



SMART CITY
LANGUAGE SCHOOLS

SCHOOL HANDBOOK
2024-2025

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WELCOME NOTE FROM THE CHAIRMAN



Dear Parents,

Welcome to Smart City Language School. This handbook is designed to provide helpful and important information about our program and our procedures. Hopefully it will tell you something about who we are and how we plan to give your children a valuable and fulfilling educational experience. You and your child are about to embark on a memorable year at Smart City Language School. We very much look forward to receiving and getting to know your children; we promise to make their year an enjoyable and challenging one.

We at Smart City are aware that only children who feel safe and happy at school can develop in confidence, learn and develop to their full potential. We shall provide a secure and friendly place where all of our students can feel cared for and valued as individuals. I personally believe that effective education can only result when all involved; teachers, pupils, staff and parents feel a strong sense of belonging to the school community. We at SCLS are committed to creating a school community within which parents, teachers and students share in each others' goals and work together in a partnership with mutual aims and benefits. We very much look forward to our continuous communication and cooperation. The team of leaders and teachers which we have gathered together will form an experienced, highly devoted and active group of outstanding educators, and together we look forward to teaching, mentoring and guiding our students as they journey through their school years.

Our School Mission and Vision statements are written below, and important as they might be, they are statements of basic principles, usually fluid and of a general nature. A school community requires much more than that, because effective education must be based on discipline, commitment, dedication and loyalty to oneself, and to other members of the community, so I underline that it is on this basis, and only this basis, that we shall help our children to succeed in their lives and therefore maintain our strength as a school. I am hopeful that parents will endorse our commitment and support our efforts.

As with any organization we have a set of important rules and policies that must be followed to insure the success of our school, and we encourage you to read and understand the guidelines and expectations set forth in this handbook. This handbook will be referenced by members of the SCLS community in communication with you. In this pack there are various important papers regarding your child's academic life here at SCLS for you to read and some to complete. We at SCLS were totally equipped and ready for both IN CLASS OR ONLINE teaching this year and wish you a fruitful year.

Yours Sincerely,

Dr. Mohamed Youssry ELoteify

School Chairman

OUR VISION

Our Vision is to become a unique and distinctive school in Egypt. We seek to be a school which influences Egypt's future by producing graduates whose moral and intellectual excellence will make them highly sought after for roles in shaping Egypt's future place in the world.

OUR MISSION

To nurture individuals who are good citizens that value their culture, honor their country, and show tolerance and respect for others. To create individuals who will lead effective roles in their own communities and beyond. We seek to empower our students to pursue excellence, opportunity and to be ever challenged to learn and grow in a developing and changing world.

We aim to provide teachers with the necessary training and continuous development to reach their best potential as teachers and the skills for self-evaluation and continuous self-improvement.

School Goals:

- To value each student and encourage each to establish and achieve high personal goals.
- To establish ongoing curriculum development where new ideas, new concepts, new information, and new perspectives are synthesized with what is already in place. To provide access to resources for curriculum development to each faculty member.
- To provide state-of-the-art computer facilities that will provide direct instruction, instructional support, data-gathering and data-analysis capabilities, text and graphics applications, and Internet access for all areas of the curriculum, including computer programming.
- To maintain a full and active calendar of extracurricular events so that students can engage in skill enhancing, fulfilling activities, both cooperative and competitive.
- To encourage regular, open communication between school and parents.

OUR BELIEFS

In order to achieve these ongoing objectives, we follow a core set of beliefs:

- We believe in an essential partnership between parents/students and school, based on the importance of community and shared responsibility for the learning process.
- We believe that education is effective when we develop the whole child both in character and academics.
- We believe in a student-centered approach, developing such curricula and delivering instruction that focuses on the learning needs of each individual student.
- We believe that our staff should aim to inspire within students an understanding and appreciation of cultural awareness and tolerance.
- We believe that each student has the equal and equitable right to learn.

