

THE MCE TIMES



Monday 28 August 2017

Dear Parents

May I extend a very warm welcome to Malvern College Egypt to all our new students and parents, and a huge welcome back to our existing families. I hope that you have enjoyed your summer holidays and are looking forward to the upcoming Eid vacation with your children. All the staff are looking forward to welcoming you and your family to MCE on Wednesday of this week.

Contained below is crucial information for you as we approach the beginning of the academic year.

Orientation Day Information – Wednesday 30th August

This is a chance for you to come to school with your children and familiarise yourselves with the location of your child's class/form room as well as meet their class/form teacher. It is not a school day, there will be no activities for children and no staff will be available to supervise them. It is simply a chance for you to come in and see staff. You may come at any time from 9:30am to 3:30pm – please let us know by telephone if you will be attending and roughly what time. This will help us provide a better service for you.

ID Cards

As safety and security are our main concern, please send your photographs and a copy of your ID to the admissions office aya.algawish@malverncollege.edu.eg - please note that we require photographs for any family member in charge of your child's pick up, including guardians, extended family members, drivers and nannies.

Parent ID cards can be ordered through the Admissions Office. You will need this to enter The College Campus otherwise you will have to provide a picture ID and sign in as a visitor each time. For fire safety reasons please sign in at the school Reception when you arrive even if you have a parent ID card.

Parking

With the service road still under construction, parking will be tight this year. Parents can park either along the road at the front of the school, or along the side road. Please follow the instructions of the operations and security team who will be guiding you to available parking spots and running the in and out system. We will be trying to ensure as simple an operation as we can. Your cooperation is greatly appreciated

Entrance to the School Building

After parking, please enter the school campus by any of the open gates. However, you must enter the building through main Reception entrance for security and information purposes. Signs and security staff will guide you.



Uniform

The College Uniform Shop is open as follows:

Sunday to Thursday 9am – 2pm. All students must have correct school uniform.

PLEASE NOTE THAT THE UNIFORM SHOP WILL NOT BE OPEN ON WEDNESDAY 30TH AUGUST.

This is because the shop will not be able to accommodate so many people at the same time. Last year was too busy and resulted in large queues for parents and students. We want to avoid this again this year.

The uniform shop is open, however, on Wednesday 6th and Thursday 7th September.

If you have been unable to purchase all the items you needed, your child will need to come to school dressed smartly and appropriately until their uniform is ready.

A further reminder to parents that Year 6 are in Primary School this year and will be wearing the blue school shirt.

First Day Arrival Information– Sunday 10th September

Please bring your child to school between 07:30 – 8:00 am on the first day of school. (The children should normally be at school at 7:40 am.) Please come to the main school Reception area where a member of the administration team will meet you. Please **do not** arrive any earlier than 7:30 am or just drop your child off.



Buses

The buses will be running in the morning of September 10th. Our Bus Office will be contacting you shortly with pick up and drop off times. With new students joining us all the time, these timings do change so we are currently running dummy routes so that we can be as accurate as possible.

All students can ride the bus on the first day or can be dropped off if you prefer. Please contact the Bus Office of your plans for this day if you have signed up for the bus, but would like to drop your child off that day. Sara.Hegazy@malverncollege.edu.eg

Car Drop Off

The road to the entrance to school is very narrow and we have a strict one way, one lane entry and exit system in operation. Please obey the directions of the transport team on duty in the mornings.

With the service road under construction, ignoring instructions will cause great problems for other parents as well as being very unsafe. It may involve you waiting a short time before dropping off. Your patience and cooperation is greatly appreciated.

Parking

All parking is at the side and behind the building. There is NO PARKING outside the front of the school at all times. This is in case of fire; emergency services must have access, and for the bus fleet at the end of the school day.

General Information



MALVERN COLLEGE EGYPT
MCE Academic Year Calendar
2017-2018

Calendar showing months from August 2017 to July 2018. Includes a legend for Public or Religious Holidays, School Holidays, INSET days, Half Term/Exam/Revision Days, and Parent Teacher Consultation Days.

Calendar

If you are still uncertain about dates, please click on <http://malverncollege.edu.eg/mce-school-calendar/> or look directly on our website under School Life.

Timings of the Day

This is also on our website at the same page. It is on the left hand side of the page when you scroll down <http://malverncollege.edu.eg/mce-school-calendar/>

For the first week of term, the College day will run until 3:10pm for all students before splitting into our regular timings week beginning 24th September when our activities programme begins.

