Cards are to be used by the person who will dismiss the pupil(s) from school.
- If the Pupil's ID or Guardian cards are lost, the guardian is requested to contact the admissions office to report the loss of the card and request a re-issuing of a new card at a cost of 250 EGP, payable at the accounts department. Additional copies may always be requested by following the same above-mentioned procedure at the same cost per card.
- Pupils will not be dismissed from the school's gate/ bus without the guardian/card holder presenting the Guardian Card and the pupil presenting the Pupil ID Card to verify the pupil's dismissal. Guardian Cards are mandatory to pick up any MIS Pupil.
- The holder of this card takes full responsibility for the pupil he/she is representing at dismissal and once off campus.
- New Pupil ID Cards and Guardian Cards will be issued upon return each academic year.
- It is the guardians'/ parents' / card holder's responsibility to always provide the guardian card to the school's security personnel and/or the bus matron. Failing to do so, the guardian/parent/ card holder will be requested to contact the Reception or admissions office for validation
- If a guardian/parent wishes another unauthorised person to collect his child from school gate or bus and the person fails to present the guardian card, it is the guardian's/parents' responsibility to send an email to notify the Principal's Office before 1:30 pm stating the full name and national ID number of the person collecting the child in order to proceed with the dismissal. Failing to do so, the pupil will remain

in school / returned back to school by bus until the authorised guardian/ parent arrives to pick up the child.

MIS Uniform Policy

All pupils must wear the proper Merryland uniform purchased from the uniform shop, including all items.

SHOES MUST BE BLACK AND HAVE 'STICKY' VELCRO FASTENINGS AS SHOELACES ARE TOO TRICKY FOR SMALL HANDS.

P.E. uniform should be worn only on days with the scheduled P.E. classes.

Primary School Uniform

- Navy school trousers, shorts, skorts (for boys & girls)
- Navy jacket or hoodie.
- White school polo shirt, long or short sleeved (any vest or t-shirt worn underneath should be white)
- Navy school jumper.
- Plain, all-black footwear (no boots or open-toe sandals)
- Plain white or grey ankle socks/tights (no leg warmers or leggings)

P.E. Uniform

- School PE T-shirt
- School PE shorts
- White, grey or black socks
- White, grey or black trainers
- Swimming costume:
 - One piece for girls
 - Swimming trunks or shorts no longer than knee length for boys
 - Suitable poolside footwear (slippers).
 - Swimming cap
 - Goggles
 - Towel

For further details regarding swimming lessons please check physical education under Pupil's Activities section.

Uniform Shop

- School uniform is an essential part of our identity as a school. We ask that all pupils observe the dress code throughout the year and expect them to take pride in their appearances.
- For your kind convenience, please be informed that the school uniform will be available for sale at Merryland International School as per below:

Please ensure all items are dearly labelled with your child's name and class.

Forbidden Items

- Jeans/Denim
- Facial Piercing
- Dirty or ripped uniform
- Coloured headband or scarves must be white, grey or navy ONLY.
- Multiple ear piercings and dangly earrings (only studs are permitted)
- Makeup, traces of makeup and nail polish.
- Extreme hairdos or hair colours
- Studded and sparkling trainers.
- Tattoos or henna
- Jewellery and accessories such as chokers, bracelets and rings
- Sweets, chocolate or chewing gum.
- Fizzy drinks and drinks in glass bottles.
- Stickers (only teachers' reward stickers will be worn on school uniform)
- Toy guns, knives, swords or other items which encourage aggressive behaviour (including Superhero action figures).
- Sharp items such as 'Bay Blades' or metal spinning tops that could cause injury.
- Expensive toys or electronic games.

- Hard footballs or basketballs. (Ball games are permitted but children should only bring in soft, plastic balls. Hard footballs and basketballs, which can cause damage or injury, will be confiscated.)

None of the above items are allowed in school. If found, they will be confiscated and handed to the Principal's Office for Parents to claim. This is applicable for all year levels.

School Supplies

School supply lists have been developed to allow your child to fully access the curriculum. Please refer to our school's website for all year level supply lists.

- All school supplies should be brought to school on Orientation Day.
- It is the Parent's/ Guardian's responsibility to drop off pupils' labeled supplies inside the classrooms and not in the reception.
- Ensure that ALL pupil's belongings are labelled with your child's full name/ year level and classroom at the beginning of the year. This includes uniform, P.E. kits, bottles, lunch boxes etc.
- Supplies should be separated in plastic bags by subject areas, clearly labelled with the subject, child's full name, and class. We will not accept any supplies combined together in one large bag. Please store them all in a big plastic box.
- You are requested to bring the foreign language supplies based on your signed foreign language form that has been submitted to our Pupils Affairs Department.
- Please note that some items will need to be replenished during the academic year depending on consumption.

School Bags

It is advisable that pupils use school bags that are age and size appropriate. A school bag. However, the school bag needs to be large enough to hold a lunch box, work folder and any letters or work going home.

Lunch Break Items

- Please ensure that all food and beverage containers are tightly closed to avoid any leaks.
- All lunch bags and water bottles must be labelled clearly with your child's name & year group.

MIS Facilities/Services and General Policies

Cafeteria

Healthy Food Environment

Merryland International School promotes a healthy food environment. Our selectively chosen menus provided from Deema's Service, are designed to nurture your children with the energy required to help them get through the day. Our chosen menus consist of packed meals and healthy snacks and are sold through the school's cafeteria.

Hot Meals

Pupils are entitled to subscribe for Weekly Hot Meals as an optional food service. Hot Meal Subscription Payment: is done only the canteen representatives and not through any school personnel. Our Cashless Food Services are optional. You may send your child with a lunch and a snack from home ensuring the following are not included in the lunch bags: Fizzy drinks, Red Bull, packaged chips, chocolate, candy, or any other snack that the school deems unhealthy. Pupils who bring unhealthy snacks to school may have them confiscated.

Healthy Snacks Examples

Fresh fruit or vegetables, cheese, trail mix, pretzels, plain yoghurt, popcorn, whole grain cereal, crackers.

Please visit our cafeteria area to view our updated menus.

Clinic and Medical Overview

Medical Treatment and Medication Procedures

Merryland International School has employed a school doctor. There is a fully equipped clinic for Pupils who are ill or injured. The doctor will determine whether pupils should return to class or be sent home.

- If a pupil is to be sent home, parents will be contacted. The doctor may issue medicine on an emergency basis once parents have been contacted and have given approval.
- Parents should advise the doctor if a pupil is on daily medication. Medication can be dispensed at the school's clinic with written parental permission. All medications need to be given to the School's Doctor.

Medication at School

In order to give medication to your child in school, please send an email to the following:

- School Clinic: clinic@merryland-school.com
- Principal's Office: principal@merryland-school.com

Please include in your email the following information:

- Pupil's full name, year level, and classroom
- Name of the medication
- Dosage of the medication
- Time(s) to be taken
- Diagnosis or reason for medication
- Possible medication side effects
- Emergency procedure in case of serious side effects
- Expiration date of the medication

Absence due to Medical Reasons

Following an absence of 3 consecutive days for medical reasons, parents/guardians are requested to:

- Notify the School Doctor and classroom teacher by email, copying the principal's office.
- Accompany the pupil who has been absent along with his MIS siblings and visit the School's Doctor prior admitting the pupils back in class for clinic's prior clearance.
- Parents can monitor the students visit through SEW.

Vaccination Policy

To help keep the Pupils safe, it is important that your children who are able to get vaccinated are fully immunised. This not only protects your family, but also helps prevent the spread of these diseases to your friends and loved ones. The school will supervise vaccinations for our pupils as per the recommendations of the Egyptian ministry of health. The protocol is as follows:

- The school will send a hard copy and a soft copy of a consent form that should be signed by the parent/guardian.
- Only Pupils with signed consent forms will receive the vaccination.
- By signing and sending back the consent form, you officially and formally agree that your child receives vaccinations at the school's clinic. Forms returned after the deadline will not be accepted.
- The school is not held responsible for any side effects of any vaccination provided by the MOH.
- Some vaccinations might have minor side effects (pain, swelling, or redness where the shot was given, mild fever, chills, fatigue, headache, muscle and joint aches, etc.) It is the parents' responsibility to monitor these side effects and follow up with the child's pediatrician.
- After the form is submitted, the only way to cancel it for any reason is for the guardian to physically visit the school with his/her ID card and ask to urgently be directed to the clinic.
- School Doctor's email: clinic@merryland-school.com

Preventing the Spread of Communicable Diseases at MIS

At MIS, we prioritize the health of every child and take all necessary precautions to ensure their well-being by minimizing the transmission of sickness. If a student displays symptom of illness, they will be directed to the school clinic for evaluation.

