



THE BRITISH SCHOOL
ALEXANDRIA
— since 1984 —

Handbook for Parents

Pre-Prep School

Academic Year 2019 - 2020

The Pre-Prep Team

Head of Pre-Prep: Deirdre Greaney

Year 1 Red Teacher: Tomas Evans
Teaching Assistant: Shaimaa Badawy

Year 1 Blue Teacher: Ketchy Andrews
Teaching Assistant: Heba Lotfy

Year 1 White Teacher: Laureesha Fuller
Teaching Assistant: Rawan Abou Shousha

Year 2 Blue Teacher: Rapheal Dobbin
Teaching Assistant: Basmaa Moustafa

Year 2 White Teacher: Helen Peacock
Teaching Assistant: Aya Sabry

Year 2 Red Teacher: Bilkis Umerji
Teaching Assistant: Sohaila El Koweiry/Nathaly

Pre-Prep Times of the School Day

	Sunday	Monday	Tuesday	Wednesday	Thursday
8.15 - 8.30	Registration				
8.30 - 9.25	English	Maths	English	Maths	Maths
9.25 - 10.05	Phonics /Guided reading	Phonics /Guided reading	Phonics/ Guided reading	Phonics/ Guided reading	Phonics/ Guided reading
10-10:20	Snack				
10.20 - 10.40	Break				
10.40 - 11.35	Arabic	French	Arabic	French	Arabic
11.35 - 12.10	Maths	Science	Maths	English	English
12:10-12.30	Lunch				
12.30 - 1.10	Break				
1.10 - 2.05	PSCHE	Science	Topic	Creative	Golden Time
2.05 - 3.00	ICT	PE	Library/ Guided Reading	PE	Assembly

School Day
ASAs – Sundays- Thursdays

8.15am – 3.00pm
3.15pm - 4.00pm

Pre -Prep - Early Morning Procedures, Break times, End of School day

Early Morning Procedures

Teachers and Teaching Assistants are on duty from **8.05am** to welcome YR1 and YR2 children in just in the Cleopatra garden. Children must be accompanied from the car by a parent or other adult (not the security man). Please note that if your child arrives at school before this time, they will not be able to enter the school just the waiting area. At 8.15am; the Pre-Prep staff will arrive to take the children to their classrooms to start the day.

Please accompany children arriving later than **8.15am** to Ms Alaa's office so their attendance can be registered before they enter their classroom. Likewise if you need to collect your child early please report to the office where someone will be able to send for your child.

Snack times/Lunch times

The school will provide your child with a healthy snack every day. This will consist of fruit, biscuits and a small carton of milk or fruit juice. All Pre Prep children will need to bring a healthy and balanced lunch from home. A healthy lunch should consist of sandwiches, fruit, yogurt, a drink (no cans or glass bottles please and no fizzy drinks) and a bottle of water. The children have access to water fountains and are able to refill their own bottles when necessary. Sweets, chocolates, or crisps (chipsy) are not allowed.

Outdoor play

The children will play outside twice every day. They are provided with a range of toys, games and materials with which to make the most of this fun time with their friends. They are supervised at all times by a teacher and two or three classroom assistants.

End of school day

Pre-Prep children assemble in front of the Cleopatra Campus.

Pre-Prep children should be collected from **3.00pm** and no later than **3.15pm**. Adults are requested to wait in front of the blue gate just outside the Cleopatra entrance, and the children will be brought to you.

No child will be allowed to go with anyone other than a parent, nanny or driver of his or her family unless the teacher has received a specific request from a parent. If your child is to be collected by someone new to us - please send a note with your child in the homework diary.

Pre Prep - Dropping property off for Students

In order to minimize disruption to the school day we do not normally allow forgotten items to be dropped off at school. The doormen are on duty for security reasons. If your child has forgotten their lunch you will, of course, be allowed to bring this into school.

Teachers are **not** allowed to administer medicine to children. Please do not send in any medicine with your child in case it is lost or misused. If your child needs to take medicine during the school day then a parent needs to come in to administer it. In exceptional circumstances we may agree to the School Nurse administering medicine with parental permission, but this is not usual.

