



IIS/CIR/082/2021-2022  
07/04/2022

Dear Parents,

**“Greetings from IIS Family”**

At the outset please accept our sincere thanks for the constant cooperation and the faith you have in IIS. We request all the parents from Kindergarten to Senior Secondary to follow the below guidelines and note the reopening dates for the next Academic Year 2022-23 for the effective and smooth functioning of the school.

Section/Grade	Date of Reopening
VI –X & XII Boys & Girls	11th April 2022, Existing & Newly admitted students
I-V & KG2	12th April 2022, Existing & Newly admitted students
KG1	13th April 2022, Newly admitted students

**Mode of Schooling**

The mode of schooling for all the students of KG – XII w.e.f 11<sup>th</sup> April 2022 is **100% ONSITE**. All the students must carry printed hard copy of negative PCR test result with (96 hours) validity on the day of joining.

**Bell timing during Ramadan**

Monday to Thursday	<b>KG:</b> 8:00 am to 11:15 am	OT dispersal - 11:25 am
	<b>Grades:</b> 8:00 am to 1:30 pm	OT dispersal - 1:45 pm
Friday	<b>KG &amp; Grades:</b> 8 am to 11:05 am	OT dispersal – 11.20 am

**Punctuality and Attendance:**

- Regular attendance and punctuality are essential for all our students from Kindergarten to Senior Secondary to make good progress. The school aim is to keep attendance at over 95%. It is the responsibility of stakeholders (Parents, Students and Teachers) to ensure that this is achieved. The School will not authorize absence unless it is supported by Medical documents or in case of any emergencies.

**Uniform & Books**

- The students are expected to attend the classes only in complete school uniform. Students should be well groomed and presentable.
- Students are also expected to carry their prescribed text books including Ministry books as it will be strictly monitored by the respective Class & Subject teachers from 11<sup>th</sup> April 2022 onwards.

**Morning Arrivals**

- The school has noticed that some of the students are arriving late in the morning. This not only affects their own education but interrupts the lesson and learning of the other students. Morning routine is a very important part of IIS as it includes Class Assembly. We request the parents to think carefully about punctuality, attendance and early leave requests.
- The OT students must be dropped and picked strictly as per the timings given by the school from the respective OT Rooms.
- Students who will be regularly reporting late to school from KG - Grade XII will be dealt as per the MOE Behaviour Management Policy.

**Transport**

- The bus drivers will no longer wait for the students who are late to the Bus Stop. Parents must adhere to the time which is allotted by the Transport Department.
- Board students X & XII, (Batch 2021-22) must coordinate with their Bus Conductors for attending the Remedial classes.

**Note:**

1. Newly admitted students of KG-IX must be dropped to school by the parents on the first day of opening.
2. Refer **Annexure 1** for Guidelines for Early Pick up of Students

**We thank you for your support and cooperation in this regard.**

*Stay Safe & Healthy!*



**PRINCIPAL**  
**Ms. Qurat Ul Ain**

### **Annexure 1 – Guidelines for Early Pick Up of Students**

In order to maintain safety of the students, the following rules needs to be adhered to when you intend to apply for Early Pick up for your ward:

1. Parents are required to pick up their ward personally, in case the parent is not able to pick up their ward, relatives can be considered (with valid ID).
2. An early pick up Permission Slip will have to be signed by the parent coming to collect his/her ward which is available with the Receptionist.
3. A copy of valid ID (Emirates ID, License ID, Labour Card etc...) needs to be submitted to the Receptionist to be able to proceed with the request.
4. Approval/Signature from the concerned Section Supervisor/Class Teacher In-Charge.
5. Approval/Signature of Principal.