



AICS / C /33-2024

Circular

October 25, 2023

ARRIVAL & DISPERSAL

Dear Parents,

We hope this circular finds you all in good health and high spirits. We would like to take this opportunity to address a matter of great importance - **the issue of tardiness (Late arrival)**

This has been noticed lately that a few parents drop their children later than 7.30am. We seek Parents' support to address this grave concern which is impacting students' attendance.

Tardiness can have adverse effects on a student's academic progress and can disrupt the learning environment for others. Late arrivals can lead to missed instructions, important information, and class disruptions that can be a source of frustration for both teachers and fellow students.

Hence, we would like to reiterate our school's policy and SOP on punctuality:

Arrive on Time: School starts at 7:30am. It's imperative for students to reach positively by 7.30am to school. Registration time is from 7:30am to 7:40am when attendance is taken, school values are reinforced, and days announcements are shared by the form tutor or assemblies are conducted. All these aspects are part of Students' Personal and Social Development and are crucial for maintaining discipline and good behavior in the school. 7.40-7.45am is a transition time for teachers to go to their subject specific classes. The first bell indicates the beginning of classes at 7.45am and students are required to be in their seats by the time the second bell rings.

Consequences for Tardiness: Students who are consistently tardy will face consequences, including but not limited to warnings, detention, and meetings with parents to address the issue. Excessive tardiness can also have a negative impact on a student's academic reports.

Kindly make a sincere note that students will not be allowed to go straight to the classes from the arrival point if they reach later than 7:30am. As per the SOP shared earlier, late comers need to go to the reception, collect the late arrival slip and submit that slip to their KS Head to keep a record. After 3 slips, the students will be given a warning and after 4th slip, children need to bring their parents to meet KS head without which children will not



be allowed to sit in the classroom. All KS Heads are deployed at the arrival and dispersal points from tomorrow onwards to keep a check on the tardiness.

Parental Involvement: We request the support and cooperation of parents and guardians in ensuring their children's punctuality. Please help students establish good morning routines and encourage them to be ready for school on time.

Traffic and Weather Considerations: While we understand that unforeseen circumstances such as traffic and inclement weather can cause delays, we encourage everyone to plan their mornings accordingly to account for such situations.

Make-up Work: Students who miss the beginning of a class due to tardiness are responsible for obtaining any missed assignments or notes from their teachers.

Dispersal Time: Kindly adhere to the time at dispersal as well and please **do not come before 2.25pm to school** to pick up your children as last class finishes at 2.25pm and students take minimum 5 minutes to wind up and come down to their designated rooms.

At the same time, parents must not come later than 2.50pm to pick up their children as all teachers leave by that time and our attendants have to be on other duty stations. It becomes a health and safety concern for students then.

Thank you for your attention to this matter. If you have any questions or concerns, please feel free to contact the school office.

Kind Regards,

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Principal