



## ARRIVAL AND DISMISSAL PROCEDURES

### INPSAA School Hours



School Start Time: 8am

Students will be considered tardy - 8:15am

School Dismissal Time:

(KG: 11:30am, Primary: 2:00 pm, Middle & High School: 2:00 pm)

#### **RATIONAL**

To ensure the safety of all students at Alittihad National Private School Alain when arriving at and departing from the school.

#### **OBJECTIVES**

- To encourage safe practices of our students on arrival to and departure from the school
- To encourage the use of safe drop-off and pick-up zones for parents/guardians travelling to and from the school by car.
- To encourage teachers/supervisors and parents/guardians to work in partnership to ensure the safety of our students when arriving at and departing from the College, particularly when outside of the normal arrival/departure times.

### **ARRIVAL AND DEPARTURE – staff**

Each staff member needs to arrive at school by 7:00 a.m. and remain on campus until 4:00 p.m. (per contract). Teachers or admins needing to leave early must have permission from the Principal and fill out a leaving early form in duplicate. It is preferred that the form be completed and permission be granted at least 24 hours in advance, unless it is an emergency.

Safety is our highest priority during arrival and dismissal. To ensure that every child is safe, teachers and support staff are assigned to monitor areas and to escort students off school grounds.

### **ARRIVAL AND DEPARTURE – students**

A schedule for morning and afternoon Hall and main gates Duty was distributed to staff at the beginning of the school year. We ensure on daily basics that all staff is on time and supervise appropriately whenever his/her duty is scheduled.

- Any change in arrival/dismissal must be indicated in writing and communicated to the teacher and the school supervisor.
- ALL bus students will unload and load in the front loop of the school.  
No car traffic is permitted in the bus zone at arrival/dismissal times. No vehicles will be permitted in this area during the school day.
- Supervisory personnel will be on duty in the bus zone to assist students when unloading the buses and to ensure their safety into the building.
- At dismissal, assigned staff members will be on duty throughout the hallways and in the bus loading area to assist students and ensure their safety.
- For safety and security reasons, parents and guardians, and visitors are not permitted in the hallways during dismissal or in the bus loading zone at any time.
- Parents must either park their vehicle in the designated spaces
- and escort their child to the playground area or use the drop-off circle and child exits vehicle at drop-off near the playground
- Due to the pandemic situation parents are not permitted to enter school, they will wait in the main gate for their child to pick up.
- Students entering through Gate 1 (Main Gate): Gate 1 is designated for KG (Boys & Girls),

Middle and High (Boys). KG students will walk through door (7), Middle & High School

students through door (6) to have their temperature checked.

- Students entering through Gate 5(Back of School): Gate 5 is designated for primary students (Boys & Girls), Middle & Highschool (Girls). Primary students will walk through door (3), Middle & High School through door (4) to be temperature checked.

- There will be dedicated, marked walkways and entrances for students.

- Students of Determination can have designated arrival and departure

points and measures in place to accommodate specific needs if any further adaptations



are needed. These will be developed and discussed through a Risk Assessment and overseen by the Inclusion Team.

- Only one family member or a guardian will be allowed to enter the school facility to drop off his/her child at the designated entry point. This is for specified grades (KG 1 & KG 2) and only for the first two days with a valid Covid-19 negative test result(72h).
- In line with the authority's directives, family members will be given a maximum time limit of 10 minutes on school sites.
- Designated isolation areas within stations are available for individuals to await collection if temperature remains high. Isolation areas to also accommodate for those with slightly elevated temperatures (possibly as a result of the heat and humidity outside) during repeat checks.
- A maximum of 3 repeat checks to be conducted within 10 minutes, after which, if temperature remains  $\geq 37.5^{\circ}\text{C}$ , then entry is refused.
- If your child experiences COVID-19 symptoms such as cough, fever, or breathlessness, do not send them to school and seek immediate medical care.

#### **STUDENTS PICKUP ROUTINE**

- Students' dismissal time is as follows: Primary 1:45, and Middle and Highschool 2 pm. ● Only one family member or guardian will be allowed to enter the school facility to pick up his/her child at the designated entry point. This is for specified grades (KG 1 & KG 2) and only for the first two days with a valid Covid-19 negative test result(72h). ● Students will exit the building via external classroom doors and through the same external gates used for entry during arrival time.
- Students who ride school bus (Primary) will use door (2) as an exit to the pickup zone.

#### **TRANSPORT SAFETY MEASURES**

- Each bus is provided with one bus monitor to check students' temperatures, dispense hand gel, and is tracked by SALAMA Application.
- All school buses are equipped with hand sanitizer at their entrance doors.
- No food or drink (other than water) can be consumed on the bus.
- Children taking the bus will be scanned for their temperature before riding the bus.

Anyone with a fever  $\geq 37.50^{\circ}\text{C}$  will not be picked.

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- Buses will be running at 50% capacity.
- Students must sanitize their hands when getting on the bus, and once before dismounting.
- Descending from the bus should be done in an orderly fashion, row by row, and respecting social distancing.
- Students will be assigned seating and the same seating assignments will be maintained daily.
- Siblings may be seated together as long as they maintain social distancing from other groups of siblings/other students.
- Students will be temperature checked a second time upon arrival to school at their designated entry points.

#### **EMERGENCY STUDENTS RELEASE**

- Parents should inform the Supervisors of time if a student must leave during school hours due to medical, dental or legal appointments.
- A Student Pass will be prepared and the student will meet the parent at the security office at the designated time accompanied with the section supervisor.
- Students will not be released directly from the classroom to parents without a Student Pass.
- Any student leaving campus during the school day must be accompanied by his/her supervisor or teacher.

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