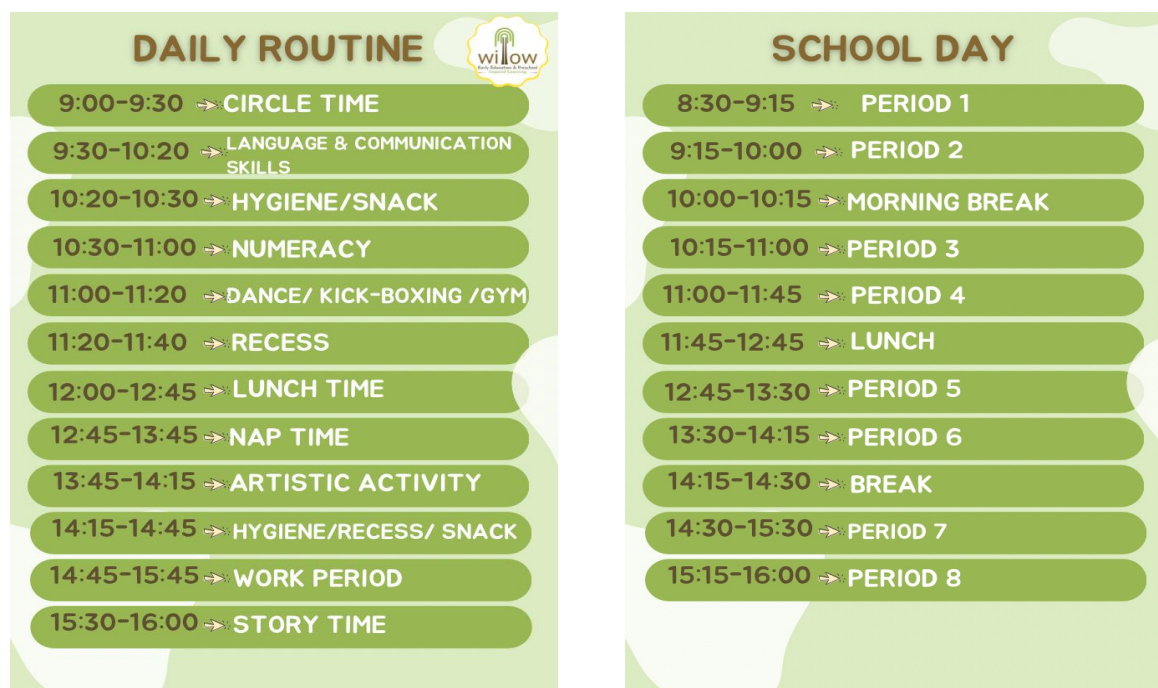


2.3.3 School Day

Presented below is a table outlining a standard school day at both Willow Early Education and Willow Primary



(a) Preschool Day

(b) Primary School Day

Figure 2.6: Typical school day at Willow Schools

2.3.4 Schools Hours

2.3.4.1 Arrival

The school building and playgrounds are not open to children or parents before 7:30 a.m. It is important to note that the arrival schedule may be changed anytime by the administration. Parents will be notified accordingly of any changes.

Early Years - Reception: Children may arrive anytime between 7:30 and 9:00 a.m. Parents are kindly requested to leave their children with the morning supervisor at the reception or in their classes.

Year 1, 2 and 3: Children may arrive anytime between 7:30 and 8:25 a.m. Parents are kindly requested to leave their children with the morning supervisor.

Year 4 and above: Children may arrive anytime between 7:30 and 8:25 a.m. Students should wait in the designated line-up area until the 8:25 bell rings. At that time, they should proceed to their classrooms in order by year.

Note: the arrival schedule may be changed anytime by the administration. Parents will be notified accordingly

2.3.4.2 Late Arrival:

For Early Years - Reception: children arriving within the next 30 minutes (9:00 am to 9:30 am) will be allowed to join their classes however parents must leave their child at the reception, later than that if there is no valid justification the child will not be able to join his class and considered absent for the day.

For Primary - Lower Secondary: During the initial 15-minute period of the school day, attendance will be taken and any student arriving within this time will be marked as late but granted immediate admission to their class. However, students who arrive later than 15 minutes must proceed to Reception to obtain a late slip. They will then be required to wait until the end of the first period before being granted permission to enter their class. To confirm that the student has been signed in by the receptionist, the late slip must be presented to the class teacher in accordance with the school's policy.

Note: more than 3 times per month without a valid justification the student will be suspended for the day (sent home)

2.3.4.3 Break Time

Weather permitting, all students will spend some time outdoors every day. Therefore, students should be provided with appropriate clothing for the weather. (Parents should make sure that all garments are clearly labelled with the student's name and chosen from among the school uniform selection). If the weather is inclement, students remain in classes or in an indoor area. If parents have a valid medical reason their child needs to stay indoors, a written note must be sent to the administration.

2.3.4.4 Departure

For Early Years - Reception: classes end at 3:30 pm. Parents who pick up their child(ren) may do so from the reception area between 3:30 pm and 5:30 pm.

For Primary - Lower Secondary: classes end at 4:00 p.m.

For Year 1 and Year 2: Parents who pick up their child(ren) may do so from their classes between 4:00 pm and 4:15 pm, from 4:15 pm to 4:30 pm parents may pick up their children from the canteen.

For Year 3 and above: Parents who pick up their child(ren) may do so in the canteen from 4:00 pm to 4:30 pm.

Parents who arrive after the designated time to pick up their children will be considered late and will be required to pay a late fee, which will be communicated in advance by the school administration.

We kindly remind parents that the campus playgrounds are only open to students enrolled at Willow Schools. Parents and siblings on the playground would interfere with our supervision. Parents who pick up their child(ren) are fully responsible regarding the supervision of their children as well as non-willow children if any are present throughout their stay on campus.

Any changes in a student's school transportation arrangements must be clarified in writing to the Administration before 3:00 pm so as to avoid any confusion.

At Willow Schools Algeria, the safety and security of our students are paramount, especially during dismissal. Our staff and security personnel adhere to strict protocols to ensure that only authorised individuals are allowed to accompany students. If your child is to be picked up by someone unfamiliar to the school, the school should be informed in advance. The designated person will be required to present an Identification Document (National Id Card...) at the reception for verification. We reserve the right to contact you if any suspicion arises regarding unauthorised individuals attempting to pick up the student(s). The same protocol applies to students using school transportation services.

2.3.4.5 Early Departure

Limited to cases of emergency, if there is a need for early departure, parents should notify the Administration before midday in writing. When departing early, parents should sign their child(ren) out.

2.3.4.6 Absences

At Willow Schools, we understand the significance of attendance and its impact on students' academic success. We emphasise on the importance of regular attendance and encourage parents and guardians to prioritise their child's presence in school. Our policy regarding absences is outlined below to ensure clarity and promote a consistent approach:

High Attendance Expectations: We expect all students to maintain a high level of attendance, aiming for a minimum of 96% attendance per academic year. Regular attendance is crucial for students to fully engage in their education and benefit from the learning experiences provided.

Reporting Absences: Parents or guardians are responsible for promptly notifying the school of their child's absence. Please notify the school office by phone or email on the first day of the absence. In case of extended absences or pre-planned events, we kindly request prior notification to ensure appropriate arrangements are made.