



On behalf of the whole Primary team, I am delighted to welcome you to NCBIS Primary. In order to help you and your family settle into NCBIS as quickly as possible, we have created this handbook in collaboration with some NCBIS parent volunteers. Please use this handbook as a guide to provide further information on the school and answer any questions you may have regarding the school, from curriculum, to sports to transport.

Throughout the year we have many parent workshops, information sessions and informal sessions that we welcome you to.



**Matt Walsh**  
**Head of Primary**

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## 2020-2021

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### The NCBIS mission is:

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

**Vision Statement – in 2027: “NCBIS will be the first school of choice in Cairo, providing unrivalled experiences that will enable all students to follow their passions and become successful, caring citizens and leaders in tomorrow’s world”.**

### Values:

NCBIS is guided in all its actions and decisions by its commitment to:

- Providing quality education in a safe, secure and caring environment
- Ensuring choice and challenge both within the curriculum and the extracurricular programmes
- Promoting academic and personal achievement
- Inspiring intellectual curiosity, critical thinking and enthusiasm for learning
- Developing each student’s unique talents to help them achieve their potential
- Maintaining an internationally diverse community of open-minded people

At NCBIS the IB learner profile is central to our approach to education and is incorporated into all aspects of our daily teaching.

[Further details about the International Baccalaureate Primary Years Programme can be found by clicking here.](#)

More information about our curriculum and your child’s class can be found in the Year Group Curriculum Guide.

### Communication Flow Chart

Please do refer to the [communication flowchart](#) when communicating with Primary Staff.

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### Abbreviations commonly used at NCBIS

CIS	Council of International Schools
COBIS	Council of British International Schools
ISI	International Schools Inspection
CAS	Creativity, Action, Service
PG	Parents Group
WS	Whole School
PS	Primary School
DS	Dutch School
SS	Secondary School
PYP	Primary Years Programme
POI	Program of Inquiry
EYFS	Early Years Foundation Stage (Nursery and Reception)
KS1	Key Stage 1 (Years 1 to 3)
KS2	Key Stage 2 (Years 4 to 6)
ECA	Extra Curricular Activity
BSME	British Schools of the Middle East

### Key Dates and Calendar

Key dates for the school year will be shared with you via the whole school Google calendar. This is always available from the school website at <http://www.ncbis.co.uk/about-us/calendar/>

Key dates are also posted in the Upcoming Events section in the NCBIS Newsletter including the Primary School weekly bulletin.

Please do note that as Egypt, our host country, is a predominantly Muslim country, many of the public holidays are determined by the phases of the moon. This also means that the holidays are

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subject to change at late notice. If there is a possibility of a holiday date changing, this will be identified on the calendar by the use of colour key; red for public holiday, pink for possible holiday, blue for confirmed holiday. NCBIS follows the bank holidays and announces the dates at the same time as HSBC bank.

### School Uniform

Our uniform shop is open from Sunday to Wednesday 7:30 am - 3:00 pm and Thursday 7.30 am - 2.30 pm. It is located to the left of the main reception area, near the flags and auditorium.

**Please purchase the school uniform from the school uniform shop.** Please ensure all items are clearly labelled with your child's name and class. Permanent pens for labelling are available at the main school reception and the Primary Office.

### All pupils will be expected to wear:

- school trousers, shorts or skirts
- school polo shirt, long or short sleeved (any vest or t-shirt worn underneath should be white or black)
- school jumper or cardigan
- plain, all-black footwear (no boots or open-toe sandals), no coloured trainers
- plain black, white or grey ankle socks, plain black, white or grey tights (no leg warmers or leggings please)
- hat/cap with a brim/visor for sun protection

### Physical Education (PE) Uniform

- school House T-shirt
- school PE shorts
- tracksuit (optional)
- white socks
- trainers
- swimming costume – one piece for girls, for boys swimming trunks or shorts no longer than knee length. Students with long hair to wear a swim cap.

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### School Bag Checklist

Please ensure that all items are **labelled** with your child's name and class in permanent pen.

- School bag your child can carry independently
- Reusable water bottle
- Hat/Cap
- Munch'n'Crunch (fruit or vegetables)
- Snack (optional)
- Lunch or money for a canteen ticket
- Planner (EYFS & Year 1)
- Reading Book/Folder
- Spelling List as needed
- Home Learning Task as needed

### Student Planners (EYFS and Year 1)

Each student in the Early Years and Year 1 receives a blue student planner at the start of the year. This book is the main place for home school communication. There is space each day/week to record homeschool reading. There is also a weekly reflection section in the planner. This is for the children to complete at home, when discussing their week at school with you at home. You will find all relevant log-in passwords in the planner also.