Key Dates for the Autumn Term

Please look on our website <http://malverncollege.edu.eg/mce-school-calendar/> to find some key dates for your diaries during the first term. Please note that these are correct at this time but may change due to outside circumstances.

Co-Curricular activities

A detailed co-curricular programme will be sent to you once the school year begins.



	Sunday	Monday	Tuesday	Wednesday	Thursday
SALAD	Cucumber / Carrot Sticks	Cucumber / Carrot Sticks	Cucumber / Carrot Sticks	Cucumber / Carrot Sticks	Cucumber / Carrot Sticks
LINE A	Vegetable Rice, Chicken Strips, BBQ Sauce	Rice, Oriental Potatoes, Grilled Kofta	Rice, Grilled Chicken	Patatoes, Chicken Mushroom Sauce	Rice, Zucchini Gratin with Minced Meat
LINE B	Pasta Red Sauce, Grilled Chicken	Pasta White Sauce, Grilled Chicken	Pasta Napoli, Roast Chicken	Spaghetti Bolognese	Chicken Strips, French Fries
VEGETABLE	Peas & Carrots	Okra	Molokhia	Vegetable Fritata	Zucchini
DESSERT	Seasonal Fruit Slices	Seasonal Fruit Slices	Seasonal Fruit Slices	Seasonal Fruit Slices	Seasonal Fruit Slices

Lunch Card Charging

Lite Bite is our school caterers. Lunch is paid by means of a "swipe card" where credit can be paid for and stored on your child's card. Finance department will have already sent you a link on how to pay online. Alternatively you can charge it at the school finance department via credit card only or via the schools bank account details.

You can pay in advance up to a MAXIMUM of 5000EGP and a MINIMUM 1000EGP. We will notify you when your balance has dropped to 500EGP. Lunch cards can be arranged from Sunday to Thursday, 9 am to 2 pm.

Please note that without prior payment, a packed lunch must be brought as no meal will be served.

Packed Lunch from Home or School Lunch?

This is up to you. All students except our youngest children will have access to the dining room to eat their lunch with their friends. School Lunch will run from Sunday 10th September. Please note that MCE is a NUT FREE environment. We have some children with severe allergies to nuts.

Water Bottles

Please supply your child with a water bottle so that they can keep rehydrated at all times in their classes. There are many water dispensers around the College.

Sleeping at School

Our very young students in Pre-Nursery and Nursery may well have a nap during the afternoons. Students older than this do not need to take a nap during the day. Obviously, students who are not feeling well may need to sleep in the medical clinic.

Summer Works Update

There have been many improvements made during the summer. Below are some of them:

1. Science Preparation Room received a split A/C unit.
2. IT Upgrade.
3. Improved Wi-Fi provision.
4. 17 new classes are now furnished and ready, with air purifiers.
5. Parents Portal - Parent e-mails and passwords are currently being created.
6. New Early Years gates have been installed.
7. New tables and chairs have been put in the Piazza.
8. New benches in the Early Years outdoor space and for spectators by the basketball court. They have also been placed at quieter areas of the playground.
9. The Sports Hall has been delayed due to water and electricity issues for this building.
10. School Theatre we are hoping will be ready in the near future. Seating and flooring just needs to be added.

Swaps and changes

Mrs. Dibb-Holland has moved into Mr. Kittermaster's old office

Mr. Kittermaster is now on the first floor at the end of the corridor in the old reprographics rooms.

Upcoming Events

Please note that these dates do change as we add more fixtures and charity events.

AUGUST	EVENT	TIME
27 - 29	School Uniform Shop Open	9:00 – 2:00
30	Open Morning – Meet Your Teachers	
31 Aug – 5 Sept	Eid Holiday – College Closed	
SEPTEMBER	EVENT	TIME
6-7	College open for Administration and Uniform	08:30
10	First Day of Term	07:45
12	Pre- Nursery, Nursery & Reception Parent Information Session – Learning in the Early Years	08:30
19	Parent Information Session - Swimming at MCE	08:30
19	Headmasters Coffee Morning – Primary parents	10:00
20	Headmasters Coffee Morning – Secondary parents	10:00
21	Islamic New Year Holiday – College Closed	
24	CCA's Begin	
26	Parent Information Session Y1 & Y2 Hearing Your Child Read	08:30
26	Parent Information Meeting - Homework in Primary School	10:00

Warmest regards

Duncan Grice
Headmaster