



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No: TIA 2.5

Policy for Late coming students

Introduced : May 2014
Revised : March 2015

Implemented by : Principal

NEED: Schools under the banner of **IQRA EDUCATION** are committed to provide quality education and to achieve this goal everyone in The Indian Academy must report to school on time. This policy will be operational in The Indian Academy, Dubai and the staff is to ensure that pupils are reporting to school according to the bell timings.

PROCEDURE

- ❖ The first bell for the school is rung at 7:40 am.
- ❖ Class Teacher period starts at 7:45 am
- ❖ All the pupils of the school are expected to report to their respective classes latest by 7:45 am.
- ❖ Pupils coming after 7:45 am will register their time of arrival at the school gate.
- ❖ Late comers register is sent to the reception at 9:30 am everyday and these names will be mailed to respective supervisors on daily basis.
- ❖ If a student is coming late for the first time then a verbal warning will be given by the class teacher.
- ❖ If a student repeats it for two or three days in a row then the matter will be reported to the respective Supervisor and the Supervisor will inform the parents over the phone that the child must reach school before 7:45 am.
- ❖ If a student is late for more than three days then a written letter will be mailed from the Principal to the parents and then the child may be marked absent or could be suspended for one day from the school.

Note:

Teachers are always reminded to encourage pupils to be punctual and regular at school.