

SECTION 7

**SCHEDULE, PUNCTUALITY AND ATTENDANCE**

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# SCHEDULE, PUNCTUALITY AND ATTENDANCE

## 7.1 The School Day

Start	End	Period	PYP	MYP/DP
07:20	07:35		Arrival	Arrival
07:40			Registration	Registration
07:45	08:25	1		
08:25	09:05	2		
09:05	09:45	3		Break
09:45	10:25	4		
10:25	11:05	5		
11:05	11:45	6		
11:45	12:25	7		
12.25	13.05	8		Break
13:05	13.45	9		
13.45	14:25	10		

On Tuesdays, all students leave at 12.05

## 7.2 Morning Arrival Arrangements

Supervision is provided in outside areas from 7.20 am. Please avoid dropping off your son or daughter before this time. Students are allowed in the school building from 7.20 am.

Primary school students should make their way to the playground/gym until 7.30 am. Primary School students should not enter classrooms before 7.25 am (including the Early Years section). Students and parents should use the entrance to the left of the main entrance by the gym.

Secondary students can enter the building at 7.25 am. During the hot season between 7.20 am and 7.35 am Primary students may wait in the gym.

EC1/2 and KG students can wait in the EC area until 7.25 when they enter the class. However, all EC1/2 and KG students must be attended to by an adult caretaker and brought to the class door where they will be received by the teacher.

The main reception area should not be used as a general entrance and is only used for visitors to the administration or for those who require pushchair or disabled access. All entry of students and staff should be via the side corridor by the Gym.

## 7.3 Registration and Late Students

### 7.3.1 Registration and late students (Primary)

All students need to be registered and in class before 7.45 am or they will be registered as late and this will be reflected on their report cards. Students from KG to Grade 5 who arrive after 7.45 am need to register with administration staff in the atrium and collect a late slip that must be presented to the homeroom teacher in the class. Late arrival is very disruptive to learning and should be avoided.

### 7.3.2 Registration and late students (Secondary)

Registration takes place in homerooms at 7.40 am daily. Students arriving after 7.40 am but before 7.45 am will be marked as late by their homeroom teacher. Students arriving after 7.45 am should report to the Admin Office where they must sign the late book and then make their way immediately to their first lesson. Students who have not signed the late book will be requested to return to the Admin Office. ~~Persistent lateness will be recorded on the student's school report.~~

## 7.4 End of Day Pick Up Arrangements

Primary students should be collected from the classroom. The school day ends at 2.25 pm except on Tuesday, which ends at 12:05 pm for all students. The homeroom teacher will indicate to parents when the students are ready to leave and the children will join the adult or older sibling, collecting them in the corridor. Adults collecting students should not enter the classroom or try to attract the attention of the teacher or student as this can be very disruptive for the learning of others. Students who travel on the bus will be supervised until 2.20 pm

when they will be escorted to the buses. Students who are collected by siblings from the Secondary school can remain in class until they are collected. At 2:30 pm, those students who have not been collected will be taken to a late area where they are expected to wait quietly until they are collected. Parents of students that are repeatedly picked up late will be notified and parents will be contacted to address the tardiness.

Secondary students should be collected from the front of the school. The school day ends at 2.25 pm (Tuesday 12.05 pm). Please ensure that your son or daughter is collected from school promptly at this time.

If for any reason parents are late, they should phone reception so a message can be delivered to the student. If for any reason students need to be notified of changes in arrangements for collection, this should be done as early as possible. While every effort is made to relay the message, this is not always possible.

### **7.5 Collection of Secondary Students Early from School**

Students who need to be collected from school early must complete a 'Leave Early' form. Blank forms can be collected from reception and should be signed by the appropriate Leader of Student Development (LoSD). In the event that the LoSD cannot be located, the signature of the Head of Secondary. Please note that to release students, the school must have written notification from parents or a guardian. Students cannot be released to a driver or nanny without written confirmation from the parents. Parents are requested to avoid making dental or medical appointments within school hours.

Students in the Primary school will need to follow the same procedure as above. The signature and approval of a PLT member is required for a student to either leave early or with a different care-taker to the one who usually picks up the student.

### **7.6 Attendance**

Students are required to attend the full school year. It is an expectation that all students achieve a 90% attendance figure for each academic year.

The school should be notified in the case of an occasional illness and an email sent to the relevant Parent and student Liaison on: [Front Office ISL Qatar Frontoffice@islqatar.org](mailto:FrontOfficeISLQatar@islqatar.org). If a student is going to be absent from school for an extended time due to illness, the Admin assistants and relevant homeroom teachers should be informed.

Applications for authorised absence must be submitted to the Head of Primary/Secondary by e-mail who will consider each application on a case-by-case basis. Medical absences exceeding 3 consecutive days will require a medical certificate. This should be submitted to the school nurse.

The school records attendance daily. In the secondary school attendance is also recorded on a lesson-by-lesson basis.

Often, the dates of term opening and closing are liable to be changed at short notice under instructions from the Ministry of Education. We welcome the understanding of parents at such times and apologise for the inconvenience which results from this action.

Parents should plan family vacations to coincide with the official ISL Qatar school vacations as printed in the school calendar at the beginning of the school year and as may be subsequently amended. Parents are reminded that the dates of school opening and closing may be changed by the Ministry of Education.

Frequent or prolonged absence will be viewed as a serious matter as will regular lateness. Parents will be required to account for any such occurrences. Continued absence or lateness will impact negatively on learning outcomes and may, therefore, affect a student's progression to the next grade level. Frequent absence will be documented on end-of-year reports and, where appropriate, school transcripts.

### **7.7 Students remaining at school after 2.25 pm**

Students are not allowed to remain in school after school hours unless participating in a school organised activity or under the direct supervision of a member of staff. Students waiting to be collected should sit in the atrium. Students are expected to leave the premises by 3.30 pm at the latest.

### **7.8 Illness**

The school should be notified in the case of an occasional illness and an email sent to the relevant Admin assistant. If a student is going to be absent from school for an extended time due to illness, the Admin assistants and relevant homeroom teachers should be informed.

### **7.9 Communication with Teachers at the Beginning or End of Day**

The beginning and end of the day is a very busy time for staff and it is not possible to engage in lengthy discussion at this time regarding a student or other matters. Should parents wish to discuss any matter with a teacher, a mutually convenient time should be arranged either through the school administration or directly via email.

### **7.10 Visitors during the School Day**

Should parents need to visit the school during the day, they are asked to report to security at the front gate and reception.

### **7.11 Use of Rear Gate**

The rear gate (gate 3), of the school can only be used for access at the following times:

1. 7.20 am – 8 am
2. 2 pm – 2.40 pm
3. Tuesdays 11.40 am – 12.30 pm

### **Gate 4, opening hours**

1. 7 am – 7.50 am
2. 2.05pm - 2.40 pm
3. Tuesdays 11.35 am - 12.25 pm

### **7.12 Car Park**

The front car park is very congested at the beginning and end of the day. While every effort is made to supervise and manage the flow of traffic, all parents, drivers and other supervising adults are politely requested to exercise common courtesy and to follow the directions of the guards at all times. Please follow the car park guidelines below:

- Park only in allowed areas.
- Do not leave any vehicle unattended if it is not in a designated parking space.
- Maintain a slow and safe speed at all times.

Be aware and vigilant of students and adults crossing the road