

# Hafez Persian Language School

## Detention policy

**Responsible, punctual and respectful manner is expected to be shown by all students of Hafez School at all times**

Students are encouraged to be punctual and smartly turned out; and be equipped with everything that they need for school all the time.

Students are reminded at all times to behave in a respectful manner towards teachers, other students and school facilities. In the case of misbehaviour, the student/s will be disciplined accordingly and the parents will be notified.

The school also wishes to emphasise the importance of starting every session on time. This means that those who are regularly late (more than 5 times) will be disciplined accordingly. It is vital that our students understand the importance of being punctual and respecting the school rules and policies.

All parents should ensure that the school is notified by 9:30 am on the day of absence due to illness. If you know in advance that your child will be absent or late in due to a medical appointment, the school needs to be notified as soon as possible. It is also important to remember to avoid passing messages re. absences verbally to other teachers.

As a school, we actively try to encourage parents to avoid taking children out of school for the purpose of a family holiday during term time and to consider the overall implications to your child's education and record of attendance. Should it prove necessary for you to request a leave of absence, please mark your letter for the attention of the principle/teacher as early as possible, but preferably at least one month in advance of the proposed date of absence. The principle/teacher will assess each request individually and it is helpful when writing if you state the reasons why the absence is necessary.

The school takes any type of bullying, harassment or abuse (BHA) very seriously and will do its best to prevent it. It is worth mentioning that so far, there has been no sign of any.

Hafez School is operating a Child Protection policy and the school believes that the safety and welfare of our children and young people is of the utmost importance. It is the duty of all our staff and volunteers to be vigilant and to protect every child against BHA (Please refer to the Child Protection Policy).

Students would be required to take home works seriously as they are especially designed to improve performance.