



# The Apple International School, Dubai

ةيملا علا ةحافتلا ةسردم - يبد

## ATTITUDES AND BEHAVIOUR

### Guiding Principles and Protocol

#### Late Coming Students. Follow Up Protocol

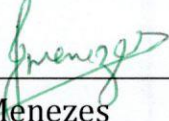
- **Definition:**

Students who reach the school after the first bell has been sounded shall be termed as Late Comers.

- **Follow Up Protocol**

- ❖ The late arrival student's school diary is marked by the students of Key Stage 1 representative and the ancillary staff at the school gate. A note in the diary is also made (Page 104 of the School Diary)
- ❖ The Key Stage 1 representatives also take the charge to remind the students on being punctual and the importance of being regular and punctual to school.
- ❖ Late comer's Register is maintained at the reception, to note down the defaulters' names.
- ❖ The student needs to get a late coming slip from the reception, to enter the class.
- ❖ The late comers' register is shown to the Principal and Vice Principal on a daily basis.
- ❖ Being late for the first time is dealt with by a verbal warning given by the Head of Section.
- ❖ If a pupil comes late for the second time, the Head or Section speaks to the parent telephonically, and arranges for a meeting with the Vice Principal.

- ❖ A letter is issued, on repetition at third time, and a note is made in the Student Record
- ❖ Continuous late coming could result in suspension from school.

  
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Ms. Jaya Menezes  
**Principal**

**The Apple International School, Dubai**  
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**Reviewed Annually**  
**Last Date of Review: 18<sup>th</sup> September 2018**



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