

Dear parents and students

Warm greetings to you all;

Hope you had an enjoyable summer vacation. On our side, all teachers and staff are looking forward to seeing our beloved students.

We are glad to announce the dates of the first school day for each stage:

STAGE	FIRST SCHOOL DAY
Primary 1, Primary 4, and Prep. 1,	Saturday the 30 th of September 2023
Primary 2, Primary 5, and Prep. 2	Monday the 2 nd of October 2023
Primary 3, Primary 6, and Prep. 3	Tuesday the 3 rd of October 2023
KG 2	Wednesday the 4 th of October 2023
KG 1	Saturday the 7 th of October 2023

Noteworthy:

Parents of KG 1 and KG 2 students are allowed to attend the morning lines at 9:00 am with their children and to celebrate with them First School Day. As soon as the lines and celebrations are over, parents are required to leave the school premises.

Reminder of some of the school regulations:

- Students are not to leave school gate without presenting the ID card to the security staff (except for Prep. students). Therefore, if you haven't received yours yet, you **HAVE** to go to the "Students' Affairs" office on the first school day to receive it or else you will not be able to pick up your child at the end of the day.
- In case your child is to be picked up by a private driver, you **HAVE** to provide his/her name at the "Students' Affairs" office along with his/her ID card number and a photocopy of it. Private drivers have to present the students' ID card to the security staff at the gate, or else they will not be able to pick them up at the end of the day.

في حالة اصطحاب سائق خاص للطلبة بدلا من ولي الأمر، لابد من حضور ولي الأمر إلى المدرسة قبل بدء العام الدراسي لإعطاء بيانات السائق لمكتب شئون الطلبة: اسم السائق، ورقم بطاقة الرقم القومي، وصورة من هذه البطاقة. في حالة عدم القيام بهذا الإجراء قبل بدء العام الدراسي، لن تتمكن إدارة المدرسة بالسماح للسائق بتسلم الطالب في نهاية اليوم.

في أثناء السنة الدراسية، لابد للسائق من إبراز بطاقة الطالب لموظفي الأمن عند البوابة وإلا لن يتمكن من استلام الطالب.

- In case a Prep. student is to go home on his/her own; you **HAVE** to sign a statement at the "Students' Affairs" office stating that you as a parent **Ask, Know, and are responsible** of the student going home on his/her own.
- School day starts 7:30 am and ends 2:30 pm.
- In the morning, school gates will be opened at 7:15 am for parents and private drivers.

- School gate closes at 7:45 am. Students arriving to school between 7:45 and 8:00 am will enter the school from the main gate and **PARENTS WILL SIGN** a “Tardy Note” at the reception gate.
- Tardy students are not allowed to attend morning lines.
- Student can have **ONLY two** “Tardy Notes” in the term. On the third time, student will not be allowed to enter the school premises, and parent will be notified to pick up his/her child.
- Students are **not allowed** to enter school after 8:00 am.
- Student should be delivered to the school gate by the parent or the private driver. Student is **not to be left** at the external gate for his/her own safety.
- *SALS students* are expected to be **punctual** and **responsible**.
- We will give a grace period of one week at the beginning of the school year after which the Tardiness policy will be implemented.
- At the end of the school day, students who joined the school, bus will leave first. After that, school gate will be opened for parents and private drivers.
- Parents or private drivers who deliver or pick up students at the gate; should leave at once in order to avoid crowdedness.
- Class lists and schedules will be announced very soon
- SALS students are expected to appear neat and clean every day in their school uniform. PE uniform is only allowed on PE day.
- Girls’ hair should be tied all day with a white hair band. Boys’ hair should be neatly cut on a regular basis.
- Students’ nails should be neatly trimmed on a regular basis. No make up (even lip balm) or nail polish are allowed at school.
- **No** accessories, mobile phones, smart watches, or any electronic devices are allowed in school.
- For further school regulations, kindly turn to the “Parents’ Guide” on the school website www.starsanyschool.com.
- Kindly note that if any student failed to follow any of the school rules and regulations, s/he is going to be subject to discipline consequences.

Means of communication:

In case any parent wishes to communicate with any of the school staff, s/he can use one of the following means:

- A. School telephones: a list of teachers’ names and the times when they will be available for calls shall be announced shortly on the school site.
- B. Emails: you can contact any department through its email that is listed on the school website. “Contact Us” tab.
- C. Facebook group: parents can join the FB group named “Saint Arsany Language School Parents Official”. In order to join this group, you need to enter the student’s name and class and the admin to shall approve your joining to the group.

With our best wishes to you and to our beloved students;

School Director

Mona Kamal