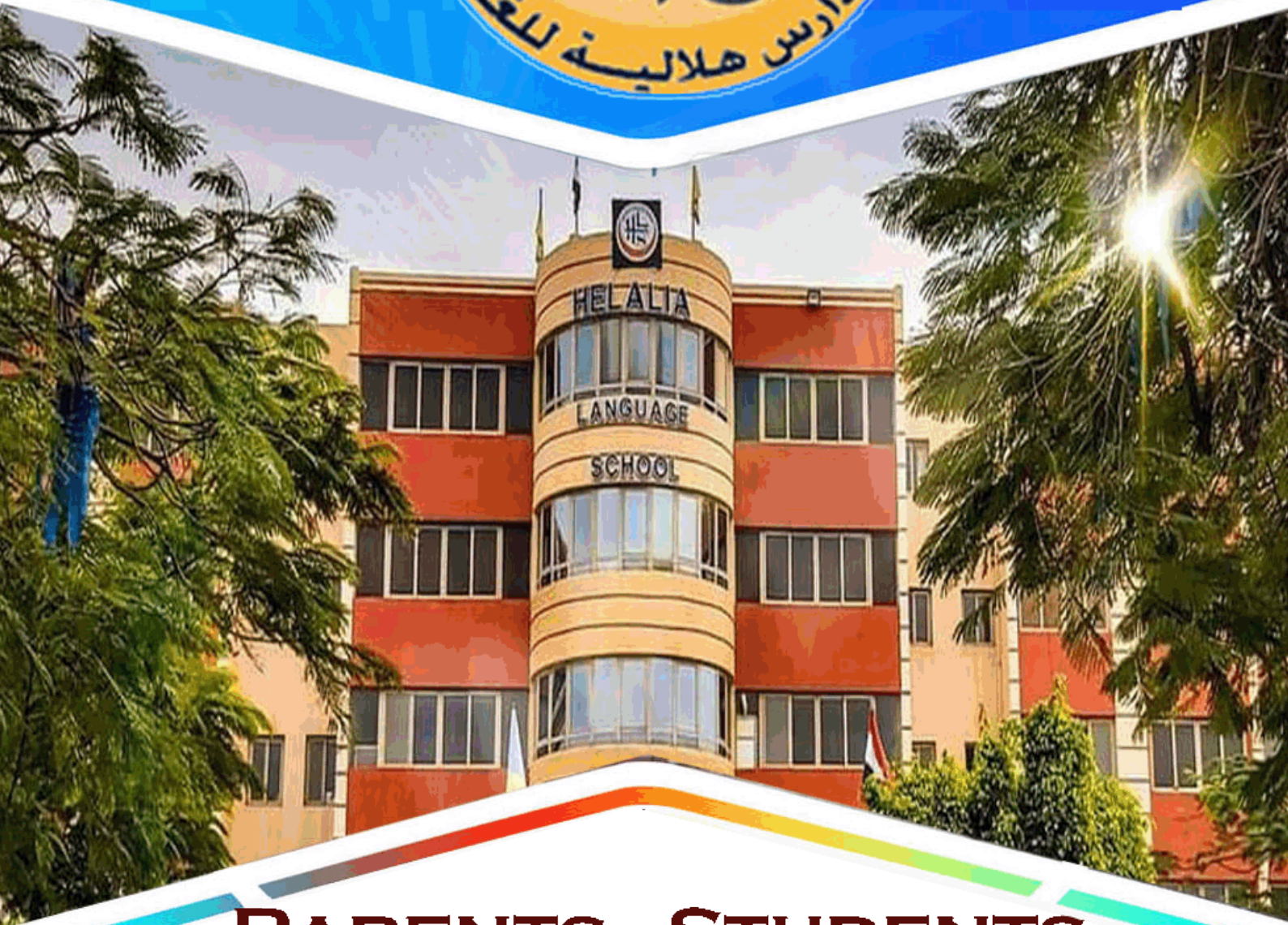


HELALIA LANGUAGE SCHOOL



PARENTS - STUDENTS

HANDBOOK

2021 - 2022

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School Board



Chairwoman

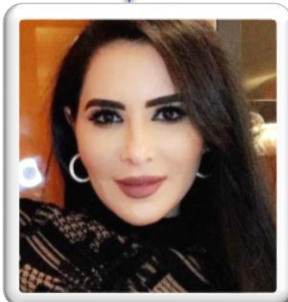
Mrs. Helalia Farag



Chairman

Dr. Saeid Al-Loughani

Board Members



Mrs. Sharifa Al-Loughani



Mrs. Latifa Al-Loughani



Mr. Abdullah Al-Loughani



The principal

Mrs. Azza Farag

I would like to take this opportunity to welcome you all to the academic year 2021-2022 with the start of a full capacity face to face learning environment. Covid19 has shaped and conditioned the world into a new reality and Helalia Language School is ready to accommodate its students back prioritizing their safety and warranting the usual academic excellence.

We have added new faces to our faculty of staff members and are excited to have them contribute to the education of our students. Our admin and returning staff members will be collaborating with our new employees to ensure consistency in delivering the Education Curriculum while also meeting Egyptian Ministry of Education Standards. Students and parents will also notice upgrades to our facilities and infrastructure as our owners continue their commitment to the educational standards of Helalia Language School.

I appreciate your trust, support and diligence as together we create a sense of belonging to the learning environment. I would like to emphasize that it is critical that our students be available to learn by attending school regularly.

My Best Regards,

Mrs. Azza Farag

About us:

Helalia Language School was founded in 2008 by Helal Al-Kuwait Company to be one of Alexandria leading educational institutions.

The school board consulted various specialized educators who summarized all their experiences and invested them in establishing HLS. Helalia's mission wouldn't be accomplished without the presence of its distinctive, qualified staff, who are committed, to inspire every student to reach his full potential within a safe, friendly and adventurous environment where everyone is valued and respected.

Our Mission

Our mission is to provide high quality education and childcare in a safe, respectful and inclusive environment that builds a foundation for life-long learning.

Our Vision

Our vision is to prepare and motivate our students for a rapidly changing world by instilling in them critical thinking skills, a global perspective and respect for important values of honesty and loyalty.

Students will have success for today and will be prepared for tomorrow.

H.L.S Educational System:

Blended Learning

Virtual Learning + On Campus Learning

