



Entry & Exit Procedures

Document Information			
Created by:	HOS	Reviewed by:	Principal
Created:	July 2019	Last Reviewed	June 2026
Next Review:	June 2027		
Signature (Principal): Sara Kimberly Hollis			

Contents

Morning Arrival for Staff	3
Morning Arrival for Students	3
Non-Bus Students:	3
Bus Students:	4
Early Leaves.....	4
Dismissal Procedures	5
Bus Students	5
Non-Bus Students	6
Kindergarten	6
Grades 1-3	6
Grades 4 Boys.....	7
Grades 4 Girls.....	7
Grades 5-12.....	7

Morning Arrival for Staff

All staff are to ensure to plan their arrival to school to allow sufficient time to park, sign-in, and make their way to their classrooms and/or duty stations. Arrival time is not 7:00 am, but rather this is the time for staff to be in their class/duty station setting up for the day and ready to welcome students.

- Supervisors and Heads of Sections are on duty at 6:45 am.
- All staff are to enter through their dedicated phase entrance
- At 7:05 am all homeroom teachers are to be in their classroom preparing for their homeroom class' arrival. This involves setting up for homeroom session with any presentation needed projected on screen and opening of Eduration to facilitate taking attendance upon students' arrival.
- All non-homeroom teachers and staff are to be in halls or indicated duty stations and entrances ushering students to their classes.
- Students' arrival into building commences from 7:05 am with all students in their homeroom class at 7:15 am
- 7:15 am – 7:40 am is the homeroom session with attendance recorded electronically by 7:35 am on Eduration.
- Phase supervisors are to begin cross checking attendance with the physical attendance registers at 7:30 am, visiting each classroom.
- By 8:00 am, the Head supervisor is to consolidate list of absent students and email reception team who is to commence calling parents for reason of absence.
- By 8:30 am, reception team is to email back reasons for absence to supervisor for review confirming all parents have been called and Head supervisor is to email SLT absence report detailing reason for absence for each student.

Morning Arrival for Students

- All students are expected to arrive between 7:00 am – 7:10 am.
- For early arrivals between 6:50 am – 7:00 am students are expected to drop off their bag outside of their homeroom class and report to the early arrival supervised locations:
 - KG: GF Phase 1 KG Indoor Play Area
 - Grade 1-3: GF Phase 2 Elementary Play Area
 - Grade 4 – 12 Boys: Phase 1 Second Floor MPH
 - Grade 4 – 12 Girls: Phase 2 Second Floor MPHAt: 7:00 am the supervisor on duty is required to have students leave location and report to their homeroom class.
- The morning Homeroom session starts promptly at 7:15 am. Students, therefore, need to ensure their arrival to their classroom prior to the 7:15 am start time.

Non-Bus Students:

- For students in KG only one adult may accompany their child to the entrance of his/her classroom. The parent may not enter the classroom and may not venture to any other facility

within the phase. Parents are to enter via the KG Reception (Entrance Door #1) and are to exit also via the KG Reception (Entrance Door #1).

- For students in Grades 1-3, only one adult may accompany their child to the entrance of his/her classroom entering Phase 2 using Elementary Reception (Entrance Door #8). The parent may not enter the classroom and may not venture to any other facility within the phase.
- No adults can accompany students into the school for students in Grades 4-12. Parents may drop off their child allowing them to proceed as follows up to their classroom:
 - Grade 4-5 Boys are to enter via Phase 1 Entrance #4 and use the staircase on left to go up to their section on the First Floor
 - Grade 4-5 Girls are to enter via Phase 1 Entrance #7 and use the staircase on right to go up to their section on the First Floor
 - Grade 6-8 Boys are to enter via Phase 1 Entrance #1B (around the corner from KG Reception) and walk up staircase to First Floor.
 - Grade 6-8 Girls are to enter via Phase 2 Entrance #8B (around the corner from Elementary Reception) and walk up staircase to First Floor.
 - Grade 9-12 Boys are to enter via Phase 1 Entrance #1B (around the corner from KG Reception) and walk up staircase to Second Floor.
 - Grade 9-12 Girls are to enter via Phase 2 Entrance #8B (around the corner from Elementary Reception) and walk up staircase to Second Floor.