CURRICULUM IN THE NATIONAL LANGUAGE SCHOOL

We aim to be recognized for our excellence in education while instilling the cultural values of Egypt. Our National Curriculum Section offers an Enhanced National Curriculum from KG and currently to Form 10. Great care and emphasis is given to the English Language syllabus, use of books and English teaching in all of these stages. This is also reflected in our extracurricular language activities which include plays, spoken English classes and English Language summer schools. All core subjects will be taught in English with the emphasis on optimizing student's use of English. Our class sizes allow for maximum teacher/student interaction, assisting students to learn to solve problems, create products and move forward through the challenges of a demanding academic program which requires them to apply, analyze and evaluate what they learn.

In the early stages at SCS we treat Literacy and Numeracy as high priority learning areas, knowing that the skills and concepts developed during our classroom programs underpin learning across the curriculum. Learning at SCS will take place in an environment of student-centered tasks. Teachers will show awareness of students differing learning styles and requirements, and be flexible enough to accommodate each individual's learning pace. We believe the key to success is providing the right learning environment staffed by caring teachers who love to teach, who recognize the unique individuality of each learner and nurture each child's special talents. Our learning environment promotes independence and resourcefulness, combined with tolerance, understanding, and respect for self and others. Teachers share the responsibility for the care of each student, in order to ensure every child is supported, the underlying principle being that "happy students learn."

As we have a holistic approach to education we offer a large range of extracurricular activities for our students to choose from including sports programs, arts and crafts, cookery, gardening, drama and ICT clubs. We aim at developing rounded students with a range of skills and interests.

ENGLISH LANGUAGE TEACHING IN THE PRIMARY STAGES

We hope that the following information about our English language teaching methods and curriculum will answer any questions you have on this matter.

Children learn language much quicker and easier than adults mainly because they acquire language subconsciously and not by analyzing grammatical rules. They learn language best in an environment where they are exposed to the language in a natural way and have the opportunity to use language in interaction. Therefore, in our English classes using the English texts we aim to give our children as much opportunity as possible to 'listen and do', and 'listen and say'. We aim to give them lots of opportunity to have interaction through group work and pair work. We hope that as a result our children will become able to *use the language* rather than just to memorize chunks of language temporarily to get through language tests. Short term memorization leaves children unable to use language for communication or in free writing.

HOMEWORK AND THE ROLE OF PARENTS

We will be giving out language practice sheets for children to study from at home but these will be kept to a minimum and their purpose is to practice what has been taught in class and not for material to be learnt by heart. It is important not to kill our young children's interest and enthusiasm for learning by stifling them with lots of repetitive and uninteresting study sheets. We will also be giving written work and reading to do at home. If you would like to further support your child at home with extra English study we strongly encourage that you help your children to do further reading in English, watch English films or cartoons, or to do internet research in English.

If you have any concerns or queries about these issues please don't hesitate to contact us. We look forward to good communication between home and school and hope to be able to make you feel confident that we are trying to develop your child's full language potential.

HOMWORK POLICY

Homework is a very important part of a child's education in that it helps to consolidate the learning that has taken place during the day. It gives parents the opportunity to see the kind of work their children are undertaking and allows them to share in their child's education. It also acts as regular feedback for the teacher; enabling the teacher to evaluate their students comprehension/understanding of what has been taught. We aim to encourage our students to become independent learners therefore we request that parents *do not* study with their children at home. If your child cannot complete the homework assigned alone he or she must return the homework unfinished to the teacher that has assigned it so as the teacher has the opportunity to re-teach and clarify what needs to be done.

We will not overburden children with large amounts of homework as we believe that although children need to be educationally challenged if they are overburdened with academic work outside of school they may well lose their motivation and interest in the subjects they are studying. We also believe in developing rounded students and wish our students to become actively involved in recreational activities.

