

## PPS Policies Overview

### Punctuality

The school gate opens at 7am. Students must be in class at **7:20am** for the registration. If the student will arrive after the registration, he should get a late slip from the Admin office so that he will not be marked as absent, only late. A warning letter will be sent to the parents if the student has been constantly late. For prep students, a sanction will be given for every instance of tardiness.

Lateness will also be taking into account at the end of the academic year and **must not be below 90%**; if the lateness falls below 90% then a meeting will be called with the parent and school to discuss further. Any student whose lateness is below 90% at the end of the year may be asked to repeat the year.

### Timetable

All students will be provided with a copy of their timetable electronically. The school day starts at **7:20am** and ends at **12:30pm** for Early Years Foundation (Foundation 1 & 2), and **13:30pm** for Primary (Years 1-6) and Preparatory (Years 7 to 9) students.

### Break time

During very hot weather, students are allowed to stay indoors during break time. During the cooler months, students will be expected to stay outside during breaks. Students will be supervised at all times by teaching staff on duty.

### Attendance

Students must **attend school regularly** to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. When a student is absent from class, a serious disruption of a student's learning and skills may result; therefore, students should make every effort to avoid unnecessary absences.

#### ❖ Absence

- When a child is unwell, parents should contact the school before 9.00am on the first day of absence informing the school of the reason for absence:

Call us at 6632-8091 or 4487-9335 or email us at [admin@pps.sch.qa](mailto:admin@pps.sch.qa)

- If a child is sick, a medical certificate should be submitted to [admin@pps.sch.qa](mailto:admin@pps.sch.qa) before your child can come to school.
- Any student whose attendance is **below 90%** and the absence is unauthorised, will be asked to repeat the year. Please visit the school website and download the attendance policy for a detailed information.

#### ❖ Sick Child

- Students who become ill at school and wish to go home must go to the school nurse for examination.
- In the event that the nurse determines that a student is ill enough to go home, the nurse will contact the student's parent or guardian and ask them to collect them immediately. We understand that many parents work, however, we only ask this for cases where the child is too ill to continue at school or is at risk of affecting others.

#### ❖ Medical / Personal Appointments

Every effort should be made to arrange medical appointments outside the school hours.

- If a child has a medical or personal appointment, the parents should send an email, with the proof of appointment, to admin team ([admin@pps.sch.qa](mailto:admin@pps.sch.qa)) **at least 1 day before.**

#### ❖ Absence Requests

The School recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. **Parents are therefore strongly urged to avoid booking a family holiday in term time.** Parents do not have an automatic right to withdraw pupils from school for a holiday.

- No holidays should be taken during examination periods.
- For unavoidable circumstance, an absence request should be sent via email to [admin@pps.sch.qa](mailto:admin@pps.sch.qa) stating the date/s and reason for the absence.
- Please be specific on the reason that you will provide because the absence request will be forwarded to the Principal for her review and decision.
- Parents will receive a reply from the Admin team if the absence request has been authorised or unauthorised.

## School Uniform

All students should wear a complete uniform every day.

- Strictly **No Trolley Bag** policy should be observed. The reason for this is that trolley bags are a safety hazard in the confined space of the school and also take up too much space in classrooms.
- Ties are compulsory for all students from year 1 - 9.

- Hair should be neat and tied back.
- Conventional black polished leather shoes should be worn; Trainers are to be worn only for P.E.
- Sanction will be given to a child for not wearing a complete uniform

The following are **NOT** acceptable:

- Polo shirts which expose the midriff
- Trousers which sag below the top of the hip to allow undergarments to show
- Skirts above the knee
- Abayas cannot be worn during school times
- Clothing with holes or tears
- Hair that is dyed an unnatural colour (e.g. purple, blue, pink, green, yellow etc.)
- Extreme body piercing, such as nose rings and studs, eyebrow loops and studs, lip rings and studs, tongue piercing etc.
- Any items, including sweatshirts and book bags, which advertise alcohol, drugs, tobacco, the occult, or promote violence or violation of school rules, or are lewd, offensive, vulgar, contain obscene language, sexually explicit language or images, or that materially or substantially disrupts the learning environment
- Logos or other advertising/designs on sweatshirts
- Extremely tight fitting clothes, such as spandex, bicycle shorts or leggings
- Hats, caps, sweatbands or head covering inside the school building (excluding hijab)
- Hoods on sweatshirts or jackets inside the building
- Jewellery that may be considered as extremely valuable, overtly religious, gang related or is a safety hazard
- All make-up, including nail varnish.

## Afternoon Collection

The school gate will be open for the following **PICK-UP TIMES:**

**12:30pm - 12:40pm** for EYFS students

**1:10pm - 1:20pm** for Key Stage 1 (Year 1 & 2)

**1:20pm – 1:30pm** for Key Stage 2 (Year 3 to 6)

**1:30pm – 1:40pm** for Key Stage 3 (Year 7 to 9)

## NO NUTS Policy

There are a number of students and staff at The Phoenix Private School who are allergic to nuts / have a severe food allergy. Any exposure to seeds, peanuts, nuts may cause a life-threatening allergic reaction that requires emergency medical treatment.

To reduce the chance of this occurring, we are asking that you **DO NOT** send any peanut or nut containing products to school with your child.

- No Nuts
- No Cereal bars containing nuts
- No peanut butter
- No chocolate nut spreads
- No food containing nuts
- No Sesame seeds
- No chocolate bards containing nuts or traces of nuts

Please read all food labels carefully, as nuts are in many foods especially chocolate biscuit products. Anyone who prepares the lunch for your child needs to know about this policy and the potential danger to these children. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

## **Birthday Parties In Class**

Please be informed that birthday parties are **NOT** allowed in class, as well as food delivery.

## **Request for a Meeting**

Parents who wish to have a meeting with any staff member should either request for an appointment via Edmodo/ MS Teams or Reception. Hierarchy for raising a concern / issue should be:

1. Class Teacher; if not resolved,
2. Key Stage Coordinator; if still not resolved,
3. Assistant Principal; only in extreme cases,
4. Principal

We would appreciate your support on these policies.

***The Phoenix Private School  
Administration Team***