



AL-YASSER LANGUAGE SCHOOL

HANDBOOK
◀ 2022-2023



PRIMARY, PREPARATORY & SECONDARY STAGES





Message from the School Principal and General Director

Principal's Message:

Welcome to the beginning of a new year at Al-Yasser Language School, where students can learn, grow, acquire experience, practise problem-solving, and communication skills.

I believe that educators have the power to change the direction of young children's lives and have a positive effect on the lives of the future generations.

Teaching and learning require planning, enthusiasm, desire, time and effort.

I have a great respect and appreciation for teachers and their work.

Learning is a joyous and never ending process that leads to a successful life. It has a positive impact on our families and communities.

As a school principal, I am ultimately committed to the learning process, safety, and emotional growth of our students and teachers.

By working together, we can provide the best possible education for our children.

The main purpose of this handbook is to assist our students to learn to manage their time and know their rights, duties and responsibilities.

Together, we will provide each individual student with the best possible education.

Sincerely,

Dr. Asmaa El-Hegawy

Welcome to Al-Yasser community

It is an honor to welcome you at Al-Yasser Language School. We are committed to achieve success, in every aspect of our student's lives.

We believe that success shouldn't be measured only in grades but also in the growth of the overall performance of the students.

Education is a joint venture between school and home as we work with our students to help them learn about the world around them through the prescribed curriculum.

We highly appreciate the support that parents give to their children at home to reach their learning goals.

The foundation of a successful school is the cooperation between the students, staff, parents and community.

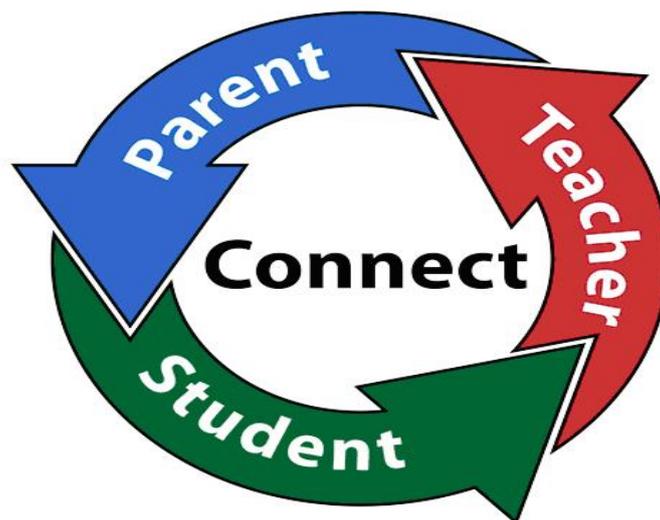
Parents are a vital part of Al-Yasser School Community. Their contributions are invaluable to the school through their collaboration and support.

We look forward to working hand in hand to develop a relationship that will lead to enhance our students' personalities and make the best use of their potentials.

Each student must be allowed to find and follow his/her own path to success.

Finally, we aim to turn all of our student's dreams into reality.

Working together equals success





Our Vision

Our vision at Al Yasser School is to empower students 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 cover values of the school: respect, tolerance inclusion, and excellence.

Our mission

Providing a high-quality, comprehensive, and meaningful education for all students.

Our strategic goal is to enable all learners' access to learning through the provision of:

- Cohesive learning programs aligned to year level content and achievement.
- Effective teachers, focused on improving student's outcomes, through their commitment to ongoing professional development, quality teaching, evidence based practices, coaching and monitoring and collaboration.
- A quality inclusive learning environment that is responsive to student's voice.
- Enriching, engaging resources; coherent and comprehensive study guides and other useful educational resources.

Dear parents and students,

It's our pleasure to hand you our school handbook.