- If your child exhibits signs of sickness, including but not limited to fever, persistent cough, or chickenpox, please refrain from sending them to school until they have been examined and confirmed to be free of any contagious illness that could potentially harm other students.

Exclusion Policy

In case of contagious diseases (chickenpox, head lice, unexplained fever, gastroenteritis, hepatitis A etc.) the pupil is strictly prohibited from daily school attendance and is not to be back before full recovery and a certificate of recovery is received. The recovered pupil MUST be accompanied by their legal guardians/parents with NO use of the school bus facility on that day. This is dependent upon the diagnosed disease and mutual agreement with the school doctor.

The respective pupil will be examined in the clinic by the school doctor to ensure his/her recovery. In line with our school's policy, if we identify any pupils with high temperature or any infectious symptoms, they will be isolated until their parents come to collect them.

Immunisations

Before entering MIS, pupils must provide pertinent immunisation records as part of the application process as well as fill the School's Medical Form.

Food Allergies

Merryland International School will not serve nuts. However, it is very important that you fill out the school medical form on Orientation Days and all the proper documentation requested by the school doctor if your child has a food allergy.

Emergencies

MIS has a plan in place for emergency situations. In an emergency, every effort will be made to contact parents as soon as it is deemed necessary to do so. In case of emergency, and if the parents/guardians are not reachable, the school will take action in transporting the pupil to a nearby hospital. The school will settle any immediate payments required in case of emergency and will claim the money from the guardian at a later stage.

To pick-up a Pupil early from the clinic after a call from School Doctor
Doctor completes an early dismissal exit slip. Matron will escort the pupil Pupil from the clinic along with the exit slip to the parent and signs out the pupil from the Front Desk.
Parent to present the exit slip along with the Pupil ID and Guardian Card to the gate security personnel upon departure from the school's gate.

In case of hospitalization

If a Pupil is hospitalised for any reason, Principal's Office and MIS School Doctor must be notified immediately. Medical reports must be submitted including an estimated time of return.

MIS Transportation Policy

Pupil buses are provided by Merryland International School Transportation Department. If you have any inquiries about your child's bus number and route, kindly contact the transportation department via email transportation@merryland-school.com

1. **Transportation Fees are subject to change as per the dictated official increase in energy and fuel prices. Failure to settle the extra fees, once announced and communicated through the school, will result in suspension from the transportation services.**
2. Pupils must be at the bus stop a few minutes prior to the assigned time.
3. No person is allowed to pick up a pupil from their drop off **point without the guardian card**. This is an essential safety measure.
4. In the event of missing your scheduled pick-up, please make arrangements to **arrive at the next scheduled stop** (if applicable and still feasible).
5. Pupils who wish to regularly use **different buses** (2 separate buses for pick-up and drop-off) must pay **60% of each way**.
6. Pupils who wish to register for one way only (either pick up or drop off) must pay 60% of the transportation fees.
7. **No charges apply** to pupils using different pick-up and drop-off points, as long as it is feasible, **using the same assigned bus**.
8. Transportation Registration form will only be **processed once the transportation fees have been settled in full**. We kindly request parents to settle payments through a bank deposit and provide us with a scanned copy of the bank deposit receipt including the **first, second, third and last name** of the pupil, pupil's ID and the year he/she is registered in, and send it via e-mail to: transportation@merryland-school.com not having received the attached receipt via e-mail as mentioned above result in not guaranteeing a seat.
9. Pupils are responsible for following and obeying the bus rules and regulations, as per the pupil/parent handbook.
10. Parents who wish to subscribe for their children in the transportation service, should have already settled the tuition fees payment due, prior to paying the transportation service fees. If for any reason you have accidentally deposited the transportation fees prior to setting the due tuition installments, **the money will automatically be deposited towards the tuition fees**.

11. Missing school and not attending school for long periods of time does not allow for a refund of the transportation service fees.
12. Eating is not allowed.

Evacuation Drills

MIS is required to hold regular fire and security drills to insure proper evacuation of the building in case of emergency as a fire or earthquake. The teachers guide the pupils to use the exit route designated by the Emergency guideline agreed in the classroom they are in at the time of the alarm. We consider Evacuation drills a serious matter and are conducted promptly and in all earnestness.

Drinking Water Policy

- Please provide your child with a refillable water bottle from home. This also encourages an environmental mindset to develop in our pupils, as less pollution occurs.
- Pre-k upto Year 3 Pupils will have a refill box inside their classrooms where they can place their water bottles and a matron will pass by to pick it up, refill the bottles, and return it back to the classroom.
- Pupils in Year 4 upwards can independently refill their bottles from the water dispensers in the hallways.
- It is preferable that pupils fill their water bottles during break, lunch and during transitional times.
- Mineral water is also available at the school's cafeteria for pupils to purchase.

Hall Passes

All pupil must have a hall pass when they are out of class during instructional time whether it's toilet or clinic pass. Pupils that do not have a hall pass will have to be sent back to class to obtain one.

Toilet / Washroom Usage Policy

It is preferable that pupils use the toilets/washrooms during transition and break times to maximise time in their lessons. When it is necessary to use the toilet/washroom during class time, pupils will be permitted to go, one at a time, using a bathroom hall pass. In case of an emergency, with which our teachers are well trained to recognise, pupils will be permitted to visit the toilets/washrooms immediately

Class Distribution

MIS uses data from multiple sources to make critical decisions relative to pupil placements. We consider information on every pupil and make teacher placement and pupil placement based on what is best both academically and socially. MIS, reserves sole discretion in these matters in order to guarantee the quality of teaching and learning. We kindly ask parents/guardians to understand that we may not take parents requests into consideration at times and that the decision of distributing pupils among classes is solely done by the school management.

Image Usage / Media Release

The school periodically takes photographs of the pupils in their daily routines and uses pupil images and names in various media (printed, photographic, social media, or video) to promote school activities and/or programmes. Unless otherwise notified in writing through the consent form completed in parents' orientation a photo of a pupil in the context of school may be utilised by MIS. Please sign the Photo Release Form available in the Parent's handout during orientation day and return it to the class teacher.

Please Note that the choice of pictures to be posted on social media is solely done by the school management. However, all teachers have access to a shared folder that has all the pupils photos for them to share with their parents.

School Lockers

Guidelines and expectations for using Merryland International School lockers. Having a locker is a privilege for MIS pupils. Starting Year 6 upwards pupils will be assigned a locker number. Students must provide their own locker. The use of the locker is at the pupil's discretion. Pupils can and will be allowed to use their book bags during the school day.

Violation of the rules/procedures listed below will result in the loss of the privilege of having a locker.

- The school assumes NO responsibility for loss or damage to personal or school items in an unlocked or locked locker.
- Merryland International School reserves the right to search at any time.
- Pupils should keep only items necessary for school in the lockers {i.e. textbooks, school supplies, etc.
- Storage of food and drink in the locker is not allowed: however, Pupils may store contained lunches. Food items are to be removed by the end of each school day. Pupils are not to share lockers with other Pupils or share their locker keys with other Pupils.
- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year. Writing, placing stickers, and/or the personalisation of the inside and outside of lockers in any manner is prohibited. Pupils guilty of such infractions will be charged a 100 EGP cleaning fee.
- Pupils may not use lockers without permission/pass outside of the posted times.
- Pupils will not have access to lockers until the 8:00 AM.
- If Pupils are having problems with lockers, they are to report this information immediately to the Principal's Office.

Lost and Found

To avoid losing your child's belongings, please ensure that all belongings are clearly labelled with your child's name and class with permanent marker including clothing,

school bags, lunch boxes/bags, pencil cases and flasks. Lost items, which are not labeled, will be sent to 'Lost & Found'. Parents can arrange to reclaim such lost belongings by contacting the school Reception. Please do not ask teaching staff to do this for you.

Birthdays/Parties

Birthday celebrations policy at Merryland International School will apply for all year groups.

