

# STUDENT & PARENT HANDBOOK



**2026-27**  
**SECONDARY**  
**SCHOOL**

# WELCOME



Dear students and parents,

Welcome to the 2026/27 academic year at MBIS. At the start of the year, we always provide a handbook, to help you prepare and to know what to expect as you begin the new year. We hope that you find it useful and it answers some of the questions you may have before you start with us here in August.

The handbook covers key information such as uniform expectations, academic, sporting and creative events, our After-School Activities (ASA) programme, break and lunchtime structure, form groups and lockers, and home learning.

The handbook also discusses our House system and House Points rewards scheme, form tutors for this year, Student Council and other leadership opportunities. The final part outlines the Student Code of Conduct, and also provides this year's calendar.

You are most welcome to read this handbook in preparation for the new year and we look forward to seeing you in August. We also have specific policies on the [school website](#), that you are most welcome to read through.



A handwritten signature in black ink, appearing to read 'Mr. Rudd', with a long horizontal line extending to the right.

Mr. Rudd  
Head of Secondary School

# UNIFORM



We have three main types of uniform at MBIS. We have our normal school uniform, worn for most days of the school year. When students have PE, they are allowed to come in to school wearing their PE uniform. They can then change into their House shirts for the rest of the day, after the PE lesson. As well as this, students are also allowed to wear their House shirts with PE attire on days when we have our scheduled House events.

## School Uniform

MBIS polo shirt / MBIS Hoodie

Shorts/Trousers/Skort/Skirt\*

Navy/black socks

Polishable, smart, black, leather school shoes  
(not sports trainers or fabric).



# UNIFORM



## PE Uniform

For PE, students can wear:

MBIS navy PE shirt

Navy/black sports shorts or leggings

Navy/Black/White socks

Sports trainers



## House Shirts

The House shirts are:

Yellow - Air House

Green - Earth House

Red - Fire House

Blue - Water House



# CULTURE



We are incredibly proud of our students here at MBIS. They are constantly challenged to ensure proper and successful development and always rise to meet these. Students are provided with regular assessments in their subjects, as well as conducting examinations throughout the year. Students in Years 7 - 10 complete their end-of-year examinations in June, while Year 11 students have mock examinations in January, ahead of their final summer IGCSE examinations in May/June. Years 12 and 13 students have their mock examinations at the beginning of February and will sit their AS/A-Level examinations in May/June.

We use these examinations to check progress but also to ensure that our students are fully prepared, in terms of understanding examination timing and pressure, and to develop their individual study skills long before they take their final examinations at IGCSE and A-Level.

To make certain that every student can reach their highest level of performance, we expect students to conduct themselves positively at all times. Students have certain responsibilities during school, which are listed below:

- To treat others and the environment with consideration and respect at all times
- To listen when others are speaking
- To follow instructions from teachers and other members of staff
- To take responsibility for their own actions and reflect upon the choices made
- To ask for help when needed
- To do their best and to let others learn
- To observe school rules
- To be ready for lessons and to have the equipment that they need
- To dress in accordance with the school uniform policy

These responsibilities are taken from our Positive Behaviour Policy, which can be found on the [MBIS website](#). Our Student Code of Conduct can be viewed later in this handbook.

# EVENTS



Throughout the year, we encourage students to sign up for, and participate in, a range of activities outside of the classroom. These are either in-school, local, national or international and allow students the chance to challenge themselves in specific areas.

Students can take part in academic challenges such as the World Scholars' Cup, the UK Mathematics Challenge, Essay writing competitions, Year 7 Science Fair, and other academic challenges run in school or by the British Schools in the Middle East (BSME), which is a schools' group that we are a part of. Other academic and creative opportunities range from dramatic performances, art competitions (both in-school and internationally) and the Duke of Edinburgh International Award (for students aged 14+).

Furthermore, we have our unique sporting events, such as the annual Wadi Run and our Secondary Sports Day, which are great fun and also competitive, depending on everyone's own performance level.



