



NOZHA
LANGUAGE SCHOOLS



NLS
PARENT
HANDBOOK
HIJAZ BRANCH

EDUCATION
THAT INSPIRES



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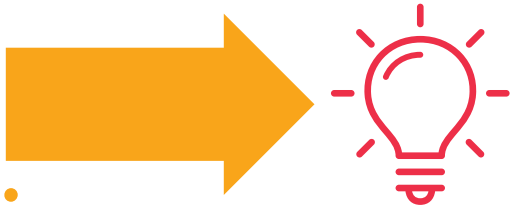
Intro



This Guide is intended to assist both parents/guardians and students to know about the schools' regulations and to keep them updated with the school staffs, and to establish effective communication between home and school to achieve the best results we hope for our beloved students.



OUR MISSION



Since the establishment of Nozha Language Schools (NLS) in 1987, our mission has not only been about offering just an academic program to our students, but it has also been about building their characters and raising them in a healthy and balanced community to be eligible academically, cognitively, spiritually and physically. By doing so, Nozha Language Schools offers to the community a citizen who is capable of respecting individual differences on a cultural, social and religious level.

01



In correlation with our mission, we instill in our children/students the sense of belief in their social responsibilities towards their families and their community to inculcate the spirit of belonging to their homeland.

03



02

On our path to achieve our mission, we depend on qualified teachers and we utilize the latest technological tools to integrate them into the educational system. However, we are aware that this cannot stand alone to help in raising a citizen who is successful and efficient to his community. Therefore, the thing that we believe in the most is that every student has his own talent and has an individual skill that needs to be discovered and developed. For each one is characterized by an original critical mind and needs to be encouraged to reach his biggest dream that requires support to be achieved.



OUR VISION



The vision of Nozha Language Schools (**NLS**) is to establish a modern academic institution to be the central hub of raising generations of leaders and social figures who can inspire the community with their ethics and values and who are capable of competing in different fields, nationwide and worldwide. Nozha Language Schools always seeks to help its students expand their horizons internationally while conserving the society values that meet our Egyptian and Arabian identity.

Welcome to Nozha Language Schools

Over more than 35 years, and since the very first moment in which we decided to be part of the educational setting in Egypt and abroad, our main concern lied in the belief that sciences, education and values are the first steps towards the renaissance of any country.

For that, when we started to establish Nozha Language Schools, there were a set of fixed values that we believed to be the main engine to attain our goals for which we strive.

We have a belief that the integration between ethics and education is essential. For education to stand alone without ethics can result in the outcome of a messed-up individual. While when we blend between ethics and education, this will help in achieving our supreme goal of offering to the community an individual who is a productive member in the society.

We are keen to afford to our students the latest technological methods along with different learning strategies to help them to gain all the required sciences and skills in a better and quicker way to give them the space to focus more on creativity and innovation.

We respect individual differences in a very high perspective and we believe that each student is a unique blend of talents, personality and ingredients nowhere else to be found. As each and every student is unique as his/her own fingerprints. So, we never try to compare one student to another, as each one is unique and special in his/her own way. That is why in Nozha Language Schools we always do our best to offer all the facilities to help the students to discover their talent in whatever field it lies in; (academic talent, artistic talent, sporting talent).

Believing that today's and tomorrow's challenges differ from yesterday's, our duty is to give a helping hand to our students to face these challenges and to guide them through the right path to gain the experience and the required skills that would assist and support them to be more capable of facing life experiences and acquire competencies at different ages.

Shaping the students' personality is a shared responsibility between the school, the family and the society. All of us have to work together in paving the way for their development and for helping them in knowing their rights and their duties as well.

Our students are the most valuable asset that we should assist and invest for a brighter and better future.