- ONLY parents/guardians per birthday child are allowed to attend the group celebration.
- MIS Siblings are permitted to attend birthday celebrations in other classes.
- Parents should refrain from approaching classroom teachers to take a child out of class or away from their break.
- Request the teacher and Key Stage Head at least 2 days prior to the celebration and she will return with approval and set date & time.
- Combined birthday celebrations (who are not twins/triplets) are not allowed

Gifts

Gifts are wonderful and are NOT mandatory. However, if a child would like to give a gift to a staff member please note that it shouldn't be an extravagant gift. A box of chocolate, flowers, cards, candles and the like are appropriate.

If a parent decided to give an extravagant gift, the school has no responsibility or liability over that decision.

Second Section

Academic Information

Report Cards

The Merryland International School academic year consists of three terms (September to December, January to March, April to June). Merryland International School pupil grading will be accessible online on School Everywhere.

MIS uses several types of Reports which will be given out throughout the year. Over the course of each term, reports will be accessible online for all our pupils.

Each family will be issued Usernames and passwords via email to access their accounts on the first day of school.

At the end of each term, report cards will be accessible online for all our pupils via their online accounts. It is the parent's responsibility to print a hard copy of the pupil's report card. The School WILL NOT provide hard copies of report cards unless requested by parents over the course of the year.

Final Reports will not be issued nor accessible online until all outstanding debts are cleared. The school has the right to revoke School Everywhere access until all outstanding debts are cleared and library books returned.

End of Term 1 Report

It is a detailed report Issued in January with all grades and teacher's comments

End of Term 2 Report

It is issued in April and only contains pupils' grades and targets, which pupils should work on for End of Year Exams.

End of Term 3 Report

A final detailed report will be issued to all pupils at the end of June.

Each subject will be assessed throughout the term and weights will be distributed as follows to attain an overall subject grade:

Term Assessment	60%
Midterm Assessment	15%
Ongoing quizzes:	5%
Homeworks	10%
Classwork	10%

Grades Thresholds:

100-90%	90-80%	80-70%	70-60%	60-50%	Less than 50%
A*	A	B	C	D	E

Progress Reports

In addition to the term reports there will be two progress reports issued across the year in conjunction with parents' meetings. Starting Year 7 students will get their progress report as Midterm results.

Assessment Tools

Merryland International School will administer assessments to inform instruction and differentiation purposes for teachers and pupils in the classroom.

MIS uses several types of assessments to evaluate its pupils and ensure their comprehension.

For EYFS:

- Ongoing observational assessments are done through the term and feedback given accordingly
- FS2 will have additional baseline assessment at the start of the year.

For Key-Stage 1, 2, 3, & 4

- Baseline assessments are done within the first two weeks after school starts and they are done to set a base for pupil's Reading, Writing and Maths skills.
- Homework (please check Homework Policy for more details)
- In class and online Quizzes are done throughout the year
- Half Term are done for some subjects to ensure pupil's comprehension and to instill information
- End of Term Assessments are done by the end of each term in all subjects

Please note that assessments are done at the discretion of the teacher depending on the learning focus.

Students in Year 6 and Year 8 sit their CheckPoint Exams in English, Maths and Science in April. These exams are set by Cambridge International Examinations and administered by the British Council.

Checkpoint exams are diagnostic assessments and are not considered pass or fail.

Students in Year 9 take the Core IGCSE exams in English, Mathematics, Biology, Chemistry, and

Physics according to the Cambridge Core Syllabus, in addition to their regular school subjects.

From Year 10 onwards, students will sit for their IGCSE, AS, or A-Level exams during the designated examination sessions based on their subject selections, following advising sessions

with the School Principal.

Attendance at school is mandatory, and subjects mandated by the Ministry of Education, including Arabic, Social Studies/History, and Religion, are compulsory in accordance with

MOE

regulations.

Academic Probation

At Merryland International School, we believe in the importance of academic success and the value of a quality education. We strive to provide our students with the tools and support necessary to excel in their studies. However, we also recognize that there may be times when a student's academic performance falls below our expectations.

Academic probation is a status assigned to students who have not met the minimum academic requirements set forth by the school. This serves as a warning and an opportunity for the student to reflect on their academic progress and make the necessary adjustments to improve their performance.

When a student is placed on academic probation, they are expected to take immediate action to address their academic challenges. The school will provide resources, such as tutoring, study skills workshops, or academic counseling, to assist the student in their efforts to improve. It is important for the student to take advantage of these resources to enhance their chances of success.

During the probationary period, the student's progress will be closely monitored by the school administration and faculty. Regular meetings may be scheduled to assess the student's progress and develop a plan for improvement. The duration of the probationary period will depend on the severity of the academic deficiency, but typically lasts for one academic term.

While on academic probation, students are required to adhere to certain conditions, which may include but are not limited to:

1. Meeting regularly with an academic advisor or counselor to develop an individualized plan for improvement.
2. Attending all classes and arriving on time.
3. Completing all assignments and submitting them by the specified deadlines.
4. Maintaining regular communication with teachers and seeking help when needed.
5. Participating in any recommended academic support programs or workshops.

Failure to meet the requirements outlined during the probationary period may result in further disciplinary actions, up to and including academic dismissal from the school.

However, it is our sincere hope that every student placed on academic probation will take this opportunity to reflect, grow, and ultimately succeed academically.

We encourage students, parents, and guardians to use this time as a catalyst for positive change and growth. We believe in the potential of every student at MIS and we are committed to providing the necessary support and guidance to help them overcome their academic challenges.

Remember, academic probation is not a reflection of a student's worth or intelligence, but rather an opportunity for growth and improvement. With dedication, hard work, and the support of the school community, every student has the potential to achieve their academic goals and thrive at Merryland International School

Homework Policy

Homework Policy

Importance of Homework

Homework is a crucial aspect of the learning process, allowing students to deepen their understanding of the concepts covered in class. It also equips them for future lessons and fosters a sense of responsibility and timeliness. Additionally, homework extends learning beyond the classroom, prepares students for assessments, and cultivates effective work and study habits. It also enables parents to engage actively in their child's education and helps them monitor academic progress.

At MIS, we believe that daily homework assignments should be diverse and meaningful, adhering to specific guidelines:

a) Distributing Homework

For students, homework will be communicated to both students and parents through the weekly plans. Daily assignments will also be posted on the whiteboard in class, clearly indicating due dates.

b) Quality of Homework

Teachers will assess the quality of submitted homework. Assignments should be completed neatly, accurately, and presented well. Incomplete or poorly organised submissions will incur a deduction of marks.

c) Submission of Homework

Students are expected to submit their assignments by the specified due date. Extensions are possible under the following conditions:

Students may submit late assignments in the next class if they present an acceptable excuse note from a parent. In this case, no marks will be deducted. If no acceptable excuse is provided, a 10% penalty will be applied to the assignment's score.

If a student fails to submit the late assignment in the subsequent session, a 30% penalty will be applied, and the student will need to stay during break to complete it.

Failure to submit the late assignment during break will result in a score of ZERO for that assignment.

Primary School Academic Support

Merryland International School offers academic support to pupils who are experiencing academic difficulties in English and Mathematics. This programme is not optional and pupils are required to attend. Merryland International School teaching staff members



welcome the opportunity to work individually with pupils experiencing temporary difficulty with assignments or new concepts.

If, however, it is determined by the year level administrator that a pupil requires assistance outside the scope of time available that can be realistically provided by the classroom teacher, then the Academic Support Programme will be recommended.

Parents of pupils who will join this programme will receive a letter from the Academic Support Programme teaching staff and is required to sign it and return it to the classroom teacher.

Please be informed that Merryland International School will not provide tutoring by any teacher outside of the Academic Support Programme. Merryland International School policy prohibits teachers from tutoring Merryland International School pupils.

Third Section

Attendance Policies and Procedures

Attendance Policy

School Hours

It is expected that every pupil attend school every day. While some missed assignments may be made up, the dynamics of classroom interaction are extremely valuable to the learning experience. Pupils must attend everyday as written on the school calendar.

MIS has established attendance and tardiness standards to help pupils gain maximum benefit from the education provided. Pupils are expected to arrive at school and to class on time. This is directly connected to teaching and learning. Individual teachers will communicate classroom specific expectations to pupils.

Regular School Hours

As part of reinforcing our school's mission of Citizenship and Egyptian Values, all pupils are expected to attend the morning line, salute the flag and sing the national anthem daily.