Pre-Prep – After School Activities “ASA”

After School activities are held for Pre-Prep children on Sundays, Mondays, Tuesdays, Wednesdays and Thursdays. These take place between 3.15pm and 4.00pm.

A range of activities are offered and may include art workshops, cooking, games, drama and sport activities. These activities are optional and the school makes an additional charge.

After School Activities Charges

ASAs incur a fee of **300LE** per activity per term.

Activities **usually** start in the **second week** of each term and are not held during the **last week** of term. Your child will bring a letter home asking them to choose the activities he would like to join. Staff will then allocate children into activities.

Once signed up, students are expected to attend the activities each week and a register will be taken. Please write a note in their diary if your child is unable to attend.

Please ensure that you collect your children promptly at the end of the activities. The Teacher in charge will remain with the children until they have all been collected.

Pre-Prep - Homework Diaries

The procedures set up in Foundation Stage will continue in Year 1 and 2. The diaries are used as a channel of direct communication. The teacher will write any messages to you and you are requested to respond to the teacher. Please feel free to write in any queries or messages that you have for the teacher.

Please check your child's Homework diary each day and sign the relevant page.

Google Classroom

Each class in Year 1 and 2 has a class page on google classroom. You should use your child's email and password to log in regularly. The teachers will update the page with news and photos, as well as homework and other links which will help your child develop their understanding of the different things being covered in class. If you have any issues accessing google classroom please let your class teacher know asap.

Pre Prep - Homework Schedule

The British School, Alexandria define the term 'homework' widely to mean any work or activity which children are asked to do outside lesson time, either on their own or with parents. It is an opportunity for parents to become active partners in supporting learning

Approximate Time Allocation for Homework

Year Group	Time Allocation	Homework to Include
Year 1/2	10-15 minutes a day	Reading and spelling, Maths via ActiveLearnPrimary:MyMaths Other Online games, puzzles and challenges which will be uploaded onto Google Classroom.

Likewise if your child has difficulties completing homework please write a note in the homework diary to the teacher concerned.

Pre Prep - PE Arrangements

Pre Prep children have PE sessions two times a week. This will be held in the Cleopatra Garden.

The PE curriculum includes games and dance as well as physical development skills.

It is expected that all children wear the school uniform on the day that they are scheduled for PE and then get changed into the school PE kit before the lesson, and parents will be notified of this day by the end of the first week of the school year. If your class has P.E. in the first lesson of the day, they may come to school wearing their P.E. kit but should bring their school uniform to change into after the lesson.

Reporting

There are two full reports annually; Winter break and end of the year. We hold Parent – Teacher consultations in the second half of the First Term as well as again in Term 2.

Newsletter

We publish a whole school newsletter on a fortnightly basis. The school will email you a copy every week as well as publish it on the school website. Please ensure the school has your correct email address.

Fees

Please refer to the Finance Office Staff for information regarding Fees and Admissions.

Term Dates

The school calendar is available online at www.bsalex.net , please make yourself familiar with all key term start and end dates. We hold a wide range of events throughout the year which you will also be informed about.

Pre Prep - Use of the library

The library is located in the Cleopatra Campus and is organised into the National Curriculum subject areas and fiction books. Children use the books to support their lessons and increase their understanding of the world around them. Our reading scheme incorporates those published by Oxford Reading Tree. The children read regularly with their teacher both alone and in group reading times.

In order to encourage the children to experience a wider range of books they are asked to choose a book from the library on a weekly basis to take home to share and read with parents and family.

This gives them the opportunity to extend the variety of books they read and to be able to offer reviews of stories back in class.

Please encourage your child to take care of library books and to return them to school each week on the designated day. The school may charge parents for lost or damaged books.

Pre Prep - Rewards System

Staff and students have clear expectations of each other to set the tone for good behaviour and work in the classroom and around the school.