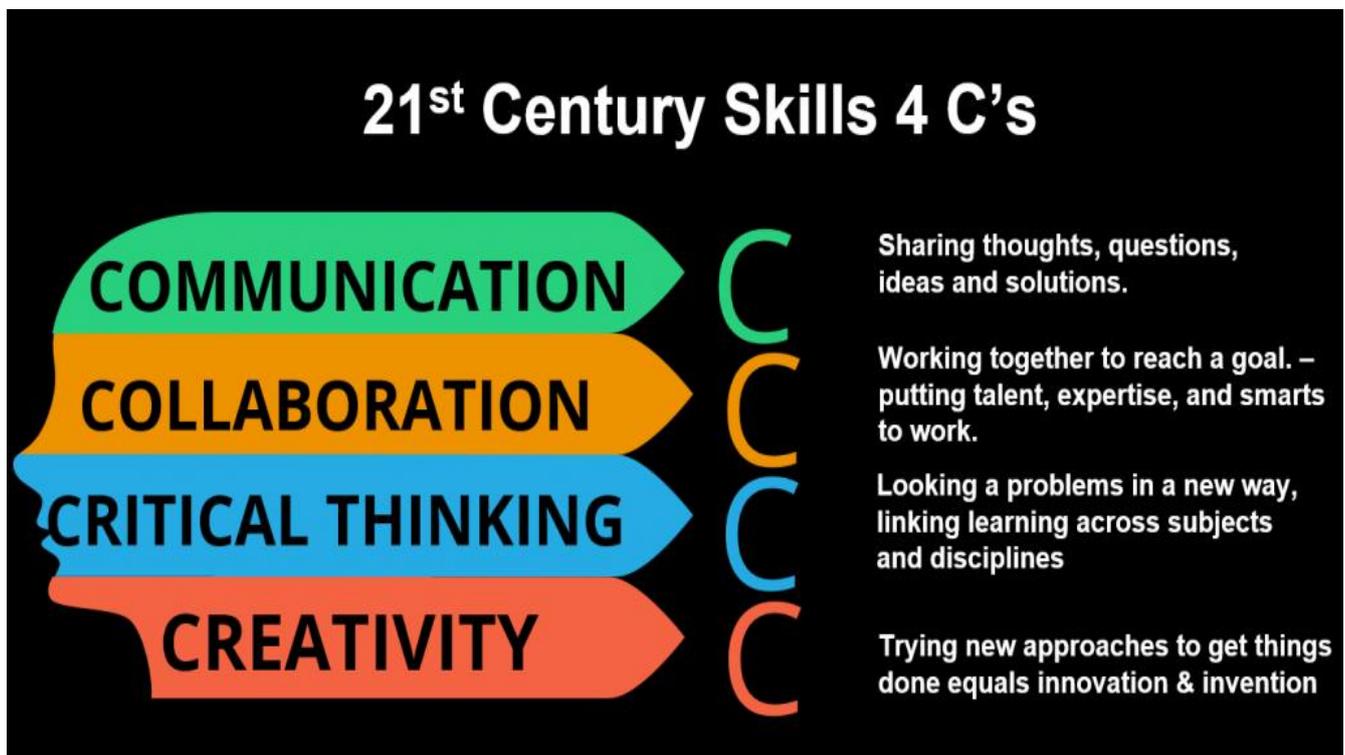
We have created this handbook to help you and your child understand the rules and expedition of Al Yasser National School. Since we believe that every student must have the opportunity to learn, we are supporting this with a healthy education environment to achieve our purpose.

Please keep this handbook as a reference that you'll always find satisfactory replies to your enquiries.

Those who manage their time effectively have the same 24 hours in a day as you.

They plan & schedule time to achieve a happy balance in all aspects of their lives. If you can organize your work, you will save quarter to one - third of your time. Planning ahead applying time management strategies will result in maximum value for the time you have.

It will help you even could result in an increase in time available for leisure activities such as sports and other with your family.



21st Century Skills 4 C's

COMMUNICATION	C	Sharing thoughts, questions, ideas and solutions.
COLLABORATION	C	Working together to reach a goal. – putting talent, expertise, and smarts to work.
CRITICAL THINKING	C	Looking a problems in a new way, linking learning across subjects and disciplines
CREATIVITY	C	Trying new approaches to get things done equals innovation & invention



School Administration

Our team & contacts details:

- School principal: **Dr. Asmaa EL-Hegawy**
- Preparatory & Secondary Stage director: **Mrs. Ghada Anis**
- Primary Stage director: **Mrs. Shahwar Hany**
- Active director: **Mr. Gomaa Salem**
- Head of English Department (Primary stage): **Mrs. Ghada Kamel**
- Head of English Department (Preparatory & Secondary stages):
- Head of Math Department: **Mr. Hossam Kamal**
- Head of German Department:
- Head of Arabic Department: **Mrs. Neama Ramadan**
- Head of Science Department: **Mrs. Heba Abdel-Aziz**
- Head of Social Studies Department: **Mrs. Doaa Tayel**
- Head of French Department: **Mr. Mohamed Nabil**
- Head of Quran Department: **Sheikh: Abdullah Shabaan**