OWNERS LETTER





NLS BOARD



Kamel El-Maghraby

CEO



Latifa El-Maghraby

Executive Director



Houda Youssef

Prep and Sec. Manager



Houda Safi El Den

Academic Manager



Moataza Morsi

Primary Manager



Hala Abu El-Oula

Prep and Sec. Headmistress for girls



Mahmoud Moubarak

Prep and Sec. Headmaster for Boys



Abeer Hussien

KGs Headmistress



Sahar Badr

Primary Headmistress for Girls



Neama Salem

Primary Headmistress for Boys

NLS ACADEMIC TEAM

Kindergarten Stage:

Mona Ahmed:

English & Math Supervisor

Hend Hassan:

KG1 Arabic Supervisor

Zeinab Hussien:

KG2 Arabic Supervisor

Ahmed Ibrahim:

Art Supervisor

Nashaat abdu El-Qader:

Physical Education Supervisor

Ehab Ibharim:

Music Supervisor

Heshmat Abdel-Hakem:

Quran Kareem Supervisor

Primary, Prep. And Sec. Stages:

Nahla Ghieth:

Primary English Supervisor

Houda Sofie El-Din:

Prep. English Supervisor

Ehab Moussa:

Sec. English Supervisor

Ahmed Attia:

Primary Arabic Supervisor

Mohamed El-Kourdy:

Prep.and sec. Arabic Supervisor

Reem Safwat:

Lower Primary Math Supervisor

Shaimaa Reda:

Upper Primary Math Supervisor

Alaa Abdel-Qader:

Prep and Sec. Math Supervisor

Magdy Ghareb:

Math Supervisor (Arabic Section)

Mohamed Rashad:

Science Supervisor

Mohamed Moustafa:

Social Studies Supervisor.

Nevin Gamal

Philosophy & Psychology Supervisor

Ghada Labib:

German Supervisor.

Sahar Zaki

French Supervisor

Sanaa Ibrahim

Human Development Supervisor.

Ahmed Hashem

ICT Supervisor

Ahmed Ibrahim:

Art Supervisor

Nashaat abdu El-Qader:

Physical Education Supervisor

Ehab Ibharim:

Music Supervisor

Heshmat Abdel-Hakeem:

Quran Kareem Supervisor.



NOZHA SCHOOLS FAMILY COMMITMENTS:



Nozha Language Schools Expected To:

- Strive to create and build a community that brings together the best teachers and students to become an ideal community full of rights, values and principles through developing the school strategies and policies that aims to achieve the schools' mission and vision.
- Providing students with the academic and practical experiences that qualify them to unleash their hidden abilities to achieve their dreams, and to be good citizens, and the best representatives of the school in universities and the business market.
- Maintain a supportive and healthy learning environment for both students and teachers.
- Monitor the students' behavior and implement a modifying plan.
- Developing a supervision plan throughout the school day to make sure of the students' safety.

The Teacher Is Expected To:

- Respect, and being fair to all students with no discriminations.
- Have an expert knowledge of the subject area, and never stop to be updated with new tactics and technology of learning.
- Recognize that learning takes place outside the school in a different context, and provide the students with motivation and inspiration experience, and establish their self-confidence based on free choices.
- Assist the students to access and use current technology, resources and information to solve problems, and provide them with the opportunities to apply what they learned on their real life.
- Working to ensure the safety of the students inside and outside the classroom
- Create and maintain a positive and safe learning environment through honesty, fairness and ethical conduct.
- Apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students, and evaluate students' performances in an objective, fair and timely manner.
- Use students' assessment data to guide changes in instruction and practice, and to improve students learning.
- Prepare the students to be an independent learner through designing and implementing effective learning strategies.



The Student Is Expected To:



- Follow the rules & regulations of the school; like attendance, school uniform and disciplinary rules.
- Express their opinions, feelings and ideas politely without disrespecting any of school members.
- Never bullying on his/her colleagues and treat everyone as family.
- They must be well-disciplined, not just in school and classrooms but also everywhere.
- Always maintain cleanliness with their supplies, classroom, school and home, and avoid any damage of the school properties.
- Have a responsibility to complete all classwork and homework assignments in a timely manner.
- To be prepared for class with the appropriate supplies and avoid using others' supplies.
- Participate in the activities organized in the school, and contributing to discussions and group activities
- Be helpful, brave and speak the truth
- Don't feel it as a burden to study enjoy learning.

The Parents Is Expected To



- Discuss work that is being done in classes and follow up with the students that homework and assignments are completed well and on time.
- Encouraging their child to work to the best of their potential, academically and socially.
- Take an active interest in their children's education, and to support their children by discussing their progress with them
- Assist the student in developing a realistic concept of success and failure.
- Assist the student in recognizing his or her strengths and weaknesses.
- Insist on punctual and regular attendance to school, and online classes if existed.
- Respect the school staff and regulations and being a positive role model when visiting the school.
- Demonstrating respect and good manners towards others in the school community including teaching and education support staff, and every other member in the school.
- Demonstrating a positive attitude at home about school, teachers and the importance of education.
- Attend all parent-teacher meetings, as it is very hard to meet the teachers during the schooldays.
- Be responsible for all damage and loss of school property caused by the student.
- Support school staff in their efforts to deal fairly with all children.

