



مدرسة جيمس متروبول الواحة
GEMS Metropole School
AL WAHA

PUNCTUALITY REPORTING

Responsibility of the parents:

Understanding and upholding the school's policy which states continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.



Late once per term

Any students arriving after the National Anthem is late. They must enter via the FS Reception (FS Students) or Late Gate and be recorded by FoH on Phoenix

Late three times per term

The class teacher to email the parent of any student who is late three times in one term.



Late four times per term

The HoKS is to Phone the parent of any student who is late four times in one term. The call must be followed up with an email.

Late five times per term

Deputy Head is to phone the parent of any student who is late five times in one term. The call must be followed up with an email.



Late six times per term

Deputy Head to meet parents with clear expectations from all parties. Meeting to be minuted including TAC/Guard.

Late seven times per term



ESCALATION ROUTE