- MIS regular school hours are from 07:30 am to 2:50 pm for all pupils.
- Pupils arriving before 7:30 am will not be supervised.
- Principal's Office must be advised in advance of any change to a pupil's travel arrangements.
- Pupils being picked up by guardians or others must leave the school premises promptly at the end of school day.

Regular School Day Drop Off /School Gates Close at 8:15 am

7:30 am	School gates open
7:30 – 7:45 am	All MIS Pupils' expected arrival time including Pre-K
7:45 – 8:00 am	Morning assembly / National Anthem
8:00 am	Start of the School Day / First lesson starts

Regular School Day Dismissal

2:45 pm	Last lesson ends
2:50 pm	End of School Day / Buses leave campus
2:50 – 3:10pm	Pickup (See School Gates)
3:11 pm	Late Pickup Consequences apply (See Dismissal Procedures)

School Gates

All pupils to be dropped off and dismissed from Gate 3. Parents must wait in the designated “pick-up waiting area” at the front entrance of the school Gate 3.

All Parents are not allowed to pass through the Gates during drop off in the morning except for Pre-K.

Gate Closure / Tardy Procedure

- School gates to close promptly at 8:00 am with no exception.
- Late pupils arriving between 8:00 – 8:30 am will miss their first lesson – and wait in the Learning center – supervised by a teacher on duty
- Late pupils arriving after 8:30 am will NOT be permitted to enter the school gate, and will be asked to go home, unless the school has been notified in advance by email to principal’s office in case of emergencies and this has been approved.
- Extenuating circumstances (e.g. traffic accident) may be excused at the discretion of the principal.
- Late pupils arriving after 8:00 who have been granted permission to enter school will be marked as Tardy.
- Tardy pupils must visit Principal’s Office upon arrival to be issued with a tardy note and hand out to Classroom Teachers, otherwise the pupil will be marked as absent for the day.
- Principal’s Office will keep track of tardy notification count and, following 3 counts per term, Principal WILL NOT grant permission for the pupil to enter school tardy and student will be sent home.

Arrival Procedures

- All MIS pupils including Pre-K are expected to arrive to school daily at 7:30 am.
- Parents of all year levels including bus riders are permitted to bring their child(ren) into the campus on Day 1 of school ONLY.
- No transportation service will be available in the morning of Day 1 to school. Subscribed pupils will travel home by bus starting the afternoon of Day 1.
- No parents are allowed to drop off their children inside the school buildings or classrooms (except for Pre-K to FS 2) on the first day of school ONLY.
- Parents are not allowed to pass through the gates during drop off in the morning.
- Late pupils arriving after 8:30 am will NOT be permitted to enter the school gate.
- When inclement weather occurs, ALL pupils will be sent to classes directly.

Arrival and Dismissal – PRE-K

- For PRE-K, parents may drop off children at the classrooms.
- Parents are to drop-off and pick-up their children by the class door entering through Gate 3 .
- NO transportation service will be available on Day 1 of school for Pre-K pupils. Subscribed pupils will travel home by bus starting the afternoon of Day 1.
- The normal end of school day time will apply from the second week onwards. School day ends at 2:50 pm.

Arrival – EYFS (First & Second Week Onwards)

- For FS1 and FS2, parents may drop off children at the classrooms on DAY 1 ONLY.
- FS1 and FS2 parents may stay in the class with the children for 10-15 minutes on the first day of school only to help them settle. Parents will be requested to depart after that in order for the pupils to get into their morning routine.
- Pupils are to be dropped off at Gate 2 from the second day of school onwards.
- Parents are not allowed to drop off excused late pupils arriving after 8:00 am inside the classrooms. Please drop off your child at the Reception and our matrons will escort them to his/her the learning center until the first lesson is finished.

Arrival – Key stage 1 (First Day ONLY)

- Parents of Years 1 and 2 may drop off their children to class on the first day of school only to help them settle.
- Parents will be requested to depart after 5 min. in order for pupils to get into their morning routine.
- Pupils in Years 1 and 2 are expected to escort themselves to his/her classroom along with their Class Teachers starting the 2nd day of school onwards.

Arrival – Key stages 2, 3 and 4

- Pupils are expected to escort themselves independently to their designated morning line areas from the first day of school onwards.

Dismissal Procedures

Dismissal – All School

- School day ends at 2:50 pm.
- The school **gates** will not open before 3:00 pm. Parents are requested to wait outside the school gate at the designated “pick-up waiting area” promptly at 2:55 pm.
- Bus Service will start on the first day of school in the afternoon. All Parents are expected to drop-off their child(ren) on the first day of school.
- Academic staff will not provide supervision beyond 3:10 pm. Beginning at 3:10 pm, all supervision will be the responsibility of the security staff.
- Pupils are not allowed to re-enter the building once they are dismissed.
- Children are the responsibility of the parents upon pick-up and are expected to leave the campus with their parents once dismissed.
- It is the parents’/guardians’ responsibility to always provide the guardian card to the school’s security personnel and/or the bus matron. Failing to do so, the guardian/parent will be requested to contact the reception or PR office for validation.
- Some internal gates and doors will be locked at 3:05 pm so as to ensure the safety of all people on campus. Having only approved routes open will restrict the possibility of safety breaches and improve the monitoring of all people on campus.

- Access to the inside of the school after 3:05 pm is permitted only to those who have previously scheduled appointments.
- Every visitor must check in at the Reception.
- No pupils are allowed to go home on any other bus except their own designated bus. If a child will go home by car instead of bus, the Principal's Office must be informed before 1:30 pm by email. If the above is not followed, the pupil will go home by their scheduled bus.
- If you wish for your child to be dismissed without a guardian card (leave on their own terms) a parent consent must be signed for Year 7 upwards.

Early Gate Dismissal Procedure- All School

If necessary, for emergency, parents may request to withdraw a child before the end of the school day. Pupils may also be dismissed at the end of the day through School Gate pickup and not use the bus service on a specific day. When doing so, parents must follow the following protocol:

- Advance notice to be emailed to the principal's office via: principal@merryland-school.com
- Emails must be sent no later than 1:30 pm on the day of the request for the early dismissal/gate dismissal instead of bus. **After this time, requests will not be allowed**
- The below mandatory information is required in the email sent for an early dismissal:
 1. Pupil's Full Name
 2. Year Level
 3. Classroom
 4. Pupil's Bus No. if applicable
 5. Provide the reason
- **Emails sent to any other emails in the school WILL NOT BE ATTENDED TO.**
- After 2:00pm (start of last lesson) students will be required to wait till the end of the school day.

- Parents must report to the school's Reception attendees for help in signing their pupil out early.
- A pupil will not be dismissed unless the Guardian Card/ Pupil ID is presented unless a consent is signed.
- Pupils may not sign themselves out.
- Parents are to present the exit slip along with the pupil ID and Guardian Card to the gate security personnel upon departure from the school's gate.
- In case of gate dismissal and not using the bus service, the guardian will pick up the child with the normal end of day dismissal procedure.

Events/emergency Dismissal – All School

During school wide events where parents are invited or during emergency leave (thunderstorm/ sandstorm etc), the dismissal process below will be followed:

- All pupils will be signed out by their parents from the pupil's classroom.
- Bus service will run as normal on event days.
- If a pupil is not signed out by their parent from the classroom, the pupil will be dismissed as normal and go home by bus or gate at the normal pick up time.

Extra-curricular Activities (ECA) Dismissal – All School

- Pupils must be picked up from the normal designated Gates at 4:15 p.m.
- Late pickup procedure and consequence will apply.
- Parents must inform the Principal's Office via email no later than 1:30 pm should a pupil leave school early, missing his/her ECA.

External Academies Procedures (After School Hours)

The MIS swimming pools and gym facilities are used by external sports service companies to offer MIS and non-MIS pupils additional payable activities such as swimming / basketball... etc. Parents using these After School Services must abide by the following:

- No pupils are allowed to go directly to the swimming pool, the gym, or the designated field without parental/coach supervision.

- Entrance and exit for all external sports service staff members, registered MIS pupils and non- MIS pupils to both swimming pool and gym will ONLY be allowed through Gate 1.