SCHOOL UNIFORM:

Kindergarten Stage

Primary Stage

Prep. Stage

Sec. Stage



Regular Outfit

01

Pink polo shirt and dark blue pants.

-A red polo shirt with dark blue pants for boys and girls till the fourth primary
-A dark blue skirt for girls starting from the fifth primary.

02

Red cotton shirt and dark blue pants.

03

Yellow polo shirt (long sleeved for girls), dark blue pants for boys and skirt for girls.

04

Turquoise polo shirt (long sleeved for girls), dark blue pants for boys and skirt for girls.

Turquoise cotton shirt, dark blue pants.

PE. Outfit



Pink cotton shirt and dark blue pants.

Yellow cotton shirt, dark blue pants for boys.



NB:

Wear a dark blue winter jacket for all grades.

We assure you that there is no change in the school uniform except for fifth and sixth primary girls' which has become a dark blue skirt instead of pants, and the uniform is available in the prementioned stores, knowing that no student will be allowed to attend the school in case of violating the school uniform.

Uniform Regulations:

- Students must be committed to the school uniform.
- Black shoes for school days and white shoes for PE classes.
- It is strictly forbidden to wear jeans, cotton trousers, and skinny/sweat pants.
- PE uniforms are only allowed on PE sessions.

- Accessories for boys and girls are strictly prohibited.
- For girls who wear veils, it should only be white or dark blue.
- Students must not have an extreme haircut with designs, and too long hair is strictly prohibited.
- Please be careful and adhere to personal hygiene and clipping nails.

ABSENCE DISCIPLINARY POLICY:

- For medical absence, the school need doctor's prescription with the case and the number of days off, to be handed to the clinic.
- In the event of absenteeism for sports competitions, an official letter from the game federation should be brought for all stages, and it should be delivered before the day of absence.
- Based on ministerial decisions, the student will be dismissed if he/she is absent without an excuse for 15 consecutive days or 30 separate days.

DISCIPLINARY RULES:

Discipline is essential in life, as it plays a vital role in building a nation, shaping the child's healthy mind, and growing up them on the principle of respect and responsibility.

As we believe in sharing responsibility between home and school, we are sharing with you the most popular violation cases that may happen from some students, and the school apply one or more of the following actions in these cases according to the school investigation. We are certain about your support on applying these actions.

Being Late for Morning Line/Frist Session

- Student has to sign a written pledge to be punctual.
- Summon the parent/guardian.
- Student will be expelled from school for 1 to 3 days.

Vandalize or Damage School or Others Property

- Summon the parent/guardian.
- Student has to sign a written pledge not to repeat the action again.
- Paying for the damages.
- Student will be expelled from school for 3 to 5 days.

Bringing Electronic Devices to the School, (unless the official tablets)

- Student has to sign a written pledge not to repeat the action again, reminding the parent that bringing electronic devices to the school is not allowed, taking the device from the student till the end of the school day.
- Summon the parent/guardian and signing in a written pledge by him and by the student not to repeat the action again, and expel the student from school for 1 day.
- Student will be expelled from school for 1 to 3 days.

School Riots Which Affect the Educational Process

- Coaching the student and record his/her action on his/her annual report.



- Student has to sign a written pledge not to repeat the action again, and informing the parent/guardian as well.
- Summon the parent/guardian and signing in a written pledge not to repeat the action again.
- Student will be expelled from school for 1 to 5 days.

Aggressive Attitude Against Other Students

- Student will be expelled from school for 1 to 3 days and will be referred to the social worker.
- Student will be referred to the Human Development Department to work on modifying his/her behaviour, and consider expelling him/her for 15 days.

Taking Others Property Without Their Knowledge

- Refer the student to the social worker, summon the parent/guardian, and bringing back the taken properties.

Behaving Improperly with the School Staff

- Informing the parent/guardian with the student behavior with having student to apologize.
- Summon the parent/guardian and signing in a written pledge by him and by the student not to repeat the action again.
- Student will be expelled from school for 1 to 3 days with apologizing for what was done.

