



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
2022-2023
(Last Update 7-9-2022)



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First Section

Introduction to Merryland International School



WELCOME TO MERRYLAND INTERNATIONAL SCHOOL

Dear Parents and Pupils,

It is our pleasure to have your children in our school and we would like to extend a very warm welcome to all parents and children joining us this September.

This Pupil & Parent Handbook contains essential information that you and your child will need to know and understand to give you a better understanding of the school policies to have a successful year at Merryland International School.

One of our main goals is to provide a well rounded teaching and learning experience for our pupils to excel and grow in many ways. Our main focus is for children to develop their character building, to settle in easily and happily by encouraging them to be independent lifelong learners. We commit to prepare pupils to be leaders in the global community, and to be responsible citizens who are aware of and 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-K

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



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 Character Pillars 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 character pillars, 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 (SEW) periodically to stay informed of all news, policies and announcements in school.
- 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.

Newsletters

Each year level has a weekly plan/ academic newsletter that goes out. It shows the work plan, homework and any news such as upcoming field trips or events. The school also publishes an online monthly newsletter (Merryland International School World Newsletter) to cover school-wide events stories and activities that take place during the month. Highlighted important dates, to mark for the upcoming month are also provided in our monthly newsletter.

School Everywhere Management System (SEW)

Merryland International School uses School Everywhere software as a school's management system. SEW 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. Progress reports, end of trimester report cards, attendance, school calendar, important announcements emails and notifications from school can also be viewed through the school's system.

Please ensure that you have a valid e-mail address given to the admissions department. SEW Username and password will be sent to you on Orientation Days via email.

If you do not receive our e-mail messages, then chances are likely we do not have the proper email in the system for you. You cannot access SEW without a valid e-mail address. Please contact our Admissions Office via: admissions@merryland-school.com should you wish to update your contact information on our system.

You will be able to login to PlusPortals by copying and pasting this link into your browser:
<https://www.schooleverywhere-merryland.com/schooleverywhere/>



Please 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/system (School everywhere) periodically to stay informed of all news, policies 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's 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 Parents Relations.
- Stage 3 - Forwarded to the respective Principal for investigation and feedback.
- Stage 4 - Forwarded to the 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 Executive Manager for resolution
- Stage 3- Managing Director



Transportation:

- Stage 1- Initial concern directed to the Operations Manager to be resolved and feedback provided.
- Stage 2- Forwarded to the Executive Administrator 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 Character Pillars 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 100 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)
- 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:
- Duration: Saturday, 27th August 2022, to Thursday, 27th October, 2022.
- Operating Days: Saturdays to Thursdays (Fridays closed).
- Uniform Shop Timings: 9:00 am to 4:00 pm.

Please ensure all items are clearly 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, mobile phones 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.
- Year 4 pupils upwards will have lockers so they can store books and other learning materials.
- 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 - No large cases on wheels please. 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.
- Large flask of water - Please try to provide a flask with a strap, so that it can be hung up.



MIS FACILITIES/SERVICES AND GENERAL POLICIES

Cafeteria

Healthy Food Environment

Merryland International School promotes a healthy food environment. Our selectively chosen menus provided from 'Baker's Street', are healthy and 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 in Pre-k and EYFS are entitled to subscribe for Weekly or Monthly Hot Meals as an optional food service. These meals consist of a main dish, salad and dessert prepared with healthy ingredients. Hot Meal Subscription Payment: is done only through a representative from 'Baker's Street' who will be available at the Front Desk area each Sunday and Thursday of the week ONLY, during morning drop-off and afternoon dismissal times. Our 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, pop tarts 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 website to view our 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.

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

Communicable Diseases

The health of every child at MIS is important and, thus, all measures should be taken to ensure the well-being of the pupils' body through limiting the spreading of sickness. Pupils who exhibit signs of sickness will be sent to the school clinic for evaluation.

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.

In case of dismissal from School due to illness

Upon return to school, Pupils must report to the MIS School Doctor for clearance before returning to class.

