



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No: TIA 3.3

Policy on Late coming Teachers

Introduced : April 2014
Revised : March 2015

Implemented by : Principal

NEED: To provide a whole school framework for effective working. Presence of teacher in the school is important not only for teaching and Learning but needed for safety of the students in the school campus.

PROCEDURE

The Indian Academy, Dubai Management has set the bell timings for everyone in the school.

The first bell for the school is rung at **7:40 a.m.**

The second bell for the school is rung at **7:50 a.m.**

- ❖ All teachers are expected to be in school before 7:40 a.m. and should have signed in prior to that.
- ❖ The Indian Academy has Biometric Attendance System where all the staff members can sign in using finger prints.
- ❖ This is to condone any delays by teachers in signing the register.
- ❖ Teachers are not permitted to sign in after 8:00 a.m.
- ❖ In order to sign the muster thereafter, a written note of excused signed by the Principal / Headmistress is required.
- ❖ Coming late twice is condoned although the teacher is spoken to by the respective Supervisor / Headmistress.
- ❖ If a teacher is late for the third time in a month, a memo from the Principal is issued to the teacher cautioning him / her about the same.
- ❖ Further repeat of the same will be considered as half day leave and this leave will be without pay. The School accounts department will take Principal's approval before deducting the salary of the staff member.