

FROM LEGACY TO A BRIGHT FUTURE



BRIGHT
NOZHA SCHOOLS

PARENT HANDBOOK

“

This Guide is intended to assist both parents/guardians and students to know about the schools' regulations and to keep them updated with the school staffs, and to establish effective communication between home and school to achieve the best results we hope for our beloved students.

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Introduction

The Parent's Guide is designed to serve as a comprehensive reference for both parents and students, offering clear insight into the school's philosophy, systems, and policies, while also introducing our administrative and academic teams. More than just a handbook, it represents a bridge between home and school — fostering transparent, effective, and sustainable communication. Through this shared partnership, we aim to ensure that every student thrives academically, socially, and personally, achieving the highest standards of success.



OUR MISSION

- Our mission is to provide a supportive and academically enriching environment where students are guided to reach their full potential while developing confidence, responsibility, and a strong sense of belonging.
- We strive to balance academic excellence with the emotional and personal support that helps students thrive throughout their school years. At BNS, education goes beyond lessons and exams; it also embraces character, wellbeing, participation, and personal growth.



OUR VISION

- Our vision is to build on the legacy of BNS Schools while preparing students for a changing future. We aim to offer families a trusted school community where national and international pathways are delivered with care, structure, and a clear focus on student success.
- BNS Schools is evolving with purpose: keeping the warmth of its history while strengthening its academic pathways, student life, and future readiness.



Core Values – BRIGHT

B – Belonging

We foster a supportive school community where students feel valued, respected, and encouraged to grow with confidence.

R – Respect

We promote kindness, responsibility, acceptance, and mutual respect within and beyond the classroom.

I – Integrity

We encourage honesty, accountability, ethical behavior, and doing what is right even when no one is watching.

G – Growth

We believe learning is a continuous journey that nurtures curiosity, resilience, progress, and personal development.

H – Humanity

We encourage empathy, compassion, and positive contribution to the wider community and the world around us.

T – Teamwork

We value collaboration and believe strong partnerships between students, educators, and families help every learner succeed.

Founders' Message – Bright Nozha Schools

Welcome to Bright Nozha Schools — the continuation of a proud legacy built nearly forty years ago, now renewed with fresh vision and a bold outlook for the future.

From the very beginning, our conviction has been clear: education paired with values is the foundation for raising a generation capable of uplifting society and meeting the future with confidence.

As Bright Nozha Schools embarks on this new chapter, our mission remains true to its roots enriched and evolved to meet the demands of a rapidly changing world.

We see every student as a unique story waiting to unfold. Our responsibility is to nurture their academic, creative, and personal growth in a supportive environment that embraces innovation, respects individuality, and champions excellence.

Education, to us, is a shared responsibility — between school, family, and community. This partnership is what makes the difference, empowering our students to build their future with knowledge, resilience, and belonging.

Bright Nozha Schools is more than an institution. It is a living journey of transformation rooted in heritage, reaching confidently toward a brighter future.

الهيكل الإداري للمدرسة



Dr. Kamel El-Maghraby

Chief Executive Officer (CEO)



