



## **School Year 2024 - 2025**

### **TLC RULES**

1. Please bring your child to school early enough to be ready to start class on time, school doors will be open at 7:50 a.m. and will be closed at 8:25 a.m. If student arrives late more than 3 times a warning letter will be given to the parent to sign and after this happens the student will not be allowed to enter the school till next day on time. Be on time for school dismissal as per time given.
2. For early arrival (7:30) please be sure to inform The School Head Office to arrange with a supervisor to assist the students.
3. For late pick up (till 15:00) please be sure to inform The School Head Office the day before as there will be a supervisor assisting and a fee will be charged.
4. Please call The School Head Office by (8:30) each day that your child will be absent or arriving late to inform us about the nature of the absence.
5. If an early dismissal is necessary, we request that a written note to be sent to The School Head Office that morning. This will allow your child to be ready and will not cause disruption to the learning environment of the classroom.
6. Please inform The Head Office in advance of persons authorized to pick up your child if parent cannot be there.
7. When a child becomes ill at school parents are contacted. Please be sure the school has the correct phone number for home, work, cell or nearby friend or a relative to ensure pick-up of your child within one hour. Please do not send your child back to school for 24 hours after his/her symptoms have subsided without the use of fever medication. Do not bring your child to school if he/she is ill at home the night before school.

8. Students must wear their school uniform daily to school. Students must wear it with dark trousers (black or blue); Jeans are not allowed. On P.E day student must wear the same t-shirt with training trouser (black or blue) with no strips or writing.
9. Each parent is responsible to provide their child with a well-balanced lunch including water and towel. (only a small piece of candy or chocolate is allowed). Child is not allowed to bring (chips, soda drinks and glass bottled juice).
10. There is a strict code of conduct, which include no hitting, kicking, biting, scratching and/ or fighting. Also appropriate language must be used at all times. Respect when speaking to teachers, students and any adults is mandatory.
11. Parents assistance is required with the school teacher within the use of the daily school system.
12. A school calendar will be sent to all parent's consisting of school holidays, events and parent teacher meeting (please attend meeting on time).
13. If parent requires to meet with the class teacher an appointment must be arranged in advance by contacting school head office.
14. If the student is going to be absent for more than 2 days the school will not be responsible of repeating lessons, the parent has to come to school and take what his child has missed. (worksheets, H.W, pages or lessons missed) all will be mentioned in the absent student form.
15. Mobile phones are prohibited, if a student brought their mobile phones it will be confiscated immediately and held for one month at the head office and a warning will be sent.
  - Please read all above TLC rules carefully and keep them in order to make the school year a better success.

Note : For any further information please contact the Office Manger (0910030865) , TLC Principal Mrs. Enas (0910130208).

**Best Regards**

**Mrs. Enas Elgadi**

**Branch Principal**