



Academy Of Leaders Primary School

أكاديمية القادة للتعليم الاساسي

School Rules and Regulations

- Classes commence at 8:30 a.m. Children arriving late (08:40) will not be permitted to enter class until the subsequent lesson begins. Students arriving at 09:00 or later will only be allowed into school if the reception office has been informed in advance.
- Children are required to attend until 13:30 or 14:30 depending on their school year. If a child needs to leave early, the school must be informed when the child arrives in the morning. Permission must also be obtained from the administration office.
- It is imperative that all children arrive promptly for classes, tests, and exams. Failure to do so may result in being denied entry.
- In the event that your child is ill, please notify the reception office. Failure to do so may result in lessons or exams not being rescheduled.
- Our discipline system exists to promote safety, well-being, and fairness. It is important that all rules are adhered to:
 - a. If your child is not in proper uniform, including black shoes, you will be requested to take them home.
 - b. Should your child arrive late, they must enter the classroom at the next change of lessons to avoid disruption.
 - c. Any involvement in physical altercations will result in suspension for those involved.
 - d. Misbehaviour, use of inappropriate language, or bullying will lead to disciplinary action, and you may be contacted.
 - e. Continued inappropriate language or behaviour will also result in suspension.

If the incidents are frequent or severe your child will receive a discipline card as follows:

- **Green**: For the first notice, it will be sent home to be signed, and we would appreciate you talking to your child about why their behaviour is not acceptable.

- **Yellow**: For the second notice, you will be called to come in and discuss the situation, sign the discipline card, and talk to your child.

- **Red**: For the third notice, you will be called into school to sign the third card, and your child will be given a suspension for 3 days, depending on the situation.



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If there are further incidents the administration reserves the right to ask you to move your child to another school for the following school year.

- **Children are expected** to follow rules of the school.
- **Writing on or damaging school property** is unacceptable and will be dealt with as outlined above.
- **Children are expected to respect ALL** staff, their classmates, and the school itself. They should not behave any differently than they are expected to at home.
- **Children are expected** to have all the necessary books and materials needed when they come to school each day.
- Homework is marked and is a percentage of the term marks, please be sure to see that your child completes any work sent home by their teacher.
- **Birthday parties** are not allowed in school.
- **Payments** are needed as follows:
 - a) **Deposit of LYD1750/LYD2750** is payable at the time of registration, and it is **non-refundable**.
 - b) **Full payment** should be made before the end of the 1st term. **School fees** will only be **refunded** within the period of **1 month** after school starts not including the period they studied.

If payments are not paid on time your child will not be allowed to attend classes until payment has been made.

- ❖ It is crucial for **PARENTS** to uphold a respectful attitude towards all members of **STAFF** and adhere to the established rules and policies of the school. Failure to do so may have serious consequences, such as the possibility of your child being expelled from school.

Child's name: _____.

Parent's signature: _____.

Date: _____.