Mr. Hossam El-Maghraby

CTO & Assistant to CEO



Ms. Latifa El-Maghraby

Deputy CEO & Executive Director



Ms. Hoda Youssef

Head of Secondary Stage



Dr. Fatma Suleiman

Executive Advisor to the CEO &
Director of the Kindergarten
and Primary Stages



Ms. Hoda Safy El-Din

Head of Preparatory Stage



Ms. Abeer Hussein

Headmistress of Kindergarten



Ms. Hala Abou El-Ela

Headmistress of Preparatory Stage



Mr. Mahmoud Mubarak

Headmaster of Secondary Stage



Ms. Amal Essam

Headmistress of Primary Girls' Stage



Ms. Enas Sami

Headmistress of Primary Boys' Stage

Academic Team

Kindergarten Stage

- Ms. Rania Sayed – Head of English Department
- Ms. Doaa Magdy Ali – English & Mathematics Supervisor (Pre-KG & KG1)
- Ms. Nelly Ali Lotfy – English & Mathematics Supervisor (KG2)
- Mr. Ahmed Attia – Head of Arabic Department
- Ms. Hend Hassan – Arabic Supervisor (Pre-KG & KG1)
- Ms. Zeinab Hussein – Arabic Supervisor (KG2)
- Mr. Mahmoud Ibrahim – Art Supervisor
- Mr. Nashaat Abdelkader – Physical Education Supervisor
- Mr. Ehab Ibrahim – Music Supervisor
- Mr. Heshmat Abdelhakim – Quran Supervisor

Primary Stage

- Ms. Rania Sayed – Head of English Department & English Supervisor (Grades 4-6)
- Ms. Nelly Ali Lotfy – English Supervisor (Grade 1)
- Ms. Nourhan Yahia – English Supervisor (Grade 2&3)
- Mr. Ahmed Attia – Head of Arabic & Religious Studies Department
- Ms. Zeinab Hussein – Arabic Supervisor (Grade 1)
- Ms. Amal Ahmed Mohamed Ali – Arabic Supervisor (Grades 2-3)
- Mr. Mohamed Ismail – Arabic Supervisor (Grades 4-6)
- Ms. Sanaa Ibrahim. Religious Supervisor (Grades 1-3)
- Ms. Gehad Samir. Religious Supervisor (Grades 4-6)
- Ms. Reem Safwat – Mathematics Supervisor (Lower Primary)

Academic Team

- Ms. Shaimaa Reda – Mathematics Supervisor (Upper Primary)
- Ms. Mona Mohamed Rizk – Science Supervisor
- Mr. Mahmoud Riyad – Social Studies Supervisor
- Ms. Ghada Labib – German Supervisor
- Mr. Mahmoud Ibrahim – Art Supervisor
- Mr. Nashaat Abdelkader – Physical Education Supervisor
- Mr. Ehab Ibrahim – Music Supervisor
- Mr. Heshmat Abdelhakim – Quran Supervisor
- Ms. Sanaa Ibrahim – Religious Studies Supervisor

Preparatory Stage

- Mr. Mohamed Ibrahim – English Supervisor
- Mr. Ahmed Attia – Head of Arabic & Religious Studies Department
- Ms. Sanaa Abdelbasset – Arabic & Religious Studies Supervisor
- Ms. Esraa Mohamed – Mathematics Supervisor
- Mr. Abu El-Nasr – Science Supervisor
- Mr. Mahmoud Riyad – Social Studies Supervisor
- Ms. Ghada Labib – German Supervisor
- Ms. Sahar Zaki – French Supervisor
- Mr. Mahmoud Ibrahim – Art Supervisor
- Mr. Nashaat Abdelkader – Physical Education Supervisor
- Mr. Ehab Ibrahim – Music Supervisor
- Mr. Ashraf Abdelmoaty – Quran Supervisor
- Ms. Sanaa Ibrahim – Character Building Supervisor

Academic Team

Secondary Stage

- Mr. Ehab Moussa – English Supervisor
- Mr. Hamed El-Sayeh – Arabic Supervisor
- Mr. Ashraf Shaker – Religious Studies Supervisor
- Mr. Alaa Abdelkader – Mathematics Supervisor
- Mr. Abu El-Nasr – Science Supervisor
- Mr. Mohamed Mostafa – Social Studies Supervisor
- Ms. Nevine Gamal – Psychology & Philosophy Supervisor
- Ms. Ghada Labib – German Supervisor
- Mr. Mahmoud Ibrahim – Art Supervisor
- Mr. Nashaat Abdelkader – Physical Education Supervisor
- Mr. Ehab Ibrahim – Music Supervisor
- Mr. Ashraf Abdelmoaty – Quran Supervisor

Bright Nozha Schools Family Commitments

Our Commitments to Students and Families

At Bright Nozha Schools, we are dedicated to cultivating an outstanding educational community built on excellence, integrity, and respect. As part of this commitment, we pledge to:

- **Bring Together Excellence:** Attract and unite the finest teachers and most promising students to create a vibrant community that upholds principles, rights, and values, while implementing effective strategies and policies aligned with our mission and vision.
- **Unlock Student Potential:** Provide rigorous academic instruction and real-world experiences that empower students to reach their full potential, preparing them to become responsible citizens and distinguished representatives of Bright Nozha Schools in universities and future careers.
- **Ensure Safety and Well-Being:** Maintain a safe, inclusive, and supportive environment where both students and staff can thrive academically, socially, and emotionally.
- **Nurture Talents:** Recognize, develop, and celebrate each student's unique talents and abilities.
- **Promote Positive Conduct:** Monitor behavior with fairness and consistency, while guiding students through constructive measures when growth and correction are needed.
- **Safeguard Every Student:** Apply a comprehensive supervision framework that prioritizes student safety and well-being throughout the entire school day.

What We Expect from Teachers

- Prioritize student safety inside and outside the classroom.
- Demonstrate expertise in their subject areas while integrating modern educational tools and technologies.
- Treat every student with fairness, respect, and courtesy.
- Support students' growth and foster self-confidence.
- Guide students to use resources effectively and connect learning to real-life applications.
- Strengthen intellectual skills through regular assessments and personalized improvement plans.
- Encourage independence by applying active, positive, and student-centered learning strategies.

What We Expect from Students

- Follow school rules with punctuality and wear the uniform with pride.
- Express opinions respectfully without diminishing the dignity of others.
- Refrain from all forms of bullying.
- Uphold proper conduct both on and off campus.
- Represent Bright Nozha Schools honorably in every event and setting.
- Maintain personal hygiene, care for books and facilities, and avoid damaging property.
- Submit assignments and assessments on time.
- Bring personal school supplies and respect others' belongings.
- Participate actively in school activities.
- Engage positively in learning and value education as a lifelong asset.

What We Expect from Parents

- Attend all scheduled parent-teacher meetings.
- Discuss daily achievements and progress with their children.
- Monitor assignments and ensure timely submission.
- Encourage students to explore and develop their talents.
- Help children reflect on both success and failure as valuable learning experiences.
- Ensure consistent attendance in on-campus and virtual classes.
- Respect school regulations and model positive behavior during visits.
- Interact courteously with staff and the school community.
- Take full responsibility for any damage caused by their child to school or personal property.



School Uniform



PE Uniform

KINDERGARTEN

(Summer Uniform)

School Day Uniform



- * Polo short sleeve sky fancy



- * Short navy blue (boys)



- * Skirt (with Short) navy blue (girls)



PE Uniform



- * T shirt short sleeve sky fancy



- * T shirt long sleeve sky fancy



- * Sweat pants navy blue

Primary (1st-2nd) grades

(Summer Uniform)

School Day Uniform



- * Polo short sleeve navy fancy



- * Short navy blue (boys)



- * Skirt (with Short) navy blue (girls)



- * T shirt short sleeve navy fancy



- * T shirt long sleeve navy fancy



- * Sweat pants navy blue

Primary (3rd-6th) grades

(Summer Uniform)

School Day Uniform



- * Polo short sleeve navy fancy



- * Short navy blue (boys)



- * Sweat pants navy blue (girls)



- * Long skirt navy blue (for grade 6 girls only)

PE Uniform



- * T shirt short sleeve navy fancy



- * T shirt long sleeve navy fancy



- * Sweat pants navy blue

Fall light jacket (if needed)





Preparatory

(Summer Uniform)

School Day Uniform



* Polo short sleeve sky fancy (boys)



* Polo long sleeve sky fancy (girls)



* Sweat pants navy blue (boys)



* Long skirt navy blue (girls)



PE Uniform



* T shirt short sleeve sky fancy (boys)



* T shirt long sleeve sky fancy



* Sweat pants navy blue

Secondary

(Summer Uniform)

School Day Uniform



* Polo short sleeve navy fancy (boys)



* Polo long sleeve navy fancy (girls)



* Sweat pants navy blue (boys)



* Long skirt navy blue (girls)



PE Uniform



* T shirt short sleeve navy fancy (boys)



* T shirt long sleeve navy fancy



* Sweat pants navy blue

Fall light jacket (if needed)



School Uniform

A Symbol of Identity and Discipline

The Bright Nozha Schools uniform is more than attire — it reflects our values, discipline, and sense of belonging. Wearing the uniform with pride is an essential part of representing our school community.

