

Circular - Routines to be followed at school - KG to Grade 12

Dear Parents

Greetings from GMS!

We are glad to have our students back at school after the summer break, As we fall back into our usual routines, kindly be apprised of the following guidelines to keep our students focused and do well in school activities,

ATTENDANCE

Regular attendance is compulsory. Absence from school must be supported by a medical certificate and prior intimation must be given to the class teacher. Parents and students must plan for overseas travel only during school holidays. If, for any unforeseen circumstance, your ward takes leave, kindly make sure that you inform the school authorities and you catch up with the backlog of work.

PUNCTUALITY

Students must be punctual to school. Morning shift OT Students should report to school before 7:20 a.m, and afternoon shift by 12:30 p.m School gates will close at 7:30 a.m. for morning shift and at 12:40 for afternoon shift.

Entry of OT students is only allowed through gate no 2 and gate no 4.in the mornings and through gate no 1 in the afternoon.

Exit of OT students from Kg to grade 5 is through gate no 4 and 6 to 12(girls) is through gate no 2 in the afternoon.

Late comers will be allowed to classes only with a permit-slip from the principal's office. If tardiness continues strict action will be taken.

Students must not move out of class rooms without permission from the teacher and they must carry medical slip/outpass as the situation warrants.

SCHOOL UNIFORM AND PERSONAL GROOMING

IN GENERAL

- Students should come in their school uniforms and any kind of modification to uniforms is totally unacceptable
- Shoes and socks should be worn as instructed by the school.
- Students should wear only the school sweater, no other form of jackets and hoods should be worn.
- Nails to be trimmed and hair to be done properly.
- All the students should wear their ID Cards
- Fancy hair styling, tinting, dyeing, highlighting and bleaching of hair are strictly not allowed for all students.

GIRLS

- Girls are allowed to use only black accessories for hair.
- Long hair falling to the shoulders, must be neatly plaited.
- Hair must be free of head-lice
- Girls must not wear any make-up to school or during school trips.
- If need be, girls may wear simple stud ear-rings. No other jewelry is allowed

BOYS

- Boys must not wear any jewelry to school.
- Hair must not touch the collar and must be sloped at the sides and rear. No sideburns and duck-tails are allowed. The fringe must be above the eyebrows and should not be spiky.
- Hair when combed down should not touch the eyebrows or/and the ears.

CLASSROOM RULES

- Raise your hand if you wish to speak
- Wait for your turn
- Avoid Unnecessary Chatter
- Participate actively in the learning
- Be respectful to all

LUNCHBOX

- Only nutritious food is allowed in a child's tiffin box.
- Preferably dry food items.
- The use of napkins is compulsory.
- Fruit a day policy will be followed throughout the school. We want students to carry a fruit bite for their lunch time regularly.



NOTEBOOK RULES

- Carrying the ALMANAC is mandatory.
- Always maintain the TABLE OF CONTENTS in every notebook.
- Write the TOPIC and DATE at the beginning of every lesson.
- Write the WALT and paste the RUBRICS sheet as instructed.
- Cover and label your notebooks.
- Maintain notebooks neatly and never tear out a page.
- Carry a rough notebook.
- Notebook neatness is marked for half yearly and annual exam.

DUBAI CAN

GMS reinforces the DUBAI CAN movement, so please do not send disposable water bottles. We encourage the use of reusable water bottles.

COMMUNICATION:

We believe in meaningful and respectful interaction with parents. We have created a broadcast WhatsApp group for classes to disseminate important information.

We request parents to be very courteous while communicating with teachers. Kindly message only for emergencies and also note that teachers will not reply during class hours. It is advisable to carry out all communication officially through mails. Refrain from reaching out to the teacher post 6:00 pm

With every good wish

GMS Team