Absence Procedures

Extended and Planned Absences

Please notify the school (Principal's Office/ Classroom Teacher) at least one day in advance if your child must be absent. In this case we will need the below documents to be emailed to the principal's office emails:

1. Reason for absence
2. Copy of passport
3. Copy of visa
4. Copy of ticket
5. Medical Report

Extended (more than 2 school days at a time) absences must be approved a minimum of two weeks in advance by the principal unless the extended absence is due to an illness or an emergency situation. In the event of an illness or emergency, the school should be notified as soon as possible. The Parent will be asked for official documentation showing evidence of illness or an emergency situation.

Unexcused Absences

An unexcused absence will result in probation according to the Ministry of Education regulations.

Electronic Devices

At MIS, we believe in creating a safe and conducive learning environment for our students. As technology continues to play an integral role in our lives, we recognize the need to establish guidelines regarding the use of electronic devices and mobile phones within the school premises. This policy aims to promote responsible and

appropriate use of technology, while minimizing distractions and maintaining a focused educational environment.

The individual use of electronic devices and mobile phones is strictly prohibited during class time, including lectures, discussions, and examinations. Students are expected to focus on the lesson and engage in meaningful interactions with their teachers and peers.

Educational Purposes: With prior permission from teachers and proper supervision, students may use electronic devices and mobile phones for educational purposes, such as research, academic applications, collaborative projects or online quizzes.

Responsibility and Respect:

- a. **Privacy and Confidentiality:** Students must respect the privacy and confidentiality of others. Recording, photographing, or sharing any form of personal information without consent is strictly prohibited.
- b. **Disruption and Distraction:** The use of electronic devices and mobile phones should not disrupt the learning process or cause distractions to fellow students and teachers. Any disruptive or inappropriate behavior related to the use of technology will be subject to disciplinary action.
- c. **Personal Responsibility:** Students are responsible for the security and safekeeping of their electronic devices and mobile phones. The school will not be held liable for any loss, theft, or damage to personal devices.

Exceptions to this policy may be made in specific situations, such as medical emergencies or with the explicit permission of a teacher or school administrator.

Fourth Section

MIS Behaviour Policies and Expectations

The MIS Core Values are:

- Respect
- Tolerance
- Excellence
- Inclusion

Merryland International School definition for Discipline

Discipline is the process of teaching constructive and reflective procedures to guide pupils in making healthy choices, taking responsibility and practicing self-management. Through discipline we are able to uphold the pillars of our community and empower lifelong learners. All MIS students are expected to reflect the 4 **MIS Core Values** in order to achieve our goal of graduating pupils who are not only academically strong, but also pupils of high character.

We are **supported in reaching our aim** by a clear **Code of Conduct which states the expectations** of pupils, staff and parents/guardians. Our expectations for behaviour and managing behaviour are framed by the following principles:

- The purpose of fractions is to require reflection upon the consequences when failed to meet the expectations i.e. inappropriate behaviour or attitudes.
- The disciplinary processes designed to help the pupils learn from their mistakes and develop responsible behaviour;
- The pupil must understand for what incident offence they are being disciplined;
- disciplinary processes should follow as swiftly as possible after the offence incident;
- The disciplinary processes are fair, age appropriate and escalated based on the severity and the frequency of the incident.

Members of the Pupil Discipline Office (PDO)

١. **Member: Principal/s**
٢. **Member: School Counsellor**

The School's Pupil Discipline Committee shall be responsible for:

١. Meeting bi-weekly (or more frequently as needed) and reviewing school-wide collective disciplinary infractions.
٢. Preparing reports to present to the principle on trends and special cases.
٣. Making recommendations as appropriate to address behavioural related concerns.
٤. Termly summary on school-wide behaviour trends.
٥. Providing support for individual student behaviour plans as needed.

Behaviour Management

Responding to good behaviour

Positive Reinforcement should be applied clearly to recognize and reinforce positive responsible behavior

Examples of rewards may include but not limited to:

- Merit Chart in EYFS
 - They are used to incentivize and enhance self-discipline traits using visual and physical methods. They are placed in each classroom with pupils' names to reflect their behaviour on weekly basis.
- verbal praise
- communicating praise to parents via phone call or written correspondence
- Certificates and prize ceremonies will be issued during our monthly assemblies
- positions of responsibility, such as prefect status or being entrusted with a particular decision or project
- whole-class or year group rewards, such as a popular activity.

BEFORE PUPIL DISCIPLINE OFFICE (PDO) REFERRAL FOR LEVEL 1 INFRACTION

The following actions/mechanisms must be implemented:

1. Students must know teacher expectations and discipline procedures.
2. The teacher took the following actions with the student:
 - **Verbal Warning**
 - **Written Warning**
 - **Consequence**
 - **Parent Contact ...link book or school system**

Teachers must document unacceptable behaviors and implement at least **three (3)** consequences, trying multiple strategies/interventions to prevent the detracting.

Level 1 Infractions	
<p>A Level 1 infraction is behaviour which disrupts the educational process or interferes with the teaching and/or learning environment. We always</p> <ul style="list-style-type: none"> • Monitor/investigate observed behavior • Incident Report (Teacher) • Record in Student Behaviour Report • Inform School Counselor 	
<p>Failure to complete assigned work/ Follow directions – Failure to complete work assigned by the classroom teacher. Repeatedly reporting to class lacking necessary materials (i.e. pencil, textbook, etc.) as defined by the classroom teacher.</p>	<p>1st incident</p> <ul style="list-style-type: none"> • Written Warning/ Link book. • Teacher-Pupil one on one. conversation to understand the reason behind the refusal. <p>2nd incident</p> <ul style="list-style-type: none"> • Parent contact via phone then supported by mail. • Break detention. • Use Reflection Sheet. <p>3rd incident</p> <ul style="list-style-type: none"> • After 3 incidents an after-school detention on Thursday will be imposed/ Academic sheets. • Decrease classroom grades. • Parents/PDO meeting
<p>Inappropriate Dress – Failure to comply with the Merryland uniform policy. This includes out of uniform days of school. For example, themed and dress down days.</p>	<p>1st Incident</p> <ul style="list-style-type: none"> • Verbal Warning & Dress Code Reminder. • Know the reason of not wearing the proper uniform.

	<p>2nd Incident</p> <ul style="list-style-type: none"> • Parent contact via mail. • Extra exercise after morning line. <p>3rd Incident</p> <ul style="list-style-type: none"> • Inform the PDO. • Parent contact via phone before sending the child home. • Parent meeting/ Written Pledge.
<p>Tardiness (between classes) – Failing to be in the appropriate place of instruction at the assigned time without a valid pass.</p>	<p>1st incident:</p> <ul style="list-style-type: none"> • Verbal warning. • Discuss with the student the reasons behind. <p>2nd incident:</p> <ul style="list-style-type: none"> • Parent contact via link book or school system just to inform them. • Written agreement from student not to repeat it again. <p>3rd incident:</p> <ul style="list-style-type: none"> • Refer to PDO. • Parent contact via phone then supported by mail to warn them with in school suspension. • In school suspension.
<p>Trading, Buying or Selling of items on school property - Exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information are not permitted. Any promotions or sales within the school must be approved by the principal.</p>	<p>1st incident</p> <ul style="list-style-type: none"> • Submit incident report to PDO. <p>2nd incident</p> <ul style="list-style-type: none"> • Parent contact via phone then supported by mail. <p>3rd incident</p> <ul style="list-style-type: none"> • Break detention / lose certain privilege temporarily. <p>The pupil may be required to provide restitution for any financial or other harm caused by trading.</p>

<p>Inappropriate behavior while using school transportation - Failing to comply with school bus expectations and procedures.</p>	<p>1st incident</p> <ul style="list-style-type: none"> • Written Warning / Notify parent through link book or school system (Facility manager/Supervisor) • Seat Relocation <p>2nd incident</p> <ul style="list-style-type: none"> • Submit incident report from Transportation manager to PDO. • Parent contact via phone then supported by mail. <p>3rd incident</p> <ul style="list-style-type: none"> • Suspended from school bus for three days.
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Level 2 Infractions

Level 2 Infraction is behaviour that seriously or repeatedly disrupts the educational process or interferes with teaching and learning. For the most part, Level 2 infractions disrupt or interfere with another person's right to an appropriate learning environment.

In ALL the below fractions we should:

- Monitor/investigate observed behavior
- Incident Report (Teacher)
- Record in Student Behaviour Report
- Refer to School Counselor
- Inform PDO

Persistent Misbehavior or Repeated/Serious Level 1 Infractions – Accumulating Level 1 infractions or reclassification of serious Level 1 infractions.