If homework is not handed in on the specified due date and there has been no excuse note signed by the parent then the child will be given the opportunity to complete the homework at home the following day and a note 'homework not done' slip will be sent to the parents to inform them of the situation. If homework is still not completed then the child will be required to complete homework during the break.

Guidelines for homework per subject:

Grades 1 to 3	10 minutes per subject
Grades 4 & 5	15 minutes per subject
Grades 6 to 10	20 – 40 minutes per subject

In some cases, as with Arabic homework for example, the time given may be in excess of this but it should not exceed a daily average of these times. Homework schedules will be coordinated so as all subjects do NOT give homework on the same day.

COMMUNICATION BETWEEN HOME AND SCHOOL

SCLS CHANNEL BOOK AND SCHOOL ON-LINE LEARNING MANAGEMENT SYSTEM:

Every child is issued a digital homework diary in which the teachers and students will write their daily homework requirements. Any memos from school will be placed inside this diary for parents to receive any new information regarding activities and events in school. Parents are encouraged to write any notes of concern to teachers and teachers will respond through it. This year all school memos and some homework will be sent home via our on-line learning management system that each student has access to. Report cards, grades and exam results will also be accessible on this system.

MONTHLY NEWSLETTERS:

Every month, your child's English teacher will send home a newsletter informing parents of what their child has covered in the classroom in core subjects. This newsletter will include themes, topics, academic skills being taught, special projects and events. There will be space provided for parents to make comments that can be returned for the teacher to read. This will enable parents to better follow their child's progress.

PARENT-TEACHER CONFERENCES:

Two formal parent-teacher conferences are scheduled each year. All Teachers will be available to meet with parents to discuss the child's areas of strength and weakness and offer suggestions for possible courses of action. The teacher may initiate additional meetings at other times. Parents may be called, for example, if a child displays moderate to severe behavior problems, academic difficulty, or if a change in the child's normal behavior occurs.

Parents may request an additional conference by means of a note or call to the School Administration to make an appointment. **Teachers have very engaging and busy days and cannot be made available to meet with parents without a prior appointment.**

REWARDS AND SANCTIONS SYSTEM FOR THE PRIMARY STAGE

We will be implementing a new whole school system of sanctions and rewards called, 'Golden Rules and Golden Time' in our Elementary Stages. This system is a highly motivating positive reward system that reinforces the schools moral values and rules that children of this age usually respond very well to.

- The values that underpin golden rules are:
- Respect for others.
- Respect for self.
- Respect for our immediate and wider environment.

Golden Time is a scheduled time - a **privilege time** that all classes receive once a week. It's a reward system that is structured to reinforce the moral values - the Golden Rules. Golden time is a scheduled time that everyone gets. It's a time filled with fun activities. Children have a choice: to behave well or to break the golden rules. If they break the rules they must accept the consequences of their actions and will lose minutes of golden time by having time out while other children engage in Golden Time Activities.

It is an excellent way of helping to build the child's inner control.

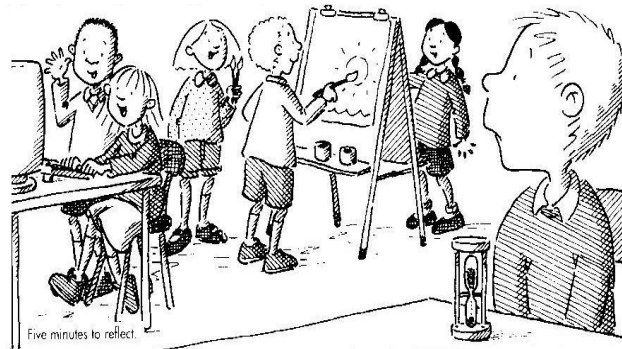
Golden Time can be earned back by positive behaviour. Each month we present the children who have not lost any Golden Time with a Golden Certificate.

We will provide an array of incentive stickers and certificates to hand to children on a regular basis the words are chosen to echo the words highlighted in the rules which say things like:

Well done for being gentle; Thank you for being positive towards others; I have listened well etc.