## BSME Abu Dhabi Games: January 2026

# ASAS



We have a thriving After-School Activities (ASA) programme and encourage students to participate in as many as possible throughout the school year. The ASA programme is constantly developing and we take feedback from students as to which ones they enjoy and others that they might like to be put into the schedule.

Each term, students are invited to sign up to our ASA programme. They can join one each day on Sunday, Monday, Tuesday and Wednesday and we also offer Thursday afternoon and some on Friday mornings. If you normally take the bus home from school, parents do not need to worry about transport after ASAs finish as we also have late buses to take the children home, apart from on Friday morning where parent pick-up is needed.

The ASA programme focuses on developing key skills (teamwork, leadership and communication) while enabling students to enhance activity-specific performance levels. The ASAs are either academic, sporting, or creative and provide a plethora of opportunities for our students.

We have certain ASAs that are invite-only, such as Swim Squad and our Academic Extension programme, and these are regularly reviewed so that if students show excellent progress through the year, they will be invited to take part as well.

Sign-up for ASAs takes place at the beginning of each term using our Engage Parent platform.

# BREAK TIME



Our main focus is for students to have safe and enjoyable breaks and lunchtimes at school. Students have plenty of time to eat their food (either packed lunch or purchased from Marny's during break times), and also exercise and/or spend time with their friends. The new Marny's menu is now available to view.

To ensure student safety, we ask that students separate their play if involved in sports activities during their breaks. We also want to ensure fairness regarding access to our sports facilities. Therefore, we created a schedule two years ago and will continue this in the new academic year. Year 7s are scheduled to play amongst themselves to reduce the chance of injury, and this is the same for Year 8. Years 9-11 are scheduled together as these students are a little bit older and their physical development is such to allow this, while Sixth Form prefer to spend time in their Common Room during break and lunch times.

The end of break time bell sounds approximately five minutes before the start of the next lesson. This allows students to get equipment and books from their lockers, drink water and visit the bathroom in time for the beginning of the lesson. In hot weather, students must wear caps (these can be their own and not necessarily the MBIS cap) and take water breaks for health and safety reasons. Students should bring sunscreen to school and apply regularly throughout the day when out in the sun.

*Students and parents will receive the break time schedule for Term 1 at the beginning of the school year.*

# FORMS



Students are divided into form groups for registration in the morning (and some lessons will take place in form groups as well, depending on the year group). Form tutors and form time are integral parts of our school. The form tutor is the first point of contact for parents, and students will see their form tutors at least once a day, starting the school day in these groups. Form tutors are there to support students and to communicate with parents when necessary. Form time in the morning includes not only registration but also important PSHE-based activities so it is imperative that students arrive at school in a timely manner, ready to enter the form room at 08:00.

Students are also provided with lockers, and they are expected to use these sensibly and efficiently, so that students can collect the necessary books for upcoming lessons. To ensure safety, students are required to bring in locks for their lockers, which should have a numeric coding and not a key lock (as keys may be mislaid easily). For safety of their equipment, students should keep their lockers locked at all times and not give the code to other students.

## 2026-27 Form Tutor List

*Head of Key Stage 3: Mr. Singh*

*Head of Key Stages 4 & 5: Mr. Hussain*

Year 7: Mr. Colligan (7LC)  
Ms. Fearn (7SF)

Year 10: Mrs. Furniss (10VF)

Year 8: Mr. Odukoya (8AO)  
Mrs. Castilla (8MC)

Year 11: Mrs. Jackson (11NJ)

Year 12: Mr. Gauthier (12AG)

Year 8: Ms. Pepperell (9AP)  
Mr. Duran (9PD)

Year 13: Ms. Cartmell (13HC)

# EQUIPMENT



All students should have the required equipment, necessary to be successful in their learning. Listed below is the equipment that students should bring to school on a daily basis:

## Equipment/Stationery Requirements for Secondary Students:

Refillable, leakproof water bottle

Sun Hat (baseball cap or similar for the summer months)

### Pencil Case containing:

Writing Pens – blue, black and red

Pencils and sharpener

Eraser

Ruler (30 cm)

Maths Set – protractor, set square, compass etc

Colouring pencils

Highlighter

Scissors

Glue stick

Scientific Calculator (e.g. Casio FX series)

*Laptop (for Years 9, 10,11,12 and 13)*

All items should be clearly named and regularly checked.