Helalia School operates under the umbrella of the Egyptian Ministry of Education, while providing additional curriculum for enhancing the proficiency level of students in many languages like English, German and French. Concurrently, a distinctive trait of the school is its religious prospective which enhances the ethical and moral potentials in Helalia students. This is currently achieved through Qur'an classes where students are required to efficiently recite and cognitively process Qur'an verses. Simultaneously, blended learning is achieved through interpretation of both virtual learning using e-tools such as Zoom and face to face education, on campus. Blended learning policy is applied throughout all grades in Helalia starting with Playschool till Senior 3. Videos complied by Helalia's teachers are accessible through Helalia webpage.

The school academic goals may be summarized as follows:

- ✚ To qualify every student for joining universities around the world.
- ✚ To help students acquire a firm command of a second language.
- ✚ To train students in logical reasoning and critical thinking.
- ✚ To prepare students to be able to sustain intellectual efforts for long periods.
- ✚ To generate excitement for lifelong learning
- ✚ To make informed decisions on social issues.
- ✚ To participate in extracurricular activities, school management and community work.
- ✚ To develop tolerance, cooperation, and teamwork.
- ✚ To understand the people of the world through an appreciation of difference as well as similarities.

School Rules

- Attendance in school is compulsory.
- Absence from school must be supported by a medical certificate.
- Excuse from school may be granted on compassionate grounds and on a case-by-case basis.
- All medical certificates or letters of excuse must be submitted to the Form Teacher immediately when the student returns to school.
- Absence without valid reason will be deemed as truancy.
- Adult visitors are certainly welcome in our schools.
- It is understood that all visits shall be arranged through the teacher's conference scheduled time we will send soon.
- Upon arrival, parents and other visitors must report to the school front reception about the visiting reasons and then confirm this visit in the visiting book.
- Do leave the areas in school in a better condition and state of cleanliness after use.
- Take good care of school properties and premises.
- Cost of replacement for vandalized items will be borne by student(s) responsible for the damage.
- All students must be punctual for lessons.
- Attendance will be taken before the start of each lesson.
- Students must not to leave the classroom without permission by teachers.
- Consumption of food and sweet drinks are strictly not allowed in the classroom.
- Show consideration to others by keeping the noise level low.

