

SECTION 7

SCHEDULE, PUNCTUALITY AND ATTENDANCE

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7.1 The School Day

The School Day		
Primary	7:40 am	2:20pm
Middle		2:30pm
High		2:30pm

On Tuesdays, Primary students leave at 12:05pm Middle and High school students finish at 12:15pm

7.2 Morning Arrival Arrangements

Supervision is provided from 7:20am. Please avoid dropping off your son or daughter before this time. Students are allowed in the school building from 7:20am.

Primary school students should make their way to the playground/gym until 7:30am. Primary School students should not enter classrooms before 7:25am (including the Early Years section). Students and parents should use the entrance to the left of the main entrance by the gym.

Middle and High School students can arrive at the school campus at 7:20am. During the hot season between 7:20am and 7:35am Primary students may wait in the gym.

EC1/2 and KG students can wait in the EC area until 7:25am 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 7:40am 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 7:40am 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 (Middle and High School)

Attendance will be taken at the beginning of each class daily. Students arriving after 7:40am but before 7:45am will be marked as late by their classroom teacher. Students arriving after 7:45am should report to the Front 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 Front Office for registration. Registration will also be taken at the start of each lesson.

Students will be given a 5-minute transition time to get from one lesson to another. This will be reflected in their daily schedules, so it is important that the student arrives on time to each lesson. Any student that arrives late to a class will be given a late mark for the lesson. Parents of students that are consistently late to school or classes will be notified via email by the teacher. Weekly checks on student tardiness will be made by the GLLs and termly checks will be made by Heads of Section to ensure students are meeting the minimum requirements of attendance and taking full advantage of learning time.

7.4. End of Day Pick Up Arrangements

Primary students should be collected from the classroom. The school day ends at 2:20pm except on Tuesday, which ends at 12:05pm 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 2:15pm when they will be escorted to the buses.

Students who are collected by siblings from the Middle and High school can remain in class until they are collected. At 2:30pm, 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.

Middle and High School students should be collected from the front of the school. The school day ends at 2:30pm (Tuesday 12:15pm). 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.

7.4 Collection of Middle and High School 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 Grade Level Leader (LOL). In the event that the GLL cannot be located, the signature of the Head of Middle or High School is also acceptable. 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 caretaker 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 and to the Homeroom teacher ASAP. 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 authorized absence must be submitted to the Head of Primary/Middle/High school 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 Middle and High 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 apologize 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 2:20pm for Primary and 2:30pm for Middle and High school.

Students are not allowed to remain in school after school hours unless participating in a school organized 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 3:30pm 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 and the student's Homeroom teacher. 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:

- 7:15am – 8:00am
- 2:00pm – 2:40pm
- Tuesdays 11:40am – 12:30pm

N.B. This gate will be closed for cars from 29 October, 2023. Only pedestrian access will be possible.

Gate 4, opening hours. (Gate 4 is a temporary gate, due to the ongoing construction around the school.)

- 7:15am – 7:50am
- 2:05pm – 2:40pm
- Tuesdays 11:35am – 12:25pm

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 always follow the directions of the guards. 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
- Always maintain a slow and safe speed

Be aware and vigilant of students and adults crossing the roads.