Important Notice:

The official Bright Nozha Schools uniform is available exclusively at the authorized outlets announced through the school's official social media channels. Students not in full uniform will not be permitted to attend classes.

Uniform Regulations

- Full compliance with the school uniform is required at all times — during school hours, field trips, and when representing the school at external events.
- Black shoes are mandatory for all grades.
- Female students who wear the hijab may use only navy blue or white headscarves.
- Jeans and tight trousers are strictly prohibited.
- The sports uniform may be worn only during Physical Education lessons.
- Accessories of any kind are not permitted for both boys and girls.

Student Discipline Policy

Based on Ministerial Decree No. 150 (2024)

Applicable for the Academic Year 2026 / 2027

First Degree Violations

Offense	Progressive Actions
Failure to stand properly, eat, or leave line during morning assembly.	1. Verbal Reminder 2. Second Documented Verbal Warning 3. Written Notice with Parent Notification 4. Partial Loss of Break Time
Being late to the first class without valid excuse.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Parent Meeting and Commitment Form 4. Loss of First Class Attendance Credit
Failure to wear the complete school or sports uniform, or inappropriate personal appearance.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Behavior Grade Deduction 4. Parent Meeting and Commitment Form 5. Possible Suspension (up to 1 week)
Failure to bring required books, supplies, or not submitting homework/assignments.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Deduction in Subject Grade 4. Parent Meeting and Written Commitment
Failure to follow positive classroom conduct (disruptive behavior inside or outside class).	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Behavior Grade Deduction 4. Parent Meeting and Written Commitment 5. Possible Suspension (up to 1 week)
Sleeping during class or school activities without valid health reason.	1. Verbal Reminder 2. Second Verbal Warning with Parent Contact 3. Written Notice with Parent Notification 4. Parent Meeting and Written Commitment
Failure to follow school regulations for movement during recess, stair usage, or unsafe play.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Temporary Denial of Group Activities 4. Assignment of Additional School Tasks 5. Possible Suspension (up to 1 week)

Second Degree Violations

Offense	Progressive Actions
Using electronic devices inside school premises.	1. Documented Verbal Warning + Device Confiscation for One Day 2. Written Notice with Parent Notification + Device Confiscation 3. Parent Meeting and Written Commitment 4. Device Confiscated for the Rest of the Term
Inciting fights, threatening, or intimidating other students.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Parent Meeting and Written Commitment 4. Assignment of Additional School Tasks 5. Possible Suspension (1–2 weeks or until end of term)
Vandalism of school property (writing on desks, damaging furniture, or buses).	1. Documented Verbal Warning + Obligation to Repair Damage 2. Written Notice with Parent Notification + Repair Obligation 3. Temporary Denial of Activities 4. Parent Financial Responsibility for Repairs
Cheating, attempting to cheat, or copying assignments, reports, or projects.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Parent Meeting and Written Commitment 4. Possible Suspension (1–2 weeks or until end of term)
Seizing property of others without permission (disrespect of private property).	1. Documented Verbal Warning + Returning Item 2. Written Notice with Parent Notification + Return of Item 3. Behavior Report Writing + Return of Item 4. Parent Meeting and Written Commitment 5. Possible Suspension (1–2 weeks or until end of term)
Leaving class during lessons, after recess, or going to clinic without permission.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Temporary Denial of Activity Participation 4. Parent Meeting and Written Commitment
Bullying in any form, defamation, or misuse of social media to harm peers.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Temporary Denial of Activities 4. Parent Meeting and Written Commitment