To pick-up a Pupil early from the clinic after a call from School Doctor

Doctor completes an early dismissal exit slip. Parent to collect the Pupil from the clinic along with the exit slip 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.

Absence due to COVID-19 Reasons

COVID-19 specific policies will be communicated separately throughout an academic year.



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

School Bus Rules and Regulations

- 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.
- Pupils must be at the bus stop a few minutes prior to the assigned time.
- No person is allowed to pick up a pupil from their drop off point without the guardian card. This is an essential safety measure.
- In the event of missing your scheduled pick-up, please make arrangements to arrive at the next scheduled stop by contacting bus matron (if applicable and still feasible).
- Pupils who wish to regularly use different buses (2 separate buses for pick-up and drop-off) must pay 150% of the transportation fees prior to using the second route.
- Pupils who wish to register for one way only (either pick up or drop off) must pay 60% of the transportation fees.
- No charges apply to pupils using different pick-up and drop-off points, as long as it is feasible, using the same assigned bus.
- All buses are equipped with a GPS tracking system.
- If a bus does not meet the minimum number of pupils, this route will not be activated. In that case we will refund the amount paid in full.
- 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.
- Pupils are responsible for following and obeying the bus rules and regulations, as per the pupil/parent handbook.
- Pupils must show respect and consideration to the bus matron, other passengers and personal belongings.



- Pupils should use acceptable language and good manners when talking to the bus matron or other pupils, and speak quietly so that they do not distract the bus driver.
- Parents are responsible for the security of the content on any personal electronic devices used by their children.
- 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 instalments, the money will automatically be deposited towards the tuition fees.
- Missing school and not attending school for long periods of time does not allow for a refund of the transportation service fees.
- Pupils are not to throw objects of any kind on the school bus or out the windows. All parts of the pupil's body shall remain inside the bus at all times.
- Drinks (except for water), chewing gum, seeds and chips are prohibited on the bus.
- Absolutely no littering on the bus.
- Each pupil shall be seated immediately upon entering the bus. Pupils are not to stand or move from place to place while the bus is in motion.
- Pupils should immediately fasten their seat belts. The school bus will not move until all passengers have their seat belts on.
- Pupils are allowed 15 minutes from the last period bell to get on the bus before the doors close after which they must find alternative transportation.
- No pupil is to enter or leave the bus until it has come to a complete stop. Pupils may enter or leave the bus only upon bus driver signal.
- In case of change of residence, provision of transport service will be subject to the availability of seats on established routes.
- Pupils causing damage to the bus will pay the necessary fine and will be suspended from riding the bus. (The suspension time will be determined according to what the administration sees fit).
- 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 bus.
- Informing the matron or the bus driver of any transportation changes will not be accepted or taken into consideration.
- Parents are required to inform the matron and the Principal's Office via email if a pupil will be absent on a particular day.
- Riding unassigned bus without permission or using unassigned bus stop is not allowed.

- Upon receipt of a complaint from any school stakeholder, staff member, parent or pupil, in accordance with the report provided by the bus matron, a formal warning will be issued to the pupil and parents. Should a second complaint be received, then the pupil will be suspended from the bus for 3 consecutive days and the parents will be responsible to bring the pupil to school. Should a third complaint received, then the pupil will be suspended for a whole week from school. Any more complaints, then the school reserves the right to remove the offer of a bus service for that pupil and the family will receive a formal letter to convey this change.
- Transportation fees are non-refundable.

To optimize transportation service, the school reserves the right to modify pick-up and drop off time at any time throughout the academic year. The parent will be informed beforehand about any modification.

Evacuation Drills

MIS is required to hold regular fire and security drills to insure proper evacuation of the building in case of emergency. Use the exit route designated by the fire drill card in the room you are in at the time of the alarm. Pupils will be instructed when to return to class.

Evacuations may be signalled by the fire alarm.

Evacuation drills are a serious matter and should be 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 unto Year 4 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 5 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 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.



School Lockers

Guidelines and expectations for using Merryland International School lockers. Having a locker is a privilege for MIS pupils. Starting Year 4 upwards pupils will be assigned a locker number and keys. 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. Locker rent fee is 200 EGP/ year.

