



IIS/CIR/140/2022-2023
01/04/2023

Dear Parents,

“Greetings from IIS Family”

At the outset please accept our sincere gratitude 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 for the effective and smooth functioning of the school. Kindly refer **Annexure 1** for School reopening dates & Bell timing for Ramadan, KG – XII, AY 2023-24.

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 and wherever the regular uniform has been changed like in Grade 1 & 2 and PE uniform for all Grades, students are expected to wear the new uniforms as per the days allotted.
- Students are also expected to carry their text books/notebooks prescribed by the School including Ministry books as it will be strictly monitored by the respective Class & Subject teachers from 10th April 2023 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.

Guidelines for Early Pick up of Students

- Parents are advised to refer the guidelines given in **Annexure 2**.

Guidelines for Whatsapp broadcast Group communication for Parents

- Parents are advised to refer the guidelines given in **Annexure 3** and adhere to it strictly.

Newly admitted students of KG-IX

- Newly admitted students of KG-IX must be dropped to school by the parents on the first day of opening.

School Parent Portal/Mobile app

- To download our school Parent Portal/ Mobile app, for guideline click <https://bit.ly/3g5n6Ej>

Stay Safe & Healthy!

PRINCIPAL
Ms. Qurat Ul Ain

Annexure 1

School Reopening Dates, KG – XII, AY 2023-24

Date of reopening	Section/Grade
10 th April 2023	Grade V – XII Boys & Girls – Existing students
11 th April 2023	Grade I – IV - Existing students
12 th April 2023	KG2 – New & Existing students & New admission students of all Grades
13 th April 2023	KG1 students

Bell timing during Ramadan, KG –XII, AY 2023-24

Monday to Thursday	KG: 8:00 am to 11:15 am	OT dispersal - 11:15 am
	Grades: 8:00 am to 1:30 pm	OT dispersal – 1.50 pm
Friday	KG & Grades: 9 am to 12 pm	NA
Note: On Fridays during Ramadan, classes for KG – XII will be online and students can attend classes from their homes. Attendance is compulsory.		

Note: Regular Bell timing for AY 2023-24 will be shared by the Respective Class teachers after the Holy month of Ramadan

Annexure 2 – 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. Early pick up of students will be permitted only for genuine reasons (Passport renewal, Emirates ID renewal & Doctor's appointments for treatments in case of emergencies).
2. Early pick up of transport students will be permitted till 1:15 PM (Ramadan) and 2:00 PM (Regular days).
3. 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).
4. 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.
5. 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.
6. Approval/Signature from the concerned Section Head/Class Teacher In-Charge.
7. Approval/Signature of Principal.

Annexure 3 - Guidelines for Whatsapp broadcast Group communication for Parents

1. All the Class teachers from KG – XII will be sharing official information of School to the respective Class parents via Whatsapp broadcast groups.
2. Parents are advised to provide only their working Mobile numbers having Whatsapp. Students should be refrained from being part of this group, especially Board classes. We intend to have direct, effective & fast communication with the parents through this mode.
3. Teachers will be available only during working hours. Parents are requested not to send early morning & late night messages and must stick to the timings, which is 7.30 am – 2.15 pm (Mon – Thursday) & 7.30 am – 10.30 am (Fridays). In case of emergencies, parents are advised to contact their respective Section Heads.

4. As it is a Broadcast group, only the Class teachers will be sending the information. If parents need any clarification or assistance, individual message needs to be send to your ward's respective Class teacher.
5. The Whatsapp broadcast group should not be used for exchange of notes, assignments and worksheets. For such exchanges, teachers will be using Orisson portal which is the usual mode of communication with parents.
6. Parents must note that there will be no Whatsapp broadcast groups for subject teachers. If parents need any clarification or assistance in regard to their ward's Academics, parents are requested to contact the respective Section Head via mail.
7. Parents should monitor and do not encourage their wards to create Whatsapp groups on their own, applicable for Primary & Senior grades.
8. This platform has been created keeping in view of quick dissemination of the school information to the stakeholders and to have a good and healthy rapport including support mechanism which will help our students to progress well.