Cheating in Exams

- Conducting a report, informing the parent/guardian, cancelling the degrees of the cheated question, signing in a written pledge by him and by the student not to repeat the action again, and informing both with the availability of depriving the student from continuing the rest of the exams.
- Student will be deprived from attending the rest of the exams.

Ethical Deviations

- Coaching the student, taking a written commitment by the student not to repeat, informing the parent/guardian.
- Student expel from attending the school for 3 days. and transfer him for Human development department for behavior modifying.

TUITION POLICY:



School fees, and bus subscription fees are paid in three unequal installments, the payment dates are as follows:

- **First Installment:** From 11-6-2022 to 29-6-2022.
- **Second Installment:** From 20-8-2022 to 3-9-2022.
- **Third Installment:** From 17-12-2022 to 5-1-2023.

Please note that the bus subscription is optional

TRANSPORTATION POLICY:



Since children's safety is a priority to us, Nozha Language Schools provides transportations for its students which covers more than 40 residential areas in both branches.

- Students should arrive 5 minutes before the assigned time, and if the student is not at the assigned stop at the assigned time, the bus will leave without the student.
- If the student does not comply with the assigned time after the end of the school day, the bus will leave the school without waiting for the student and parents/guardian will be responsible for picking him up.
- If a student is absent from school for any reason for a period of two days, the bus will not pass on the third day until the parent/guardian notify the buses' administration that the student will be back to attend regularly to the school.
- Student should keep the bus clean, and not to push others, run to or from the bus, or throw objects inside or outside the bus.
- In case the student damaged any of the bus property, the parent/guardian afford the fixing expenses.
- Student should follow the bus matron instructions for his/her and others safety, and in case of violation, the student will be suspended from the school bus for a period of time, determined by the school administration.
- Kindergarten students should be received at the assigned stop and assigned time by an adult, and in case that there is no adult person to receive the student, the bus will return him back to the school, and picking the student from the school after that is the parent's/guardian's responsibility, an in case this action was repeated, the bus service will be suspended.
- The school administration hopes that if the student leaves with his/her parent/guardian without the school bus during or after the end of the school day, to record this at the reception desk, so as not to delay the return of the bus with the rest of the students.

CONCERNING THE CHILDREN'S ATTENDANCE AND DEPARTURE:



- For the safety of our children, they will be handed to their parents only after showing the student leaving ID for kindergarten and lower primary stages, issued for free by the school, and parent/guardian national ID for higher stages, and in case of losing the student leaving ID, please, inform the school administration, and it could be reissued for an extra fee.
- The School day begins at 7:20 AM.
- The student is not allowed to attend school before 7:00 AM, and the dismissal times mentioned below must be adhered to, as the student will not be allowed to stay at school after 3:30 PM, and your commitment to these times is appreciated and respected, in order to ensure the safety of our children, as there will be no supervision before or after these times.
- Schools' buses departure is at 2:15 PM.
- Dismissal time for KG Students who leave with their parents is 1:30 PM from gate 6, school doors will not be open before that time and will be closed at 1:45 PM sharp PARENTS ARE NOT ALLOWED TO ENTER THE SCHOOL before or after these times until 2:35 PM the dismissal time for the rest grades to organize the dismissal process.



- Dismissal time for the 2nd secondary only is 1:45 PM.
- Dismissal time for Prep. And 1st Sec. Stages (Boys schools) is 2:15 PM from gate 4.
- Dismissal time for Prep. And 1st Sec. Stages (Girls schools) is 2:25 PM from gate 4.
- Dismissal time for Students from the rest grades who leave with their parents is 2:35 PM from gates 3 & 4.
- Parents who will come to pick up their children, please avoid wrong car parking and avoid crowding in front of gates to protect yourselves, our students, and our staff.
- School Reception and Customer Service Center working hours are from 8:00 AM till 2:00 PM sharp. No entry will be allowed before or after these hours.

NB: In case of receiving a call from our side, please respond quickly to it and do your best to solve any problem for the benefit of the child.

HOMWORK POLICY:



Homework is an essential part of our school program. It is based on lessons taught in class.

Students should be able to complete the homework with minimal assistance.

Younger students will need assistance with reading.