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.

- Celebration will be during the first break. Only cupcakes are allowed.
- 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.
- Notify teacher and principal office at least 2 days prior to the celebration.

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

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 3:00 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 or promptly after Extra-curricular Activities (ECA).



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
8:00 am - 8:15 am	Attendance Registration Time
8:15 am	School Gates Closed - No late pupils are permitted in school
Regular School Day Dismissal	
2:45 pm	Last lesson ends
3:00 pm	End of School Day / Buses leave campus
3:00 pm - 3:15 pm	Pickup (See School Gates)
3:16 pm	Late Pickup Consequences apply (See Dismissal Procedures)
3:15 – 4:15 pm Tuesdays only	Extra-curricular Activities (ECA)

School Gates

Pre-K and EYFS pupils to be dropped off and dismissed through Gate 2 at the Pencil Gate. Parents must wait in the designated "pick-up waiting area" by the Pencil Gate.

Key stages 1, 2 and 3 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 8:15 am with no exception.
- Late pupils arriving between 8:00 - 8:15 am will miss their first lesson
- Late pupils arriving after 8:15 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 8:15 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.
- Each pupil has a maximum number of 3 tardy notification emails/ approved permissions per term, regardless the pupil arrived before 8:15 am or not.
- 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.

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 8:15 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 (First Week ONLY)

- 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 2 (Pencil Gate) then EYFS playground during the first week only.
- 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.

Arrival and Dismissal - PRE-K (Second Week Onwards)

- Pre-K pupils to be dropped off and picked up from the EYFS playground through Gate 2 (Pencil Gate) starting the second week from school onwards.
- The normal end of school day time will apply from the second week onwards. School day ends at 3:00 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 (Pencil Gate) from the second day of school onwards.
- Parents of EYFS will not be allowed to pass through Gate 2 (Pencil Gate) during drop off in the morning.
- Parents are not allowed to drop off excused late pupils arriving after 8:15 am inside the classrooms. Please drop off your child at the Reception and our matrons will escort them to his/her classroom.

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 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 3:00 pm.
- The school gates will not open before 2:55 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 3:15 pm. Beginning at 3:15pm, 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 admissions 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.

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
- 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.
- 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.
- 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.
- 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.

Clinic Dismissal - All School

When a parent is contacted by the School's Clinic to collect their child early due to any emergency or medical reasons that requires the pupil to leave the school, the following protocol will be applied:

- Upon the parent's/ guardian's arrival, the parent is requested to check in at the Reception to notify the clinic of their presence.
- The parent will then visit the clinic and the Doctor will complete an early dismissal exit slip.
- The parent will collect the pupil from the clinic, along with the exit slip and sign out the pupil from the Reception.
- The parent will present the exit slip along with the pupil ID and Guardian Card to the gate security personnel upon departure from the school's gate.



Events Dismissal - All School

During school wide events where parents are invited, the dismissal process below will be followed:

- Pre-k and EYFS pupils will be signed out by their parents from the pupil's classroom.
- Key stages 1, 2 and 3 pupils will head with their Classroom Teachers to the morning assembly area by Gate 3 for collection.
- 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:

- Pupils are not permitted to be on campus from 3:15 pm to 4:15 pm as there is no supervision provided.
- Pupils must be picked up at 3:15 pm and returned by or later than 4:15 pm.
- No pupils are allowed to go directly to the swimming pool, the gym, or the designated field without parental 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 2 and Gate 4.

Consequences for late pick-up - All School

In PARTNERSHIP with our school, parents must follow school rules for the safety of the pupils.

- Warning to parents (i.e. email and/or phone call).
- Temporarily restrict School Everywhere (SEW) access.
- Parent meeting with staff.
- Escalation of consequences to the Leadership Team.



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. Extended absences will only be permitted for reasons of sickness or death in the immediate family. Travelling is not excused unless it is for visa renewal, medical reasons or bereavement. In this case we will need the below documents to be emailed to the principal's office emails:

1. Copy of passport
2. Copy of visa
3. Copy of ticket
4. 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 influence the years of the pupil. This includes absences without proper medical justification. Any make up for missed work and assessments is at the discretion of the school.



