Safe Arrival/Departure Policy

Al Faisal International Academy

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Approved by	Governing Body
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Next Review	Jun 2025

Vision: Leading in education, with an Islamic identity, according to locally and internationally approved standards.

Rationale:

At AFIA, we believe that students' safe arrival to and departure from school each day is paramount. Student safety is of great importance to the staff at our school, therefore procedures for bringing and collecting students are followed to ensure student safety.

It is the responsibility of staff and families to ensure the safe arrival and departure of children at AFIA. Practical and safe approaches will promote a smooth transition between home and the school.

Aims

We aim to ensure the protection and safety of children, staff members and families accessing AFIA. Staff will only release students after receiving dismissal code. The daily register will be used to determine who is present at the school in case of emergencies. Records and documentation for arrival and departure will be established and maintained by the school.

1.Procedures for Arrival

School gates open at 6:30 a.m. everyday. The school doors are not unlocked until the arrival of the first staff member. Please note, security guards are not permitted to open gates prior to 6:30 a.m. for students. There is NO supervision on the school grounds until 6:30 a.m.

Admin supervisors monitor the students between 6:30 a.m. and 7:00 a.m. **Students are not to be left unaccompanied on the playground or in school at the start or end of the school day.**

At 7:00 am, all students will line up in their designated class areas on the playground. The National anthems and morning assembly will be conducted. Classes begin at 7:10 a.m. each day.

Parents who drive children to school are asked to park their car only in designated areas outside the school gates. Parents are asked to walk their children safely to Gate 2- Student entrance. Vehicles are never to be left running unattended or left parked in a NO PARKING area – please do not obstruct the flow of traffic.

The school bus will drop students off in the designated bus parking lot area. Parents are asked not to obstruct the bus parking in any way. See School Transport policy for details about arrival precure for buses.

2.Procedures for Attendance

Class teachers must complete attendance by 7:45 am. Admin supervisors will inform Student Affairs officer regarding student absences. Parents are requested to contact the school via email or hotline to inform the school of their child's absence.

• Students who are marked 'Absent' and whose parents have not contacted the school will be contacted to confirm that parents are aware the child is not in attendance.

3.Procedures for Departure

a) Early exits:

Students are expected to be in the school during school hours so early exits are strongly discouraged. Any exit before 1:00 p.m. is considered early exit. Parents/Guardians are required to fill an Early Exit Form which should be signed by DD or DH.

Permission will only be provided to leave campus for

- Scheduled appointments
- Sickness
- Family emergencies

Please note the following points about Early exit procedure:

1. Admin reception staff will fill the early exit form with all details upon receiving the request.

2. Early exit will be allowed only for a genuine reason, parents will be asked to sign the undertaking.

3. In case of maid/driver or any other guardian requesting early exit, text message from the parent with name and QID of the person authorized should be received before authorizing the exit.

4. It is the responsibility of the staff processing the exit, to inform the class teacher and the Bus in charge (in case of bus rider) about the early exit of the student.

5. Admin reception staff should record the early exit in the exit record book at reception.

6. Admin supervisors will not release the students without receiving the completed exit form from the admin.

7. Admin supervisor will send the student with the completed exit form and exit card pass back to the admin reception staff who will file the exit form and allow the student to leave.

8. The Security Guard will collect the exit card pass from the students at the security cabin.

9. Exit forms will be given to Student Affairs on **daily basis** for filing and follow up.

b) Dismissal Time procedures:

Bus monitor and Bus incharge will lead bus riders to their designated bus at 1:10 PM. Bus will be authorized to leave by the bus incharge after completing all necessary checks.

Senior and middle leadership team, social worker and all admin supervisors supervise the departure of the students during dismissal as per the area assigned to them. Class teachers supervise the students in the classrooms and send them out after receiving the dismissal code.

Dismissal time is duty time for all staff. Please note that student dismissal times and procedures may change during exam days.

c) Late collection:

1.Students need to be collected from school on time. The school doors will be locked at 2.30 pm. Staff on duty should fill the Late Duty procedure Book before signing out. Parents should also note that after 3pm there is no teaching or admin staff left in the school and students will be kept with the male security guards at their own risk. At 4:30 there is no staff left in the school whatsoever and any child still in the school at 4:00 will be taken to the Family Consulting Centre or the nearest police station.

2.In case of student frequently collected late from the school, social worker will call and advise the parents.

d) Closing the school

When all students appear to have been collected at the end of each day the staff on late duty must ensure to sign the late students record book to confirm the same and admin supervisors must check all areas of the premises, indoors and out, to ensure that no child has been overlooked. School gates are locked by the security guard.

Review:

The policy will be reviewed each year for modifications or improvements.