Contacts Details:

- School Principal office coordinator: 01151558582
- Prep. & Sec. Stages coordinator: 01551502679
- Primary Stage coordinator: 01151557579 / 01551503572
- Reception coordinator: 01143295522
- Admission accountant: 01151558586
- Facebook page: YLS Language School



Disciplinary policy:

The discipline policy is outlined so that students should be aware of their responsibility for their actions. It also provides a set of guidelines which will help to develop each student's self-discipline and create an environment where learning can take place and respect is developed.

Aims:

- An environment where students can learn and develop into productive adults.
- A sense of self-respect.
- A sense of patience and tolerance.
- Development of good work and study habits.
- Understanding of self-worth and self-esteem.

Our Policy:

We aim to create positive classrooms based on developing student's skills in self-discipline, which is a key to successful relationships. This approach allows discussions between students and teachers about behavior choices that focus on what has happened, who other have been affected.

School Rules

The school rules reflect the school community's expectations in terms of acceptable standards of behavior, dress, and personal presentation.

Students have the responsibility to:

- Respect the right of others to learn.
- Respect the peers and teachers in all aspects
- Respect the property and equipment of school and others.
- Keep the school environment and the local community free from litter.
- Observe the uniform code of the school.
- Students are to bring the required materials daily.

Regular School Day:

Primary, Preparatory & Secondary Stages	
Assembly	7:40 - 8:00
1 st session	8:00 - 8:40
2 nd session	8:40 - 9:20
Snack time	9:20 - 9:30
3 rd session	9:30 - 10:10
4 th session	10:10 - 10:50
5 th session	10:50 -11:20 {Break G 1,2,3,4,5 & 6 Prim. }
6 th session	11:20 - 11:50 {Girl's break prep. & Sec G 7,8,9,10 & 11 }
7 th session	11:50 - 12:20 {Boy's break prep. & Sec G 7,8,9,10 & 11 }
Prayer break	12:20 - 12:35
8 th session	12:35 - 1:15
9 th session	1:15 - 1:55
10 th session	1:55 - 2:30

Communication:

Classera is the main means communication between the school and the parent.

The parent can communicate with the school through

- Accounting.
- Students affairs.
- Students evaluation.
- Stage department.
- Following up with the social specialist and psychologist.
- Following up the homework.
- Following up the main subjects.
- The school results.

Ministerial decision applies 287/2016 to all students of private schools with behavioral discipline.

يطبق القرار الوزاري ٢٠١٦/٢٨٧ على جميع طلاب المدرسة
الخاص بالانضباط السلوكي



Dress Code:

Our uniform is available at AL Yasser Association

- Primary: Turquoise T-shirt, dark blue trousers.
- Preparatory: purple T-shirt, gray trousers.
- Secondary: blue T-shirt, gray trousers.
- Scarves, gloves, hair bands, etc. must be gray, or dark blue.
- Black shoes or trainers and white socks should be worn.

Please, be informed that:

- School uniform should be clean, ironed, and spots free.
- Jeans are not allowed.
- Hair styles should be presentable, no hair colors or unacceptable styles.
- No visible jewelry to be worn.
- Boys who have beard should shave it regularly.

Note:

Whenever students are allowed to come to school out of uniform, great care should be given to what they wear (revealing or tight clothing is not allowed).



Homework Policy

Homework is planned to serve one or more of the following purposes:

- Development of independent study habits, organization, and efficient use of time.
- Completion of unfinished classroom work.
- Make — up of schoolwork assigned during the student's absent.
- Practice or review of content previously studied.
- Application or extension of concepts taught in a preceding class.
- Research related to classroom activities.
- Use of resources such as the library, museums, and digital educational resources.
- Provision of optional of self-selected assignments based on student learning styles, interests, and / or talents.

In case of absence, students and parents may request makeup homework on the second day of absence. Students must remember to take home books and other supplies for doing homework.

Students will review the homework guidelines with their teachers in their classroom.