We also have a Community Golden Wall on which the names of those children who do not break the "no hands, no feet", rule get proudly placed on a Golden Brick.

The Golden Rules and the Class Behavior Agreement will be posted in all classrooms and a copy of the classroom agreement will be sent home for you to keep. We would like to ask for your support and cooperation in applying this system to help our young ones to grow into well-behaved, responsible and caring young people.



DISCIPLINE POLICY FOR PREPARATORY & SECONDARY SCHOOL

The discipline policy is designed to maintain a social and academic environment contributing to the highest achievable levels of education at school. It establishes the rules and defines the consequences of breaking those rules. The aim of this discipline policy is to regulate the conduct of pupils and enable them to:

- Respect the rights all members of the school community;
- Respect the environment in which they work;
- Uphold good behavior, self-discipline and self-respect;
- Prevent and turn away bullying;
- Take responsibility for their actions;
- Work hard to achieve the highest standards of which they are capable;
- Complete assigned work.

SCHOOL RULES

Students shall:

1. Arrive to school and to class on time.
2. Attend school in an orderly and respectful manner at all times.
3. Come to class prepared with all the necessary implements, notebooks and materials.
4. Complete homework assignments in a timely fashion to the best of their ability.
5. Switch off mobile phones during the entirety of the school day.
6. Not bring mp3 players and games devices to school.
7. Wear only the school uniform as set forth in the Parent/Student Handbook. No jewelry, necklaces, bracelets, ornaments and make-up are permitted. Girls may wear one stud in each earlobe. Boys shall not wear long hair and girls shall tie their hair back.
8. Not cheat, nor shall they submit the work of others as their own (plagiarism).
9. At all times, address fellow students, teachers and members of staff in a polite, respectful tone.
10. Not use abusive and vulgar language.
11. Neither individually nor collectively in small groups, either verbally or bodily threaten a fellow student, a teacher or a member of staff.
12. Not disrupt the orderly conduct either of lessons or of activities held within and outside the school.
13. Respect the properties of the school, fellow students, teachers and staff.
14. Not have in their possession any prohibited items, including but not limited to:
 - Weapons, including toy weapons;
 - Knives;
 - Alcohol;
 - Illegal drugs;
 - Stolen items;
 - Cigarettes, tobacco and cigarette papers;
 - Fireworks; explosive and flammable material;
 - Inappropriate images; and
 - Any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence, to cause personal injury to and/or damage to people and property.

BUS RULES

- Be sure your child is at his/her pick up point on time as the buses are NOT allowed to wait.
- Eating on the bus is forbidden, though students may drink water.
- Students are expected to sit quietly and obey the instructions of the bus matron and teaching staff.
- At the end of the day, someone must be present on the street to collect your child from the bus. The matron has been instructed not to leave other children unattended on the bus. She cannot deliver your child to the door.
- All students must remain seated while the bus is moving.
- Students are expected to respect the school bus property.
- Students should use talk in quiet voices and avoid shouting.

- Students should keep their hands and feet to themselves.
- Bullying, harassment, and name-calling will not be tolerated.
- All students are expected to always display respect toward the driver and bus matron.
- Fighting will result in an automatic bus suspension, no matter who starts the fight.
- Children are not allowed to change from bus to car unless they have written permission from their parents, which must be forwarded to reception first thing in the morning.
- Changing buses is not allowed except in case of an emergency permission must be obtained from the Operations Manager.
- Any change of travel arrangements must be notified to the school, by telephone, before 11.00am. it will also be appreciated if you can inform the class teacher by writing a note in the students channel book – please ensure that your note is written on the correct, dated page so that we do not miss this vital information. It is not appropriate to expect the bus matron to pass on this information.