Bus Students:

- Pre-K and KG1 students are to be escorted by Bus assistants and enter Phase 1 via Entrance 2A
- KG2 students are to be escorted by Bus assistants and enter Phase 1 via Entrance 3A
- Grade 4-5 Boys will enter Phase 1 via the staircase to the right outside of Entrance 3 and walk up the stairs to their assigned floor (FF).
- Grade 6-12 Boys will enter Phase 1 via the staircase to the left of Entrance 1 and walk up the stairs to their assigned floor (Grade 6-8 on FF and Grade 9-12 on SF).
- Grade 1-2 students are to enter Phase 2 via Entrance 10A and walk down the GF Hallway to enter their classes on GF.
- Grade 3 students are to enter Phase 2 via Entrance 9A and walk down the GF Hallway to enter their classes on GF.
- Grade 4-5 Girls will enter Phase 2 via the staircase to the left of Entrance 10 and walk up to the stairs to their assigned floor (FF).
- Grade 6-12 Girls will enter Phase 2 via the staircase to the right of Entrance 9 and walk up to their assigned floor (Grade 6-8 on FF and Grade 9-12 on SF).

Early Leaves

Parents need to request early pickup ideally **24 hours in advance** and latest **3 hours in advance**. Early Pick Up should only be for rare occurrences where there is no way to schedule an embassy visit or doctor's appointment with specialist after-school hours. The Head of Section and Supervisor must be informed in advance with parent having completed the Early Pick Up Form in advance: [Click Here](#)

Please note:

- Proof may be requested for medical appointments.
- It is vital that students attend full school days at all times.
- Repetitive early pick up incidents will lead to school management questioning parents and meeting with them for verification.
- **Please be advised that locating students can take up to 30 min (this can be influenced by class changes, break times, Arabic/Islamic class allocations and PE locations).**
- Parents must abide by our school code of conduct at all times.
- **No EARLY PICKUPS will be allowed on FRIDAYS or Early Release days due to the short day.**

*If early pick up is absolutely required, KG2, Elementary, Middle & High School Students need to be collected **latest by 1pm**, Pre-K & KG 1 needs to be collected by **11:00 am at the latest**. Any parent collecting a student after these times will be denied early release due to the fact that we cannot interrupt the last session class. Please note that we do not have staff available to fetch early pick up students after 1.00 pm (11am for Pre-K & KG1) and they will have to remain in school until school finishes at 2:30 pm (12:30 pm for Pre-K & KG 1) if parents come after this time.*

Dismissal Procedures

Bus Students

- Bus students are to be dismissed from their classroom by the last session teacher at 12:15 pm (Pre-K and KG 1), 2:25 pm (KG 2), and 2:25 pm (Gr 1-12).
- Teaching assistants for KG are to escort KG students to their designated bus area.
- For Grade 1-2, it is essential that bus assistants do not interrupt teaching & learning of the last lesson and are to stand outside of the classroom at 2:20 pm ready to pick up students from class. They are not to enter.
- Teaching Assistants for Grades 1 to escort Grade 1 students to the bus. The classroom teacher will dismiss these bus students at 2:25 pm opening the door to classroom to allow bus assistant to collect them from the classroom. Teaching assistants are to escort Grade 1 students to the designated bus area.
- Grade 2-3 students are to line up in the GF Phase 2 hallway and walk down the hallway to back door #9 (by Room #174) and #10 (by Room #182) and walk along the path to their designated buses.
- Grade 4-5 Girls are to line up in the FF Phase 2 hallway and walk down the hallway to back staircase (by Room #254) leading down to Door #9 and walk along the path outside to their designated buses.
- Grade 4-5 Boys are to line up in the FF Phase 1 hallway and walk down the hallway to back staircase (by Room #220) leading down to Door #3 and walk along the path outside to their designated buses.
- Bus students in Grades 6-12 boys' section are to proceed down the rear staircases (by Room 214 on First floor and Room 314 on Second Floor).
- Bus students in Grades 6-12 girls' section are to proceed down the rear staircases (by Room 260 on First floor and Room 370 on Second Floor).

