



British International School and Montessori Education

Parking and Exit/Entry Procedures Policy

Policy Statement

At the British International School and Montessori Education, our learners' safety is paramount as learners come to and from school. We want to ensure that our parents and guardians are aware of all the applicable regulations as they come to drop off and pick up their children.

Parents and drivers are not permitted to cause unnecessary congestion that could lead to limited visibility that places our learners at risk. All parents and drivers must adopt the drop off and turn around by procedure. The drop off zones can only accommodate one vehicle at a time. Vehicles may not remain parked in this zone for any period of time. Other vehicles must wait in line for their turn.

We are strongly encouraging all families that routinely pick up their after school children to use a designated area away from these trouble zones to ensure the safe crossing and reduce risk to all students. We truly need everyone's cooperation and best effort to faithfully follow the recommendations. Please communicate this information with aunts, uncles, grandparents, spouses who may be dropping off or picking up your child(ren).

Safety on the premises

All vehicles must slow down while entering and leaving the premises. Blaring of horns are not allowed (*see the signpost visible on the turning triangle*). Vehicles are forbidden from leaving their engines running while on the premises. All drivers or parents waiting for their children to be discharged must park their vehicles outside the premises.

Observing safety protocols and waiting in line

All vehicles must join the queue and wait for their turn to enter through the school's gate. The security guard carries a STOP and Go sign as a signal to all drivers entering the premises. A traffic warden is on duty at the main road during the drop off hours and pick up hours to control the traffic on the main road. Parents and drivers are encouraged to patiently wait for their turns and to also follow the directives of the traffic warden. Morning Entry/Afternoon Exit Procedures.

Supervision at our school begins at 7.15am. Staff will be stationed at the drop off

zone for primary/secondary school learners and at the front of the Early Years building. Learners must have their temperatures taken before proceeding to their respective buildings through their designated doors.

After school, all learners will be dismissed through their designate doors at 3.00 pm except on Wednesdays when learners in the primary school section finish at 1.00pm. Learners in the Early Years section have a staggered pick-up time of 1.00 pm to 2.00pm daily. Learners will wait at their designated areas with their form tutors while staff on the afternoon pick up duty will monitor pickup of learners.

Staff ensure that children are only collected by those adults who are authorised to do so on the child's Registration Form. If this is not the usual parent, guardian, or carer who collects the child, or if the person is unfamiliar to staff members, staff must then ask that person for their name, and they will be sent to the front office for verification. If a member of staff has a concern with any person collecting the child, they must refer this to the most senior staff member in the session who then calls the parent for confirmation.

School Procedures for all Parents

Parents are vital partners in our school community and are welcome to come enter the school premises. We ask that you assist us in maintaining a safe school upon your arrival.

Security and Visitors

Visitors are always welcome to our school, but MUST report to the office to receive permission to be on the school property. All parents and visitors are required to sign in upon arrival and sign out when leaving. A Visitor/Volunteer nametag must be visible at all times. Such procedures minimize disruptions and ensure a degree of safety for our children. Parents picking up their children from school are asked to report to the office, and their child will be called to the office at this time.

Parents/visitors that do not have a visible visitor tag, will be redirected back to the main office to ensure safety and security protocols have taken place. Persons who are unlawfully on the premises may be asked to leave the premises by our security personnel.

The main door is reserved for parents, teachers, staff and visitors. All students are to enter and exit through assigned entrances with the exception of the main entrance, all outside doors leading into the building will be locked for most of the day to ensure a maximum amount of security for the learners.

Illness/Doctor's Appointments

If your child is sick, they will be waiting in our main office for pickup by parents. If you are picking your child up for an appointment, parents will come to the main office to sign out their child and we will call your child down to minimize class disruptions. Please remember to notify the office of all student absences.

Consulting with your child's teacher

The school feels that regular communication between home and school is important for student progress and supportive relationships. We encourage

communication whenever concerns, questions or bouquets should be shared. Conferences with the teachers and administrators are welcomed at all times. We ask that you contact the teacher involved prior to visiting the school so that they can prepare a complete report. Teachers can be contacted through email, calling our main office, messaging on the ClassDojo app or a note in your child's homework journal.

Please keep the school informed of anything that may affect your child's education! Our staff often use their morning time prior to student's arrival to further plan and organize materials for the school day. Teachers also consult with one another and are assigned to school supervision in the morning.

Date of Review: September 1st, 2022

Date of Next Review: September 1st, 2024