What is not allowed?

1. Sweat bands, sunglasses, or any other inappropriate headwear.
2. Unnatural hair colours, wild hairstyles, colours, spikes etc.
3. Any piercing jewelry that is not in the ears.
4. Oversized or tight-fitting clothing.
5. Tattoos.
6. Mobile phones or tablets for junior and middle students.
7. Nail polish.



**ATTENTION
PLEASE**

Any student violating any of such regulations will be subject to appropriate disciplinary action.

School Timings 2021 / 2022

1- P.S & KG

Morning Assembly starts at 8:45 AM

Lessons	From	To
1	8:45 A.M	9:00 A.M
2	9:00 A.M	9:15 A.M
3	9:15 A.M	9:40 A.M
4	9:40 A.M	10:05 A.M
5	10:05 A.M	10:30 A.M
6	10:30 A.M	10:55 A.M
7	10:55 A.M	11:20 A.M
8	11:20 P.M	11:45 A.M
9	11:45 A.M	12:10 P.M
10	12:10 P.M	12:30 P.M

2- From Jr.1 to Senior 2

Morning Assembly starts at 7:45 AM

Lessons	From	To
1	8:00 A.M	8:40 A.M
2	8:40 A.M	9:20 A.M
3	9:20 A.M	10:00 A.M
4	10:00 A.M	10:40 A.M
5 (Break of Jr. 1,2,3)	10:40 A.M	11:15 A.M
6 (Break of Jr. 4,5,6)	11:15 A.M	11:50 A.M
7 (Break of Middle and Senior)	11:50 A.M	12:25 P.M
8	12:25 P.M	1:00 P.M
9	1:00 P.M	1:35 P.M
10	1:35 P.M	2:10 P.M



COVID-19 Precautions:

The health and safety of our students and their families is always our top concern and we are aggressively monitoring the COVID-19 situation. We consider it a great honor to be able to support children during this time and we know that the families we partner with are the most important sources of support for these young people. To do everything we can to prevent the spread of the virus, we have taken these measures to keep our students physically and mentally healthy.

In line with the safety precautions followed by Helalia Language School, the school has arranged with the Egyptian Ministry of Health to provide all our Staff with the Covid-19 vaccines.

The school proudly announces that all our Academic staff and Administration staff will be fully vaccinated to keep our community safe.

Drastically Increased Hygiene Efforts:

- Children are monitored so that they thoroughly wash their hands multiple times per day and don't touch their eyes, nose, and mouth.
- All our schools are well stocked on soap and hand sanitizer
- Our professional janitorial service has implemented deep cleaning at all our facilities, and we are cleaning surfaces throughout the day
- If any child shows cold or flu symptoms, we separate them from other children and call their parents to take them home immediately
- Constantly enforce and reinforce the need for healthy practices like hand washing, covering your cough/sneeze, using good social distance, staying home or going home when sick, and other critical lessons.

Stay home if sick

You should monitor your child each day for signs of COVID-19. These include:

- Fever
- Nasal congestion or runny nose
- Cough
- Sore throat
- Shortness of breath
- Fatigue
- Headache
- Muscle aches
- Nausea or vomiting
- Diarrhea
- Poor appetite
- New loss of taste or smell
- Belly pain
- Pink eye

To limit the spread of COVID-19 as well as other germs, children should stay home from school and other activities if they have any signs of illness or a fever. Contact your doctor if you have questions.



Kindergarten Department

Always Remember

<u>School Start Time:</u>	9:00 A.M
<u>School End Time:</u>	12:30 P.M
<u>School Days:</u>	from Sunday to Thursday

****Please do not drive your kid to the school before 8:30 AM**

Transportation: *If you plan to pick up your child each day from school, please let the office know.

- The bus supervisor will contact you before she takes your kid.
- Remember the bus driver will NOT drop off a kindergarten kids at home without adult supervision.
- Please write a note in your kid's communication notebook if there are any changes in how he/she will be getting home.