- All students in Grades 2-12 are to follow the corresponding bus exit routes and are trained to walk responsibly to the bus assembly point.
- Members of staff who do not have a last session class are in the halls ensuring bus students move in a timely fashion to the bus area and do not congregate in the halls, play areas, or football pitch.

Non-Bus Students

Dismissal time for non-bus students is at 12:30 pm (Pre-K and KG1) and 2:30 pm (KG2-Grade 12) with pick-up by parents commencing at 12:30 for Pre-K & KG1 and 2:30 pm for students in KG2-Grade 12.

Note: For Fridays, dismissal time for non-bus students is 11:15 am.

Access doors will not open until all bus students have been safely dismissed.

Kindergarten

In order to ensure the safety and whereabouts of our students, all students from KG will be required to remain in the classroom with their homeroom teacher from 12:30 pm – 12:45 pm (Pre-K & KG1) and 2.30 pm – 2:50 pm (KG2) awaiting their parent to collect them from their classroom:

- At 12:30 pm (for Pre-K & KG1) or at 2:35 pm (for KG2), **one** parent/guardian can enter the building to collect their child from his/her classroom.
- Only **one** parent/guardian will be able to enter via the KG Reception via Phase 1 Entrance 1 and will also exit via the KG Reception (Entrance 1).
- No parent/guardian can enter the classroom, nor can they venture to any other school facility.
- No loitering in the halls is allowed and total pick-up time needs to occur within 10-minute window from time of arrival within the school gates.

Grades 1-3

In order to ensure the safety and whereabouts of our students, all students from Grades 1 –3 will be required to remain in the classroom with their homeroom teacher from 2.30 pm – 2:50 pm awaiting their parent to collect them from their classroom:

- At 2.35 pm for Grades 1-3 **one** parent/guardian can enter the building to collect their child from his/her classroom.
- Only **one** parent/guardian will be able to enter the building through the designated entry point at Entrance 8A. Parents will proceed directly to their child's classroom (Grade 1-3 on Ground Floor).
- No parent/guardian can enter the classroom, nor can they venture to any other school facility.
- Upon collection of their child from the classroom, parent/guardian is to exit via Main Reception.
- No loitering in the halls is allowed and total pick up time needs to occur within 10-minute window from time of arrival within the school gates.

Grades 4 Boys

In order to ensure the safety and whereabouts of our students, all students from Grades 4 will be required to remain in the classroom with their homeroom teacher from 2:30 pm – 2:50 pm awaiting their parent to collect them from their classroom:

- At 2:35 pm for Grade 4 **one** parent/guardian can enter the building to collect their child from his/her classroom.
- Only **one** parent/guardian will be able to enter the building through the designated entry point at Entrance 4. Parents will proceed directly to their child's classroom (Grade 4 Boys Phase 1 on First Floor).
- No parent/guardian can enter the classroom, nor can they venture to any other school facility.
- Upon collection of their child from the classroom, parent/guardian is to exit via Main Reception.
- No loitering in the halls is allowed and total pick up time needs to occur within 10-minute window from time of arrival within the school gates.

Grades 4 Girls

In order to ensure the safety and whereabouts of our students, all students from Grades 4 will be required to remain in the classroom with their homeroom teacher from 2:30 pm – 2:50 pm awaiting their parent to collect them from their classroom:

- At 2:35 pm for Grade 4 **one** parent/guardian can enter the building to collect their child from his/her classroom.
- Only **one** parent/guardian will be able to enter the building through the designated entry point at Entrance 7. Parents will proceed directly to their child's classroom (Grade 4 Girls Phase 2 on First Floor).
- No parent/guardian can enter the classroom, nor can they venture to any other school facility.
- Upon collection of their child from the classroom, parent/guardian is to exit via Main Reception.
- No loitering in the halls is allowed and total pick up time needs to occur within 10-minute window from time of arrival within the school gates.

Grades 5-12

All access doors will remain closed until we have secured the safe departure of bus students, and at 2:35 pm access doors will open. We kindly ask that parents, or drivers, or the nannies doing the afternoon pick-up to remain in their cars until that time to avoid overcrowding in the reception.