Third Section

MIS Behaviour Policies and Expectations



BEHAVIOUR POLICY

Our Values

- **Respect** – We learn at school to respect one another through cooperation.
- **Tolerance** – We develop tolerance through spreading positivity and support.
- **Inclusion** – We embrace inclusion through learning acceptance.
- **Excellence** – We strive for excellence through gaining awareness at everything we do.

Learning, teaching and community well-being are enhanced when standards of behaviour are high and positive attitudes are prevalent within a school. However, they can be compromised if the behaviour and attitudes are incompatible with the school's ethos and expectations.

At Merryland International School, we encourage high standards of behaviour through the promotion of mutual respect and pupil self-discipline rather than through a regime of authoritatively-imposed punishment. Pupils understand that high standards of politeness, consideration and behaviour are required of them and teachers expect classes in which pupils are well-behaved and positive. Positive reinforcement is used wherever possible, and the balance of praise outweighs admonishment.

This Policy outlines practices to meet these expectations of high standards and the disciplinary processes which are used when circumstances make it necessary to go beyond the usual positive reinforcement strategies.

Our Aim

We aim to

- promote high standards of behaviour and an atmosphere where all members of the school community feel valued;
- ensure an environment in which the pupils feel safe, secure and respected, and in which effective learning can take place;
- develop a moral framework within which initiative, responsibility and sound relationships can flourish;
- enable pupils to develop a sense of self-worth and a respect and tolerance for others;
- develop intercultural understanding by recognising and celebrating the ethnic, religious, cultural and linguistic diversity of our school community and promoting these aspects as positive features; foster equality of opportunity and a sense of fairness;
- encourage all pupils to always give their best, be it in the classroom or in other school activities and life opportunities.

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

- The purpose of sanctions is to require reflection upon the consequences of inappropriate behaviour or attitudes, with a view to ensuring that the likelihood of a repeat offence is reduced;
- the offender must understand for what offence they are being disciplined;
- disciplinary processes should follow as swiftly as possible after the offence;
- the disciplinary sanctions should be appropriate to the offence;
- staff using their professional discretion, utilise a broad range of behaviour-management strategies, as appropriate to the circumstances and the age of the individual pupils;
- Militaristic or authoritarian models of behaviour control are not acceptable and corporal (physical) or humiliating punishment may never be used at Merryland International School.
- Sanctions should always be given and taken politely and respectfully. Staff and pupils should ensure that appeals should always be in private.

Behaviour Management

Merit Chart

They are used to incentivise 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.

Monitoring and evaluating school behaviour

Schools are encouraged to have strong and effective systems for data capture, including all components of the behaviour culture. This should be monitored and objectively analysed regularly by skilled staff. Schools should have a clear monitoring and evaluation cycle with engagement from school leaders; doing so assists with reporting on behaviour culture clearly and accurately.

School is encouraged to collect data from the following sources:

- behaviour incident data report, including removal from the classroom;
- attendance, permanent exclusion and suspension data;
- use of pupil support units, off-site directions and managed moves;
- incidents of searching, screening and confiscation.
- anonymous surveys for staff, pupils and other stakeholders on their perceptions and experiences of the school behaviour culture.

School leaders and staff will analyse data with an objective lens and from multiple perspectives: at school level, group level and individual staff and pupil level. School leaders should pose questions to drill down further to identify possible factors contributing to the behaviour, system problems or failure to provide appropriate support. Analysing the data by protected characteristic and using those findings to inform policy and practice may help a school ensure that it is meeting its duties and values.

Identifying and Responding to Behaviour

Responding to good behaviour

Acknowledging good behaviour encourages repetition and communicates the school community's expectations and values to all pupils. Using positive recognition and rewards provides an opportunity for all staff to reinforce the school's culture and ethos. Positive reinforcements and rewards should be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture. Examples of rewards may include:

- Verbal praise;
- Certificates and prize ceremonies will be issued during our monthly assemblies,
- Prizes will be given for high achievers by the end of each term,
- 'Star of the month' reward will be given to the whole-class that has the highest achievement in both academic and behaviour; lately,
- Medals will be given to pupils who follow school's core values.

