



# **SCHOOL TIMINGS POLICY**

## **(New Thumama Branch)**

### **SCHOOL HOURS**

Our school begins at 7:10 AM. Students must arrive on time and are collected on time at the end of the day.

#### **School Timings from Sundays to Wednesdays**

- **Grades 1-5 : 7:15AM to 1:25PM**
- **Grades 6-12 : 7:15AM to 1:30PM**

#### **School Timings for Thursdays**

- **Grades 1-5 : 7:15AM to 12:00PM**
- **Grades 6-12 : 7:15AM to 12.:05PM**

**School gates open at 6:30AM. The gate will be closed at 7:30AM.**

### **PROCEDURE FOR STUDENTS WHO COME TO SCHOOL LATE**

- **1<sup>st</sup> Offense: Verbal Warning**
- **2<sup>nd</sup> Offense: Notification Letter**
- **3<sup>rd</sup> Offense: First Warning Letter**
- **4<sup>th</sup> Offense: Second Warning Letter**
- **5<sup>th</sup> Offense: Student will be sent home**

### **ASSEMBLY**

Assemblies are held every morning at 7:15AM. Grades 1 to 12: it is mandatory for every student to attend the assembly. During assembly students should be present for the Holy Quran and the Qatar National Anthem. Important information during assembly is conveyed; as well as academic and behavioral awards are given to the students.



## **END OF THE DAY PROCEDURE**

The gates will be closed from 12:30PM till 1:25PM. No one is allowed to come in or out the school. Students will be dismissed from classes at: **(Sunday to Wednesday)**

- **Grades 1 to 5: 1:25PM**
- **Grades 6 to 12: 1:30PM**

Please ensure that they are picked up on time. **For all students: from 1:30PM till 2:00PM students must stay in the waiting area, and parents must pick-up their children from the waiting area.**

From Sunday to Wednesday, by 2:00PM the students should have left the school premises. The school will not be responsible for any student after 2:00PM.

Students will be dismissed from classes at: **(Every Thursday)**

- **Grades 1 to 5: 12:00PM**
- **Grades 6 to 12: 12:05PM**

Please ensure that they are picked up on time. **For all students: from 12:00PM till 12:30PM students must stay in the waiting area and parents must pick-up their children from the waiting area.**

Every Thursday by 12:30PM the students should have left the school premises. The school will not be responsible for any student after 12:30PM.



## School Timings: (Sunday to Wednesday)

### GRADES 1 TO 5:

7:15-7:30	Period 1	Period 2	Break	Period 3	Period 4	Snack	Period 5	Period 6
ASSEMBLY	7:30-8:25	8:25-9:20	9:20-9:50	9:50-10:40	10:40-11:30	11:30-11:45	11:45-12:35	12:35-1:25

### GRADES 6 TO 12:

7:15-7:30	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Period 6
ASSEMBLY	7:30-8:25	8:25-9:20	9:20-10:15	10:15-10:45	10:45-11:40	11:40-12:35	12:35-1:30

## School Timings: (Every Thursday ONLY)

### GRADES 1 TO 5:

7:15-7:30	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Period 6
ASSEMBLY	7:30-8:10	8:10-8:50	8:50-9:20	9:20-10:00	10:00-10:40	10:40-11:20	11:20-12:00

### GRADES 6 TO 12:

7:15-7:30	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Period 6
ASSEMBLY	7:30-8:10	8:10-8:50	8:50-9:30	9:30-10:00	10:00-10:40	10:40-11:20	11:20-12:05