



IIS/CIR/180/2023-2024
29/03/2024

Dear Parents,

“Greetings from IIS Family”

We thank you for your constant support & cooperation in completing the academic year 2023-24 successfully and we anticipate the same in all our future endeavors. For the next academic year 2024-25 planning and the effective and smooth functioning of the school, we request all the parents from **Kindergarten to Senior Secondary** to follow the below guidelines.

School Reopening Dates & Timing, KG – XII, w.e.f 15th April 2024

- Parents are requested to refer to **Annexure 1** and stick to the reopening dates of their wards as per their Grades/Section. The school expects arrival of students – both bus & OT – **between 7.20 am - 7.25 am** so that they are present during CTP and are participating in internal assembly which is must for inculcating a routine and discipline among the students.

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.

Punctuality and Attendance:

- Regular attendance and punctuality are essential for all our students from Kindergarten to Senior Secondary to make good progress. The school's 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 – Regular/ PE/ Winter

- The students are expected to attend the classes only in complete school uniform. Students should be well groomed and presentable and wear the prescribed regular/PE school uniforms as per the house colour allotted earlier. Grade I & newly admitted students' houses will be allotted within the first week of reopening.
- Students of Grades IX – XII must refrain from wearing blazers on PE days.
- Students are not allowed to come to school in colourful winter jackets/ sweaters. They should purchase the sweaters prescribed by the school. This will be strictly monitored from the new academic year.
- Students are expected to wear regular shoes (Brown) and Sports shoes on PE days.

Text Books/ Notebooks

- Students are also expected to carry their text books/notebooks as prescribed by the School and it will be strictly monitored by the respective Class & Subject teachers from 15th April 2024 onwards. **Ministry books (Arabic, Islamic Studies, MSCS)** should also be purchased by parents as soon as it is available at the school bookstore as it is a strict compliance from Ministry of Education & school as well.
- Notebooks from outside vendors will not be accepted by the subject teachers, it will be returned. Parents are requested to refrain from purchasing any items relating to school books for their wards from the outside vendors.
- A detailed circular on books & uniform sale will be released shortly.

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.

Outstanding Fee for AY 2023-24

Parents are reminded to clear all their outstanding fee to ensure your ward's promotion and seat confirmation for the next academic year. The payment must be completed by **30th March 2024**.

Guidelines for Early Pick up of Students

- Parents are advised to refer to 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>

School Policies

- School expects that all our parents go through the updated policies which will be available in the portal within the first week of reopening. Parents are also expected to sign a behavioural contract as per the Ministry and School policy which is applicable from KG – XII. The contract will be shared by the respective class teacher shortly.

Stay Safe & Healthy!

PRINCIPAL
Ms. Qurat Ul Ain

Annexure 1

School Reopening Dates, KG – XII, AY 2024-25

Dates of Reopening	Section/Grade
15 April 2024, Monday	Grade 5-12 Existing & newly admitted students
16 April 2024, Tuesday	Grade 1-4 Existing & newly admitted students
16 April 2024, Tuesday	KG2 Existing & new students
17 April 2024, Wednesday	KG1 new students

School Timing, KG –XII, AY 2024-25

	Monday - Thursday	Friday
KG	7.30 am – 11.30 am	7.30 am – 10.45 am
Grades I - XII	7.30 am – 2.15 pm	7.30 am – 10.45 am

Note: Regular Bell timing for AY 2024-25 will be shared by the Respective Class teachers with the students on the first day of school reopening.

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 2:00 PM (on 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 sent 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.