

Notice Regarding Reporting Time

Dear Students and Honorable Guardians,

This is to inform you that all students must arrive at Zaitoon Academy by **08:00 AM**.

Important Points:

- **Assembly Attendance:** All students must be present before the assembly starts. If any student arrives during the assembly, they must wait outside the main gate until the assembly concludes.
- **Gate Closure:** Starting tomorrow, the main gate will remain closed during assembly time. After the assembly ends, the gate will reopen, and waiting students will be allowed to enter the class with their peers.
- **Late Arrival:** Students arriving after class has started must obtain permission from the Coordinator to enter the classroom. Please note that three instances of late arrival in a month will result in a written warning to parents. A written explanation for late arrivals is mandatory; otherwise, students will lose their full attendance mark.
- **Entry Restrictions:** No student is allowed to enter after the first period. After class has commenced, students may not enter the classroom without permission from the Coordinator's office.
- **Tiffin Period:** Guardians are not allowed to enter the class during the tiffin period.

Reporting Schedule:

- **Reporting Time:** 08:00 AM
- **Assembly Starts & Gate Closes:** 08:05 AM
- **Assembly Ends & Gate Reopens:** 08:15 AM
- **Class Starts:** 08:20 AM

We look forward to your cooperation for the well-being of your children and the smooth operation of Zaitoon Academy.



Regards,
Academic Coordinator