ATTENDANCE

We expect students to aim for 100 % attendance. Certificates and badges are awarded to students who have achieved 100% attendance and are always on time. Please help your children to be in on time, this is a life skill that they will need for the rest of their lives

ABSENCE

A letter from the parents is required for one or two days absence due to illness. For three days or more a doctor's note must be given to the teacher. Special permission is needed from the Principal if absent from school for a non- medical reason. Student may receive homework on the second day of their absence. Homework collection should not be requested for less than two days of absence.

SCHOOL DAY

Student Arrival	7:30
Morning Assembly	7:45 – 8:00
First lesson begins	8:00
Last lesson ends – Student dismissal (Sunday : Wednesday)	2:45
Last lesson ends – Student dismissal (Thursday)	2:10
Busses Depart (Sunday : Wednesday)	3:00
Busses Depart (Thursday)	2:20
Staff playground duty ends	3:00

- Late arrival:
Students who arrive late should go to the reception and get a late slip, and then go to class.
- Early Arrival:
School gates do not open before 07:00. Students must remain in designated areas until 7:30 when teachers start their duties.
- Early Departure:
Students who want to leave school early must bring a note from parents explaining when he \ she needs to leave and why. The note must be brought to reception first thing in the morning.
- Late Pick-up:
School finishes at 3:00. After this time, there will be no supervision.

- **Please note:** Students who are tardy to school or check out early for any reason every 3 times will be considered absent from school for one day.

DRESS CODE

UNIFORM GUIDELINES:

All Smart City students are expected to be properly groomed for school and to wear the school uniform daily unless otherwise announced by the Administration.

The SCS uniform must be purchased from the uniform shop, including the school jacket in winter. Please note that students are not allowed to wear any article of the P.E uniform on a day with no P.E classes. All items of clothing should be clearly labeled with their name and class.

Smart City Schools place much value in the good appearance of its students, so please note that:

1. Girls with long hair must wear it tied back and boys' hair must be cut in a short, tidy style.
2. Make-up, dyed hair and nail varnish are not allowed.
3. Girl's scarves should only be grey, white or black.
4. Jewelry may not be worn except small, stud earrings. Hooks and dangling earrings are not allowed.
5. Athletic shoes are allowed on PE days.
6. High heels are not allowed.

SANCTIONS AND PENALTIES

The type of sanctions applied in response to violations of the school rules will vary depending on the nature of the offense. Offenses are classified into three categories – Class A, Class B and Class C, each representing declining levels of severity.

CLASS A OFFENSES

- Extreme physical violence.
- Serious ICT Misuse (Internet/Mobile phones/ Facebook or similar)
- Abusive language/physical violence directed at a member of staff.
- Possession and/or usage of drugs, alcohol or other substances (e.g. solvents) in school.
- Carrying illegal weapons such as Swiss knives, electric shock devices, etc.
- Possession/use of tobacco/cigarettes.
- Possession of any object belonging to others without a reasonable explanation (theft).
- Any other incident considered sufficiently serious by the Head teacher.

FIRST OFFENSE	Results in an immediate in-school suspension while the matter is being investigated. A 1-3 day out-of-school suspension may also result and parents must accompany their child back to school at the end of this suspension to agree on an action plan to rectify the student's behavior.
SECOND OFFENSE	Warning of expulsion
THIRD OFFENSE	Possible Expulsion in accordance with the law

CLASS B OFFENSES

- Possession of any of the prohibited items set forth in the rules. (The school has the right to search pupils suspected of carrying a weapon).
- Possession and/or use of dangerous substances or items to include matches, lighters, fireworks, chemicals, laser pens etc.

- Threats of violence/disorder, incitement to violence/disorder, and engaging in acts of violence and disorder.
- Persistent and malicious refusal to follow school rules.
- Being sent out or removed from lessons on more than one occasion for poor behavior.
- Acts of vandalism or damage (including incitement).
- Persistent and/or malicious disruption of teaching and learning.
- Persistent defiance and/or disrespectful behavior towards members of staff.
- Exiting a lesson without permission.
- Bullying, acts of aggression and violence towards fellow students.

