



المدرسة الهندية الدولية ذ.م.م
**INDIA INTERNATIONAL
SCHOOL LLC - SHARJAH**



PUNCTUALITY MONITORING POLICY 2022 - 2023



PUNCTUALITY MONITORING POLICY

Introduction

Punctuality in school life builds the path to success in a student's life by enabling them to plan ahead, making an efficient routine, and to get prepared for their tasks. A punctual student is better equipped to deal with their day-to-day tasks than a person who leaves it for the last moment.

At India International School, we want our children to be punctual at all times, as it has an inevitable role in everybody's life. IISS believes that discipline and values are the key to a good education. "Punctuality is important because it makes students disciplined. It also gives them the chance to become successful in life. It teaches the essence of time and makes them aware of its value. It can support and helps to achieve their goals faster than ever."

It plays a pivotal role in the personality development of the young generation. IIS has adopted a comprehensive punctuality policy to inculcate the spirit of punctuality and the significance of time in our students. It focuses and adheres to the point that all students must reach the school on or before 7:15 am and it is flexible with any valid reason too.

Being on time is one of the best habits to have. Good time management skills should be developed early in life. As the proverb says "time and tide never waits for man" and when we realize the value of time, it becomes easier to be punctual. Being punctual is important for all age groups at all stages of life, but students need to make an extra effort in this area.

Aim:

- To ensure that all students reach the school on time without any failure.
- To cultivate and instill the students the importance of being punctual.
- To help them to keep the things systematic and organized.
- To develop their confidence and values.

Being punctual will really help the students to succeed in their studies. First and foremost, punctuality ensures them to arrive on time to classes and so will not miss any part of the lesson. "Well begun is half done" so punctuality during school life will also help to get prepared for their future life. Hence, at IIS we highly appreciate the parent's cooperation for all the efforts rendered by them to promote and sustain the value of punctuality in our students as it is a collaborative task.

By realizing the utmost importance of this incredible value, at IIS, we strictly follow certain measures to curb the late comers as well as to cultivate the skill of punctuality in our valuable students. Stakeholders are assigned to greet and welcome the students to the school pleasantly. At the same time this team are also responsible to monitor the late comers' and will inform the students and the parents through verbally to come on time. School Counsellor's also will have an individual or group session with the students to solve the concern through counselling session to help them to resolve the issue with proper time management skills and arrangements to be implemented for being punctual.

Despite reminders if they continue to be late regularly, those students will be marked late in their logbook of that month with the timing. If a child is late for fourth time, his /her name will be entered in the punctuality register by the staff and the class teacher. Also, a written note will go to the parents via logbook by the class teacher intimating the same. If a child remains late for the sixth time, then respective supervisor will communicate with the parent through the logbook. However, for the seventh time if child seems late, Vice Principal has to communicate to the parent after tracing the frequency.

Despite, of all these disciplinary measures, if a child remains tardy, school behaviour committee will take necessary action as per the behavior by law. law. As a result parent's of regular late comers' will be issued, an undertaking so as to ensure the punctuality of their children by strictly adhering to the school time for their overall development in their personal and academic life. For the quick reference on the procedures for being punctual and the related procedures are described in a flow chart.

Policy Evaluation and Review

The school Punctuality Monitoring policy will be reviewed to ensure the implementation of best practices of our students.

Prepared on: April 2022

Next Review: April 2023


Dr. Manju Reji
Principal

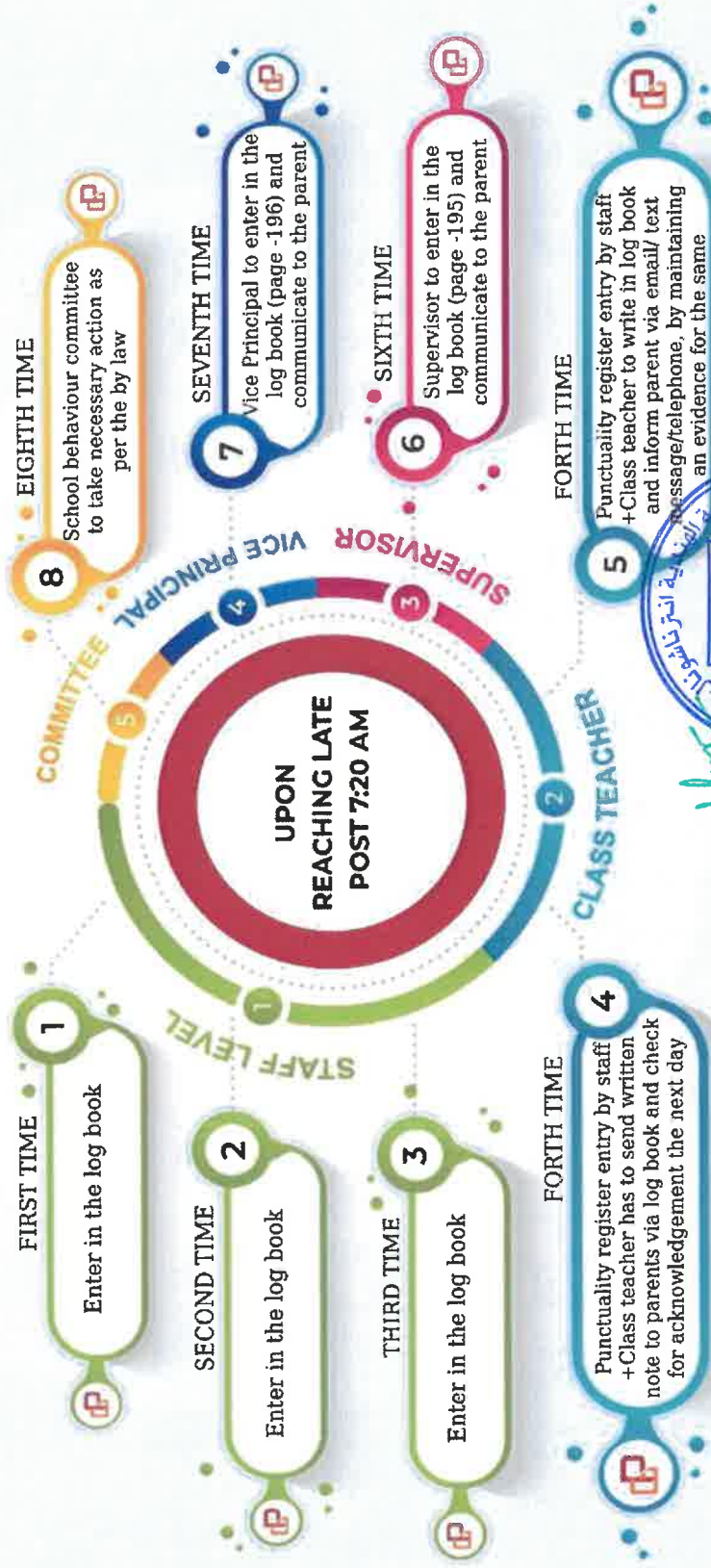




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MORNING PUNCTUALITY MONITORING : 2022-2023



Dr. Manju Reji
PRINCIPAL