



19.04.2025

# NIMS/GEN/CR315/04/25

### Dear Parents,

We would like to kindly remind you of a few important guidelines that help us ensure the smooth functioning of the school and the well-being of our students:

## 1. Student Attendance

In line with the Ministry of Education's guidelines, students are expected to maintain at least **94% attendance**, which allows for no more than **11 school days missed** in an academic year. As per the Parent Contract, **20 consecutive or 30 non-consecutive days** of absence may lead to a KHDA referral and could impact the student's promotion.

## 2. School Visits by Parents

We kindly request all parents to dress in formal attire when visiting the school, carry a valid identification, and register at the security gate upon arrival during visiting hours only (8:00 AM to 12:00 PM and 1:00 PM to 4:00 PM)

# 3. Punctuality

Students are expected to be in school **10 minutes** before the official reporting time (6:50 AM for morning session and 12:45 PM for afternoon session)

#### 4. Own Transport Students

Please ensure that your children are dropped off by 6:50 AM for the morning shift and by 12:45 PM for the afternoon **shift**. Please also make arrangements for a timely pick-up to avoid any inconvenience (Pickup time for Friday is 11:15 AM)

### 5. Student ID Cards

For safety and identification purposes, all students must wear their current year school ID cards every day.

We thank you for your continued support in your child's education and overall school experience.

Warm regards,

Supriya Sehgal Principal