



The Apple International School, Dubai

مدرسة التفاحة العالمية – دبي

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**
 - ❖ A Late comers' 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. A note in the diary is also made (Last Pages of the School Diary)
 - ❖ 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 Vice-Principal / Supervisor.
 - ❖ If a pupil comes late for the second time, the Supervisor speaks to the parent telephonically, and arranges for a meeting.

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

Ms. Pranjala Dutta
Principal
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