



Dear Parents,

Firstly, I would like to thank all parents who drop off and collect their children on time; and those of you who bring your children to school every day. I really appreciate your continued support

Students' absenteeism and tardiness (morning/afternoon) affect the school's ability to provide effective educational services. Consistently absent or tardy students disrupt the learning experiences of other students in the school.

This is a reminder about the school attendance and punctuality policy which is available in the KHDA Parent-School contract.

Teachers take the attendance at 7:50 and at 8:00am sharp the lessons will start.

FS1 and FS2: Sunday to Thursday from 7:50am to 1:00pm

Year 1 to Year 6: Sunday to Thursday from 7:50am to 2:40pm

Morning Arrival

Drop-off

- School back gate will open at 7:30 am and close at 8:00 am sharp
- Once the back gate is closed parents inside the school must use the front gate to leave the school – **Security will not reopen the gate for them.**
- Students coming at / after 8:00am will use the front gate and student stay at the reception to be escorted safely to classrooms with a late slip.
- Parents are not allowed to be in the teaching sections from 8:00am until collection time.

Dismissal

Children will be released to authorized people **ONLY** with the parent carer ID. **Parents without the carer ID will be asked to go to the Front Gate to collect their child/ren. Please contact the school admin at info@alphaschool.ae for carer ID.**

Dismissal Routine Change

In order to change a student's regular daily dismissal routine, (i.e. riding the bus, a different person picking student up), parent/guardian must send an email to the **Reception** before 10:00am with the full name, and contact number of the person collecting the student.

Early Pickup

- Parents/guardians picking up a student prior to the regular dismissal time (12:45pm /14:40pm) must enter the school via the reception for an early dismissal slip.
- School personnel will contact the teacher to dismiss the student to the reception - prepared to go.



Dismissal Gate Timing

- School back gate will open at 12:45pm and close at 13:15pm for FS and from 14:40 till 15:00 for Primary.
- Parents and students are not allowed to stay in the school after the school dismissal time unless student is registered in an afterschool club or parents are involved in a meeting with a school staff.

Please remember the School is not a play area – you are requested to collect your child promptly on time and to leave the school premises. Students are not allowed to stay after the school dismissal time to play in the school play areas.

Attendance

Absence

- Please remember to report any absence to the class teacher and the reception via email.
- Students using the bus service – in case of absence bus nannies should be informed no later than 6:00am

Tardy

Any student arriving after 8:00 a.m. and leaving after the regular dismissal time (13:15 / 15:00) is **TARDY**.

Starting from Sunday 27th January 2019 parents of **TARDY** students will receive a tardiness notification to be signed and reverted to school.

- In case of continued tardiness Parents will be called for a meeting with the principal and will receive the first warning letter.
- Along with the third warning letter parents will receive an official letter from the school stating that their child will not be re-enrolled for the following academic year - All documents will be sent to KHDA (Student late report, tardiness notification, warning letters and meeting minutes).
- Tardiness and absenteeism will be reflected in the student progress report.

I look forward to parents, students and the school working together to improve and maintain high attendance rates.

Sincerely

Alison McDonald