We suggest that parents and students review it at home periodically.



Early Dismissal:

- Dismissal occasionally, school is dismissing early due to special events. Parents are informed prior to such occurrences.
- In case of certain occasions that you need to pick up your child before the end of the school day. you need to sign a written permission from the stage director.

Trips' Policy:

The School organizes different trips throughout the year. Trips are to be paid; they are not included in the fees. In case of not participating in the trip, the student is to stay at home.

Bus Regulations:

- The bus driver and the matron are in complete charge of the students.
- Wait at your bus stop before regular pick up time.
- Wait until the bus comes to complete stop before attempting to get on /off the bus.
- Students must not be late to ride the bus. The bus cannot delay its regular schedule.
- The bus will leave immediately if the student is not present in the pick-up area.
- Bus routes are settled by the Buses' Manager, students are not allowed to change the bus route under any condition.
- Students are to remain in their seats while the bus is moving.
- Unnecessary conversation with the bus driver is prohibited. Conversation with the bus driver and the bus matron should be appropriate. Loud yelling and unrespectable speech are not permitted.
- Students must keep the bus clean and litter free.
- Students are not allowed to throw litter from windows; they should be role models to other schools.
- The driver will not discharge students from the bus at places other than their regular bus stop without proper authorization by parents and stage principal.
- Argument and fight are not allowed on the bus.
- Not to make any noise that would distract the driver's attention.



- Not to cause any damage to the bus facilities or interior. Any damage to the bus must be paid by the student who caused it.
- Buses will leave the school in 10 minutes after the end of the school day.
- If the parent -at the end of the day- isn't waiting for his/her kid, the bus will turn back to school, so the parent should come to school to pick up the student.
- In case your child will not be taking the bus on a certain day, you are kindly requested to call the school stating the reason(s) and the matron's name.

N.B.: Verbal messages with matrons will not be taken into consideration.

Communication:

- The "Channel Book is a main tool of communication between parents and school.
- The channel book is from G 2 till G5
- Any verbal message will not be taken into consideration.
- Starting from 5th primary onwards, messages or complaints should be sent in sealed envelopes and ask students to deliver them to the stage director's office.
- In case of emergency, parents are free to call on the assigned mobile number of the stage coordinator.

Parent-teacher and Individual meetings:

The school sets two parents meeting throughout the scholastic year. Parents are expected to attend all meetings to discuss the student's progress. In case the school or parents need to discuss any academic or behavioral issue, an individual meeting will be arranged. However, the failure of parents to attend the individual meeting will result in not allowing the student to enter the school the following day. Besides, the bus will not pick up the student; the student will resume school once the meeting has taken place.

Meetings with the stage director:

You can set an appointment with the stage director -on Monday and Wednesday from 10:00 am to 12:00 pm in case of previous occurrence.

Meetings with the School Principal:

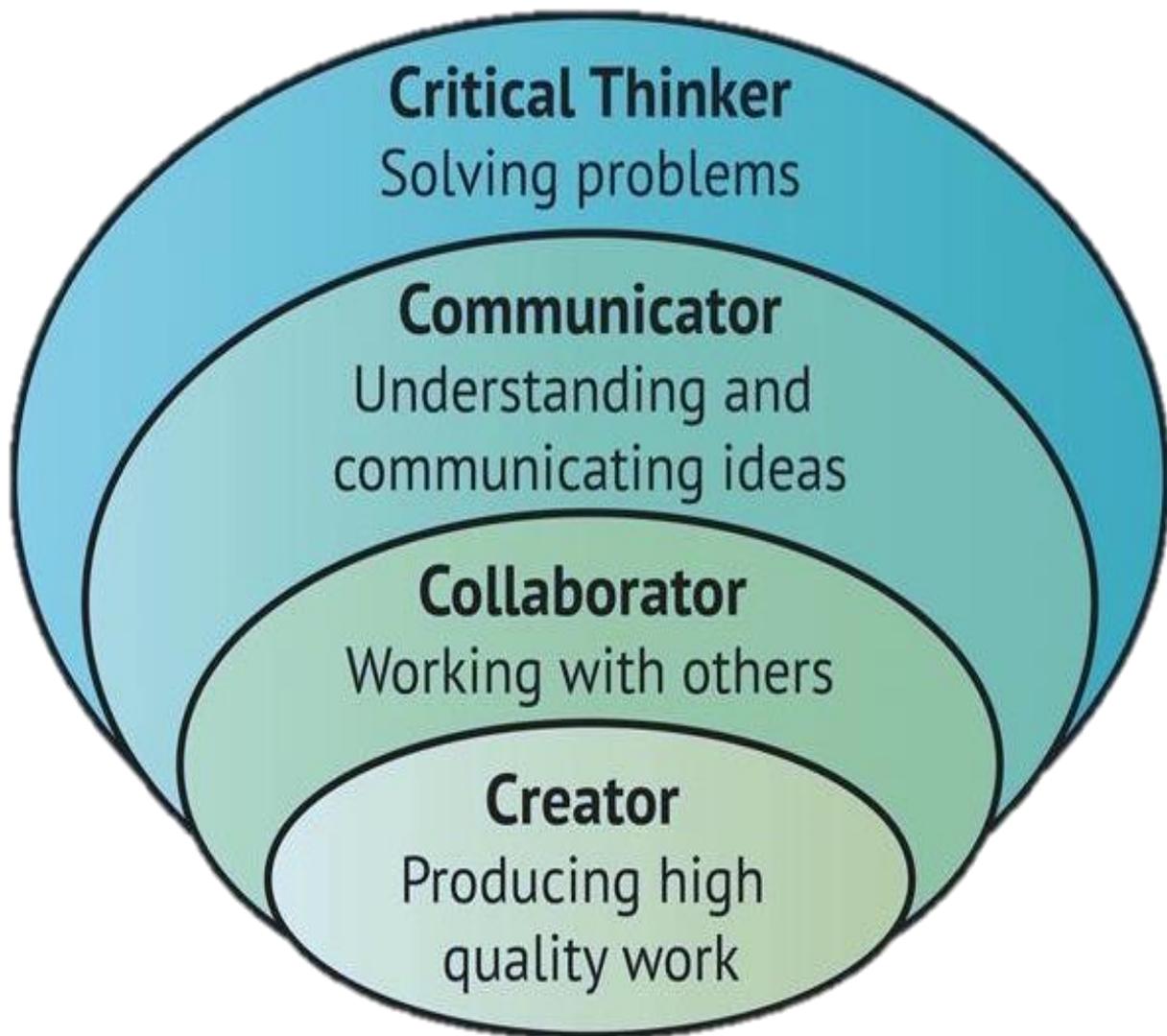
Parents are welcome to contact the School Principal's executive secretary to set an appointment on Monday from 10:00 am to 12:00 pm.

The Importance of School — Home Partnerships:

Research shows that children are more likely to perform better when school and families work well together. Students benefit in grades, test scores, attitudes toward schoolwork, behavior, homework completion, and attendance rates. Parent partnership in children's learning is positively related to achievement.



The Four Cs of 21st Century Skills





Chance of address or telephone number:

In case of any change in your address or telephone / mobile number, a written note should be submitted to the Students Affairs.

Vaccinations:

The school will be responsible for vaccinations only for students whose parents have signed the medical slip sent to home; parents who don't reply before deadline will not - have their kids vaccinated.

Deadlines:

It's crucially important to meet the deadline in cases of handing in reports, reserving places for trips and paying school fees in order to allow the school to accomplish its work accurately and work in time. Failing to meet the deadline is non-negotiable and will result in missing your rights in some ways.

Admission Policy:

1. First: The Student will be given short written tests in English and Math to determine if his/her level is suitable to stage.
2. Second: Students and parents have to pass the personal interview with the school principal
3. Third: Parents must complete the procedures with students and financial affairs.

Things YLS parents are kindly expected to:

1. Be involved in their children's education. Their involvement helps students learn, improves schools, and make teachers' job easier. On the other hand, students are to be independent and not relying on their parents.
2. Provide resources at home for reading and learning. They should encourage their children to read books and magazines.
3. The first concern of the parent should be the student and his mental health, followed by his education and participation in sports and activity.
4. Support school rules. Parents should take care not to undermine school rules, discipline, or goals.
5. Follow the procedures mentioned in this handbook in case of facing a problem.



Your cooperation is much appreciated

Best Wishes

School Administration