Homework or assignments may be given as written works including projects, and the studying of the lessons taught in class. That's in addition to, having the student to practice reading daily through choosing something of their choice to read.

Homework is Assigned for Several Reasons:

- To reinforce skills taught in class.
- To complete the work the student was not able to finish in class.
- To memorize ideas or concepts.
- To work on an assigned project over a period of time.
- To allow time to collect information.
- To develop regular and independent work habits.
- To develop responsibility.

Students' Homework Responsibilities:

- To bring home all the materials needed to do the homework properly.
- To do the written work neatly and carefully.
- To consider study work as important as written work.
- To seek help if needed.
- To return the assigned work to school on time.

NUTRITION:



Please focus on healthy food for your children.

Make sure that children have breakfast before leaving their home.

Please be informed that,

- Providing children with plenty of water is extremely important.
- Students use the canteen during the break time only.
- Don't send large sums of money with your children.
- Students and staff are encouraged to bring their own lunch and water flasks, as sharing food and water is not allowed. Consideration must be given to choosing healthy and beneficial foods to prevent disease.

BULLYING:

NLS does not tolerate bullying and has put strict measures to prevent its occurrence. As a school, efforts are made to educate the students about the rights of all children have to be safe from harm. Students are entitled to actively participate in building a school community which promotes safety and well-being.

SOCIAL WORKERS ROLES AT NOZHA LANGUAGE SCHOOLS.

As we believe that the mental and psychological health is as important as the academic education, Nozha Language Schools supports their efforts and strategies, to be one of the pioneer schools to build such as an important team at the educational field.

As we are believing with shared responsibility and collaboration between parents/guardians and the school, Social works with the students and communicate with parents/guardian to implement plans for behaviour modification to achieve the required goals.

Social Workers Main Roles Appear Clear in the Following Cases:

- Identify the students' behavioral disorders and developing an appropriate treatment plan.
- Identify the types of student's intelligence and positively direct it.
- Diagnosis the students that have learning disabilities and developing an appropriate treatment plan.
- Follow up with special cases students (like sick cases - social cases...etc.) and provide them with appropriate care.
- Train school staff to determine the nature of each stage group and its characteristics to be able to deal with them.
- Building the students personality, develop their life skills, and modifying their inappropriate behaviors.
- Following up with students with any academic delays to find out the causes that need help and implement the appropriate treatment plan to fix these delays.
- Raising up the students' ethical awareness through various workshops which help in gaining real experiences that help them to apply it in their real life.
- Encouraging the students to participate in the social responsibility events to maintain their belonging and loyalty to their country, and gain different experiences that shape their personalities.

Tokkatsu education system:

Nozha Language schools is one of the pioneers to start working with the Japanese Tokkatsu education system, 2 years ago.

What is Tokkatsu?

Tokkatsu is a Japanese educational system that focuses on the development of the whole child in schooling through developing the students' skills depending on creativity, not on memorizing. The system applies this through various activities that depend on teamwork, belonging, hygiene values, organization, self-esteem, responsibility, and thinking.



CLASSROOM RULES:

- Attending sessions on time.
- Come prepared with supplies and finished homework.
- Keep the classroom always clean.
- Listen to the teacher and classmates.
- Raise hand when would like to speak in class
- Not to cheat in the classroom under any circumstances.
- Not to make deliberate damages to objects or grounds in the classroom.
- Don't ever distract the class during lessons by talking or moving.
- Maintain good personal body hygiene.
- Always use personal materials and never use others.
- Use personal hand gel to sanitize hand regularly.

Health Instructions for Student Safety:

- Every student **MUST** come to school with his/her own hand gel or sanitizer, tissues and wipes. Sharing any items between students is totally forbidden. "NO SHARING POLICY" is enforced.
- In case any student is sick or not feeling well, they **MUST** stay at home until they get well. Students will **NOT** be allowed to come to school if they are sick or feeling unwell, as parents and students have to take full responsibility towards the school community.
- Parents must report immediately if the student has been in contact with any case of an infectious disease. They must also remain at home (isolated from the rest of the family) when it is suspected that may be a carrier of the disease.
- Parents are required to advise and encourage their children to comply to all the safety procedures including social distancing, avoiding physical contact, ensuring self-hygiene and avoiding sharing any personal items with others.

