



IIS/CIR/015/2026-27  
23/04/2026

Dear Parents,

*“Greetings from IIS Family”*

As we have resumed onsite learning in school campus by taking all the precautionary measures for the current situation. Our School is committed to providing a nurturing environment that fosters Academic Excellence, creativity and Personal growth. We request all the parents from **Kindergarten to Senior Secondary school** to follow the below guidelines and implementation w.e.f 27<sup>th</sup> April 2026. The school expects arrival of students both by 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.

**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.

**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 lessons 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.
- Students who will be regularly reporting late to school from KG - Grade XII will be dealt with as per the MOE Behaviour Management Policy.

**OT Students Dispersal:**

- OT students must be dropped off and picked up strictly as per the timings given by the school from the respective OT rooms allotted for their section.
- Parents are advised to adhere to the school dispersal timings and pick up their children **sharp at 2:30 pm for Grades I to XII and 12:10 pm for KG.**
- Parents/guardians are expected to pick up the child **directly from the OT room.** Under no circumstances will the child be sent outside alone or with siblings.
- Boys/Girls students whose siblings are in **KG and Grades I to XII** must refrain from entering the OT rooms. Only parents are expected to come to the respective OT rooms during school dispersal to pick up the child.
- OT parents are requested **not to have any conversation or interaction with other students** in the respective OT rooms. If there are any concerns, they must be escalated to the concerned school authorities through the appropriate communication channels.
- **Only authorized parents/guardians** will be permitted to pick up the child. If this guideline is not followed, the school will not hand over the child to any person who is not authorized or approved by the school, as this may compromise the student’s safety.

**Students Code of Conduct KG to Grade XII:**

- Parents are advised to go through the document carefully and ensure **strict adherence** to the guidelines provided in the link below.

[https://drive.google.com/file/d/1e7KT0P-Fez\\_t6kNVAr8Ink5\\_Nf6Uy5A/view?usp=sharing](https://drive.google.com/file/d/1e7KT0P-Fez_t6kNVAr8Ink5_Nf6Uy5A/view?usp=sharing)

**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.
- It is mandatory to all KG to Grade XII to wear the school ID all the time inside the school campus.
- 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 in this academic year.

- Students are expected to wear regular/Sports shoes as prescribed by the school.

### **School Prescribed Textbooks/ Notebooks**

- Students are also expected to carry their textbooks/notebooks as prescribed by the school and it will be strictly monitored by the respective Class & Subject teachers from 27<sup>th</sup> April 2026 onwards. **Ministry books (Arabic, Islamic Studies, Life skills, MSCS)** should also be purchased by parents once 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, they will be returned. Parents are requested to refrain from purchasing any items relating to schoolbooks for their wards from the outside vendors.
- Parents are advised to refer to the circular issued earlier for the prescribed textbooks and notebooks compliance IIS/CIR/004/2026-2027 Dated: 08/04/2026 and IIS/CIR/014/2026-2027 Dated 23/04/2026

### **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.
- Bus Students form KG to Grade IV will be dropped at the location in the presence of guardians.

### **Guidelines for Early Pick up of Students**

- Parents are advised to refer to the Guidelines given in **Annexure 1**.

### **Guidelines for WhatsApp broadcast Group communication for Parents**

- Parents are advised to refer to the Guidelines given in **Annexure 2** and adhere to it strictly.

### **School Parent Portal/Mobile app/Yellow Bus**

- To download our school Parent Portal/ Mobile app/ Yellow Bus for guideline click [https://drive.google.com/file/d/149rF0IQwSX\\_KXMoDoRY0M89shos6nYJA/view?usp=sharing](https://drive.google.com/file/d/149rF0IQwSX_KXMoDoRY0M89shos6nYJA/view?usp=sharing)

### **School Policies**

- School expects that all our parents will go through the updated policies which will be available on the portal within the first week of reopening. Parents are also expected to sign a behavioral contract and photography consent 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 – Guidelines for Early Pick Up of Students**

- In order to maintain safety of the students, the following rules need to be adhered to when you intend to apply for Early Pick up for your ward:
- Early pick up of students will be permitted only for genuine reasons (Passport renewal, EmiratesID renewal & Doctor's appointments for treatments in case of emergencies) will be permitted till 2:00 PM for Grades (I to VIII) and KG till 11:30 am (on Regular Days).
- OT 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).
- An early pick-up Permission Slip will have to be signed by the parent coming to collect his/herward which is available with the Receptionist.
- A copy of valid ID (Emirates ID, License ID, Labor Card etc....) needs to be submitted to theReceptionist to be able to proceed with the request.
- Approval/Signature from the concerned Section Head/Class Teacher In-Charge.
- Approval/Signature of Principal.

### **Annexure 2 - Guidelines for WhatsApp broadcast Group communication for Parents**

- All the Class teachers from KG – XII will be sharing official information of School to the respective Class parents via WhatsApp broadcast groups.
- Parents are advised to provide only their active mobile numbers with WhatsApp access. Only one parent or guardian per student will be allowed in the group. Students must not be part of this group under any circumstances.
- This WhatsApp group is strictly for official school communication to ensure direct, effective, and timely updates. Please note that only the group administrator will be permitted to send messages
- Students are not encouraged to create their own WhatsApp group for exchanging school information.
- 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
- As it is a Broadcast group, only the Class teachers will be sending the information. If parents need any clarification or assistance, individual messages need to be sent to your ward's respective Class teacher.
- The WhatsApp broadcast group should not be used for exchange notes, assignments and worksheets. For such exchanges, teachers will be using Orison portal which is the usual mode ofcommunication with parents.
- 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.
- Parents should monitor and do not encourage their wards to create WhatsApp groups on their own, applicable for Primary & Senior grades.
- This platform has been created keeping in view of quick dissemination of the school informationto the stakeholders and to have a good and healthy rapport including support mechanism which will help our students to progress well.