Positive Behaviour Support

We believe in creating a positive environment for kids, providing them with the opportunities to become successful learners. Kids are taught which behaviour is acceptable and which is unacceptable in order to be successful in the school setting.

Eating Habits: Saying Bism Allah before eating and Al-HamdoLellah after eating.

- 1- Sweets, sugary juices and junk food are not allowed.
- 2- Kids should not speak while chewing food
- 3- Washing hands before and after eating.
- 4- Cleaning-up the table after finishing their food by themselves.
- 5- Please try to give them the proper quantity of food they need so that they learn that they shouldn't waste it because it's a gift from Allah that we should keep.
- 6- Please don't leave them watch TV during eating.

Safety of Your Child at School

Your child will be greeted at the door each morning by his/her teacher.

Children are supervised in their class by their teacher and by other teachers when they are ready to join the other children on the playground at recess.

Each school has a Phone Home Program that will contact you if your child does not come to school and if you have not informed the school of his/her absence. It is very important to phone the school and leave a message that your child will be away or late.

It is also common for each Kindergarten teacher to know your specific pick up arrangements for your child so they can help monitor student safety. Please let the teachers know what your arrangements are and if these plans change.

Being able to reach you in the event of an emergency is also important to the school. Please be sure to leave some contact numbers for your family.

Our goal is to work with you to provide a caring and safe environment for your child.

Summer Uniform



Winter Uniform



Goals of the Kindergarten Program:

The Kindergarten Program addresses the development of the whole child by providing experiences in five areas:

1. Intellectual Development:

- ☐ Developing thinking and learning strategies
- ☐ Developing an awareness of language and literacy
- ☐ Developing listening, speaking, reading and viewing abilities
- ☐ Developing writing and representing (drawing) abilities
- ☐ Developing number, spatial, and statistical sense
- ☐ Developing a sense of relationships and patterns
- ☐ Developing an understanding of the world around them

2. Aesthetic and Artistic Development:

- ☐ Develop enthusiasm and appreciation of the arts
- ☐ Participating in art, drama and musical activities

3. Emotional and Social Development:

- ☐ Developing a positive and realistic self-concept
- ☐ Developing independence
- ☐ Sharing, co-operating and learning from others

4. Physical Development and Well-Being:

- ☐ Learning and practicing safety
- ☐ Taking care of and respecting his or her body
- ☐ Participate in and enjoy movement

5. Development of Social Responsibility:

- ☐ Respecting and valuing different people
- ☐ Working with others
- ☐ Developing an awareness of the roles and responsibilities of members of a community

KG syllabus:

-Big Fun 2 & 3

-Fly Phonics 1, 2 & 3

CAUTION.

COMMUNICATION.

CONFIDENCE.



Kindergarten Supply List

Every single supply from below should be labeled with the child's name.

 <p>A plastic apron <input type="checkbox"/></p>	<p>A set of crayons (12 piece) <input type="checkbox"/></p>
 <p>A small white board <input type="checkbox"/></p>	<p>A set of <u>colouring</u> pencils (12 piece) <input type="checkbox"/></p>
 <p>A paint brush <input type="checkbox"/></p>	 <p>A pencil case <input type="checkbox"/></p>
<p>A prayer veil for girls <input type="checkbox"/></p>	<p>Plastic scissors <input type="checkbox"/></p>
 <p>A prayer rug for KG1 <u>ONLY</u> <input type="checkbox"/></p>	 <p>Pencils (4 pieces) <input type="checkbox"/></p>
<p>Underwear <input type="checkbox"/></p>	<p>Erasers (2 pieces) <input type="checkbox"/></p>
<p>A set of spare change <input type="checkbox"/></p>	<p>A sharpener <input type="checkbox"/></p>
<p><u>First term supplies</u></p>	<p>4 envelope plastic Files <input type="checkbox"/></p>
<p>Tissue paper (550 soft tissue) (3 packets) <input type="checkbox"/></p>	 <p>2 photos for the kid <input type="checkbox"/></p>
<p>Baby Wipes (2 packets) <input type="checkbox"/></p>	<p>A toothbrush with cover <input type="checkbox"/></p>
<p>A bottle of hand wash <input type="checkbox"/></p>	 <p>A kids toothpaste <input type="checkbox"/></p>
<p>Glue Sticks (2 pieces) <input type="checkbox"/></p>	<p>A lab coat <input type="checkbox"/></p>
 <p>Alcoholic sprayer 70% <input type="checkbox"/></p>	<p>A permanent marker <input type="checkbox"/></p>
<p>Alcoholic hand sanitizer 70% <input type="checkbox"/></p>	<p>A white board marker <input type="checkbox"/></p>
<p>Tissue Rolls (2 rolls) <input type="checkbox"/></p>	



