



مدرسة هابيتات الخاصة
HABITAT SCHOOL

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Cir no: HBT ATH /GEN/30/24-25

Date: 30.09.2024

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.

Please see that your child/children are dropped by 7.20 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 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	Verbal warning	Class Teacher/ Section Head
2	Upon coming late for more than 3 days	Written warning	School Counselor

Note:

- As per MOE guidelines, being late to the School (Tardiness) 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