

SECTION 7

DAILY SCHEDULE, PUNCTUALITY AND ATTENDANCE

DAILY SCHEDULE, ATTENDANCE, & ARRIVAL/DISMISSAL PROCEDURES

7.1 The School Day

SECTION	DAYS	START	END
PRIMARY SCHOOL	Sunday, Monday, Wednesday and Thursday	7:40	14:25
	Tuesday	7:40	12:40
MIDDLE SCHOOL	Sunday, Monday, Wednesday and Thursday	7:40	14:30
	Tuesday	7:40	12:50
HIGH SCHOOL	Sunday, Monday, Wednesday and Thursday	7:40	14:35
	Tuesday	7:40	12:50

7.2 Attendance

Students are required to attend school every day for the entire school day. It is an expectation that all students achieve at least 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.

7.3 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.

Early years students (accompanied by an older sibling or caregiver) need to be dropped off at the classroom door starting at 7:25am. Please note students who arrive after 7:45 need to stop by the front desk to sign your child in.

Primary School students should make their way to the atrium upon their arrival, if before 7:25am. At 7:25am, PS students will be released to their classrooms. Students should not enter classrooms before 7:25am.

Middle and High School students can arrive at the school campus beginning at 7.20am and should go straight to the Gym using the Student Entrance. At 7:30am, Middle and High School students will be released to their first block classes.

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.

7.4 Registration and Late Students

7.4.1 Registration and late students (Early Years & 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. Late arrival is very disruptive to learning and should be avoided.

7.4.2 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 Dismissal and Pick Up Arrangements

Early Years and Primary students should be collected from the classroom. The school day ends at 2:25pm except on Tuesday, which ends at 12:40pm for all students. 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 2:30pm when they will be escorted to the buses.

Early Years and Primary School students who are collected by siblings from the Middle and High school will remain in class until they are collected. At 2:40pm, 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 or atrium. The school day ends at 2:30pm (MS) and 2:35pm (HS), except on Tuesdays, which ends at 12:50 for both sections. Please ensure that your son or daughter is collected from school promptly and no later than 2:45pm. Students enrolled in ECAs should move directly to their ECA location by their start at 2:45pm (13:00 on Tuesdays).

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 Students Early from School

The Homeroom teacher is responsible for the early release of students in the Early Years and Primary school. A parent or guardian is responsible for notifying the teacher ahead of time by email or toddler (whenever possible) a day in advance. In the case of an emergency (same day), parents should communicate with the front desk and seek their support in notifying the Homeroom teacher.

Students in Middle and High 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 any student, the school must have written notification from parents or a guardian.

All students cannot be released to anyone without written confirmation from the parents. Parents are requested to avoid making dental or medical appointments within school hours.

- 7.6 Applications for authorized absence must be submitted to the Head of Early Years/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 Late Pick-Up

All Students are not allowed to remain in school after school hours (2.30 pm) unless participating in a school organized activity or under the direct supervision of a member of staff.

Early Years and Primary students waiting to be collected should sit in the late room. Students are expected to leave the premises by 3:30pm at the latest if they are attending an ECA.

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 as well as the school nurse.

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 to receive a guest pass. **Use of Gate 3 and Entrance**

Gate 3, at the back of the school can only be used for access at the following times:

- 7:15am – 7:50am
- 02:15pm – 3pm
- Tuesdays 12:20am – 1:pm

Entrance D opening hours

- 7:00am – 7:50am
- 02:15pm – 3pm
- Tuesdays 12:20am – 1:10pm

At all other times, please use Gate 1, the Main Gate at the front of the school

7.11 Car Park

The Main Car Park at the front of the school is very congested at the beginning and end of the day. At the end of the day, there could be occasions when the main car park is completely full. At those times, you will be asked to park outside the school boundaries. 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.