

**Dear Parents,**

Welcome back! We teachers and staff truly miss our children; praying to God that you all remain safe.

Here are our students school entry dates:

Grade	1 <sup>st</sup> school day
Pr4 - pr5- pr6 - prep1 and prep 2	Saturday 1 <sup>st</sup> of October 2022.
KG2- Pr1- pr2- pr3	Monday 3 <sup>rd</sup> of October 2022.

- For parents who didn't receive the ID card yet, kindly make sure to receive your child's ID Card on their First school day as school will not allow students to leave school without showing the ID card to the security gate.

**General school day procedures:**

- The school day starts at 7:30 am and ends at 2:30 pm.
  - The school gates will be opened for parents and private cars at 7:15 am and no exceptions or changes will be made under any circumstances.
  - At 7:45 am, school gates will be closed. In case of tardiness, the school regulations will be applied.
  - Tardiness to school or classes is unacceptable. Students are expected to be on time always .
  - Tardy students between 7:45am and 8:00am will not be allowed to attend the morning lines and their parents should write a tardiness paper warning.
- After 3 repeated tardiness the student, will be asked to go back home. The student will be asked to stay at the student's affairs office until his/her parents come, so please don't leave your children by the gate for their safety.
- After 8:00am students will not be allowed in school.

- Mentioned tardiness policy will be strictly applied after one week of the beginning of the school year.
- Kindly don't leave your children at st.Arsany external gate without any supervision, make sure that they entered the school gates.
- At the dismissal time, school buses will go out of the school campus first, then the gates will be opened for the parents and private cars.
- Neither parents nor private drivers can receive a student without showing the student's ID card to the security.
- For prep students only kindly be informed that no ID cards will be distributed. In case of students to be dismissed alone, a state form must be filled at the student's affair office
- بالنسبة لطلبة الصف الاعدادي في حالة الرغبة في انصراف الطالب بمفرده من المدرسة يرجى كتابة الاقرار الخاص بذلك بمعرفة ولي الامر ( أو من يحمل الولاية التعليمية أو توكيل رسمي من ولي الامر ) لدى أ / مريم سليمان بشنون الطلبة.
- Parents and private car drivers should leave the school gates immediately after delivering or receiving students to prevent overcrowdings and avoid gatherings.
- The schedules and class lists will be announced very soon.
- Students should always appear neat and clean every day, wearing nothing but the school uniform: (school shirt (orange for KGs and green for Primary and blue for Prep.) - school navy trousers - black or white shoes). P.E uniform is allowed only during the P.E classes' day.
- Long hair for girls should be tied all the time with only white hair bands. For boys short and neatly cut hair is a must.
- For further information, kindly check the parents' guide on the school website [www.starsanyschool.com](http://www.starsanyschool.com) to follow the school regulations concerning tardiness, illness, school uniform, school regulations etc.
- برجاء الألتزام مع الطلاب فيما يخص الزي المدرسي الكامل - المظهر العام - نظام الحضور صباحا حيث انه في حالة المخالفة سوف يتم تطبيق لائحة الأنضباط المدرسي علي الطالب والتي تتضمن عدم حضوره اليوم الدراسي .

### General Hygiene reminders

Here are some **safety arrangements** that will be applied by the school as we expect your total cooperation and support to keep our children safe:

- 1- The school campus will be sanitized on regular basis daily according to the health ministry recommendations.
- 2- No student, staff, or even visitor will be allowed to enter the school campus suffering the following symptoms: high temperature - cough - runny nose...etc.
- 3- If any of the students came to school suffering from any of the symptoms mentioned above, he/she will be sent to the Sanitary isolation room ( غرفة عزل ) and the school will contact the parents to take him/her home.
- 4- Any student who has an endemic illness like diabetes, any kind of anemia or allergy should urgently contact the students affair office to inform the case.
- 5- Each student will bring in his backpack: a soap (in a soap tray) + a small pack of tissue + a small pack of wipes + an alcoholic sanitizer gel.
- 6- **No alcoholic Sanitizer spray** will be allowed with students at school only sanitizer gel. The sanitizer spray according to the health recommendations is very harmful to our children's eyes.

### School communication system:

- The school staff will be ready to contact you through the following:
  - **Telephones** according to a schedule that will be announced after the school entry.
  - **emails:**
    - It department: [itarsany@gmail.com](mailto:itarsany@gmail.com)
    - KG stage: [kgdeptsals@gmail.com](mailto:kgdeptsals@gmail.com)
    - Primary stage: [primarydept.sals@gmail.com](mailto:primarydept.sals@gmail.com)
    - English department: [englishdeptsals@gmail.com](mailto:englishdeptsals@gmail.com)
    - Arabic department: [arabicdeptsals@gmail.com](mailto:arabicdeptsals@gmail.com)
    - French department: [frenchdeptsals@gmail.com](mailto:frenchdeptsals@gmail.com)

**Face book group:**

For all parents who aren't members in our Facebook group, kindly search the group name "**Saint Arsany Language School Parents Official**", enter your child's name and grade and wait for the admin's approval.

**Kindly note that any changes could happen according to the ministry's updated announcements.**

Thanks for your support.

**Assistant Principal for KG**  
Loreen Essam

**Assistant Principal for Primary and Prep.**  
Christiane Tharwat

**School Principal**  
Ireeni zarif