

Al Wataniya International School

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المدرسة الوطنية الدولية

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Late Arrivals Policy

Aims

This policy has been put into place to ensure all children are kept safe and that our registers are updated accurately. We must be aware of all children in school in case of an emergency. Arriving late to school, has a negative impact on a child's learning. A 30 minute drop off time has been allocated to allow children time to settle into their classroom before the start of formal lessons and ensures a positive start to the day. Our school gates open at 06:45.

Start of Day Timings

Whole School Drop Off: 06:45 – 07:15

Late Arrivals Policy

If a child arrives to school at 07:20 or after, they must proceed to the School Office to be signed in. They will be asked for their name and class before being given a 'Signed in at the Office' slip. The children can then proceed to their classroom and must hand the slip to their Class Teacher. Children arriving to the classroom without a slip will be sent back to the office to be signed in.

Please remain respectful to members of staff on duty. They are following this policy to ensure the safety of your child.

Children will never be questioned about their late arrival or penalised in anyway. The responsibility of a child arriving to school on time is solely the parents'. Please work with us to ensure your child gains the most from the school day.

Consequences of Arriving Late to School

Step 1 - If a child arrives to school late more than once in a week, a member of the Admin Team will make contact with the parent via email and will share this policy. Two emails will be sent by the Admin Team before moving on to Step 2.

Step 2 - If the child continues to arrive late to school after two emails from the Admin Team, the Deputy Head Pastoral will call / email the parents to discuss serial lateness.

Step 3 – If no improvement is seen in the child's punctuality, a formal letter will be sent home from the Deputy Head Pastoral.

Step 4 – Parents will be invited into school to meet with Deputy Head Pastoral.

Serial lateness and absences are monitored both by the school and The Ministry of Education and Higher Education Qatar.

*Our vision is to nurture and empower successful global leaders
through inspired learning.*