FIRST OFFENSE	Confiscation of prohibited item, in school detention, and contacting parents.
SECOND OFFENSE	A 1-3 day suspension at the discretion of the Head of Section and the Principal. Students shall return to school only when accompanied by their parents at the end of the suspension period.
THIRD OFFENSE	5-day suspension with warning of possible expulsion in accordance with the law.

CLASS C OFFENSES

- Late arrival to class.
- Not wearing the proper school uniform.
- Not doing homework.
- Not getting copybooks or materials needed during the classes.
- Inappropriate behavior during the morning line and break time.
- Inappropriate use of the Internet/email/mobile phones or similar
- Unacceptable language with other students
- Using inappropriate language and behaving inappropriately with staff and teacher.

FIRST OFFENSE	Verbal warning and discussion of the offense with the class teacher.
SECOND OFFENSE	Detention during break supervised by the teacher with whom the violation occurred.
THIRD OFFENSE	Up to a full day's detention and exclusion from classes in school.
FOURTH OFFENSE	Contacting the student's parents to advise them that the next offense will lead to an out of school suspension
FIFTH OFFENSE	A suspension of 1-3 days at the discretion of the head of section and the Principal.

OTHER OFFENSES

UNIFORM

FIRST OFFENSE	Verbal Warning. Secondary students shall sign an acknowledgement of that warning
SECOND OFFENSE	Denial of access to class in the first period and contacting the parents.
THIRD	Contact parents, who shall either bring the uniform or take their child home. Should the child not be collected, the student shall be denied permission to enter class for the full day.

MOBILE PHONES

Mobile phones are to be switched off at all times. There shall be periodic checks undertaken by members of staff and any device found to be in silent mode represents a violation of the School rules and shall result in the following:

FIRST OFFENSE	Verbal Warning for a phone either heard or seen.
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SECOND OFFENSE	Confiscation of the phone for a period of time determined at the discretion of the Head of Section.
THIRD OFFENSE	Permanent confiscation of the device until the end of term.

REWARDS AND ACADEMIC RECOGNITION

We at SCS recognize that an essential part of any rules and sanctions system is a concomitant rewards system that recognizes success and respectful behavior. We have a variety of awards systems including:

Student of the Month (for character traits)

Highest Academic Achievement (per term)

Sportsmanship Achievement (per term)

STUDENT HEALTH & HYGIENE

The school employs a qualified nurse and a part time doctor in the medical clinic on site. If a student is unwell they will be sent from class or may go from the playground to the clinic. All visits to the clinic are recorded in the medical log.

In all cases where an accident involves a serious injury, e.g. broken bone, the parents will be contacted immediately and either asked to collect the child and take them to hospital. Please keep your contact details up to date so that we are able to contact you should we need to do so.

CHILDREN ON MEDICATION

If for any reason, your child is taking medication and it needs to be administered during the school day, it needs to be sent in with a note from the doctor or parent as to the dosage.

CHILDREN WITH INFECTIOUS DISEASES

During childhood children may contract various infectious diseases. If this is the case please keep your child at home and follow your doctor's advice but also contact us to let us know so that we can notify other parents where appropriate.

CAFETERIA/SNACKS

During students' break times, the Cafeteria provides a selection of warm and cold foods and drinks for the students from KG1 to Year 12.

Parents may wish to supplement this by arranging for their child to bring a packed lunch to school. If this is the case, please ensure that your child has a lunch box for his/her lunch items.

As part of our emphasis on healthy food choices, we recommend the following:

- A sandwich containing fresh natural ingredients, such as salad, cooked meat, jam or cheese. Please do not send chocolate spread;
- Fresh fruit or vegetables;
- Biscuits (without chocolate);
- Water and/or juice. During hot weather it is essential that your child has sufficient water or juice. Please, use non-breakable containers; no glass bottles as these can shatter and possibly result in injury;
- Sweets, carbonated and/or "high energy" drinks are not permitted in school.
- CHIPSY and PEPSI or COKE are NOT allowed on the school campus.