### Lunch and School Canteen

Children have the option to bring their own lunches and snack from home, or to eat from the school canteen. Children eat their lunches outside in our pergola area. All lunch boxes and water bottles should be clearly labelled with your child's name and class. If children bring their lunch and snack from home it is vital NOT to bring any nuts, or nut based products as NCBIS is a nut-free school as some children at school have severe allergies to nuts.

Snacks including fruit juices, water and other hot and cold lunches can be purchased in the school canteen during break times. Items are purchased using tickets which can be bought for 5, 10, 20 or 50 LE. The students then use the tickets to buy their choice of food and any remaining credit on the ticket can be used for their next visit.

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Please follow this [link](#) to find a great resource for what to pack for your child to ensure a healthy, balanced diet.

## Dropping off and collecting your child

### Outline of the school day

<b>7:30</b>	On-site supervision is available in the Early Years area for children in the classes and on the back field for children in Year 1 to Year 6
<b>7:50</b>	Pupils move to their classes with their class teacher / Teaching Assistant
<b>14:35</b>	Teachers lead children to their buses or car pick up Parents / carers collect children from the Early Years area (Reception class) on the back field for children in Year 1 to Year 6. If collecting your child and you are delayed for any reason, at 2.40p.m. your child will be taken to the Primary Office to wait for you.

Any child who arrives to their classroom after 8 am will need to go to the Primary Office to be signed into our online registration system and accompanied to their classroom by a parent or carer.

If there are any changes to your child's transportation arrangements, even if they do NOT ride the school bus, you need to email [buseshelpdesk@ncbis.co.uk](mailto:buseshelpdesk@ncbis.co.uk) and your child's class teacher before 12 noon. Verbal messages to the child, teacher or bus monitor should not be used to relay these changes. Email confirmation must be received.

### Collecting your child

If your child is collected by a driver, the driver needs to park at the back gate and come into school. All drivers must have a school issued ID.

If your child has an ECA, pick up time is at 4:00 and you should collect your child from outside the primary building. If your child takes the bus they will be taken to their bus monitor by their ECA leader.

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Students in Year 5 and 6 who are not being collected by parents may make their way independently to their departure point/ECA, providing they can do so reliably and safely.

### **Transportation**

The school has its own Transportation Office on site and the day-to-day operation is run by our transportation manager who is supported by a team of three full-time staff to ensure good communication and service to bus users. School bus fees are paid in advance every year.

Students are picked-up and dropped home directly to and from their residential address at scheduled times. Every care is taken to ensure buses use the most efficient routes.

Each bus has a bus monitor whose primary duty is to ensure the safety of the children whilst riding the bus: meet children, help store the school bags (for Year 3 and below) and ensure the child is properly seated with safety belts on. The bus monitor will stay with the children under all circumstances. In cases of poor behaviour and discipline issues whilst on the bus, parents will be informed and may be asked to come to school to discuss the matter with the Deputy Head Teacher.

If a student's behaviour is consistently compromising to the safety and comfort of other bus users, access to the bus service may be withdrawn for a specified period. If it is felt that a student's behaviour continues to endanger the trip or other passengers, a permanent ban may be issued.

At the start of the new academic school year, the Transportation Department will inform parents of the route and pick up times for the students. During the term, any changes will be advised by phone, but the Transportation Department. Where the bus is significantly delayed, the Transportation Department will inform the parent and update them of the expected arrival time.

If there are any changes to your child's transportation arrangements, even if they do NOT ride the school bus, you need to email [buseshelpdesk@ncbis.co.uk](mailto:buseshelpdesk@ncbis.co.uk) and your child's class teacher before 12 noon. Verbal messages to the child, teacher or bus monitor should not be used to relay these changes. Email confirmation must be received.

### **Lost property**

To avoid having lost property, we advise that all clothing, lunch boxes and water bottles are clearly labelled with permanent marker.

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However if you find that your child has lost a belonging, we advise you to first check the classroom and check with the class teacher. If you do not find it here, then you can visit the lost property office.

This is located on the left hand side of the main school entrance gates.

We are looking for volunteers to help us to return lost items to our children. If you have time available towards the end of the school day, please let us know via the Primary Office [primaryoffice@ncbis.co.uk](mailto:primaryoffice@ncbis.co.uk)

### **Adults on site**

All Parents and Visitors are required to wear school issued ID badges at all times whilst on campus, regardless of length of intended visit. Visitors should not enter the school during the working day unless they have a prior appointment or are attending a school event.

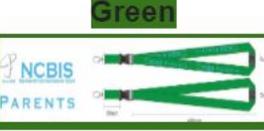
Should you wish to speak to any member of staff, however briefly, please make an appointment through the Primary Office and we will be happy to arrange a mutually convenient time and location for a meeting.

