Arrival and Dismissal Procedures

Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) is deeply committed to safeguarding and promoting the welfare of all students. This commitment is rooted in the belief that all children have the right to grow up in a safe environment, free from harm, exploitation, and abuse. This Safeguarding Policy outlines the responsibilities, procedures, and actions required to protect students at ICS from harm, ensuring their physical, emotional, and psychological well-being. The policy is aligned with ADEK guidelines and UAE law and is integral to the school's mission of providing a secure and supportive learning environment.

Purpose

The purpose of this policy is to:

- To ensure a **safe, orderly, and child-centered** process for student arrival and dismissal.
- To **safeguard all students** during key transition times within the school day.
- To guarantee that **students are only released to authorized individuals** with proper identification.
- To maintain **clear communication** with parents regarding arrival and pickup times.
- To **minimize congestion** and confusion at entry and exit points.
- To ensure all staff involved are **aware of their responsibilities** and follow a structured procedure.
- To provide a **controlled environment** that supports wellbeing and complies with ADEK regulations.

Scope

This policy applies to all individuals involved in the operations of ICS, including:

- All teaching and non-teaching staff
- School leadership and management teams
- Volunteers, interns, and sessional workers
- External contractors and service providers
- Governing board members
- Parents, guardians, and visitors to the school
- Students themselves, as active participants in their own safety

The policy covers all school-related activities, including those that occur off-campus, such as field trips, sports events, and any other extracurricular activities organized by the school.

Legal Framework

This procedure aligns with the following UAE laws and regulatory guidelines to ensure student safety and orderly school operations:

- **Federal Law No. (3) of 2016 Concerning Child Rights (Wadeema's Law)**: Emphasizes the child's right to safety, including during arrival to and dismissal from school.
- **ADEK Private Schools Policy Guidelines**: Outlines schools' responsibilities to manage student movement and ensure safe transitions between home and school.
- **ADEK Health and Safety Policy**: Mandates risk assessment and supervision during school operational hours, including arrival and dismissal periods.

Definitions

- **Authorized Guardian**: An individual listed in school records and approved by the parent/guardian to collect the child from school.
- **Designated Arrival and Dismissal Zones**: Areas assigned for student drop-off and pick-up to ensure safety and streamline procedures.
- **Supervision Duty Staff**: Personnel assigned to monitor student safety and movement during arrival and dismissal.
- **Late Arrival**: A student who arrives after the official start of the school day and must report to reception for sign-in.
- **Uncollected Student**: A student who remains on school premises after the dismissal time without an authorized guardian present.

Arrival Procedures

To ensure a smooth and secure start to each school day:

1. **Arrival Time**
    - School gates open at **7:15 AM**. Students are expected to arrive between **7:15 AM and 7:40 AM**.
    - Staff on supervision duty are present during this time to monitor safety and assist students.
2. **Entry Points**
    - Specific entry gates are assigned by grade level and communicated to parents prior to the academic year.

- Only students and staff are allowed entry. Cycle 2 and 3 parents and guardians must drop students at the designated gate whereas KG and Cycle 1 parents can drop off their children to their classes.

3. **Late Arrivals**

   - Students arriving after **8:00 AM** must report to **reception** where they will be signed in and receive a **late slip** before joining class.

   - Excessive tardiness will be communicated to parents and addressed through the pastoral support team.

4. **Bus Arrivals**

   - Bus students are supervised as they disembark and guided to the appropriate entrance.

   - Bus monitors remain with students until they are safely on campus.

Dismissal Procedures

To protect students during dismissal and ensure that only authorized individuals pick them up:

1. **Dismissal Time**

   - Dismissal begins at **2:30 PM** (unless otherwise communicated due to special schedules).

   - Students are dismissed from their classrooms or designated waiting areas under teacher supervision.

2. **Pick-Up Protocol**

   - Only authorized guardians with a valid school-issued **ID tag** or digital authorization may collect students.

   - Students are not permitted to leave the school premises without proper verification and documentation.

3. **Bus Dismissal**

   - Bus students are escorted by staff to buses and checked against attendance lists.

   - Bus monitors are responsible for ensuring safe behavior and proper drop-off.

4. **Uncollected Students**

- Any student not collected within **30 minutes of dismissal** will be escorted to a supervised area.
- Parents will be contacted immediately. Repeated late pickups may lead to a meeting with school administration.

5. **Special Dismissal Requests**
   - Early dismissals or changes to pick-up arrangements must be communicated **in writing** to the administration **no later than 12:00 PM** on the same day.
   - Phone requests must be confirmed by a parent/guardian and recorded for accountability.

Roles and Responsibilities

- **Principal**: Oversees the implementation and review of arrival and dismissal procedures.
- **Supervising Staff**: Ensure student safety at all entry/exit points and report any incidents or irregularities.
- **Parents/Guardians**: Must adhere to pick-up and drop-off times, provide updated guardian information, and follow school protocols.
- **Security Personnel**: Monitor gate access, verify IDs, and manage visitor logs.

Safety and Security Measures

- All arrival and dismissal areas are under **CCTV surveillance**.
- Staff carry communication devices to report emergencies or assist students in distress.
- Emergency drills include arrival and dismissal scenarios to ensure preparedness.

Monitoring and Review

These procedures will be reviewed annually and adjusted as needed to ensure student safety and operational effectiveness.

Linked Policies

This Dismissal and Arrival Policy is interconnected with the following ICS and ADEK policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Attendance and Punctuality Policy
- Behavior Policy
- Parent Communication Policy
- Missing Child Policy
- Visitor Policy