



THE BRITISH INTERNATIONAL SCHOOL OF SULAYMANIYAH (IQO 10)

کۆمه‌نگه‌ی به‌ریتانی نیوده‌وله‌تی له سلیمانی



Pick Up and Drop Off Policy

2024-2025

1.1 General Guidelines

The British International School of Sulaymaniyah conducts a series of safety and security procedures, in order to keep children safe, and keep drop-off and pick-up as efficient as possible. We ask that all parents/guardians review and follow the procedures in order to contribute to our safe school culture and demonstrate consideration and respect for all.

Our staff encourages parents/guardians to bring children on time to school every day as chronic tardiness and absenteeism can cause frustration and cause children to have a difficult time at school.

1.2 Policy Aim

The safety and security of our school community is our priority. Our drop-off and pick-up procedures will help us to:

- Provide a procedure for dropping off and collecting children, which is clear and ensures the safety and wellbeing of all children in our care.
- Provide parents with a clear understanding of procedures they are required to follow with specific communication procedures to ensure we can provide high quality care of their children.
- Ensure that only approved individuals will pick-up your child(ren)
- Reduce traffic (vehicle and people) in front of the main building
- Stop individuals from accessing our building and children without an approved purpose.

1.3 General Precautions:

- Our school day runs from 08:30 to 2:30.
- No arrivals prior to 8:00 AM. No supervision is provided.
- Morning supervision begins at 08:15am in the classroom and students can be dropped off starting at that time.
- Students are expected to be in their classrooms ready to learn by 08:30.
- Parents should plan to have their children at school no later than 08:25.
- Any student who comes to school after 8:35 will need to be signed in school via their communication officer.



- Any up who arrives after 8:45 will require a written reason, and it will count against their attendance record.
- Students are to be picked up promptly at dismissal at 2:30. There is no supervision after school hours. Please turn off your car if you will be stopped for more than 10 seconds.
- There Is No Playground Supervision Before and After School. Playing on the fields or playgrounds in the morning is not allowed, even if the parent or guardian is present.
- Please drive slowly and watch for the children! Please, no texting while driving in the loading zone.
- Be alert to buses entering the parking lot and keep all bus lanes open.
- Be extra cautious on rainy or foggy days.
- Dogs are never permitted on the campus, including the parking lot. When picking up your child, please leave dogs at home.
- Please Do Not Wait in the Halls or Outside Classrooms Before Dismissal.

1.4 Drop off Procedure

- Students who are using the bus service will be supervised by the bus supervisors to the school.
- Parents who are using their own facility should walk their children to the school gates.
- Parents should drive through the Drop-Off area and drop their childr(en) in front of the school
- By 08:25 all students need to be in their respective classroom.
- Dropping off and picking up in the Staff Parking Zone is strictly prohibited as it is a major safety concern.
- The Staff Parking Zone is for staff ONLY, please refrain from parking in the staff car park AT ALL TIMES.
- Drop off and collection should occur only in the gates and areas reserved for parents as described below (see images).

Preschool Building:

Preschool parents must only use the front Gate 1 (Ms Bakhan's Reception)



Year 1 parents must only use Gate 2 behind the preschool (Ms Heshu's Reception)



Main Building:

Primary Year 2,3,4,5 and Secondary parents must only use the Main Reception (Mr Rebwar's Reception)



Primary Year 6 parents must only use Gate 2 near the parking lot (next to Mr Geoffrey's office)



1.5 Pick up Procedure

- School ends at 2:20 pm for Preschool and Primary and at 2:30 pm for Secondary School. (except on after school days) through the each key stage main gate only (see images). This gate is staff monitored to ensure safety.
- For primary stages, class teachers are responsible to take the students who are using the school's transportation service to the bus area. And the Teacher Assistants (TAs) will guide the students from their class to the designated pick up gates
- No student will be released without a parent or designated guardian present.
- For children wishing to walk home, parents must make arrangements with the school and the student must be of an appropriate age and maturity to walk home independently.
- The expectation is that parents collect children by 3:00 pm on normal school days.
- If a child is not collected by 3:10 pm or on more than one occasion in an academic term, the school's protocols will be implemented and the parents will be invited for a meeting with the school administration.

1.6 Who May Pick Up Your Child

We will not release a student to anyone except the parent, legal guardian or a person you have authorized through the school's communication officers or class teachers.

1.7 Staff Responsibility

- Class teachers are responsible for the orderly dismissal of students from their classrooms
- Class teachers must be sure that students' leaving arrangements are safe.
- Class teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Students in Primary and Secondary school will only be allowed to walk home alone with written permission from parents and agreement from the social workers office.
- Late drop off / collection will be monitored by school staff. Allowances will be made in extenuating circumstances only.
- If parents contact school to inform that they have been delayed due to unforeseen circumstances, then parents are asked to try and make alternative arrangements, children will be kept safe until they arrive.

