



British School of Alexandria

Head Teacher : Mr. T. Garbett

Mahmoud Aboul Ela Street,
Kafr Abdou,
Roushdy, Alexandria.
Egypt

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Welcome to Key Stage 1

The following staff will be responsible for the education and well being of your children in **Year 1**, the first year of **Key Stage 1**.

Mrs Sara Berenguer Year 1 Class Teacher
Miss Jacqueline Year 1 Teaching Assistant

School Times

An Arabic teacher is on duty at the gate inside the main Mina entrance from 7.30 in the morning to welcome children attending Morning Arabic lessons. **Please note that Morning Arabic will start on Sunday 5th of September.**

The Arabic teachers take children up to the KS1 classrooms at 7.40am to enable lessons to start promptly at 7.45am. The children that do attend these lessons should not arrive before this time. In turn, a teacher and a teaching assistant are on duty at the gate from 8.15am to welcome KS1 children not attending Arabic lessons. Please note that if your child arrives at school before this time, they will be unsupervised. At 8.30am, a teacher and/or an assistant from Year 1 will arrive to take them to their classroom where all of the class will have their fruit and milk together as registration takes place.

If your child arrives later than 9.00am in school please accompany them to the Office (drivers can not drop children off at the gate) so their attendance can be registered before taking them to their classroom. Likewise if you need to collect your child early please report to the Office where someone will be able to send for your child.

The school day finishes at 3.00pm, and the children will be brought to parents at the gate at this time. Children may only leave when a member of staff has seen the adult who is collecting them and they may only be given permission to leave by a member of staff. Please resist the temptation to call them yourself, even if the member of staff is busy with another parent or child. Please ensure that you are on time both bringing and collecting children. If children are still waiting to be collected at 3.10pm, they will be taken to the Mina secretary to await the arrival of an appropriate adult.

Extra Curricular Activities (ECAs)

You will receive notification at the beginning of term about a range of ECAs which we offer to enhance the educational opportunities offered to your children.

School Uniform

Please continue to make sure that you have the correct uniform for your child, and that everything is properly named. You will be notified at the beginning of term what day the children are expected to wear their PE Kits.



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Home/School Diaries

As in the Foundation Stage, you will receive a blue home/school diary on the first day, and this should be returned to school every morning in the folder provided. The class teacher will use this to communicate with you if necessary, and please write any messages you may have for the teacher concerning your child. The diary will be checked daily at school, and please be sure to check it daily at home.

Drinks

Children should continue to bring their own labelled water bottle with them every day. They may refill their water bottles if necessary from our water coolers.

Snack

The school provides the first snack for the children every day, the price of which is included in the school fees. This will consist of fruit, biscuits and a small carton of milk.

Lunch

Please provide a healthy and balanced lunch for your child every day.

Library

Again, as in Foundation Stage, once we are into the term, the children will bring home a library book. The class teacher will inform you which day this will be changed, through the home/school diary.

We are very much looking forward to working with you and your child over the coming year. If you require further clarification on these or any other points, please do not hesitate to ask.

Thank you.

Yours sincerely

Year 1 team