LOST AND FOUND

Parents are URGED to mark all their children's personal belongings with the child's name in permanent ink or with a nametag. The School maintains a "Lost and Found" box on the school campus, please ask at the Reception.

CONTACTING THE SCHOOL

1. **E-mail:** this the most effective way of communicating with us. With any questions or comments about an incident at school or our child's academic development.
2. **Telephone:** you can contact SCS via telephone (01125810000- 01022590000 – 01119776999-01146150000)
3. **Appointments:** you may make an appointment to meet the Director, the Principal or Heads of Department to schedule a meeting 3 days in advance by calling the school receptionist.
4. **Follow – up channel book:** please write any comments or questions you have to your child's teacher in the channel book.(forms 1, 2 only)

NB: Response: Always allow 2 working days for response after you've contacted the school. In doing so we can ensure that all the information has been gathered and that the most suitable solutions to problems can be found.

IMPORTANT UPDATE

This year LMS will be our main online platform where all face to face communication and assignment uploads will be completed online. Please note the students will have their LMS usernames and passwords. All students should sign on to LMS Teams prior to their book pickup so that they may seek technical advice during this time if needed.

TUITION AND FEES PAYMENT POLICY

POLICY

It is the expectation of the *Smart City Schools* that all fees, as published by the school, be paid in accordance with the corresponding yearly fee schedule and within the stated timeframe.

GUIDELINES

- **Application Fees:** Application fees are applicable to new students only; they are due at the time of application and are non-refundable.
- **Tuition fees:** are to be paid in three installments.
- **Transportation charges:** are paid in one full payment during the first 2 weeks of September
- Fees Payment Allocated Period:
 - 1st installment:
40% of tuition fees+ All Bus fees
During the first 2 weeks of June
 - 2nd Installment:
30% of tuition fees
During the first 2 weeks of September
 - 3rd Installment:
30% of tuition fees
During the first 2 weeks of December
- **Other Fees:** May be charged for special programs or activities. Trips fees are based on the cost of the specific activity. These fees are billed separately and are not included in the tuition.
- **Late Fee:** Outstanding dues will be systematically reported and may be charged by late fees.
- **Refund Policy:** If there are any changes to your plans and you find that you need to leave *SCS* please notify the school in writing before July 1st. By doing so you are eligible to a refund of the full re-enrolment fees paid minus 20% administrative charges. There will unfortunately be no refund of re-enrolment fees after July 1st
- Notes:
 - The payment of 10% of tuition fees (Re-enrolment fees) during the month of April is vitally important to secure a place at *SCS* for the next academic year. Delay in payment may mean that the student's placement cannot be guaranteed.
 - The school reserves the right to refuse personal cheques from parents.

Payment options:

1. Tuition Fees are to be paid in Egyptian Pounds at the **CIB** bank.
 2. Visa and MasterCard are accepted.
- Payment by bank transfer

	CIB
Account number	100038464099

- If you choose to deposit the school tuition in the school bank account by hand or pay the tuition directly by bank transfer, **please make sure to include the student's name, class and computer number on the documentation.** If you do not follow the above procedure, then there is no confirmed way that the school Accounts Department can keep their statements up to date.

N.B. YOU ALSO HAVE THE OPTION TO PAY BY CIB CREDIT CARD AND PAY ON 12 MONTHS INSTALLMENT WITHOUT ANY INTEREST TO THE BANK DIRECTLY.

- 5 PERCENT PENALTY WILL BE ADDED TO THE REMAINED SCHOOL FEES BY DECEMBER

- ANY DISCOUNTED RATE WILL BE CANCELLED IF THE SCHOOL FEES HAVEN'T BEEN PAID BY DECEMBER