



## RADIANT SCHOOL-SHARJAH ARRIVAL & DISMISSAL POLICY

To be able to achieve the most out of instructional time and maintain an orderly and safe school environment Radiant school has instituted strict procedures for students arrival and dismissal. In order to maintain a safe environment everyone involved should be mindful and respectful of our procedures as this is the only way that we as a school can ensure a safe and efficient experience for those involved.

### **Arrival**

- There are two (2) teachers on duty starting at 6:30 AM.
- Students are not permitted to enter the building before 7:20AM. KG- Grade 12 students assemble in the main waiting area located at the covered courtyard at the administrative office, bus students assemble in the rear courtyard (girl's playground) before entering their classrooms.
- Students are considered late if they arrive after 7:25AM. The names of the late comers are written in the register by the School Counselor. If students are late two (2) times for the month their names are submitted to the Principal and she meets with them. School Counselor meets with the parents of latecomers.
- At 7:30 AM. School gate will be closed.
- All own transport students are required to enter through the main entrance of the school
- Parents should never park at the main entrance they should remain in their vehicle and be prepared to depart quickly when student(s) exit the vehicle.
- The bus entrance is constantly monitored and the gate is locked after the last bus arrives each morning.

### **Dismissal**

- Students are required to exit the building through the main entrance/exit doors.
- KG ends at 12:30 AM daily the rest of the school goes until 2:45PM
- Teachers on duty and school nannies take bus students directly to the buses.
- Each bus has a nanny who ensures the safety of the children
- Parents are required to wait near the gate to collect their ward. The teachers and KG supervisor will give the child directly to the parent.

### **2:45PM Dismissal**

- Teachers are constantly monitoring the corridors
- Bus transport students line- up from grades 1-12 (girls and boys separately) and go first followed by own transport students in the same order
- Two teachers are assigned in the waiting area to monitor own transport students
- Two exits are used during dismissal one for the boys and the other for female students
- Parents are allowed to enter the main gate to collect their wards however, this must be done as quickly as possible.
- Parents are not allowed to park at the main entrance. All parents are requested to park the car near school and come to school to pick their wards. No student will allow to wait outside the school/stand on the road.
- All parents are requested to come before 3:00PM to collect their ward/wards.
- For those students who are picked-up after 3:00PM parents are required to sign the late register, this is with the teacher on duty.

### **Early Leavers**

- If a parent wishes to collect his/her child early from school they must notify the school in advance; in person, **this must be done by writing**. They must provide a reason for their early departure, and the time they wish to collect their child. Permission will be given based on the Principal's discretion, **therefore based on your reasons given the Principal has the right to grant or deny your request.**
- In the case of an appointment, e.g. dental/doctor please makes every effort to schedule them after 2:00 PM. If you are unable to schedule after 2:00PM then proof of your appointment must be submitted.
- Once early leave is granted then the parent/guardian must sign the pupil out from the office in the sign out book.

Radiant School