

6<sup>th</sup> October 2008

## School Opening Times

Please note that the gates open at 7:15am - this is the earliest a child may be left at the School.

There is no staff or medical supervision available before 7.15am.

At the end of the School day there is provision from 2pm till 2:45pm for children to be left in After School Care. This is a pay as you go facility (10 AED per day). Any child not collected from the classroom will be taken to After School Care at 2.10pm. After 3:00pm any children still on the school site will have their parents called.

As with any busy life there are times when it is difficult to meet all of our commitments and if you are running late please telephone the School so that we may ensure your child is not left alone and does not worry unnecessarily. We are always ready to help in an emergency or a difficult situation.

We apologise if the supervision times do not fit in with your working hours but you will of course appreciate this is a School and we have working hours just like any other business. If staff are caring for children before 7.15am and after 2.45pm, then the time for marking, planning, administrative tasks and meetings will be reduced affecting the ability of teachers to provide the education you expect for your children.

Please feel free to make an appointment to see me should the content of this letter cause problems.

Kind Regards,

Peter Hodge BEd, DipHE, MSc, MBA  
Principal