Identifying misbehavior

At MIS, the following behaviours are considered to be **unacceptable**:

- Persistent tardiness.
- Incomplete school uniform.
- Leaving school without authorization.
- Lack of co-operating with staff, parents or peers.
- Use of inappropriate language.
- inappropriate use of technology or accessing inappropriate websites and online content.

At MIS, the following behaviours are considered to be **serious**:

- Dishonesty (including cheating and plagiarism).
- Making offensive or insulting comments, regarding race, religion, gender or disability.
- Being confrontational, rude or aggressive.
- Intimidating or bullying others in any form, including cyber-bullying;
- The threat or use of physical violence.
- Stealing or damaging belongings or property.
- Abuse of alcohol, drugs and other psychoactive substances.
- Any action which brings the school into disrepute.

Responding to misbehaviour

When a member of school staff becomes aware of misbehaviour, they should respond predictably, promptly, and assertively in accordance with the school behaviour policy. The first priority should be to ensure the safety of pupils and staff and to restore a calm environment. It is important that staff across the school respond in a consistent, fair and proportionate manner, so pupils know with certainty that misbehaviour will always be addressed.

The aim of any response to misbehaviour should be to maintain the culture of the school, restore a calm and safe environment in which all pupils can learn, thrive and prevent the recurrence of misbehaviour.

To achieve this aim, a response to mis-behaviour may have various purposes. These include:

- **Deterrence:** sanctions can often an effective deterrent for a specific pupil or a general deterrent for all pupils at the school.
- **Protection:** keeping pupils safe is a legal duty of all staff. A protective measure in response to inappropriate behaviour, for example, removing a pupil from a lesson, may be immediate or after assessment of risk.
- **Improvement:** to support pupils to understand and meet the behaviour expectations of the school and reengage in meaningful education. Pupils will test boundaries, may find their emotions difficult to manage, or may have misinterpreted the rules. Pupils should be supported to understand and follow the rules. This may be via sanctions, reflective conversations or targeted pastoral support.

Where appropriate, staff should take account of any contributing factors that are identified after a behaviour incident has occurred: for example, if the pupil has suffered bereavement, experienced abuse or neglect, has mental health needs, has been subjected to bullying, or is experiencing significant challenges at home.

Parents are informed via e-mail/School Everywhere with all incidents.

o **The Process**

1. 1st time offence - Teacher warning.
2. 2nd time offence - Teacher taking 10 minutes from pupil's break or golden time and talking about the issue
3. 3rd time offence - Teacher inform school counsellor to interfere for 10 minutes from pupil's break or golden time.
4. An "Incident Report" will be filed in case of any incident and parents will be immediately notified.
5. All Incident reports will be investigated by the principal and will be delegated to the suitable department.
6. If the offence is committed after the strategies above have been applied to help reflection and ownership of pupil's own actions, or if a serious offence has taken place, the school counsellor needs to be informed immediately by filling a "**Referral Form**" along with the "**Incident Report**".
7. School counsellor will be informed to follow up with professional observations.
8. In case of further counselling actions, the school will arrange a parents' meeting in the presence of all observation sources and principal.



The school counsellor may sometimes offer support/assessment during parents' meeting for the pupil in terms of outside counselling and giving recommendation and guidance of further needed help.

o **Acceptable forms of sanctions**

The behaviour policy should include a range of possible sanctions clearly communicated to and understood by pupils, staff, and parents.