Use of inappropriate or offensive language.	5. Possible Suspension (1–2 weeks or until end of term) 1. Documented Verbal Warning with Guidance 2. Written Notice with Parent Notification 3. Parent Meeting to Assess Environment 4. Possible Referral to Behavior Specialist 5. Possible Suspension (1–2 weeks or until end of term)
Physical assault or intentional harm, even if claimed as play.	1. Documented Verbal Warning 2. Written Notice with Parent Notification 3. Temporary Denial of Activities 4. Parent Meeting and Referral to Behavior Specialist 5. Possible Suspension (1–2 weeks or until end of term)
Verbal or physical assault against school staff.	1. Written Notice with Parent Notification 2. Parent Meeting and Written Commitment 3. Possible Suspension (1–2 weeks or until end of term)
Smoking or using electronic cigarettes inside school.	1. Written Notice with Parent Notification 2. Parent Meeting and Written Commitment 3. Possible Suspension (1–2 weeks or until end of term)

Notes:

1. Parent's Undertaking

A written undertaking signed by the parent shall serve as a commitment that the mentioned violation—or any other violation stated in the Discipline Policy—will not be repeated. Should the student breach this commitment or commit any further violations, the school reserves the right to take all necessary legal and disciplinary actions in accordance with the Ministerial Decree.

2. Early Dismissal Policy

A student is permitted a maximum of 3 early dismissals per term (with an acceptable excuse) under the following conditions:

- A phone call must be made at least 30 minutes prior to the requested dismissal time.
- The student must be collected within 15 minutes of the parent/guardian's arrival at school.

We sincerely appreciate your cooperation in helping us provide a healthy and disciplined learning environment for our students.

School Transportation Service

At Bright Nozha Schools, student safety is our highest priority. To support families and ensure reliable access to school, we provide transportation covering more than 40 residential areas.

Key Guidelines

- Students must arrive at the pick-up point at least 5 minutes before the scheduled time. Buses will not wait for late students; parents must arrange alternative transportation.
- After school dismissal, buses depart on time. Late students must be collected directly by parents.
- If absent for two consecutive days, the bus will not stop on the third day unless the Transportation Department is informed.
- Students returning after absence must be accompanied by a parent, report to the school clinic with a medical certificate, and obtain clearance before joining classes.
- Full school uniform is required to board the bus (sports uniform on PE or trip days only).
- Students are expected to maintain cleanliness and behave responsibly on the bus. Running, rough play, or throwing objects is prohibited.
- Parents are responsible for any damages caused by their children.
- Students must follow the bus supervisor's instructions. Misconduct may result in suspension from transportation services.
- Kindergarten students must be received by an adult at the drop-off point; otherwise, they will be returned to school. Repeated incidents may lead to service suspension.
- If a student leaves with a parent instead of using the bus, this must be recorded in the departure log at Reception.

Daily Schedule

Consistency and punctuality are essential for a smooth school day.

- Morning Line begins at 7:20 AM.
- Dismissal:-
- Kindergarten: 1:45 PM
- Second Secondary: 12:15 PM
- Preparatory & First Secondary (Boys): 2:15 PM
- Preparatory & First Secondary (Girls): 2:40 PM
- Other Grades: 2:40 PM
- Students may not arrive before 7:05 AM and must leave school by 3:30 PM.
- Parents are kindly asked not to block entrances or park in unauthorized areas.
- Parents are not permitted to walk around the campus during dismissal.
- Reception and Parent Services operate from 8:00 AM – 2:00 PM.
- Important: Parents must promptly respond to school calls to ensure children's safety.

Homework Policy

- Homework is a vital extension of classroom learning. It reinforces lessons, builds responsibility, and promotes independent thinking.

Purposes:

- Reinforce classroom skills.
- Practice concepts and ideas.
- Complete tasks within set timeframes.
- Conduct research from various sources.
- Develop independence and responsibility.

