



# الأكاديمية الهندية، دبي

## The Indian Academy, Dubai

**Policy No:** TIA 2.4

### Class Room Policy

**Introduced** : May 2014  
**Revised** : March 2015

**Implemented by** : PRINCIPAL

**NEED:** Schools under the banner of **IQRA EDUCATION** will encourage students to follow class room manner set by the school. This policy will be operational in all schools run by **IQRA EDUCATION**. The Indian Academy, Dubai being one of the schools of **IQRA EDUCATION** will follow a “**Class Room**” policy.

#### **PROCEDURE:**

- ❖ All pupils will report to class by 7:45 a.m. on all working days. Any pupil arriving after 8:00 a.m. will meet the Supervisor and seek permission before entering the class.
- ❖ See that you have all your study materials and stationery with you.
- ❖ Do not run around or play in the class; be seated in your designated place.
- ❖ If a teacher is late for the class or the teacher is absent and a substitute teacher has not arrived, report the same to the Supervisor who will then make necessary arrangements.
- ❖ Take care of your belongings like books, stationery, shoes, P.E kit etc. You are responsible for your things.
- ❖ Change to your P.E shoes just before you go for the P.E class.
- ❖ Always be neatly dressed. See that your shirt is tucked into your trousers, tie in its place, hair neatly cut, clean shaven, shoes polished, socks tidy and nails cut.
- ❖ During SEP, ensure that you wear your house uniform and P.E shoes before you disperse for games and activities. Pupils who are not in the correct uniform will not be permitted to participate in the clubs and games for that day.
- ❖ During the short break do not run around in the corridor or in the class room. Do not move to the corridors where the junior school is situated. This will

disturb the pupils of the others. Ensure that you are seated in your class immediately after the short break.

- ❖ Do not venture into undesignated venues when not required. Refrain from moving into the girls' section, labs, library, music room or art room unless accompanied by a teacher.
- ❖ Keep your class room neat and tidy at all times. Do not litter the class room, corridor and the washrooms.
- ❖ Always move to and from the library, art room, P.E class, laboratory in an orderly manner.
- ❖ Complete your class work on time and be punctual in submitting your note books for correction.
- ❖ If any pupil is hurt or unwell, please move to the Clinic with a teacher and report the same to the Supervisor.
- ❖ Do not exit the class without the permission of the teacher. Also, carry the exit pass with you.
- ❖ Phone calls can be made only in case of an emergency. Contact your Supervisor who will help you with it. Do not go to the Reception to make phone calls.
- ❖ Refrain from moving out of the class for buying materials from the store or using the washroom when a teacher is teaching in the class.
- ❖ Take care of the school property. Do not damage lockers, tables, chairs, white board or any other material that belongs to the School. They have been provided to you for your convenience.
- ❖ If you have lost your locker key, please contact your class teacher who will then do the needful.
- ❖ When you leave the classroom at 3:45 p.m. make sure that you have not left behind any of your possessions.
- ❖ Avoid being absent unless it is an emergency. Leave application is a must. If you have been absent for one or two days then the leave note is to be addressed to your class teacher. If the leave period is for more than two days then a letter seeking permission must be addressed to the principal. The letter can either be given in advance or produced on the day you attend school after the leave period.