NB: We call upon parents to fully cooperate with us and deal transparently and not hide any information or symptoms the student has, and the necessity to assume responsibility towards their children and all students and school personnel as the first priority is to preserve the health and safety of our children and workers.

SCHOOL'S PREVENTATIVE PROCEDURES

- All facilities and classes will be sanitized daily, also all contact surfaces (door knobs, stairs boards ...etc.) will be sanitized continuously. The toilets will be cleaned and sanitized after each use. Encourage your child to keep distance and follow the rules while waiting to enter the toilets.
- Students and staff are encouraged to bring their own lunch and water flasks, as sharing food and water is not allowed. Consideration must be given to choosing healthy and beneficial foods to prevent disease.
- Indicative prevention signs will be widespread along the school to raise health awareness.

LEARNING MANAGEMENT SYSTEM (LMS):



The past years showed the massive importance of E-Learning as an essential alternative educational way. Nozha Language Schools provides an integrated learning management system to help students, parents/guardians, and teachers to manage the educational process easily with high performance. COLNN is our official school platform where all the E-Learning process is running.

Here are the Top LMS Privileges:

- It's the only official way of communication between the parents or students, and the teachers.
- Helping to organize all E-Learning materials in one accessible place.
- Private accounts for students and parents are created with private username and password.
- Providing an Android and IOS application to an easily access with active notifications system.
- Allowing the student to view his/her various educational materials, schedules and quizzes scores, anytime and anywhere.
- A huge library full with materials such as recorded videos by our teachers for the whole curriculum, school booklets, and external materials and documents to support the educational process.
- Providing a question bank depending on Bloom's Taxonomy model that aims to develop the students' knowledge and skills through six different question types.
- Providing virtual classrooms, (in case of need).

CLINIC:

School clinic is a health care facility within the school intended to provide basic health care for students and /or refer them to the specialist/primary health center if required.

The tasks of the school clinic can be summarized as the following:

- Receiving any student facing an emergency medical condition and proceeding with first aid
- Contacting parents in case of illness or injury of the student
- Follow-up with students with chronic conditions
- Communicating with the Ministry of Health regarding vaccinations and medical campaigns.

NB: If the student suffers from any contagious disease (such as chickenpox, measles, etc.), the student must not attend school until 21 days after being diagnosed with the disease.

NB: If any student is sent to school with medication, it must be placed in a plastic bag to the stage deputy and inform him/her of the prescribed dose and time in writing.



COMMUNICATION CHANNELS:

Nozha language schools welcoming to communicate with everyone especially our respectful parents through the official channels as the following:

Official ways to contact us

- COMMUNICATION is key; if you have any questions or any inquiries, we are here and glad to receive it through our official ways of communication.
- You can send any messages or inquiries on COLNN platform as it's the simplest and fastest way to contact teachers and school's administration.
- Kindergarten, first and second primary could send written messages on the Student's Planner, as it's mandatory to bring it daily to school. It's an official way of communication between parents and the schools. We encourage you to spend time with your child to help him building a lot of skills while using the NLS Planner, such as skills and loads of info in a lovely way.
- Parents services center; you are most welcome to visit us at school's reception for any inquiries or complaints.

Also, we are glad to receive any inquiries or complains on a private message through our official page on Facebook

For Inquires:

LMS (COLnn): Use the messaging system through student, or parent account. COLNN is the official and only allowed way to communicate with school staff directly.

Facebook Official Page:

Email:

Nozha Language Schools
hijaz@nozhaschools.com

Kindergarten Stage

Headmistress 01001617681
Social workers 01001792951
Reception 01001617681

Primary Stage (Girls)

Headmistress 01279088896
Social workers 01001797689
Deputy 01222147258

Primary Stage (Boys)

Headmistress 01001797673
Social workers 01222147263 - 01222147264

Prep. & Sec. Stages (Girls)

Headmistress 01001617689
Social workers 01222147243

Prep. & Sec. Stages (Boys)

Headmistress 01001792731
Social workers 01222146575

Bus Administration:

01001797604

For Complaints

For Any complaints you can communicate with customer service department through one of the following ways:

Mobile And WhatsApp:

01099947140



Email:

hijaz@nozhaschools.com

Facebook Page:

Nozha Language Schools



NOZHA
LANGUAGE SCHOOLS



www.nozhaschools.com