



مدرسة هابيتات الخاصة
HABITAT SCHOOL

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Date: 07/03/2019

"Greetings from Habitat Family"


Notification to Own Transport (OT) students

Dear Parent,

In order to ensure safety and security of our students, we hereby notify you that please adhere to the below guidelines from school as directed by Ministry of Education, Umm Al Quwain.

- 1) Students using their own Transport should arrive not later than 7.40 am.
- 2) Absence will be marked for late comer students which would affect mandatory 75% attendance for the promotion to next class.
- 3) Students should be picked by parents from respective OT rooms not later than 30 mins after school dispersal.
- 4) OT timings: KG- 11.45 am to 12.15 pm, Grade 1 to 10 - 1.45 pm to 2.15 pm
- 5) Only parents are allowed to pick up students from OT rooms. Siblings of different schools or unauthorized people will not be allowed to pick students on behalf of their parents.
- 6) If the parent is not able to come to school to pick up the students from OT room, a written request letter to be given to school, with valid Emirates ID of the person authorized to pick the student from school. As instructed by MOE, the authorized person's Emirates ID copy will be submitted to nearest Police station in order to get approval to pick up the concerned student.
- 7) We discourage parents sitting in their vehicles in parking area or in Taxi and expecting students to come on their own from OT room.

At the outset, for parents who are not able to pick their students themselves from OT room and adhere to the above guidelines as prescribed, we urge you to fill up the Transport application form available at school reception and submit to Transport supervisor before 21/03/19 in order to avail Bus facility w.e.f. 7th April 2019.


Principal