# HOME LEARNING



At MBIS, we believe that a learning-focused, well-managed home learning programme is an important part of effective education. Regular home learning gives students the opportunity to consolidate and reinforce at home the knowledge, skills and understanding covered in class, and also helps to extend their school learning.

Home learning encourages students to become confident and independent in their learning, which will help throughout their time at school and, later, in adult life. Home learning activities are an important part of the home-school partnership, allowing parents the opportunity to become involved in their student's education.

*Home Learning at MBIS is designed to:*

- To support and extend learning for all students
- To ensure consistency of approach throughout the school
- To ensure progression towards independence and individual responsibility.
- To ensure parents have a clear understanding about expectations for themselves and the students
- To provide opportunities for parents and students to work in partnership and enjoy learning experiences.

Home Learning at MBIS is combined with the Parent Learning Overviews, sent every six weeks in Secondary School, to help guide parents as to the amount of work appropriate for a particular year group, as well as guidance on the current topics of study. These overviews are sent home before the students embark on them at school, to allow parents and children to discuss them and develop a support structure so that all are involved in our children's learning. Home Learning is set on Microsoft Teams and there is an expectation that this is checked daily by students and parents to view upcoming tasks and deadlines.

The Home Learning policy can be found on the [MBIS website](#) in the policies section.

# TECHNOLOGY



Students use the ICT suite for their Computing lessons in Years 7 - 9, and students studying ICT for IGCSE will use the suites as well. Students are also encouraged to use technology in their learning at home and at times, subject teachers will book the ICT suites to take their classes to use technology, when it is pertinent to their learning.

We expect students in Years 9-13 to take advantage of the Bring Your Own Device (BYOD) scheme that has been introduced and bring in their own laptops. This is so that they can research, take notes in lessons and use these as a way of organising their work. If students choose not to do this, it will not impact their learning as lessons will still be fully accessible for all, regardless of whether they bring in their own laptops or not. All laptops brought to school must be registered with the IT department and logins provided to access the school network. The school's BYOD policy outlines the specific requirements for students' use of technology.

Students are not allowed to use mobile phones during the school day. We recognise the need for mobile phones in today's society and students can bring them to school with them, in case of emergency. However, students must make sure that their phone is secured safely in their locker during school hours. The school office will contact parents if the need arises, so phones will not be needed to communicate in this manner. This rule is important as it enables students to communicate more effectively and socialise with their peers during break and lunchtimes, rather than simply using their phones, and helps to reduce the possibility of phones being damaged or lost.

# HOUSES



Our House system is central to our overall school ethos, providing students with twenty-four different House Competitions each year to participate in and enjoy, regardless of their level of performance. At the beginning of the year, students in their respective houses elect House and Deputy House Captains who will guide them through the year. We have regular House assemblies, where each house gets together and decides who will take part in upcoming events.

Earth Water



Fire Air

The house competitions are designed to allow students to have fun, work as a team and compete in a friendly manner. The events are always completed in a positive manner and all count towards the awarding of the end-of-year House Shield, given to the house that accumulates the most points throughout the year.

Points are totalled not only from competitions, but also from individual totals, with house points given to students by teachers for demonstrating an excellent attitude, an exemplary piece of work and acts of kindness in school, among others. Individual points are recorded on our online system and students can keep track in their planners. When students reach specific numeric totals individually, they are provided with certificates and from Silver onwards, vouchers towards Marny's. If a student reaches Platinum, they will receive a book gift voucher at the end of the school year.