- Inform the PDO.
- Parent contact via phone then supported by mail about a one day out of school suspension.

Academic Misconduct – Engaging in academic cheating. This includes, but is not limited to, the giving or receiving of any unauthorized assistance on homework, quizzes, tests, projects, papers or other assignments. Unauthorized access to teacher assignments, plagiarism, and falsification of records is included.

1st Incident

- Verbal / Written Warning. (Teacher)

2nd Incident

- Inform the PDO.
- Break detention.
- Reflection/Academic sheets.
- Parent contact via phone then supported by mail.

3rd Incident

- Parent / PDO meeting to sign a written pledge not to repeat the incident.
- Inform the parent with suspension 2 days.

Inappropriate Language/ Verbal Aggression – Writing, speaking or gesturing in a manner which conveys an offensive or profane language. This may include, speaking in a language not

1st time incident:

- Written Warning
- Break detention
- Reflection sheet

2nd time incident:

- Written warning

<p>commonly shared by all, for purposes of deception.</p>	<ul style="list-style-type: none"> • Parent / PDO meeting to sign a written pledge not to repeat the incident. • Half day in school suspension. <p>2nd Incident:</p> <ul style="list-style-type: none"> • Parent Involvement: Informing parent via phone then supported by a formal e-mail. • one day out of school suspension. (1)
<p>Disruptive Behaviour – Behaving in a manner which disrupts or interferes with the educational process.</p>	<p>1st Incident:</p> <ul style="list-style-type: none"> • Verbal Warning explaining the consequence of such behaviour. • Parent contact via link book or school system just to inform them. • Written Pledge not to repeat the behaviour again (Student) <p>2nd Incident</p> <ul style="list-style-type: none"> • Written warning • Break detention. • Use Reflection/Academic sheets. • Parent contact via phone then supported by mail. • Involve the student in activities that help to change his behaviour <p>3rd Incident</p> <ul style="list-style-type: none"> • Inform the PDO. • Break detention /Academic Sheets • Parent/PDO Meeting / Sign a written pledge not to repeat that behavior. • In school suspension

<p>Physical Aggression – Engaging in physical behaviour that is deemed inappropriate and could eventually escalate; such as, kicking, pinching, biting, pushing etc.</p> <ul style="list-style-type: none"> • Pupils using their hands or feet against others, is considered a physical aggression infraction. 	<p>1st time incident:</p> <ul style="list-style-type: none"> • Immediate intervention to stop the aggression and ensure all safety • Parent contact via phone then supported by mail. • Full day in school suspension. <p>2nd time incident:</p> <ul style="list-style-type: none"> • Schedule urgent parents meeting. Written agreement not to repeat such behaviour. • One day out of school suspension. <p>3rd time incident</p> <ul style="list-style-type: none"> • Refer to PDO • Two days out of school suspension • Put child on Behavior Monitor plan with School Counsellor.
<p>Bullying (Including Cyberbullying) – Deliberate humiliation and intimidation including verbal and physical assaults, ridicule and/or harassment of others (includes inappropriate use of social media).</p>	<p>1st incident</p> <ul style="list-style-type: none"> • Investigation. • Behavior Reflection Sheet • parent contact via phone then supported by a formal e-mail. <p>2nd incident</p> <ul style="list-style-type: none"> • Break detention / Academic Sheet • Parent/PDO meeting...Written Pledge <p>3rd incident</p> <ul style="list-style-type: none"> • Inform PDO • parent contact via phone then supported by a formal e-mail. • Suspension for 2 days

<p>Inappropriate items in school – Weapons or Weapon like toys. This includes, lighters, swiss knife, or other items that cause fire etc.</p>	<p>1st incident</p> <ul style="list-style-type: none"> • Refer to PDO • Confiscated until given to parents in an official meeting to sign a written pledge not to repeat the incident. • Spread awareness with the risk accompanied by having such items. <p>2nd incident</p> <ul style="list-style-type: none"> • Refer to PDO. • Out of school suspension for 1 days. • Parent contact via phone then supported by mail <p>3rd incident</p> <ul style="list-style-type: none"> • Refer to PDO. • Set a PDO/ Parent meeting. • Out of school suspension for 2 days
<p>Self-harm – Increased isolation from friends or family, becoming socially withdrawn. Changes in activity and mood e.g. more aggressive or introverted than usual. Talking or joking about self-harm. Carrying or consuming illegal items, such as cigarettes, alcohol etc.</p>	<p>1st incident</p> <ul style="list-style-type: none"> • Refer to PDO • Schedule an urgent meeting with Parent. Written agreement not to repeat the incident. • Behavioural intervention and support initiated. (Pupil need to be sent straight to school counsellor) <p>2nd incident</p> <ul style="list-style-type: none"> • Refer to PDO • Out of school suspension for 2 days • Parent contact via phone then supported by mail <p>3rd incident</p> <ul style="list-style-type: none"> • Refer to PDO
<p>Theft, Possession or transfer of others' property – Taking property belonging to the school or any individual or group without prior permission. Possessing or transferring property of another without the consent of the owner.</p>	<p>1st incident</p> <ul style="list-style-type: none"> • Refer to PDO • Written agreement from the pupil not to repeat the behaviour. • Return the stolen property and apologize • Parent contact via phone then supported by mail <p>2nd incident</p> <ul style="list-style-type: none"> • Refer to PDO • Schedule an urgent meeting with Parent. Written agreement not to repeat the incident. • Behavioural intervention and support initiated. (Fill referral to school counsellor) • Return the stolen property <p>3rd incident</p> <ul style="list-style-type: none"> • Refer to PDO • Out of school suspension for 2 days • Return the stolen property

<p>Violence/Aggressive behavior – Against school staff, including cyberbullying.</p>	<ul style="list-style-type: none"> • Parent contact via phone then supported by mail about <u>two days out of school suspension</u>. • Written Pledge by the student not to repeat that behaviour again. • Put the child on Behaviour Monitor plan with School Counsellor.
<p>Personal Threat and/or Intimidation – Intending to do bodily harm or threatening either verbally or in writing. Forcing a student to act, or preventing a student to act, through intimidation.</p>	<ul style="list-style-type: none"> • Inform the PDO. • Monitor/investigate observed behaviour. • Schedule an urgent meeting with Parent. • Pupil need to be straight sent to School Counsellor.
<p>Skippping Class – Failing to report to class or school without prior permission, knowledge, or excuse by the school, a teacher or a parent.</p>	<ul style="list-style-type: none"> • Refer to PDO. • Inform teacher/parent via phone then supported by a formal e-mail. <p><u>1st incident</u></p> <ul style="list-style-type: none"> • Break Detention. <p><u>2nd incident:</u></p> <ul style="list-style-type: none"> • In school suspension. <p><u>3rd incident :</u></p> <ul style="list-style-type: none"> • one day out of school Suspension.
<p>Possession – Using/displaying devices during school hours without administrative approval. This includes Cell Phones/MP3 Players/DVD Players/Portable Gaming Systems/Cameras/Recording devices or other Electronic Devices.</p>	<p><u>1st time incident:</u></p> <ul style="list-style-type: none"> • Devices confiscated until the end of the day. • Written pledge by the student not to repeat the incident again. • Inform the parent over the phone. <p><u>2nd time incident:</u></p> <ul style="list-style-type: none"> • Parents are expected to pick up the device themselves. • Inform parent via phone then supported by a formal e-mail. <p><u>3rd time incident:</u></p> <ul style="list-style-type: none"> • Refer to PDO.

<p>Vandalism and/or Sabotage – Intentionally causing damage or disabling school property or the property of others. This includes, writing on walls/desks, destroying boards/posters/paintings, breaking windows, doors, chairs or other equipment.</p>	<p>1st incident:</p> <ul style="list-style-type: none"> • Schedule urgent meeting with Parents. Written pledge not to repeat the incident again. • Payment/Repair of damaged school property. <p>2nd incident:</p> <ul style="list-style-type: none"> • Schedule urgent meeting with Parents. Written pledge not to repeat the incident again. • Payment/Repair of damaged school property. • Behavioral Plan initiated <p>3rd incident:</p> <ul style="list-style-type: none"> • Refer to PDO • 5 days out of school suspension
<p>Endangerment – Developing plans or not reporting information that could lead to a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process.</p>	<ul style="list-style-type: none"> • Schedule urgent meeting with Parents. • Immediate referral to School Counsellor.
<p>Spreading Rumors – The student or guardian spreading false news about the school, belittles the teachers, or attacks the school's management style in an offensive manner by any mean or on social media</p>	<p>1st incident:</p> <ul style="list-style-type: none"> • Written Pledge for the parent and the student not to repeat the incident again • Awareness for the student with the risk of this behavior • Refer to PDO for 5 days suspension (Y)



Any unmentioned violations will be treated as the PDO, and school administration committee see fit upon their Weekly meeting.