1.8 Parent Responsibility

- Parents should ensure that students arrive at school between 08:15-8:30 am.
- Parents must pick up their children between 2:30-3:00pm promptly.
- Parents are expected to make it clear to the school, at the start of each term, the default arrangement for collection and travel home.
- Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior written consent from a parent / guardian.
- When parents receive their children, it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.
- The school acknowledges that those with Parent Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.
- All late drop off and late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)

1.9 Late Arrivals

- Children coming to school late must enter through the main reception door.
- Children must take the late arrival slip from the communication officer and hand it to the class teacher.
- Children will be marked late and will be monitored if late arrival is more than once in a term. The following protocols will be followed:

Step One: Late arrival more than once in an academic term - Parents are informed by the communication officer and receive Late Arrival Warning Letter.

Step Two: Late arrival continues – Class teacher to contact the parent and inform the parent of the school policy and protocols.

Step Three: Parent meeting with the Headmaster Assistant for Students Affairs (Ms Petra).

1.10 Co-Curricular Activities

- Club leaders have responsibility to ensure that all attending students are handed over to the agreed recognized responsible adult after their session has finished.
- In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly at 3:30 pm, club leader will contact the parents and ensure that children are picked up.
- On days children do a co-curricular activity, the expectation is that they are collected promptly at 3:30 pm unless there is an extenuating circumstance. Regular late collection may result in the school not allowing a child to attend the co-curricular activity.

1.11 Procedure for Early Collection of Student

The school strongly discourages disruption to the school day due to early pick-up from school. However, the school recognizes that at times, students may need to attend appointments (including medical appointments) during the school day.

Whenever students need to be collected before their formal dismissal time, parents/guardians must provide prior notification to the class teacher or communication officer. This is to ensure that the homeroom teacher is notified and therefore has sufficient time to prepare for dismissal.

1.12 Students Walking Home Alone

Parents of children who wish them to walk home unescorted by an adult, at the end of the school day, must adhere to the following guidelines;

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day.
- Children must be in year 5, 6 or above, or have a sibling in year 6 or above.
- It is the parent's responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route must be agreed.
- During winter months and/or inclement weather, children must be dressed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact).
- There must be someone at home to meet the child on their arrival.
- Any child must be capable of arriving home within 30 minutes of the end of the school day. Journeys over 30 minutes are not considered appropriate for children to walk at this stage.
- If any child does not arrive home within the agreed timeframe, parents must immediately notify the school in order that appropriate action can be taken.

1.13 Appendixes

APPENDIX 1: Walking Home Alone Permission Slip

APPENDIX 2: Late Arrival Warning Letter

APPENDIX 3: Late Pick up Warning Letter

APPENDIX 1

Walking Home Alone Permission Slip

Dear Parents,

Consideration will be given to students to permit them to travel to and from school on their own. However, in view of the fact that we have busy roads with heavy traffic and few footpaths in the area, we take this decision very seriously. Any application presented to the Headmaster will be given due consideration keeping in mind our Health and Safety procedures.

If you wish your child to be considered to travel to / from school alone, please complete the reply slip at the bottom of this page and return it to the school office at your earliest convenience.

Yours Sincerely,

Executive Headmaster

Student Name: **Class:**

I give permission for the above-named child to be considered to walk home to / from school on their own.

Signed: **Print Name:**

Date:.....

Parent/Guardian

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APPENDIX 2

Late Arrival Warning Letter

Dear Parents,

I note from our attendance records that _____ is frequently late to school.

May I remind you that school begins at **08:30** am promptly each day. Please ensure your child arrives on time as it can be very disruptive to their own education and that of the whole class.

The school will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then.

Please sign the slip below to acknowledge receipt of this letter.

Yours sincerely,

Executive Headmaster

Please complete and return to the communication officer.

I acknowledge receipt of your letter regarding _____ punctuality and will ensure he/she arrives on time for each school session in future.

Signed: **Print Name:**

Date:

Parent/Guardian

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APPENDIX 3

Late Pick up Warning Letter

Dear Parents,

I note from our late register that _____ is frequently being collected late from school.

May I remind you that school finishes at 2:30 pm promptly each day and at this time, there should be someone to collect your child/ren between 2:30-3:00 pm.

Please ensure your child is collected on time as at this point you resume legal responsibility for your child/ren. The staff in school are extremely busy and have many other commitments after school and it is unfair to expect them to take responsibility for your child regularly beyond 03:00pm.

We will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then. Please sign the slip below to acknowledge receipt of this letter.

Yours sincerely,

Executive Headmaster

Please complete and return to the communication officer.

I acknowledge receipt of your letter regarding the regular late collection of _____. I will ensure that appropriate arrangements are put in place for my child/ren to be collected on time.

Signed: **Print Name:**

Date:

Parent/Guardian

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