

**Mission Statement:**  
Creating tomorrow's successful and  
caring citizens today.



## GFM Minis Policy

Policy Updated By	Latest Publish Date	Monitoring Cycle
Grace Musto	January 2023	Annually

### Schedule for Development / Monitoring / Appendices/ Review

The implementation of this policy will be monitored by the:	<b>Principal and Senior Leadership Team</b>
The Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<b>January 2024</b>
Should serious incidents take place, the following external persons/agencies should be informed:	<b>Akram Tarik (Principal) and in his absence (Vice Principal)</b>

#### Attendance Policy:

Children who use the bus and have siblings have priority to join the 'GFM Minis' unless there are cases that have been reviewed by the Principal/Heads of School to allocate a place. Children will need to attend a minimum of four days a week at the club to secure their place. **If children are absent for four or more consecutive days they will lose their place at the GFM Minis**

If you wish for your child to not attend GFM Minis due to change in arrangements or home pick up circumstances then please let the class teacher and STS know **24 hours** before. If sickness occurs in the morning and the child is absent, they cannot attend.

Cost of GFM Minis is a flat fee on a termly basis. Fees must be paid two weeks prior to attending to secure a place.

#### Information about Sibling Club:

GFM Minis will run daily from the hours of 12. 15/30pm to 2.45pm. Children will be given structured play activities to ensure they are building upon their communication and language skills. GFM Minis is also a time for children to relax and enjoy interacting with other children and play with supervision. Children who attend GFM Minis will need to bring extra snack and spare clothing to ensure they have a change of clothes for messy play and a healthy snack for energy.

#### Positive Behaviour Management

Foundation Stage positive behaviour policy will be followed in line with expectations in class. If there are any issues or rewards that need to be reported back to parents this will be noted and you will be contacted by a member of the leadership team.

#### Vision

*'At GFM we empower students to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live.'*



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### Home-time Schedule

Children attending GFM Minis will travel home by bus with their siblings or the pick up point. The pick up point for children will be from the student **canteen** at **2.45pm**.

Parents are expected to pick up their children **on time** at 2.45pm. Failure to do so three or more times, will result in a meeting and potential discontinuation of your child attending GFM Minis with no refund.

Please note this will be monitored closely. We appreciate your support in picking up your children to support their well-being.

Signed.....  
Head of Primary

Date..... 22.02.23

Signed.....  
Vice Principal

Date.....

Signed.....  
Principal/CEO

Date..... Feb 2023

Policy review date: February 2024

### Appendices

#### 1. Fees

The current fee rate, as at January 2023 is 900 dirhams per term, payable in advance.

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