



IMPORTANT CIRCULAR

Dear Valued Parents,

Safety & Security arrangements

This is to inform you that as notified earlier, the School had applied revised safety procedures with effect from Jan 10, 2016 for the parents while picking up their children from the school at the let-off time of the school and also to regulate the entry of parents inside the school premises at all times. The details are mentioned below once again for our old/new students and their parents.

These revised steps were applied to provide proper security and safety of students inside and outside the school in view of the increased traffic on both sides of the school, particularly at the start and end of school day. This is a matter of great importance for the school management in order to ensure the safety of our children and to restrict the entry and movements of parents/visitors into inner areas of the school except at the reception, so as to have increased security and control.

These measures are taken as per the directives of the Abu Dhabi Police and ADEC to streamline these areas to provide utmost security and safety to children.

Parent's entry restrictions

Kindly be reminded that:

- Parents, guardians or visitors will not be allowed to enter any part of the school except at the receptions at all times.
- Parents are allowed only up to the receptions (Indian or British side) through the two gates (A1 & A5 on Muroor side road).
- Parents will not be allowed to enter from the Wadi side road either to visit a class room or to meet teachers or Supervisors or to go to the receptions on the opposite sides. All other gates are only for students entry which will remain closed during school time.
- Parents can meet any of our Staff members, Supervisors etc., with prior permission and appointment via our front office secretaries at the stipulated days and times.
- No parent will be allowed to enter through the student's entry gates at the school start or end time either to leave or pick up their children.

School timings

- The school start timings will remain the same as before for all classes (7:30 am for Grades 1 to 12 & 8:30 am for KG)
- The let-off for KG will be same at 12:30 pm and for Grades 1 to 12 (both Indian & British systems) will be at 1:40 pm sharp, at which time only children going with parents will be let-off.

Distribution of students on both sides of the school

In order to avoid overcrowding and traffic congestion and to facilitate smooth movement of students the exit of students will be distributed on both sides of the school as follows:

1. Muroor side Gate A 3:

- Grades 1 to 3 students from Junior School will have to be accompanied /escorted by their parents or designated guardians at let-off time.
- Girls of Grades 4 to 12 will use the waiting area of gate A 3. All students will wait inside the school premises at let-off time.

2. Muroor side Gate A 2 :

- Boys of Grades 4 to 12 will use the waiting area of gate A 2. All students will wait inside the school premises at let-off time.

3. Muroor side Gate A 4:

- **(Indian System Students)** will use the waiting area of gate A 4. All students will wait inside the school premises at let-off time.
- Junior children will have to be accompanied /escorted by their parents or designated guardians at let-off time.

THE FOLLOWING PROCEDURES WILL BE STRICTLY APPLIED.

4. Wadi side student entry gates : A7 & A8 (Students of Grades 4 to 12)

- Parents or designated Guardians can accompany their children only up to the entry gates and will not be allowed to enter inside at start time.
- At let-off time parents or designated guardian will be required to enter inside the school premises (only up to the designated area) where all junior children will be asked to assemble after the bell and fetch their children in person.
- No student will be allowed to go outside the main gate without being accompanied by their parent or designated guardian who need to be identified by the security staff at the gates through their children while exiting.
- No stranger or outsider will be allowed to enter the school and take any student without proper identification or written permission.
- No parent can enter the premises through these gates on Wadi side to meet either Supervisor or teachers or to go to the receptions during school time. These gates will be closed at 7:30 am.

NOTE:

- All students' entry gates will be closed at 7:30 am sharp, and will open at 1:40 pm for let-off time and will be manned and monitored by our security and school staff to strictly follow the above guidelines.
- Students reporting late in the morning will have to go through the main reception gates only -A1 (British System Students) & A5 (Indian System Students).

We sincerely hope that you understand the importance and seriousness of following these guidelines, which are executed to have utmost safety of your children, which is one of our greatest responsibilities.

Please bear with any inconvenience and kindly cooperate with us to achieve this objective which is for the safety and benefit of your own children.

AJ Administration