



School Routines

The school day official begins for staff at 8:15am. The offices, telephones and homeroom hotlines are serviced from 8:30am until 5:00pm each day except Saturday and Sunday.

Children may begin arriving at school from 7:30am. It is expected that the children use the time before school to organize themselves for the day's lessons.

Security and Access

At TAMOS Education we take the responsibility and security of our charges extremely seriously. Due to our accountability and duty of care for our students, parents are asked to drop and pick up their children from the security station in front of the school.

No-visitors are allowed on campus at any time unless they have been invited to a school event or they have an appointment. If any early year's students have problems with starting school, in the morning, then their TA's or teachers will meet them at security and escort them to the classroom.

At TAMOS Education we try to create a warm, safe and comfortable atmosphere where the students feel safe to learn. Strangers wandering around the school while the children are learning is not supportive of that atmosphere.

Appointments can be made to see teachers or member of the administration through the usual telephone channels as detailed in our contacts. Visitors will be met at the security station, sign in, wear visitor badges, be escorted back to the security and then be asked to sign out.

School Schedule

Time	Cambridge	Time	Kazakh Department	Time	Rus Dep Grades 1-4	Time	Rus Dep Grades 5-11
8:00 – 8:15	Arrival	8:00 – 8:30	Arrival	8:00 – 8:30	Arrival	8:00 – 8:30	Arrival
8:15 – 8:30	Breakfast	8:30 – 9:10	Period 1	8:30 – 8:45	Breakfast	8:30 – 9:10	Period 1
8:30 – 9:10	Period 1	9:10 – 9:30	Breakfast	8:45 – 9:25	Period 1	9:10 – 9:30	Breakfast
9:10 – 9:30	Assembly	9:30 – 10:10	Period 2	9:30 – 10:10	Period 2	9:30 – 10:10	Period 2
9:30 – 10:10	Period 2	10:15 – 10:55	Period 3	10:15 – 10:55	Period 3	10:15 – 10:55	Period 3
10:15 – 10:55	Period 3	11:05 – 11:45	Period 4	11:05 – 11:45	Period 4	11:05 – 11:45	Period 4
11:05 – 11:45	Period 4	11:50 – 12:30	Period 5	11:50 – 12:30	Period 5	11:50 – 12:30	Period 5
11:45 – 12:20	Lunch	12:35 – 13:15	Period 6	12:30 – 12:55	Lunch	12:35 – 13:15	Period 6
12:20 – 13:00	Period 5	13:15 – 13:40	Lunch	13:05 – 13:45	Period 6	13:15 – 13:40	Lunch
13:05 – 13:45	Period 6	13:50 – 14:30	Period 7	13:50 – 14:30	Period 7	13:50 – 14:30	Period 7
13:50 – 14:30	Period 7	14:35 – 15:15	Period 8	14:35 – 15:15	Period 8	14:35 – 15:15	Period 8
14:35 – 15:15	Period 8	15:20 – 16:00	Period 9	15:30 – 16:25	Self-study	15:30 – 16:40	Self-study
15:20 – 16:00	Period 9	16:00 – 16:30	Break	16:25 – 16:35	Snack	16:40 – 16:50	Snack
16:00 – 16:10	Snack	16:30 – 16:45	Self-Study	16:35 – 17:00	Break		
16:10 – 16:50	Homeroom	16:45 – 17:00	Snack				

Lunch is normally eaten in class groups and supervised by class teachers or their TA's. This encourages all students to have a nourishing meal during the day. On wet day or extreme heat days, students will spend lunchtime in either the halls, classrooms or the library.

By 5:00pm all children should have vacated the school unless sports, clubs, extra-curricular activities or prior arrangements have been made.

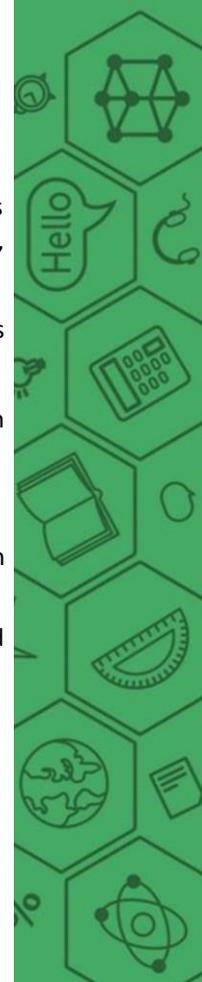
This schedule is subject to change. If changes are made the parents and students will be informed in advance.

Absenteeism / Leaving School During School Hours

If a student arrives late to school, they need to report to their home room teachers or TAs to sign in prior to going to class.

If a child is going to be absent for a day or part of a day due to illness, the school should be notified in the following way:

- a phone call to the homeroom teacher or TA in the morning before 8:30am;



- If the school has not been notified of an absence or lateness by 8:30am, the TA's will contact families to ensure that the child is safe at home. A doctor's notification is required on return to school.

If you know in advance that your child will be absent for an extended period of time, then written prior notification to the school (i.e., explanation of event or appointment with times) confirmed with a letter from the directors.

Due to the school's accountability for all students' attendance to the Education department, high absenteeism will be addressed with parents by the Directors of the schools and could be reason for exclusion.

These conditions are described in detail in the TAMOS Education attendance policy.

Appointments

Please note that when collecting your child for an appointment (doctor, dentist etc.), they will sign out with the TA's or homeroom teachers. This ensures we can account for all students' whereabouts in case of emergencies such as fire or earthquake drills.

It is also important that the pickup takes place at the security office. The administration staff will arrange for the child to be prepared to go if they are aware of the appointment time and brought to security.

Assembly

In the Cambridge school a brief assembly is held on Monday morning at 8:30 am where the National Anthem is sung, Awards are presented and the events for the upcoming week are communicated to the children.

Bus Travel

The school provides a bus service between our School and stops around Almaty. This service is controlled and detailed in the school's bus policy.

Implemented: March 2019

Выполнено: март 2019 г.

Орындалды: 2019 жылдың наурыз айы

Reviewed: July 2022

Рассмотрен: июль 2022

Қайта қаралды: 2022 жылдың шілде айы

To be reviewed: July 2025

Подлежит рассмотрению: июль 2025

Қайта қарау: 2025 жылдың шілде айы