Student Responsibilities:

- Check LMS regularly for homework, assignments, and revisions.
- Prepare all necessary materials.
- Complete written work neatly and carefully.
- Treat homework with the same importance as class attendance.
- Seek support when needed.
- Submit all assignments on time.

STEAM Education

Support is also available via the COLNN platform. STEAM Education

Bright Nozha Schools adopts the STEAM approach (Science, Technology, Engineering, Arts, Mathematics) to prepare students for the 21st century.

Key Benefits:

- Project-based and hands-on learning.
- Critical and creative thinking.
- Teamwork and collaboration.
- Future-ready technical skills.
- Connecting theory with real-life applications.

E-Learning Management System (COLNN)

COLNN is the school's official platform for learning, communication, and resource management.

Key Features:

- Official communication channel between parents, students, teachers, and administration (responses within 24 hours; 72 hours on Thursdays).
- Centralized access to learning resources.
- Personalized accounts for parents and students.
- Mobile app for Android and iOS with push notifications.
- Access to class schedules, grades, and recorded lessons.
- Virtual classrooms when required.

School Clinic

The school clinic provides routine and emergency medical care, monitors chronic cases, and coordinates vaccinations.

Key Services:

- First aid for urgent cases.
- Vaccination campaigns in coordination with the Ministry of Health.
- Immediate parent notification in case of illness or injury.
- Monitoring of chronic conditions (with prior notice from parents).
- Hospital referrals for serious cases.
- Medication only accepted in a labeled bag with written dosage instructions.

Important Notes:

- Students with contagious illnesses (e.g., chickenpox, measles) may not return until 21 days have passed and medical clearance is provided.
- Students with fever must remain home for at least 3 days.

Healthy Nutrition

Bright Nozha Schools promotes healthy lifestyles as part of holistic education.

- Students must eat breakfast before arriving at school.
- Students should carry sufficient water daily.
- The canteen is open only during break time.
- Students are encouraged to bring their own healthy meals and water bottles.
- Sharing food or drinks is not permitted.

Anti-Bullying Policy

The school maintains a zero-tolerance policy towards all forms of bullying. Students are educated about its harmful effects and are guaranteed a safe, respectful environment.

Social & Psychological Support Department

We value students' mental health as much as their academic success. Social workers and psychologists collaborate with parents and teachers to support personal development and address challenges.

Main Roles:

- Identify behavioral concerns and guide parents towards solutions.
- Recognize and nurture students' strengths.
- Diagnose learning difficulties and guide parents toward solutions.
- Support students with health or social conditions.
- Train staff on developmental needs at different ages.
- Build character, life skills, and ethical awareness.
- Address academic delays with corrective plans.
- Encourage community service to instill belonging and responsibility.

Official Communication Channels

At Bright Nozha Schools, we believe effective communication is the foundation of success. To ensure clarity and efficiency, families are kindly asked to use the following official channels only:

Accepted Channels

- COLNN Platform – the official, fastest, and most reliable channel for communication.
- Parent Services Office – available daily from **8:00 AM – 2:00 PM**.
- Direct Messages – via the school's official Facebook and Instagram pages.

Contact Details:

- Website: bns.edu.eg
- Email: info@bns.edu.eg
- Facebook: Bright Nozha Schools
- Instagram: [brightnozha](https://www.instagram.com/brightnozha)
- Customer Service: 01001617671 (Phone) / 01099947140 (WhatsApp)

Important: For the safety and efficiency of communication, messages sent through unofficial channels or personal accounts will not be considered.

For Inquiries and Communication:

Kindergarten Stage

Headmistress: 01222147257

Social Workers: 01001792951

Kindergarten Reception: 01001617681

Primary Stage (Girls) 01001797689

Primary Stage (Boys) 01001797673

Preparatory Stage (Boys & Girls)

Headmaster: 01001617689

Social Workers: 01222147243

Secondary Stage (Boys & Girls)

Headmaster: 01001792731

Transportation Department 01001797604

LMS Department 01281835600