



مدرسة هابيتات الخاصة  
HABITAT SCHOOL

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Cir no: HBT ATH / GEN/21/22-23

Date: 19.09.2022

**OWN TRANSPORT STUDENTS**

**Dear Parent,**

It has been noticed by the school authorities that many own transport students report late to school. **Please note that the reporting time to school is 7:20 am. Morning assembly starts at 7.30 am**

Since we have already completed a month of this new academic year, it is high time to get things streamlined. Hence please see that your child/children are dropped before 7.25 am and if not, we will be forced to initiate disciplinary actions as per MOE guidelines which would cause inconvenience to the children and the parents. Please be with the school and support the school to maintain discipline.

**The course of action mentioned below will be executed by the school for persistent Lateness:**

Stage	Indicators of action	Required Action from the School	Action Authority
1	Upon coming late for 3 days/week	Verbal warning	Health and Safety officer
2	Upon coming late for more than 3 days/week	Written warning	School Counselor

**Note:**

- **As per MOE guidelines, being late to the School falls under the first degree offense and 4 marks shall be deducted for each offense.**
- **Kindly refer to Article 7 in the link <https://bit.ly/3wRf75x>**

Regards

**Principal/-  
Ms. Mariyam Nizar Ahamed**