We encourage parent support both in academic and non academic activities in school. If you are interested in volunteering or feel you have an area of skill or expertise that you would like to share with us, please contact Mrs Small at [deputyheadofprimary@ncbis.co.uk](mailto:deputyheadofprimary@ncbis.co.uk).

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### Colours Guide:

	<p><b>NCBIS staff (including Dutch Staff)</b></p> <p>العاملين بالمدرسة (بالإضافة للعاملين بالقسم الهولندي)</p>		<p><b>Suppliers</b></p> <p>الموردين</p>
	<p><b>External staff</b></p> <p>موظفين خارجيين</p>		<p><b>Friends (nannies/drivers)</b></p> <p>الأصدقاء (المربيات/السانقين)</p>
	<p><b>Parents</b></p> <p>الأهالي</p>		<p><b>Visitors</b></p> <p>الزائرين</p>

NCBIS Designated Safeguard Leads February 2019

### Child Protection and Safeguarding

At NCBIS We believe that all children have the right to:

- Grow up in a safe, secure and caring environment.
- Be protected from harm – including neglect, abuse and exploitation.
- Be listened to, and heard.
- Be valued in terms of their language, culture, religion, sex and race.
- Be treated as an individual.

Mrs Small is our Designated Safeguard Lead, taking responsibility for ensuring all staff are trained and up to date with child protection. If you have any concerns about a child or member of staff, you should contact Mrs Rachael Small on [rachael.small@ncbis.co.uk](mailto:rachael.small@ncbis.co.uk) You can read more about child protection and safeguarding at NCBIS, in our dedicated parent leaflet [by clicking here](#).

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### **Being school ready!**

We are very proud of our academic and pastoral team at NCBIS, who all encourage and expect our students to develop their independent skills year upon year.

In our Primary School, children learn to take responsibility for their own learning and learning behaviour. As part of this, the primary children (and parents) are encouraged to start each day with a “Morning Mile” which can be completed by walking or running. Each student has the opportunity to complete their morning daily mile over the week to earn house points. Every mile accrues one house point with the weekly winning house achieving an additional 25 points. The Morning Mile is internationally recognised; boosts learning, raises fitness levels, encourages social interaction and raises energy levels each day.

Children are encouraged to pack and unpack their own school bags both at home and school so they are organised for the day ahead. In this way, they will learn to be independent and have strong self-management skills.

### **Learning Support and EAL**

At some stages during a child’s school life, they may need additional support to that provided by the class teacher. The Learning Support department at NCBIS Primary provides support for individuals and groups of students who may, at any point, need support with their learning due to different challenges that they may face. The Learning Support department works closely with class teachers and parents to ensure a collaborative approach to meeting your child's needs.

Working closely with key staff and parents, targets and regular reflections are written with children and parents. Parents are encouraged to contribute to sharing successful learning in the home environment through sharing photos, videos or a comment about their child's progress.

If you are new to NCBIS Primary and your child has previously received learning support or has an Education Psychologist report, please communicate that with us so that we can put additional support into place as the early identification of need significantly impacts upon your child's progress. Likewise, if you have any concerns about your child, please do contact the Learning Support department to arrange a meeting. Our whole school Head of Learning Support is Claire Simpson, who can be reached at: [claire.simpson@ncbis.co.uk](mailto:claire.simpson@ncbis.co.uk)

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### Medical Office and Child Health

NCBIS employs a full-time doctor and 3 nursing staff from 7:30 until the end of the school day. If your child feels unwell while at school, they will be taken to the Medical Centre by a teacher or teacher assistant. The medical staff will phone you if they feel that this is necessary.

For any queries, please email Dr. Noha at [medical@ncbis.co.uk](mailto:medical@ncbis.co.uk)

If your child is feeling unwell, please do keep your child at home. For more information on this topic, please follow this [link to the NHS website](#). If your child is absent from school due to illness, please email your child's class teacher and the primary office at [primaryoffice@ncbis.co.uk](mailto:primaryoffice@ncbis.co.uk); this will be noted as an authorised absence due to medical reasons.

Head lice are always a pest in any school. At NCBIS we carry out regular checks of students' hair but you can help at home by checking your children's hair too.

[Please click here to read our leaflet for how to check and deal with head lice.](#)

### Assemblies

Assemblies are usually held every week on Thursday morning at 8:10 – 8:50 am. A list of assemblies will be shared with you, and any changes will be communicated with you. A variety of assemblies are held across the year, which may include:

- Whole primary school assemblies
- Music/PE/MFL assemblies
- Year group assemblies (one per year group in a year). Parents of children in the class performing are invited to the assembly by the teacher.
- Guest assemblies, e.g. visiting author

### NCBIS House System

House Points are a great way to celebrate success and to promote a team ethos. The NCBIS House system encompasses the whole school community (including parents!). Children are allocated a house upon admission to NCBIS and siblings are placed in the same house. Students love the house system and are eager to earn points for their team. Our houses are: Air (yellow), Earth (green), Fire (red) and Water (blue) .

