



IIS/CIR/043/2022-2023

13/09/2022

Dear Parents,

*“Greetings from IIS Family”*

It has been observed that some Own Transport (OT) students from KG – XII are reporting late to school, after 7.30 am. The initial 15 minutes from 7.30 am – 7.45 am are very crucial as it includes Internal Assembly and Homeroom period/CTP when the students’ attendance is marked. It is affecting the smooth functioning of the school as students are not following the Bell timings strictly.

As per the Behaviour Management Policy (BMC), mandated by Ministry of Education, late reporting of students is considered **third degree offense** if students are reporting continuously late to school which will lead to verbal warning, issuing of warning letter, consultation with parents, deduction of Behavioural score and suspension from the class.

**W.e.f 14<sup>th</sup> September 2022**, if any child is reported late from Grade I – XII, the school will take action as per BMC. Parents are advised to drop their wards **sharp at 7.25 am** from tomorrow onwards to avoid any inconvenience in this regard. It is very important for the school community that students inculcate and understand the importance of being punctual and the same must be supported by parents and school as well.

**Note:**

1. Parents should also take care to not drop off their wards to school **before 6.45 am** as they will be unmonitored and that can pose a risk to the students’ safety.
2. We also encourage KG parents to drop their children on time as late reporting is also marked for them in the Section.

*Stay safe & healthy!*

**PRINCIPAL**  
Ms. Qurat Ul Ain