



Al Hoda Azhar Language School

School Policy and Guidance

2026/2027

Policy and Guidance Contents

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1- School Timings

School hours are from 7:45 AM to 3:00 PM.

2- Morning Lateness Policy

To maintain a smooth start to the school day and minimize classroom disruption, the following rules apply:

- **Morning Entry Deadline:**
 - Entry after 8:00 will not be permitted.

3- Absence Policy

- Parents must notify the school if their child will be absent for more than three consecutive days.
- If the absence is due to a parent's request (e.g. travel), a **consent form** must be signed.
- By signing the consent form, parents acknowledge and accept full responsibility for:
 - Following up on their child's academic progress.
 - Ensuring that missed lessons, assignments, and assessments are completed.

4- Sickness Policy

- Parents must not send children to school if they are sick, or give painkillers to mask symptoms.
- If a student presents with symptoms, they will be sent to the school clinic for the doctor to examine them. If the school doctor determines that a child should go home due to illness, parents will be contacted immediately to pick up their child. Please note this applies to fevers and any illness that risks infecting others. This policy aims to prevent the spread of disease and to protect the health of both your child and their classmates.
- Students who are asked to go home will **not** be allowed to return to class, and will be asked to wait to be picked up.
- The decision for a child to remain in school or go home rests solely with the school doctor.

- Parents are reminded to consider the health of all students – protecting one another ensures a safe and healthy environment for everyone.

5- School Uniform Policy

- Students must wear the official school uniform at all times.
- The school logo must be on the shirt. No other logos or brands are accepted.
- If the School Uniform Policy is not followed, parents of the concerned student will be called and notified on the first instance of this.
- If the incident is repeated, parents will have to come to school and bring their child the uniform to wear. **The student will not be permitted into class until they have changed into the school uniform.**
- **Footwear:** Students may wear shoes in these colours only: Black, blue, grey, or white.
- **Scarves:** Veiled girls may only wear plain white or plain blue scarves.
- **Praying Scarves:** Praying scarves must be plain white or blue. Head covers in any other colours are not permitted for prayer at school.

6- Jewellery and Accessories

- Students may wear watches to school, but these should not be very expensive watches. Smart watches are not permitted at school.
- Chains, necklaces, rings, bracelets, and other forms of jewellery (with the exception of earrings) are not permitted.
- Earrings: Girls may only wear simple studs for earrings.
- Nail polish is strictly prohibited.

7- Haircuts

- Boys: Hair should be cut short, avoiding fashion cuts.
- Girls: Girls with long hair must tie it back in a ponytail or a bun, or braid their hair.

8- Personal Hygiene

Students are expected to maintain proper personal hygiene at all times, ensuring cleanliness and neat appearance.

9- Disciplinary Policy

The Disciplinary Policy is based on the Azhar Institutes Sector approved Guidance and Regulations. Only minor changes have been made to ensure the policy is age-appropriate.

Discipline is meant to guide and teach, not punish.

Important Notes:

- School response to inappropriate behaviour is not applied based on one person's account or version of events. It is only applied after a fair investigation is done by the SC (School Counsellor) who will refer to the students involved, teachers and any needed CCTV footage.
- All school records of an incident are confidential and will not be released to parents.
- Parents are to be informed of the actions taken with their child only.
- Any actions taken with other students involved will not be shared with parents.

9.1 Conflict Between Students

Students who initiate a conflict (verbal or physical) are primarily at fault and will be held responsible, in line with the school policy.

In cases where students respond with inappropriate behaviour (verbal or physical) because of the actions of others, they will also be held responsible for their behaviour. **It is important for students to recognise that their behaviour is not excused by the actions of others who have misbehaved.** In such cases, students should immediately report the incident to the nearest teacher or to the SC.

9.2 Disciplinary Process (Consequences)

- Teachers will handle minor infractions through discussions, warnings, and corrective actions depending on the situation.
- Repeated or serious offenses causing any distraction in class will result in referring the student to the SC (School Counsellor).

1 st referral to the SC	- SC will talk to the student, advise and register the case in the Student's Disciplinary Follow-up Sheet.
2 nd referral to the SC	- SC will talk to the student, advise and register the case in the Disciplinary Follow-up Sheet. - A student may be held back in class for 10 minutes during break time. - SC will inform parents by calling them.
3 rd referral to the SC	- SC will talk to the student, advise and register the case in the Disciplinary Follow-up Sheet. - The student may be held back for the whole break. - SC will inform parents by calling them.
4 th referral to the SC	- Student will be sent to the principal's office. - Parents will be asked to come to school to meet the SC.
5 th referral to the SC	Student will be suspended for one day.
6 th referral to the SC	Student will be suspended for 2 days.

Note: Severe behavioural issues will be handled promptly.

9.3 School Trips / Events

The school has the right to exclude students from school trips/events. This is a decision that the school takes after deep consideration and only after discussions with concerned staff members. Students should be aware that they risk missing out on school trips if they are unable to show good behaviour.

SC* - School Counsellor

9.4 Vandalism

Examples of vandalism:

- Drawing on desks/chairs/walls/other school property
- Breaking or damaging any school property

Consequence: Parents will pay the cost of the repair or replacement to the Finance Department. (It is recommended that the student pays this from their own allowance.)

9.5 School Bus Conduct Policy

To ensure the safety of all students, the following rules apply to school bus use:

	Consequence
Inappropriate Behaviour (Verbal or Physical)	Students may be suspended from using the school bus for 1 to 3 days , depending on the severity of their behaviour.
Vandalism on the School Bus (e.g. scratching, writing or drawing on bus seats, windows or walls)	Parents will be responsible for covering the full cost of repair or replacement through the Finance Department. Students may be suspended from using the school bus for 1 to 3 days , depending on the nature of the incident.

10- Class Placement Policy

The school may reassign students to different classes each academic year. This aims to maintain balanced class sizes, and to ensure optimum learning environments.

11- Birthday Policy

Birthdays are not allowed during regular school days. If parents wish to celebrate their child's birthday, it must be on **Thursdays only** and the **school must be notified 2 days in advance by email**.

Birthday Food Guidelines:

- Only finger-food or/and cupcakes are permitted. (No items requiring cutting or plates are allowed.)
- Food must be provided for the entire class and, not a group of friends.
- **Birthday gifts are NOT allowed in school.**

Note: Gifts to teachers or gifts to all students in class are PROHIBITED!

12- Parent-School Communication

Years 1–3: Parents may communicate with the school through:

1. A note in the Follow-Up notebook
2. Email
3. Telephone call

Years 4–6: Parents may communicate with the school through:

1. Email
2. Telephone call

Response Time: The school aims to reply to all emails within **two working days**

13- Academic Monitoring Policy

Parents are expected to actively monitor their child's academic progress through the following steps:

- **Daily Checks on Google Classroom:** Review classwork and assigned homework.
- **Homework:** Ensure that homework is completed on time and to the expected standard.
- **Quiz Results:** Parents are responsible for checking their child's quiz marks.
(communicate with teachers if you notice low marks or repeated difficulties.)