Examples of sanctions may include:

- 10 minutes time out from break or golden time,
- A verbal reprimand and reminder of the expectations of behaviour;
- The setting of written tasks such as an account of their behaviour;
- Loss of privileges – for instance, the loss of a prized responsibility;
- School based community service, such as tidying a classroom;
- Regular reporting including early morning reporting; scheduled uniform checks; or
- being placed "on report" for behaviour monitoring.
- After school detention will be applied on pupils with continuous academic or behaviour problems.
- suspension; and in the most serious of circumstances, permanent exclusion.

o **Unacceptable forms of sanctions**

- Corporal (physical) punishment may not be used at any time. It is against the law to strike a child.
- Staff may not humiliate pupils and should avoid shouting at pupil. They should also discourage pupils from shouting, so that everyone shows respect and fosters high quality relationships, both between staff and pupils and between pupils and their peers.
- Class-wide punishments should be avoided. The behaviour of Individuals should be addressed, rather than treating all pupils - some of whom may not have been involved - in the same way.

Pupils should not be sent out of the class and left there unsupervised for more than a few minutes. If a teacher uses such a dismissal to give an agitated pupil a moment to 'cool-down' or to give instructions to the rest of the class before dealing with the pupil, the teacher should, as soon as is practical, go out to have a quiet and discreet word with the pupil (leaving the door open so as not to leave the class unsupervised) and then invite them back into the lesson. Teacher assistants can, also, help in such matter. More than one pupil from a class should not be so dismissed at any given time.

Our Merryland Counselling services are here to serve the whole school. Parents are allowed at all times to schedule meetings with the school counsellor for any psychological support, parental guidance or specific child concern. This service will serve in you and your child's favor in attaining a positive healthy lifestyle and a stable mental health. Let's work collaboratively to attain our desired school values.



Fourth 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 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 any 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 or disapproval 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.

There are 2 categories:

- Category 1 - MIS ECA (Academic and non-academic). These MIS ECA's are delivered by MIS staff
- Category 2 - Outsourced (paid) 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 one 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 their Library book they will be charged the exact amount of the book for replacement
- and processing. The fee must be paid before they can take home a new book. Payment can be paid to
- accounting. Once paid at accounting, please obtain a receipt to present to the Librarian in order to
- reinstate Library privileges.
- If the book is found and returned before the end of the month in which the payment was collected full
- reimbursement is possible. If the book is found after the end of the month 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 directly to teachers. It is the teachers' responsibility to keep track
- of which books are being used by each pupil in their class.
- Guided Reading books are not allowed to be used outside the school. In the case of a lost or damaged
- Guided Reading Book it is the teachers' responsibility to pay the exact amount of the book.



Fifth 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 Every Where only.

MIS uses several types of Reports which 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 requested by parents over the course of the year.

Final Reports will not be issued nor accessible online until all outstanding debts are cleared and library books returned. The school has the right to revoke SEW 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, that pupils should work on for End of Year Exams.

- End of Year Report

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

- Progress Reports

In addition to the term reports there will be two progress reports issued across the year in conjunction with parents' meetings.

Grades are given for effort and behaviour and an approximate examination grade will also be shown.

The End of Year Report will show the average percentage for each subject for the whole year in addition to the course work as well as a total average percentage for all subjects also with the course work.



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:

- Oral assessments are done 1 week after school starts and at the end of each term

For Key stages 1, 2 and 3:

- Baseline assessments are done 1 week 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)
- Quizzes for Spelling and Mental Maths are done every Thursday throughout the year
- End of Unite tests are done for some subjects to ensure pupil's comprehension and to instill information
- At certain intervals there will be online assessments on SEW
- End of Term Exams are done by the end of each term in all subjects
- End of Year Exam is done by the end of the Academic Year in all subjects.

Please note that Quizzes and End of Unite tests are done at the discretion of the teacher depending on the learning focus.

Pupils in Year 6 and Year 8 sit their Check Point Exams in English, Maths and Science in April. These exams are administered by Cambridge in conjunction with the British Council.

Homework Policy

At Merryland International School, homework is an essential part of the learning process and is considered to be an extension of the daily classroom instruction. All pupils are expected to complete their homework assignments on a regular basis and hand them in on regular basis. Homework teaches pupils to work independently and develop self-discipline. It encourages pupils to take initiative and responsibility for completing a task. Homework allows parents to have an active role in their child's education and helps them to evaluate their child's progress.