**Bronze**  
50 points



**Silver**  
75 points



**Gold**  
100 points



**Platinum**  
200 points

# LEADERSHIP



Student voice is a central part of our school and we encourage all students to get involved. We have both the Student Council, and our School Leaders, who contribute to ensuring that the opinions and beliefs of every student are heard. Students can also volunteer for the Environmental Club, to help raise awareness of climate issues and how students can make a difference locally and globally to take care of our planet.

Elections for Student Council take place in form groups at the start of every school year, and the Councillors meet weekly to discuss issues that arise, charities that they wish to raise money for and areas in which the school could be enhanced. They will also help to run events such as Movie Nights and Bake Sales (to raise money for charity) and lead stalls during the Christmas Fayre and International Day.

The School Leaders are students in Years 12 and 13, who will lead the Student Body as a whole, and act as chairs of the Student Council. Students in Years 12 and 13, who wish to represent the students as School Leaders complete application forms and are then invited to interview with the Head of Secondary and School Principal. Students who apply for this position are always positive role models and are hard-working individuals. This is a very important position, as we ask these students to act as MBIS Ambassadors and help lead tours for new and prospective students/parents, as well as help run assemblies.

If you wish to be involved in any of these leadership opportunities, please do not hesitate to ask your form tutor about the roles when you start back in August!

# CONDUCT



We are very pleased that our Student Council, with the help of all of the Secondary students, created their Code of Conduct in 2024 and still applies today. Our students formed the list below, identifying how all students in Secondary should conduct themselves at all times.



## Student Council Code of Conduct

All our students agree:

- To treat others and the environment with consideration and respect at all times
- To listen when others are speaking
- To not discriminate against others
- To follow instructions from teachers and other members of staff
- To do their best
- To let others learn
- To be ready for lessons and to have the equipment that they need
- To dress in accordance with the school uniform policy
- To observe school rules

# KEY DATES



## 2026-2027 Academic Year - Secondary School

### MBIS Calendar 2026-2027

#### Academic Year Calendar



| Su | M  | Tu | W  | Th | F  | Sa |
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|    |    |    | 1  | 2  | 3  | 4  |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| Term              | Start - End      | Days |
|-------------------|------------------|------|
| Term 1            | Aug 23 – Dec 17  | 78   |
| Term 2            | Jan 10 – Mar 25  | 51   |
| Term 3            | Apr 11 – June 30 | 49   |
| Total school days |                  | 178  |

| Su | M  | Tu | W  | Th | F  | Sa |
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#### Events

|                |                          |
|----------------|--------------------------|
| Aug 16         | SLT/Admin return         |
| Aug 16/17      | New staff induction      |
| Aug 18         | All staff in school      |
| Aug 27         | *Prophet's Birthday      |
| Oct 8          | Armed Forces holiday     |
| Oct 18-22      | Half term break          |
| Dec 25         | UK Christmas             |
| Jan 1          | New Year's Day           |
| Jan 7          | Coptic Christmas         |
| Jan 28         | Revolution Day holiday   |
| Feb 9          | *Ramadan Starts          |
| Feb 16-18      | Half term break          |
| March 9-11     | *Eid El Fitr             |
| Mar 28-April 8 | Western Easter           |
| April 25       | Sinai Day                |
| May 2-3        | Coptic Easter/Labour Day |
| May 16-19      | *Eid Al Adha             |
| June 10        | *Islamic New Year        |

  

|  |                          |
|--|--------------------------|
|  | SLT/Admin return         |
|  | New staff induction      |
|  | All staff in school      |
|  | Ramadan                  |
|  | Religious/Public holiday |
|  | Weekend                  |
|  | Start/End of Term        |
|  | School Holiday           |
|  | Mid Term Break           |

National holidays may move to the end or beginning of the week as determined appropriate by the Prime Minister (Ministerial Decree #1193/2008 amended on 28/06/2020)



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MAADI BRITISH INTERNATIONAL SCHOOL  
4TH DISTRICT  
ZAHRAA EL MAADI  
CAIRO  
EGYPT

[www.mbisegypt.com](http://www.mbisegypt.com)

**2026 - 27**