

Safety Processes 2015-2016 (For Parents)



School timings

Start: 7:55 am

End of day: 2:10 pm (except on Mondays: 3:10 pm)

Drop-off and Pick-up Guidelines

- Parents are kindly requested to please use Gate 3 (parent gate), **not the main reception**, when dropping and collecting their children. Please **do not** use Gate 4 (bus gate) as this is solely for the purposes of the school buses.
- Gates 3 and 4 are locked during school hours – from 7:55 am to 2:10 pm. Kindly use Gate 2 (main gate) if your child is late to school or if you are visiting the school.
- Parents are advised that their children should not be dropped before 7:00 am.

Parent presence in the school building and/or premises

- Parents must sign in at the security gate and collect a visitor's ID when visiting the school for other purposes except when collecting and dropping-off their children. Parents must leave the school premises immediately after any scheduled appointment or any other concerns.
- Parents can visit the Library every Tuesdays and Thursdays from 8:55 to 9:35am only.
- Parents of students in primary school (Years 1 to 6) are **not allowed** to enter the classroom corridors when dropping their child to school or when picking them up. All students (including our Year 1 students) are familiar with the school layout and are able to find their own way around the premises. If you need anything, kindly approach Ms Joyce, school receptionist for assistance.
- Parents are requested to leave the school building immediately after dropping or picking their children. Parents of Early Years are **not allowed** to enter primary classroom corridors during this time.

Early Morning Supervision

- Students in Years 1, 2, 3 will go directly to their classrooms and are supervised by the home-room teachers.
- Students in Years 4, 5, 6 will drop their bags at the classrooms and go directly to the playground.

End of day routine

Early Years

- Bus students leave first accompanied by bus assistants.
- Parents then visit the classroom to collect their child from the teacher.
- Only authorised members of the family/friends are permitted to collect children from school.
- Children who are not picked up by 12:45 pm will remain in the Kids Club.

Years 1, 2, 3

- Students going on the bus will first leave the classroom with the teaching assistant.
- Teachers will then bring the rest to the parent waiting point where they will hand the students over to their respective parents/carers.
- At 2:20 pm, teachers will take all students not picked up, to the Kids Club and hand them over to the staff member on duty.
- Any students not picked up by 2:30 pm will be taken to the reception desk. These children will wait in the visitors' room and be supervised. Parents will be contacted.

Years 4, 5, 6

- Bus students will go to the bus point at the end of the day.
- Students going home with their parents/carers will go to the parent waiting point.
- If parents have not arrived by 2:20 pm, the children will go to the Kids Club.
- If parents have not arrived by 2:30 pm, the children will be taken to reception desk. These children will wait in the visitors' room and be supervised. Parents will be contacted.

Bus Routine

- Attendance registers are maintained on all bus routes.
- In the morning all the children are met at the school gate by the security guard who helps them off the bus and into the school campus. Buses are checked by drivers and bus assistants to ensure that all children have disembarked. They are then led straight to their respective classes.
- When going home, the children are led to the bus from their classes by the Assistant Teachers. There is a Bus Assistant on every bus. The younger children are assisted when getting off and handed over to their parents/carers who are waiting for them. In the event there is no one available to hand over the children at their drop-off point, they are brought back to school while arrangements are made for contacting parents and requesting them to come to school and pick up their child.

After School Club

There is a 'Kids Club' in place for children who stay behind in the Foundation Stage (there is a charge for the use of this facility). This is conducted by Foundation staff members, from 12:45 pm to 2:10 pm.

Break –times

- There is a playground roster in place to ensure that all students are supervised at all areas of the school.
- Every teacher will be given a format to record names of children who are difficult at break-times.
- Students whose names appear three or more times (amber) or two or more times (red) during the week will have a lunch time detention, details of which will be informed to the parent in advance.

Challenging behaviours may include, but are not limited to:

Swearing at other children	a
Name calling	a
Pushing to hurt the child	r
Hitting	r
Fist-fight	r
Snatching other student's belongings	a
Taking other student's belongings without asking	r
Rough play, including during football	r

Up & Down Staircase

The school has a policy of staying on the right side of the stair-case when going up and down. The Foundation Stage children are taught to hold on to the railing and stay in line.

Walking from one class to the next

- Teachers will line up the students a couple of minutes before the bell.
- Students are to walk together (whole class), in line, as quietly as possible.
- Students are not allowed to return to the home rooms if they have forgotten any equipment/books they may need for the class.
- If students arrive to a classroom and there is no adult present, they will wait outside, in line and as quietly as possible.
- Years 1, 2, 3, 4 - Students are supported by the teacher to their next class.
- Year 5 and 6 - Students will walk to their next class without adult supervision. However, Ms. Amna will monitor this movement.

Corridor and Clinic Passes

- The Foundation Stage children will wear a 'Corridor Pass' when outside their classroom (to use the toilet).
- The Primary School children must either have a 'Corridor Pass' when using the toilets or a 'Clinic Pass' when visiting the school nurse.
- Teachers must ensure that the children are wearing a 'corridor pass' if the student is sent on an errand. These are allowed for students in Years 5 and 6 only.

Children leaving early

- Parents are expected to arrive at the Reception desk and fill a request form stating that they would like to collect their child early, giving a reason, and this form must be signed by the Principal.
- Once approved, Reception desk staff will inform the relevant teacher and the child will be brought to the reception desk and handed over to the parent.
- The form will be handed over to the security guard by the parent.

Children coming late

Parents must drop their child at the reception desk, fill in the 'late log' explaining the reasons for being late. The child is then escorted to his/her class by security personnel.

End of the week

Reception desk staff will forward details of students who are late two or more times in the week. A parent letter will go out on Thursday the same week.

End of the month

If student names appear every week, students will miss a lunch break for lunch-time detention.

Parents will receive a letter **saying what??**

For further tardiness

Parents will be called in for a meeting.

School Attendance

- Parents are expected to inform the school if their child is going to be absent.
- If we do not already know, Reception desk staff will call/send an email to parents of absent children by 9:30 am on the same day, to find out the reason.

For any unauthorised absences, the following will apply:

At the end of the week

If the child is absent 3 or more days .. send home a letter

At the end of the month

If the child is absent for 5 or more days .. send home a letter

Next month

If the student is absent again for as many days .. contact parents by phone/call for a meeting (depending on the reasons)

Long periods of absences without informing the school

Send home a letter (by registered post or hand delivered) explaining that the child's registration may need to be withdrawn if parents do not contact the school by a deadline.

School Excursions

- Parents must sign an approval form permitting their child to go on the trip. Any students who do not get an approval before hand, will not be permitted to participate.
- Adult-child ratios are maintained as per the regulations of the KHDA.
- Parents are requested to support the teachers, when needed.

School Uniform

Children must wear the correct school uniform as below:

- School shirt
- School skort/trouser/shorts
- School jacket
- School hat
- School PE uniform with white shoes/socks.
- No colourful hair accessories