DETENTION ROOM

The reflection room is-a safe space for learners to reflect their choices, behaviours, feelings and emotions. Pupils are required to fill a behavior sheet that reflects the MIS Core Values. MIS Detention Room is always attended by members from the Pupil Discipline Office (PDO) and/or MIS Teachers.

١. Pupils may be assigned to detention during morning breaks, lunch breaks, and/or after-school.
٢. Pupils will be expected to complete a reflection, behavioural, or academic activities depending on the infraction.
٣. Pupils are required to follow all Detention Room rules posted inside the classroom.
٤. All visits to the detention room need to be recorded in a sign in and sign out attendance sheet.
٥. A Record book need to include all information about pupils' infractions and attendance for future reference. This will include adult's signature.
٦. A Behaviour Plan will be implemented after three (٣) referrals within the same academic Term.

BEHAVIOUR PLAN

- The purpose of the behaviour plan is to help the child reflect on the core values, learn common behaviour habits, and build healthy relationships with others in the MIS Community. In this process, pupils are expected to reflect on the four MIS values.
- This may be implemented after three (٣) referrals within the same academic Term and/or other intervention strategies/mechanisms have failed to help the pupil change her/his behaviour.
- Parent(s)/guardian(s), pupil, homeroom teacher, and Pupil Discipline Office (PDO) all agree to work in partnership to further address underlying causes for the child's behaviour.
- Pupils will receive positive reinforcements and acknowledgements for making progress or meeting goals. If any disciplinary infraction occurs while on the behaviour plan record the child will receive consequences as outlined in the Behaviour Policy.
- The Behaviour plan is reviewed after ١٥ school days. This means, the PDO will gather feedback from the counsellor, teachers, support specialists, duty supervisors, and transportation department (if necessary). A final decision will be made as to whether the student can be removed or stay on the behaviour plan or another strategy should be attempted to address the behaviour.
- In case of absence the behaviour plan will be extended in proportion to the amount of days of school missed by the pupil.

- The pupil may be referred to an outside assistance programme to consider any additional support that may be needed in order to address the child's behaviour. Parent(s) and/or guardian(s) are expected to listen to and cooperate in these cases.
- Any requests for special accommodations must be verified by an assessment from a reputable organisation.

School Uniform Policy

Our school's Behaviour policy emphasizes the importance of adhering to the dress code outlined in our uniform policy. It not only fosters a sense of belonging and unity among our students but also prepares them for a disciplined approach to their academic and social responsibilities.

In line with our policy, I want to clarify the steps we take regarding uniform infractions:

1. Verbal Warning: Upon the first incident of a uniform violation, the student will receive a verbal warning. They will be reminded of the dress code expectations and encouraged to comply.
2. Parental Notification via Email: If a student is found in violation of the uniform policy for a second time, we will contact the parents/guardians via email. This communication serves to inform you of the repeated infraction and to request your support in ensuring compliance with the dress code.
3. Phone Call and Student Dismissal: In the event of a third incident, where a student persists in disregarding the uniform policy, the student will be sent home.

School policy concerning the use of mobile phones and smart watches

The use of mobile phones and smart watches by students during school hours and break time will not be permitted, unless under exceptional circumstances or specific study days, which will be communicated to you in advance.

To ensure a conducive learning environment and minimize distractions, any student found using a mobile phone or smart watch without prior authorization will face the following consequences:

1. First Infraction: The device will be confiscated and held by the school until the end of the day.
2. Second Infraction: The device will be confiscated and held by the school until a parent or guardian comes to collect it.

We believe that minimizing the use of electronic devices during school hours will encourage greater focus on academic activities and promote better interpersonal interactions among students. We kindly request your cooperation in reinforcing this policy with your child.

The school administration retains the authority to inspect student bags, lockers, and belongings as necessary, with or without prior notice.

ZERO TOLERANCE BEHAVIOUR

These offenses are extremely serious and will not be tolerated at MIS. Parents will be notified immediately by the Pupil Discipline Office (PDO) when a pupil commits any of the acts listed below, and the pupil will receive the appropriate consequences as judiciously and quickly as possible. MIS's Managing Director might be involved in all cases involving offenses of this nature.

Examples of these offenses are (but not restricted to):

- Possession or use of drugs/illegal Substances
- Possession of weapons, or the use of any object as a weapon
- Any acts of extreme violence
- Harassment
- Abuse

CHILD PROTECTION POLICY

Purpose

Merryland School is committed to providing a safe environment for all children entrusted to its care. In a world where sexual, emotional and physical abuse of children is a sad reality, we are taking steps to assure that children are safe from such abuse. The primary goal of this policy is to reduce the risk of harm to children.

Definitions

MIS recognises that cultures and social contexts differ in their perspectives on what is considered to be abuse. MIS defines abuse as follows below as per the **Egyptian Child Law** (Law No. ١٢ of ١٩٩٦):

- **Physical Abuse:** Violent act(s) intended to cause or likely to cause physical injury including but not limited to burns, bites, bruises, lacerations, bone fractures or head injuries.
- **Emotional Abuse:** Chronic mental or emotional anguish or pain caused by humiliation, rejection, verbal abuse or isolation.
- **Neglect:** Persistent neglect by the child's care provider, with a failure to provide adequately for basic human needs - food, shelter, medical care and clothing. This includes failure to protect a child from any danger which may affect health and development.
- **Student Confidentiality:** When emailing or discussing in person with parents regarding an incident between their child and another child, staff will not mention the other child's name. The

purpose of this is to respect the privacy of all MIS families. If you have a concern, please contact the School Counsellor.

Safe Recruitment Measures

- MIS has a **clear child protection policy** outlining the responsibilities of all staff members regarding the safety and well-being of students. These guidelines are included in the Staff Handbook, which is distributed to all teachers during Orientation Week.
- MIS includes this **statement** in all job descriptions and advertisements emphasizing the school's **commitment** to safeguarding children.

"MIS is committed to safeguarding and promoting the wellbeing of all children and expects all staff to share this commitment. All candidates will be subject to rigorous examination procedures, including an enhanced background check and references, in accordance with our child protection policies."

- MIS Implement **Rigorous Background Checks:**

Criminal Record Checks: Conduct thorough criminal record checks (both in Egypt and any other country the applicant has lived in) for all prospective employees, including teachers, administrative staff, and support staff. By HR

Reference Checks: Require at least two professional references, with one being from the most recent employer.

Verification of Qualifications: Ensure that all academic and professional qualifications are verified through original documentation and authentication if come from abroad.

- Incorporate **specific questions** related to child protection and safeguarding into the **interview process** to assess the candidate's understanding and commitment to these issues.
- Offer **mandatory child protection and safeguarding training** for all staff members at the start of the year. This training should include recognizing signs of abuse, proper reporting procedures, and maintaining appropriate professional boundaries.
- Implement a probationary period for all new employees during which their behaviour and interactions with students are closely monitored.
- Regularly **assess staff performance** with an emphasis on child protection to ensure adherence to safeguarding protocols. Implement **a support framework** that allows staff to address any concerns or difficulties in maintaining suitable relationships with students, offering access to counseling or guidance as necessary.

Steps followed at MIS if an allegation of abuse is made against a Staff member

MIS addresses allegations of abuse in a manner that prioritizes the safety and well-being of students while ensuring a fair process for the accused staff member.