Junior

Junior Department

Our Junior School is a place where all students are known and valued, where a strong emphasis on quality teaching and learning spans from the milestones of Kindergarten to Year 6.

We aim to create a safe, nurturing, yet challenging environment that is strongly supported by positive relationships. We focus on developing the whole student - emotionally, socially and academically – and appreciate our students as unique individuals with distinct talents, needs and learning styles.

Our curriculum is stimulating, flexible and tailored to meet the needs of each and every student as we strive for high educational outcomes and personal bests for all of our students. Dedicated teachers ensure our students grow in confidence and capabilities as they develop the skills of 21st century learners. We use innovation, rich resources, proven instructional strategies and engaging teaching and learning programs to promote student learning.

Student of the Month

Each month, teachers will select two students to be awarded with the title of “Student of the Month”

The students who are nominated must meet the following criteria:

- **Academic Performance:** grades, class participation, completion of assignments.
- **Behavior:** obeys rules, shows respect to peers and authority, well mannered, and overall attitude toward others and learning.

Students who receive the most nominations will be selected, will have their picture proudly displayed at school, and will receive a certificate of appreciation for their hard work!

Syllabus of the Junior Department

Language	Grade	Syllabus
English	From Jr.1 to Jr.4	<ul style="list-style-type: none"> • Our Discovery Island • Connect • Connect Plus
	For Jr.5 and 6	<ul style="list-style-type: none"> • Super Land
French	From Jr.1 to Jr.3	<ul style="list-style-type: none"> • Qui Qui
	From Jr.4 to Jr.6	<ul style="list-style-type: none"> • L'amitie
German	From Jr.4 to Jr.6	<ul style="list-style-type: none"> • Held Kursbuch

Summer Uniform



Winter Uniform



MIDDLE

Middle Department

Dear Middle School Department,

I would like to welcome you back to school for the academic year 2021- 2022, where students will be given opportunities to enjoy learning, explaining and having fun.

Students will be rewarded for accomplishing high levels of:

- 1) Achievement
- 2) Proficiency
- 3) Conduct/ Behavior

Certificates of appreciation will be delivered to students with distinction monthly.

On the other hand, any incident of misbehavior will be handled and detention will be applied.

Syllabus of the Middle Department

Language	Grade	Syllabus
English	Middle 1 and 2	Close up
	Middle 3	To the Max
French	From M.1 to M.3	Bien Venue
German	Middle 1 and 2	Held Kursbuch
	Middle 3	Wir

Middle and Senior Uniform



Senior



The English Language and Additional Languages:

1 – English language is the language of instruction at school and accordingly, the school focuses on the following items:

- The employment of qualified teachers of English.
- The integration of active learning and collaborative learning techniques in English classes.
- Scheduling a sufficient number of English classes.
- Curriculum development **through** implementing a set of sessions based on: listening, speaking, writing skills related to university skills.
- Offering activity sessions and English Drama Club sessions.
- A thorough professional explanation based on the ministry curriculum which copes with the modern educational system.

The student is able to choose among **three additional languages:**

- The German Language.
- The French Language.
- The Italian Language.

***How can the student choose the second language?**

The student in the first secondary stage is able to choose that language in an application given by the school's administration.

Parents are kindly requested to keep in touch with the school's administration through calling Miss. Linda's number: 012009485456

As for the University Skills classes, the school will provide a certificate of appreciation showing that the student has got a distinctive level in the English language, after passing the senior stage.

Syllabus of the Senior Department

Language	Syllabus
English	Upstream
French	Club@dos
German	Schritte International
Italian	Progetto Italiano



Contact Numbers

P.S	01118947479
KG	01018708611
Lower Dep.	01200954250
Middle & Senior Dep.	01200948545
Reception	01271139690