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Students can earn House Points daily or in sports, academic and artistic House events which happen throughout the academic year.

Each term the House Cup is awarded to the house with the highest cumulative total for that term. The scores are then combined and at the end of the year the house with the most house points will be awarded the Yearly House Cup.

### **Sports programme: PE and sports teams**

NCBIS boasts some of the best sporting facilities in New Cairo with a stunning grass football field, purpose built, covered multipurpose courts, a fitness suite with modern fitness equipment and a specific classroom for Sport Science.

All NCBIS pupils are given the opportunity to participate in a wide range of sporting and exercise activities and a range of competitions are available for all abilities. The Physical Education and Extra-Curricular sporting provision are closely aligned and pupils are given the opportunity to participate in intra-school, inter-school, regional and international sporting competition. NCBIS prides itself on its "Sport for all" ethos and every pupil is offered the chance to experience, enjoy and excel at Sport, whilst given the tools and knowledge to live a healthy and active lifestyle.

**PE and Sports lead contact: Mr Jamie Lowe [directorofsport@ncbis.co.uk](mailto:directorofsport@ncbis.co.uk)**

### **Extra-Curricular Activities – ECAs**

Thank you to those who responded to our Surveys sent out in May 2018. Your responses showed that we needed to improve our ECA programme. We are therefore offering a wider range of extra-curricular activities for primary children in Year 1-6. These take place after school and are focused on the IB CAS areas of Creativity, Action and Service, as well as competitive and non-competitive sports. We encourage pupils to participate in at least one ECA each week and preferably one from each of the CAS areas.

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We encourage parents to lead ECAs. You can let us know if you would like to contribute to or support the ECA programme. Please contact our NCBIS ECA Coordinator for details of the programme.

**Mrs Jennifer Surujpaul:** [activities@ncbis.co.uk](mailto:activities@ncbis.co.uk)

### Peripatetic Music Lessons

NCBIS has a thriving music department which is always buzzing with activity. The school believes that with the right encouragement and guidance, the life of a child can be enriched through music.

There are some 160 individual music lessons each week, delivered by an outstanding team of visiting musicians, many of whom have outstanding performing credentials. They provide motivation, direction and nurturing needed to any individual student, be it the beginner or the prodigy. Students are actively encouraged to pursue their interest in music and contribute to the group and solo activities available in our busy department. Our one to one support and instrumental tuition delivered up to Grade 8 provided the perfect environment for musicians of all ages to be challenged and to excel.

**Music lead contact:** [rebekah.thompson@ncbis.co.uk](mailto:rebekah.thompson@ncbis.co.uk)

### Student Leadership

The Primary School have their very own leadership body, who work alongside the Primary Leadership Team, in helping to run the school and make improvements to student life.

The Student Council is made up of 1 elected student per class Y3-6. Elections take place at the start of term 1 and every student in Y3-6 has the opportunity to apply for this role. Elected representatives are chosen by the children.

Peer Supporters are students from upper school who volunteer to support children at break times in the friendship garden. Library volunteers are students who show an interest in volunteering to read with other students and help in the library.

### E-safety

In the Primary School, children follow a programme of study from the UK in order to learn about online safety and to develop key knowledge skills and understanding which allows them to be safe

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online as well as becoming digital citizens. The programme is called “Switched On” and starts in Year 1.

Our students benefit from year upon year progression of skills and knowledge using age appropriate material and learning resources. The school also offers parent workshops on being safe online. You will be notified about the dates and times of these in our school bulletins at the end of our weekly newsletter. You can read more about online safety at NCBIS, as well as accessing monthly parent online safety magazines and useful resources for use at home, [via our school website by clicking here.](#)

### Getting involved in the life of the school

#### Academic involvement

- Parents are invited into school for end of unit celebrations of learning, where you can see the learning outcomes of the children.

#### Volunteering opportunities

- Class coordinator; link between academic staff and the parents of children in the class as well as attending school trips, if needed, during the school year.
- Parents Group meetings and activities such as the Christmas Bazaar and International Week.
- Parent volunteers are welcomed into the library to help with the running of the library or into our Primary kitchen to lead a cooking session with our students.

#### Activities

- Weekly International Cooking classes are held in school by volunteering parents and open to all parents.
- Weekly Zumba classes in the school gym.
- Weekly community choir during ECA time.

### Parent Workshops

The Primary School offers frequent parent workshops throughout the year. These include workshops on phonics, home learning, positive behaviour management at home, as well as many others. Please look out for the list of workshops in our Primary School Bulletin.

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