



The Springfield Kindergarten

ATTEND TODAY
ACHIEVE TOMORROW



"Helping your child to make the most out of school"

Attendance & Communication Policy



ATTENDANCE:

Good School attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child. Showing your child the importance of attending school every day not only helps your child to settle quickly to start school but also helps them to keep and sustain friendships and enjoy the school environment.

Aims:

Our attendance policy aims to:

- Support students and their parents/guardians in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all students have full and equal access to the best education we can offer to increase learning.
- Enable the student to progress smoothly, confidently, and with continuity throughout the school.
- Make parents/guardians aware of their legal responsibilities.

Being at School

School education lays the vital foundations of a child's life. It has been proved that regular nonattendance can severely impede academic and social development. Parents/guardians and the school staff should work in partnership in making educational success and in ensuring that all children have full and equal access to all the school has to offer. This is a successful school and your child plays their part in making it so. We aim for an environment that enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

The staffs at The Springfield Kindergarten are there to support you, they understand the difficulties some parents can face and will work with you. Trust the experience of the class teacher and other school staff and share with them any concerns you may have. Be interested in what your child is doing in school, and chat with them about the things they have learned and what friends they have made. Remember children can be tired when coming out of school, so a short chat over a snack may produce a better result than a long list of questions.



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If your child raises anything that concerns you, it is much better to raise it with your child's school at the earliest opportunity. Allow the school the opportunity to address any concerns or difficulties. This often can help put your mind at rest, and know that your child is ok and is doing well in school.

At The Springfield Kindergarten, we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their children to do this is by ensuring they attend school every day.

Absence from school

As the parent you are responsible for ensuring that once your child is registered at a school they attend regularly and punctually. Starting good habits earlier on is much easier than trying to change poor attendance habits, battling with your child to attend school, and struggling to get out of the door on time. Be organized, have a plan, be consistent, and involve your child.

Should your child will be absent from school, please notify **the school on or before 7:30 am**. Should you fail to inform the school, we will notify you regarding the absence of your child within 30 minutes from the start of the classes (8:30 am-9:00 am) through the Parent-Teachers class-wise WhatsApp group and kindly confirm the same by replying to the WhatsApp message. Parent/s who have advised the school about the absence will not be contacted.

Should there be any emergency and/or non-academic concerns, please contact the school hotline numbers:

- | | | |
|--------------------|---|----------|
| 1. Admin Office | - | 55129562 |
| 2. Principal | - | 31086657 |
| 3. Office Landline | - | 44182829 |

Or send an email to adminw@tskqatar.com.

School absence falls into one of two categories;

- Authorized, those which schools can give you permission for.
- Unauthorized, those which they will not.

Examples of Authorized Absences:

- Illness with Doctors' note.
- Family emergency with the provision of evidence.
- Religious observance / Hajj or Omra with documentation.

Examples of Unauthorized Absence:

- Illness without Doctors' notes.
- Family emergency without provision of evidence.



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- Religious observance / Hajj or Omra without documentation.
- Days off for birthdays, shopping trips
- Family Holiday
- Non-urgent medical treatment — e.g., dental check-up, doctors' appointments for minor ailments. - These should be made after 2:30 pm when school finishes.

COMMUNICATION:

Parent/Teacher/School Communication.

Effective communication is essential in providing students, teachers, parents, and the community with the necessary information to make appropriate decisions. We at the Springfield Kindergarten are committed to using communication processes and techniques that aim to build a positive learning environment for students, staff, and parents in order to inspire and educate all students to succeed in becoming productive and valued citizens.

Process of Communication.

- The Springfield Kindergarten and its staff organized appropriate, timely, and efficient processes for effective communication for a variety of purposes including the transition of new students, school policies, students' absences, classroom expectations and routines, events, programs, and student progress.
- School staff gives priority to meeting promptly with parents to resolve issues, ensuring appropriate and timely action.
- All written communication from the school is professionally handled and timely addressed.
- Parent communications are responded to within a reasonable time.
- Requests for appointments are responded to or scheduled within a reasonable time.
- Parent to be timely notified of every single concern/issue.

In order to have a smooth flow of communication, we created a class-wise WhatsApp group apart from google classroom and emails. Please find below the guidelines:

- a) The respective class teachers will create the WhatsApp group.
- b) Teachers will add only one registered number from your side. Should you wish to change the number, kindly request the teacher through a private message.
- c) In case of any queries, you can send a private message directly to the class teacher between 9:00 am-12:30 pm during school days until further notice.
- d) Teachers will acknowledge your queries (messages) and answer your calls at the above-mentioned time.
- e) Queries/calls after the given timing will be accommodated on the next working day.



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- f) For fast easy and convenient access to communication (from the parent/guardian side), this class-wise WhatsApp group platform is being utilized to notify parents/guardians of the daily absences of students and for them to confirm the same.