Code of Conduct Six Key Principles

- **Honesty** | *Telling the truth; meaning what you say*
- **Responsibility** | *Carrying out your obligations or duties; answering for your own actions*
- **Respect** | *Treating everyone, including yourself, with dignity. Having respect for yourself, others, and your own and other people's property*
- **Self-Control** | *Being able to control your own actions*
- **Equality** | *Understanding that all people should have the same rights*
- **Social Justice** | *Treating all people fairly*
-

The whole school Code of Behaviour:

- *We value and congratulate good manners*
- *We value the Arabic language although we insist that, as far as possible and when appropriate, everyone works, learn and speaks in English*
- *When we speak, we remain calm and polite*
- *The atmosphere must be conducive to learning and we encourage a relaxed, purposeful and calm working environment*
- *Noise levels should be carefully considered to match the activity and the learning of others*
- *We never start or repeat gossip and/or rumours*
- *We always show others respect*
- *We respect the privacy of others*

- *We respect the campuses and rules governing their use*
- *Uniforms are worn with pride and our appearance is neat according to school policy and guidance*
- *We value and encourage punctuality. We always aim to arrive on time and avoid being late.*

They will have positive recognition for this in the following ways:

- Verbal praise
- Written praise in their books
- Stickers
- Dojo Points
- Certificates presented in Assemblies

Praise is awarded for a variety of reasons according to the classroom management and behaviour criteria. This may include: good behaviour, excellence in a particular subject area, being kind and helpful to others, and for trying their very best.

Prize Giving

At the end of the year we hold an annual Pre-Prep Prize Giving event in which we celebrate the children's successes and accomplishments throughout the year. During the event we have a Graduation Ceremony for children moving on from Pre-Prep into Prep. Special awards are also presented to those children who have made outstanding progress and/or achievement in each Year group throughout the year

Birthdays

Although the school day is very busy, we do appreciate that sometimes children might wish to celebrate their birthday at school. If this is the case, please contact the class teacher via the diary/email to arrange the best time.

Pre Prep - Transition between Year Groups

The Year Two children visit Hypatia Campus and during the last couple weeks of the school year.

Teachers will show the children around the facilities and explain the different routines they will encounter.

Pre Prep - The National Curriculum and Methodology

At the beginning of the year we hold Parent Coffee Mornings/Information Meetings. At these meetings we discuss our methods of teaching and class teachers will also discuss their

expectations and routines. We also prepare Curriculum Overviews which outline the topics covered over the term and these are published on the BSA website.

You will see that our 'topics' are wide and varied and have been adapted to suit the needs of an International British School.

Our methodology is not test-based. Teachers are observing, appraising and assessing on a continuous basis during every lesson. Our planning has clear objectives and outcomes. Children who are struggling will be identified and planning altered to take into account their individual needs. Extra reinforcement lessons may be arranged with our learning support teachers. All children are encouraged through positive reinforcement to extend their learning experience.

Children learn through real-life experiences and we pride ourselves on teaching children to be independent learners who are able to think for themselves and ask questions of the world around them.

School Uniform

All students must wear the correct school uniform. The school uniform is essentially a blue or red school polo shirt and navy blue school shorts, dress or trousers. Full details of the school uniform are on the school website.

Contacting the School

If you need to contact the school, please use the blue homework diary, your child's google classroom or send an email to you child's class teacher. Your child's class teacher should always be your first point of call.

Ms Fuller lfuller@bsalex.net

Ms Akin k-akin@bsalex.net

Mr Evans tevans@bsalex.net

Mr Dobbin rdobbin@bsalex.net

Ms Umerji bumerji@bsalex.net

Ms Peacock hpeacock@bsalex.net

Mrs Lama/Mrs Alaa should only be contacted in case of an emergency. If you need to speak with her please telephone the main switchboard on 03-544-5426 and then choose the option for the Pre-Prep Department and you will be put through. We are always very willing to meet with parents but an appointment should be arranged beforehand.

Parent Feedback Sheet

The British School of Alexandria would value your comments and feedback.

Parents of student(s).....Year(s).....

Please provide comments, and any aspects you would like to see added in the following sections that are relevant to you as a parent.

<p>General Information Booklet</p>

<p>Year _____</p>

Many thanks

Deirdre Greaney
Head of Pre-Prep