



## Students' Supervision - Important Guidelines and Information 2023-2024

### Expectations for Classroom Teachers:

- Ensure punctuality by being in your classrooms by 7:30 AM.
- Remain present during dismissal times to supervise students.
- Students should always have supervision, and it is the duty of teachers to accompany them to and from specialized classes like ICT and Music, as well as various areas such as the canteen, gym, and playing areas. Under no circumstances should students be left unattended. If the assigned teacher is delayed, kindly notify the supervisor through the WhatsApp group and remain with the students until the arrival of the alternative adult

### Playing Areas & Breaks:

- Line up students three minutes before the end of breaks and safely return to classrooms.
- Reinforce playground rules regularly.
- Designate specific play areas for KG and elementary students.
- Follow outlined break schedules for KG and elementary students, monitoring them at all times.
- Elementary students enjoy two breaks, with a balanced division between eating and playing, starting with eating before transitioning to playing activities. Teachers are expected to consistently monitor the students.
- Kindergarten students enjoy two breaks, with a balanced division between eating and playing. Specifically, KG1 students initiate their break with eating, while KG2 students commence with playing. It is essential to ensure constant supervision by two adults throughout these breaks.
- The Islamic teacher supervises prayer room during the 2nd break.
- Teachers, assistant teachers, and supervisors should supervise students during breaks according to the schedule
- Elementary students use specific bathrooms during eating and playing times.

### Arrival and Departure Dismissal Duties:

- KG: Ms. Mervat & Mr. Galeston
- Elementary: Ms. Lana & Ms. Huda
- Ensure students are collected by authorized persons listed in the Parents Security Pass or the "Collection Authorized Form."

### Arriving to School Early:

- Students arriving before 7:30 will be under the supervision of the Section Supervisor until that time, after which they will be escorted to their respective classes.

### After-School Duties:

- Late KG students stay in KG1 class, supervised by assistant teachers.



- Elementary staff children and late-staying students gather in the Library.
- Elementary assistant teacher and Section Supervisor coordinate activities and attendance.

**Classroom Badges:**

Elementary students must wear classroom badges when going to the bathroom or the nurse.

**Bathroom:**

- Classroom assistants support and supervise students in the bathroom, allowing only one student at a time.
- Separate toilets for boys and girls should be strictly adhered to.

**Late Arrival/Early Dismissal:**

- For late arrivals after 7:55 AM or early dismissals, a late arrival or early dismissal slip is necessary.
- Administrative staff should guide students to their classes. It is essential not to permit any late arrivals to enter the classroom or allow early dismissals without the required slip..