To increase mutual respect, remember:

- Teachers will make mistakes; they're human, too
- Teachers have their own families and lives; respect their privacy.
- We're all on the same team – your child's support team!
- Take chats off campus after drop-off so teachers and students can begin learning.
- Use age-appropriate language around children on campus and at the curb when you drop them off.
- Recognize that we won't always agree, but we promise to listen.
- Speak positively in front of your child.

What parents can EXPECT?

- Parent communications are responded to within a reasonable time.
- Requests for appointments are responded to or scheduled within a reasonable time.
- Parent to be timely notified of every single concern/issue.

What parents should NOT EXPECT?

- Teachers returning a call after work hours.
- Answering emails/chat/calls in the evening/weekends.

Communication that interferes with teaching and learning:

- Showing up at the classroom during the teacher's prep time before school or during the school day without an appointment.
- Discuss an issue with the teacher when they come out to pick up their class in the morning and it's time for instruction to start.
- Speaking to the teacher disrespectfully or angrily, especially in front of your child or other students.
- Gossiping with other parents rather than discussing issues directly with staff members. You are the model of how you want your child to communicate.

Ways to help your child be more responsible and independent:

- Encourage your child to talk to the teacher about problems with homework or other issues at school. Send an email or note to the teacher so they're aware, simply saying, "Mohammed had a problem in the yard yesterday that he needs to talk to you about." Let the teacher take it from there.
- Leave your child at the drop-off line; school staff will take them into the classroom or building. When you walk along, it interferes with the line and sends the message that you're not comfortable leaving your child at school.



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- If your child is late, bring them to the office, and in case of early pick-up, sign the early pick-up form available at the admin office.
- Belongings left in the classroom after the end of the school day can be retrieved the following morning.

A child

During school hours the school staff are legally in the place of a parent and therefore must know where the students are during the school day. If a student has to leave school for any reason during the school day, the parent/guardian must contact the school with an explanation.

Early Pick-up. It is expected that students will remain at school for the duration of the school day. In unavoidable situations, parents must contact the school in advance to seek permission to collect their child/ren early. Otherwise, please make appointments for students outside of school hours.

Whenever a child is absent from school, the parent/guardian should:

- Contact the school before 7:30 am. If your child will be absent from school, you must notify them by telephone call or email no later than 7:30 am.
- If no notification of absence is received, the school office will notify the parent/guardian to confirm the same and to ascertain the reason.
- You should also notify the school once the child returns back to school.
- The school Principal will decide whether to authorize the absence, depending upon the reason and evidence/documents are given.

Most childhood sickness that prevents school attendance will be classed as an authorized absence. However, if your child is frequently absent from school due to sickness, we will ask that you provide medical evidence otherwise; we will stop authorizing the absences and potentially seek advice from a doctor or request that you come in for a meeting with the principal. This does not mean that as a school we do not believe you or your child, but that we want to do the best for you by ensuring your child can attend school as much as possible. We will do this by providing extra support such as accessing the school nursing team if needed.

Reduce absence due to medical reasons by making non-urgent medical appointments for your child outside of school hours. Always let your child's school know the type of illness your child has that prevents them from attending at the start of the school day. They will guide you as to whether your child needs to be absent from school all day and when they are expected to return.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Children that have high levels of absence



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struggle with friendships, confidence, and self-esteem. They also often feel that they have been left behind in aspects of learning, which often results in them not wanting to come to school.

Help support your child and your school by keeping absence rates down. Children who are frequently absent are usually those who fall behind and find it hard to keep friendships, which can lead to being unhappy in school.

School Times:

- Children are welcome to come to school from 8:00 am and must be in their classrooms ready for the register by 8:30 am and not just coming through the school door.
- School finishes at 11:45 am.

When a child arrives on time:

- Registration takes place quickly and smoothly.
- An activity is put on the smartboard or out around the classroom.
- The day gets off to a good start for everyone.
- Everyone hears the information given and is included in important explanations and discussions.
- This ensures that everyone knows what to do and what is expected of them.

When a Child Arrives Late:

- It interrupts concentration.
- It wastes valuable learning time.
- The teacher repeats information/instructions whilst others have to wait.
- The late child is at an immediate disadvantage because they may have missed important teaching points, missed discussions where ideas are shared, and will be generally unsettled.
- Children feel stressed and anxious about having to walk into their lessons late, some children find being late very distressing.
- On arrival at school, they must be accompanied to the admin office by a parent/guardian and signed in by the parent in the school Late Register with an explanation as to why they are late.
- If a pattern arises of children regularly arriving after 8:45 am then parents will be invited into school to discuss the same.
- Being collected late causes unnecessary anxiety and upset for children.