Homework Tasks (MUST DO HW) or Enrichment Tasks (Extra Practice) are viewed as tools that Homework Policy At Merryland International School, homework is an essential part of the learning process and is considered to be an extension of the daily classroom instruction. All



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It encourages pupils to take initiative and responsibility for completing a task. Homework allows parents to have an active role in their child's education and helps them to evaluate their child's progress.

Homework Tasks {MUST DO HW} or Enrichment Tasks (Extra Practice) are viewed as tools that teachers can use to provide ongoing feedback that help improve the learning and teaching process.

Homework Time Guidelines

Year	Written Work	Assigned Reading
Year One	20 Minutes	15 Minutes
Year Two	25 Minutes	20 Minutes
Year Three	30 Minutes	35 Minutes
Year Four	35 Minutes	40 Minutes
Year Five	50 Minutes	45 Minutes
Year Six	An hour	50 Minutes
Year Seven	An hour	50 Minutes

The above guidelines are set for the average pupil and are affected by a pupil's reading ability and rate. The classroom teacher may make the necessary adjustments to the homework schedule. If a pupil takes more time to complete the homework, a conference should be scheduled with the classroom teacher.

The policy guidelines are as follows:

HW in Merryland International School is divided into MUST DO HW and ENRICHMENT TASKS (extra practice).

The MUST DO HW will be checked for completion and feedback will be given to pupils by teachers in a timely manner.

The MUST DO HW assignments will be posted in the weekly newsletters available on school system. Please note that there may not always be a MUST DO HW assignment for every subject each week. This will be up to the discretion of the teacher depending on the learning focus for that week and if a homework task will enhance pupil learning.

For differentiation, revision and practice purposes, ENRICHMENT TASKS will be given at the teacher's discretion to individual pupils.



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.



MERRYLAND
INTERNATIONAL SCHOOL

Who do you see for what?

Principals's office (Academics and Attendance)

Attendance/ Early Dismissal/ Pick-up a Pupil from Gate instead of Bus.	Principal's Office Ms. Vivian Aziz	principal@merryland-school.com	01553194400

Administrative Offices/Outsourced Providers

Clinic / Health Inquiries	Dr. Heba Ashraf	clinic@merryland-school.com	
General Inquiries	Reception Team	info@merryland-school.com	01201888307/10
Admissions	Ms. Thuraya Salam	admissions@merryland-school.com	01201888307/10
Parent's Relation		pr@merryland-school.com	01222190394
School Tuitions	Mr. Rimon	accounting@merryland-school.com	01212099193
Official Documents	Mr. Mohamed Shams	m.shams@merryland-school.com	01222190381
Contact Info Updates	Ms. Maye	mai.elsayed@merryland-school.com	01222190381
Transportation	Mr. Mohamed Saeed	transportation@merryland-school.com	01276196922
School Everywhere Support	IT Team	sewsupport@merryland-school.com	
School Uniform	Kamy Store	raouf_kamy@yahoo.com	01159535470 01112927203 01000314686

- Please follow feedback escalation process in the handbook. Your first point of contact is always the concerned teacher. Teachers' email addresses are all available through the school's system (SEW).

Academic Team		
School Principal	Ms. Maha Hilmy	maha.Hilmy@merryland-school.com
Academic Coordinator	Ma. Sarah Thabit	sarah.thabit@merryland-school.com
Administrative Team		
Admissions and PR manager	Ms. Thuraya Salam	thuraya.Salam@merryland-school.com
School Councillor	Ms. Sandra Fares	sandra.fares@merryland-school.com
Operations Manager	Mr. Mohamed Saeed	mohamed.saeed@merryland-school.com
Executive Manager	Ms. Nour Lazen	nour.lazen@merryland-school.com
Managing Director	Dr. Amir Ayad	amir.ayad@merryland-school.com



CHILD PROTECTION POLICY

MIS 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. MIS recognizes that cultures and social contexts differ in their perspectives on what is considered to be abuse. MIS defines abuse as follows below:

- 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.
- Pupil 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's Councilor or Doctor.