

Attendance

TAMOS Education operates a full daily schedule so it is essential that pupils attend school every day and arrive on time. We ask that pupils should not be removed from school for extended periods unless absolutely necessary.

Absences

If a student is going to be unexpectedly absent (e.g., sudden sickness), please telephone the school to let us know the reason, preferably by 8.30am on the morning of the first day of absence. When a student returns from being absent and the parent has not already contacted us, a note explaining the absence must be sent with the child and if necessary, an appropriate medical certificate specifying the days and the reason for the absence.

It is a legal responsibility for the school to report the attendance and absences of students to the Kazakhstan Ministry of Education and Science so accurate records are essential.

Lateness

Lateness is disruptive to your child's day, to the class and to the continuity of your child's education. Occasionally lateness is unavoidable, especially with Almaty traffic, however persistent lateness is not acceptable and will lead the child to be subject to the disciplinary procedure.

Three times late and the student will receive detention, six times late and the student will receive detention and a letter will be sent to the parents, 9 times late and the student and parents will be called in front of the disciplinary committee.

Leaving the School Early

For security reasons, no child is allowed to leave the school early without a request from the parent or guardian authorized by the school directors, vice directors or principals. If a child below needs to leave early, they must be picked up by a parent.

Parents should make the best effort not to request permission for the students to leave early during academic lessons. The administration understands that sometime this is unavoidable especially with doctor, hospital and dentist appointments.

If the student is involved with regular extra-curricular activities outside of school, then written permission from the school directors, vice directors or principals must be obtained. Unless under exceptional circumstance these activities should be arranged during club time. TAMOS education supports involvement with activities outside of the school as long as these activities do not impact on the academic education of the students.

Permission will not be given for absence during the exam periods unless under special circumstances.

Break-Time

Primary pupils are supervised during break times and lunch and are expected to use this time to go to the bathroom. Secondary students have the privilege of free time during these times; however, the privilege may be removed if it is abused.

Students are allowed to buy snacks and drinks, play in the gym and play outside weather permitting. Students above grade three will not be allowed to go to the bathroom during lesson time.

In the Cambridge school students of grade 8 and above will be allowed to use the family club canteen at lunch time but this privilege may be removed if behavior expectations are not met.

End of The Day

We ask parents, weather permitting, to wait for their children in the carpark. Children are supervised by the staff in their classrooms until signed for and collected by their parents or designated guardian.

If your primary child is to be picked up by someone other than yourself, or your usual contact, you must inform the school in advance, providing details of the person who will pick them up and sign for them. Anyone arriving to pick-up a student will be required to sign in the visitor's book, Secondary students (Grade 6 to Grade 12) may leave the school independently.