- If an allegation suggests potential harm to students, the **staff member should be immediately suspended** from duties involving **student contact** as a precautionary measure. This action is not an indication of guilt.
- Take immediate action to **protect the student(s)** involved and others at risk, including providing **support or counselling** and ensuring their safety.
- Inform the **school head and designated Child Protection Officer (CPO)** immediately about the allegation so they can oversee the process and ensure appropriate actions are taken. In cases where the allegation may involve criminal behaviour, the school should report the matter to the police.
- If police involvement isn't immediately required, appoint an **in-school investigation team, led by the CPO**, to gather facts. The investigation will be conducted with strict confidentiality to protect all parties involved. The team should carefully collect evidence by interviewing witnesses, reviewing documents, and handling interactions with sensitivity, particularly when interviewing students.
- **Both the accused staff member and the alleged victim** should receive **support** during the investigation. The accused should be informed of the allegation, given legal or counselling support, and presumed innocent until proven otherwise. The alleged victim should have access to counselling and support, with minimal disruption to their education.
- After the investigation, **school leadership should review the findings** to determine the outcome.

If the allegation is substantiated, disciplinary actions may include warning, termination, reporting to authorities, or further legal action.

If the allegation is unsubstantiated, the staff member should be reinstated, and their reputation restored.

- **Effective communication and transparency** are crucial in addressing the outcomes of an investigation. It involves informing **relevant stakeholders**, including the accused, the victim, and their families, while ensuring confidentiality is maintained.

If the case has **garnered public attention**, a well-planned communication strategy is necessary to address the situation, ensuring that privacy and legal obligations are respected.

MIS VOICE LEVEL GUIDE

MIS VOICE LEVELS	
٤	Outside Voice Playground Talk
٣	Clear Proud Voice Classroom Participation Talk
٢	Normal Voice Table Talk
١	Whisper Voice Colleague Talk
٠	Silent Voice No Talking

PROBLEM SOLVING WHEEL



CHILD PROTECTION POLICY

- Merryland International School promotes and maintains a culture that does not tolerate child abuse, neglect or exploitation.

- The school's priority is to ensure the welfare and safety of every child that has contact with the school's employees, contractors, consultants, officials and providers engaged by the department to deliver services to children.

- The School's Child Safe Policy is guided by the following principles:

- Recognise children's rights and interests

- Build and maintain a child safe culture and environment

- Provide support and protection to staff who report incidents under this policy.

Non-tolerated forms of abuse;

a. Emotional abuse: The use verbal or symbolic acts towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability. Such acts of commission or omission are likely to damage a child's self-esteem or social competence.

b. Physical abuse: The use of physical force against a child that results in harm for the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating.

c. Sexual abuse: The use of a child for sexual gratification by an older or significantly older child, adolescent or adult.

Mandatory reporting is the expectation to report suspected child abuse and neglect to school authorities. Report to Child Protection officer, Key Stage head, SchoolPrincipal.

Fifth Section

Pupil's Activities

Pupil's Activities

School Field Trips

Field trips are an essential part of our pupils' learning experience and are planned as an extension of the classroom curriculum.

They serve a wide range of benefits in several ways including learning and teaching. We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances.

Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

AIMS of field trips:

- To learn through real life
- To contribute to cognitive development of children
- To witness authentic things beyond the theory of subjects
- To develop a sense of enjoyment with teachers and colleagues outside their regular setting
- To awaken pupils' interests and learn by actually doing a hands-on experience

Rules & Procedures of field trips:

- Before going on a field trip, a letter is sent out from the school including all the necessary details for the parent/guardian to sign.
- Pupils are required to have written permission from their parent/ guardian.
- Pupils return the written permission slip and the field trip fees in a sealed envelope with their full name written on it.

- Pupils are required to ride the school bus to the field trip and return on the school bus. No parents are allowed to pick up or drop off or show up with their children to or from the field trip destination. No exceptions.
- Pupils on field trips are supervised by teachers at all times unless otherwise approved.
- School Uniform Policy and Discipline Policy apply to all field trips.
- Academic or disciplinary problems may lead to pupil's exclusion from further field trip.

Physical Education (PE)

Physical Education (PE) is an integral part of education to which the school requires pupil participation.

P.E. helps in-still healthy habits and fitness in pupils.

MIS has a variety of sports facilities such as a heated swimming pool, a soccer field, a multipurpose court (Basketball/ Volley ball) and a gymnasium.

Participation in swimming lessons is essential for all MIS Pupils.

Before swimming lessons season starts all parents/guardians will receive a "swimming consent form" that must be signed and returned to the P.E. teacher with approval of the pupil's participation in swimming lessons.

If for any reason the pupil is unable to participate in a physical activity during P.E. periods, a parent note is required to be sent to the P.E. teacher, school clinic and Principal's Office via email. The note should explain the reason and should be accompanied by a letter from a doctor.

Pupils unable to participate in a physical activity will be seated in the same area with the rest of the class.

Extra-Curricular Activities (ECA)

Extra-Curricular activities are activities that take place outside regular class teaching hours and are related to extended pupil learning. As such, they fall within the scope of the school curriculum. Pupils will be requested to stay one day per week after school till 4.15 pm for the extracurricular clubs. No use of bus after ECA.

There are 2 categories:

- Category 1 – MIS ECA (Academic and non-academic). These MIS ECA's are delivered by MIS staff
- Category 2 – Outsourced that are operated by out source academies.

Library

- Pupils will have the opportunity to borrow and read books from the library and the librarian will teach them library skills.
- Pupils are allowed to take home two book per week. They must return their Library book in order to take out a new book the following week. Book checkout can be done during Open Library Hours in coordination with the class teacher.
- If a pupil loses or damages their Library book they will be charged the exact amount of the book for replacement and processing. The amount will be billed to the students account and parents will be notified I.
- If the book is found and returned within the school year, a full reimbursement to the insurance is possible. If the book is found after that, there will be no reimbursement. The pupil will be billed for the cost of replacement of any severely damaged materials.

Guided Reading Books Policy

- Guided Reading books are checked out by the guided reading teachers. It is the teachers' responsibility to keep track of which books are being used by each pupil in their class & at home. It is the student's responsibility to care for their books. Lost or damaged Guided Reading Books follow the same procedure as library books

Who do you see for what?

- Please follow feedback escalation process in the handbook. Your first point of contact is always the concerned teacher.

Principals's office (Academics and Attendance)

Attendance/ Early Dismissal/ Pick-up a Pupil from Gate instead of Bus./Appointments	Principal's Office Ms. Vivian Aziz	principal@merryland-school.com	01288550440
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Academic Leadership

School Principal	Ms. Rania Takla	rania.takla@merryland-school.com
Head of Primary	Ms. Sarah Thabit	sarah.thabit@merryland-school.com
Head of EYFS	Ms. Lauren Soliman	Lauren.soliman@merryland-school.com

Administrative Offices/Outsourced Providers

Clinic / Health Inquiries	Dr. Omnia Elbarbary	clinic@merryland-school.com	
General Inquiries	Reception Team	info@merryland-school.com pr@merryland-school.com	01201888307/10 01222190384/5 02/23899052/53/54
Admissions	Ms. Mai Yousry	admissions@merryland-school.com	01201888307/10
School Tuitions	Ms. Martha Samy Mr. Hazem Eldidi	accounting@merryland-school.com	01212099193
Student Affairs/Official Documents/ Contact Info Updates	Ms. Nermeen Mofied Ms. Marina Atef	studentaffairs@merryland-school.com	01222190381

Transportation	Mr. Mohamed Fawzy	transportation@merryland-school.com	01276196922
IT Support	IT Team	itsupport@merryland-school.com	
School Every Where (SEW)	Ms. Marian Atef	sewsupport@merryland-school.com	
School Counselor	Ms. Nagwan ElNaggar	nagwan.elnaggar@merryland-school.com	
School Uniform	Kamy Store	raouf_kamy@yahoo.com	0109 5418098 0102 9635253 01112927203 01000314686
School Cafeteria Deema's Kitchen	Deema's Kitchen	omarkamy2023@gmail.com	01155530896 01120444940

- Please follow feedback escalation process in the handbook. Your first point of contact is always the concerned teacher.

Academic Team		
School Principal	Ms. Rania Takla	rania.takla@merryland-school.com principal@merryland-school.com
Head of Primary	Ms. Sarah Thabit	sarah.thabit@merryland-school.com
Head of EYFS	Ms. Lauren Soliman	Lauren.soliman@merryland-school.com
Administrative Team		
Deputy Manager Director	Ms. Nour Lazen	nour.lazen@merryland-school.com
Managing Director	Dr. Amir Ayad	amir.ayad@merryland-school.com