For Grades 5-12, please note and abide by the following:

- Their parents are **not allowed** to enter up into their sections.
- Students whose parents have signed waivers will be sent down directly at 2:35 pm (11:20 am on Fridays). The form to sign the dismissal waiver can be found under MyForms on parents' Edunation accounts. Parents are asked to complete this form if they want their child to be allowed to come down on their own to meet their parent at their agreed location outside.

- Dismissal waiver students are not permitted to wait in the main reception area and will be sent down via the end staircases on boys' and girls' sides to meet their parents, or driver, or nanny at the agreed pick up location outside.
- For parents who did not sign waivers, parents may approach members of staff at dedicated entrances for assistance to message on the Telegram Pick Up Group to alert supervising teachers upstairs to send their child down.
 - Parents for Grade 5 - 12 Boys can enter via Entrance #4.
 - Parents for Grade 5 - 12 Girls can enter via Entrance # 7.
- Once parents have given their child's name to the staff downstairs, the parent may exit the building if their child can come down to the car park or they may wait in the Ground Floor reception where chairs will be provided. Their child should know to come directly downstairs (Girls using the staircase that leads down to Entrance #8 and boys using the staircase that leads down to Entrance #1) and meet their parent on the pavement walkway in front of Phase 1 or Phase 2.
- No students or parents are permitted to use the main staircase located in the reception at any time.

General Guidelines for All:

Once your child(ren) has been picked-up, it is not permitted to allow them to wander around the building; they must leave with you directly. Once picked up, your child(ren) are under their parent's or nanny's or driver's care, and parents, drivers, or nannies are to supervise them at all times and assist us in clearing the building by exiting directly.

If a sibling has picked up their younger brother or sister in K-Grade 4 because their parent has signed a waiver for this, then by signing this waiver and allowing their sibling to pick them up you have assigned responsibility for their care to their older sibling. The sibling in charge of picking them up is not allowed to leave their younger sibling(s) unsupervised, and they are not allowed to roam around the school. They are also not allowed to wait in the main reception. Rather, they must either exit the building to the agreed meeting location with their parent or they must wait in the designated waiting rooms shown above on Ground Floor till their parent, driver, or nanny arrives.

Late Room

At 2:45 pm (11:30 am Friday), any remaining students will be escorted out of the classroom and lined up in hallway with the last session teacher walking the students to the designated late room. At 2:50 (11:35 am Friday), the last session teacher signs in on the late room register the students who have not yet been collecting ensuring to provide on the log their full names, grade, and to sign that they have turned them over to the late room duty staff member. Late students are to remain under the supervision of the late room assigned staff member. Any parent arriving at 3:00 pm will report to Phase 1 reception and will be guided to late room to sign out their child, noting time of collection; it is vital that the late room register shows the parent's signature to demonstrate on record the child was collected.

Late room locations are as follows:

Siblings Club	Phase	KG Ground Floor Multi-Purpose Room
KG2	GF Phase 1	KG Multi Purpose Room
Grade 1 -3	GF Phase 2	Dining Hall
Grade 4&5 Boys	First Floor Phase 1	ASL Room #205
Grade 4&5 Girls	First Floor Phase 2	ASL Room #246
Grade 6-12 Boys	First Floor Quran Room #228	ASL Room #135
Grade 6-12 Girls	First Floor Quran Room #238	Phase 2 Dining Hall

At 3:20 pm (11:45 am Friday), any remaining students from late room will be escorted by phase supervisor to Phase 1 main Reception and remain there in the main reception under the direct supervision of their supervisor until collected by parent. Parents arriving to phase 1 reception at 3:20 must sign out their child on the late room register log, noting time of collection. At 3:30 pm (12:00 pm Friday), if there are any remaining students who have not yet been collected, the supervisor must call the relevant Head of Section, and at 3:30 pm the remaining child(ren) will be handed over to the Head of Section along with the Late room register. Any parent arriving after 3:30 pm will be counselled by the Head of Section with any repetition of late pick-up warranting an undertaking to be signed by parent not to repeat again with undertaking stating that any further repetitions of late pick up could result in student from being prevented from renewing the next academic year.

If at 3:30 pm the parent has not arrived and is not reachable by phone, the child's emergency contact will be contacted in attempts to reach the parent. If at this point the parent still cannot be reached, the Principal will be notified to determine next steps in relation to contacting authorities.