

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.

Parents are requested to avoid making dental or medical appointments within school hours.

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.

Often, the dates of term opening and closing or school 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.

7.3 Reporting Absences

The school should be notified in the case of any absence. Medical absences exceeding 3 consecutive days will require a medical certificate. This should be submitted to the

school nurse.

You will receive an automated email every morning if your child is marked absent from school for the first block without a reason provided. We may notify you directly in case of recurrent late arrivals to class.

To ensure you receive these notifications, please verify your Parent Portal account is active.

7.3.1 Early Years and Primary School

We will accept absence notices submitted through either Toddle messages directly to a homeroom teacher or the ISL Parent Portal. If using the Parent Portal, sign in and go to 'Interactive,' then 'Leave Request.'

7.3.2 Middle and High School

We will only accept absence notices submitted through the ISL Parent Portal. This simplifies the process and allows us to track absences more efficiently. Once you sign into the ISL parent portal, go to Interactive then Leave Request.

7.4 Morning Arrival Arrangements

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

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.

7.4.1 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.

7.4.2 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.

7.4.3 Middle School students should go straight to the Gym. At 7:30am, students will be released to their first block classes.

7.4.4 High School students should go straight to the MPH. At 7:30am, students will be released to their first block classes.

7.5 Registration and Late Students

The school records attendance daily.

7.5.1 Early Years & Primary School

All students need to be 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.

7.5.2 Middle and High School

Attendance will be taken at the beginning of each block daily. Students arriving after the block has started will be marked as late by their classroom teacher. 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. Parents of students that are consistently late to school or classes will be notified. The Pastoral Team and Mentors/Den Leaders will conduct weekly attendance, and punctuality checks to ensure that students meet the minimum requirement of 90% attendance and maximize their learning time.

7.6 End of Day Dismissal and Pick Up Arrangements

Please ensure that your child is collected from school promptly when the school day ends. 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.

7.6.1 Early Years and Primary School

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 2:45pm, 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.

7.6.2 Middle and High School

Students should be collected from the school gates or Lower Atrium. The school day ends at 2:30pm (MS) and 2:35am (HS), except on Tuesdays, which ends at 12:50pm for both sections. Please ensure that your son or daughter is collected from school promptly and no later than 2:45pm on all days except on Tuesdays at 1:00pm. Students enrolled in ECAs should move directly to their ECA location by their start at 2:40pm on all days except on Tuesdays at 12:55pm.

7.7 Collection of Students Early from School

7.7.1 Early Years and Primary 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 through Toddle (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. All students cannot be released to anyone without written confirmation from the parents.

Applications for authorized absence must be submitted to the Head of Early Years/Primary school by e-mail who will consider each application on a case-by-case basis.

7.7.2 Middle and High School

Early dismissal requests can be submitted through the Parent Portal. Alternatively, if you need to pick up your child prior to dismissal you can do so by coming to the front office in person. However, please ensure you sign your child out at the front desk before leaving school grounds.

7.8 After-School Hours

All students are not allowed to remain in school after school hours at 2:25pm (EY and PS), 2:30 pm (MS) and 2:35pm (HS) unless participating in a school organized activity or under the direct supervision of a member of staff.

Students are expected to leave the premises by 3:30pm at the latest if they are attending an ECA and by 4:00pm for Athletics.

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 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.