



مدرسة وودلم بارك الخاصة

Woodlem Park  
School Private



# SCHOOL ARRIVAL AND DISPERSAL POLICY

2024-2025

Approved By	Principal
Signature	<i>Bhannisharma</i>
Date of Review	March 2024
Next Review Date	March 2025

## INTRODUCTION

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Ensuring the safety and well-being of our students during arrival and dispersal times is of utmost importance. These times are often the busiest parts of the school day, requiring careful coordination and supervision to maintain a safe and orderly environment.

The School Arrival and Dispersal Policy is designed to provide clear guidelines and procedures for the safe arrival and departure of students. This policy outlines the roles and responsibilities of students, parents, and staff to ensure a smooth and secure transition between home and school.

Punctuality is crucial in maintaining a smooth and effective daily routine for both students and educators.

## PURPOSE

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The purpose of this policy is to ensure the safety and security of all students, staff, and visitors during arrival and dispersal times. This policy aims to provide clear guidelines and procedures to be followed to manage the arrival and departure of students efficiently.

## SCOPE

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This policy applies to all students, staff, parents, guardians, and visitors of Woodlem Park School - Al Jurf - Ajman.

## ARRIVAL POLICY

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- ❖ **Arrival Time:** Students are expected to arrive between 07:15 AM and 7:30 AM. The school gates will open at 07:15 AM and close promptly at 07:35 AM.
- ❖ Students arriving before the designated time must be supervised by a parent/guardian until the gates are open. Students using the school transportation will also report to the school between 07:15am - 07:30am.

## LATE ARRIVALS

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- ❖ Any student arriving after 07:35 AM must report to the school office to receive a late pass before going to their classroom. Consistent lateness will be addressed with parents or guardians.
- ❖ Any child coming after 07:35am will be considered late.
- ❖ The child cannot be dropped off at the main entrance gate after 07:35 am, rather the child must be accompanied by the parent/guardian to the reception to meet HOS.
- ❖ Three late arrival slips in a month will result in suspension of classes for 1 day.

## DROP-OFF PROCEDURES

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- ❖ Parents/guardians should use the designated drop-off zone.
- ❖ Students must exit vehicles from the passenger side.
- ❖ Parents/guardians should not leave vehicles unattended in the drop-off zone.
- ❖ Vehicles should follow the designated drop-off route to maintain smooth traffic flow.

### DISPERSAL

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- ◆ Dispersal Time: School ends at 02:10 PM Monday to Thursday. Students should be picked up between 02:10 to 02:30 PM.
- ◆ On Friday the school ends at 10:45 am. Students should be picked up between 10:45 to 11:15 am

### PICK-UP PROCEDURES

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- ◆ Parents/guardians should use the designated pick-up zone.
- ◆ Students will wait in their designated area until their name is called.
- ◆ Staff members are assigned to supervise arrival and dispersal areas.
- ◆ Security personnel will be present at the gates during arrival and dispersal times.
- ◆ In case of emergencies, the emergency response plan will be activated.
- ◆ Vehicles should not be left unattended in the pick-up zone.
- ◆ Staff will supervise the pick-up area to ensure students are safely matched with their parents/guardians.

### PICK-UP TIME AFTER SCHOOL

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For own transport Students

Kindly pick up your child within 30 minutes after the school dispersal time. Three late pick-up slips in a month will result in suspension of classes for 1 day.

**Monday to Thursday:** Kindergarten Time – 12:30 pm Grade 1 to 12 – 02:30 pm

**Friday:** KG to Grade 12 – 11:15 am

### EARLY PICK UP

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Due to any reason if you intend to pick up your child early kindly note:

- ◆ Early pick-up email must have the following details – Name of the student, Admission number, Grade, and section.
- ◆ The request should be sent via an email to [info@woodlempark.ae](mailto:info@woodlempark.ae) by 10:30 am
- ◆ Early dispersal is not approved during examination time. To approve early pick during examination, valid documents, and reason for the same must be given.
- ◆ Request to change from bus to OT should be sent to [info@woodlempark.ae](mailto:info@woodlempark.ae) by 10:30 am.
- ◆ If you are picking up your child from Kindergarten and you also want to pick your elder child from grade 1 to 12, you need to submit valid documents and reason for the same.

### WALKERS/BIKE RIDERS

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- ◆ Students walking or riding bikes should not enter through the main gate. The school is not responsible for lost or stolen bikes.
- ◆ Students who walk or ride bikes home will be dismissed at 02:10 PM and are expected to leave the school grounds promptly.
- ◆ They should leave the school premises promptly and use the designated paths.

**Bus Riders:** Students riding the bus will be escorted to the bus loading area by a staff member and must follow all bus safety rules.

Buses will arrive at the designated bus drop-off area.

**Emergency Contacts:** Ensure that the school has up-to-date contact information and a list of individuals authorized to pick up the student.



**Behavior Expectations:** Students are expected to follow all school rules during arrival and dispersal. Misbehavior will be addressed according to the school's discipline policy.

**Safety First:** The safety of all students is paramount. Parents/guardians and students must follow the directions of school staff during arrival and dispersal times to ensure safety and efficiency

### BUS DEPARTURES

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Students taking the bus will assemble at the designated area.  
Staff will supervise boarding to ensure safety and orderliness.

### COMMUNICATION

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- ◆ Parents/guardians will be informed of the arrival and dispersal procedures at the beginning of the school year and reminded periodically.
- ◆ Any changes to the procedures will be communicated promptly through [communication channels, e.g., email, school website, Broadcast message and ERP].

### COMPLIANCE AND ENFORCEMENT

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- ◆ All community members are expected to adhere to this policy.
- ◆ Non-compliance will be addressed by school administration, which may include warnings, meetings with parents/guardians, and other appropriate actions.

### REVIEW

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This policy will be reviewed annually or as needed to ensure it meets the needs of the school community and complies with relevant regulations and safety standards.

Due to the late coming the student misses the structured activity planned by the class teacher.

We kindly remind all parents to adhere to the drop off and pick-up time.

### POLICY REVIEW

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This policy is to be reviewed annually,.

