



Ras Al Khaimah American Academy				
Subject: Arrival and Dismissal Policy			SOP No:	Controlled Copy No:
			Revision No: 2	
Written by:	Quality Assurance Manager	Date:	Policy based on: Best Practice and previous policy	
	Ms. Mona Ibrahim	25.08.20		
Checked/ Updated by:	Online Safety Leader	Date:	Supersedes: Version of 25.08.20	Issued on: 29.08.22
	Ms Katrina Scotford	26.08.22		
Approved by:	Principal	Date:	Distributed to:	Pages: 5
	Dr. Sandra Zaher	26.08.22		
Authorized by:	Principal	Date:	Policy effective as of: 29.08.22	
	 	26.08.22	Policy review date: July 2023	

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Timing & Procedures

Arrival Timing

7:00 – 7:40am 1st estimated time of Arrival

11:30- 12:00pm 2nd estimated time of Arrival

KG Department

Kg Bus student will be assisted by their Bus Assistant to go to their respective room entering the KG Main Entrance Door. Body temperature were taken by the Bus assistant before they embark the Bus.

A lady guard is assigned in the KG entrance to look after the students when they are disembarking the bus.

Non Bus student will enter at Gate no 7. They will go through thermal scanner located near the KG reception area, this is to monitor the temperature of all the person who is coming inside the school premises.

Parents are not allowed to go inside the Kg Area.

In an instance that the student arrives before their home room teachers, they will stay in the Canteen area to be look after by the SSA. They will be fetch by their Home room teachers once they arrive.

For the Evening Schedule, students will be allowed to go inside 11:40am, as the Housekeepers needs to sanitize all the areas, equipment and materials used by the Morning class.

Elementary Department

Elementary bus student will be assisted by the Bus Assistant to go their respective classroom. They will be using the Block D Entrance near the Green Area. Body temperature will be taken by the Bus assistant before they embark the Bus.

Bus assistant have to make sure that bus students line up and are following the 2 meters social distancing.

Non Bus student will enter in Gate No. 1 and will go through thermal scanner located near the Main reception area. This is to monitor the temperature of all the person who is coming inside the school premises.

They will be using Block D entrance in the lobby.

Middle & High School Department

Bus Students will go directly to their respective classrooms and enter Block D entrance near the green area.

Female Non Bus students will enter Gate No. 1.

Male Non-Bus students will enter Gate No. 7

Late students have to approach the receptionist to get a late slip for them to be allowed in the class.

Dismissal Timing

11:15 am – First dismissal

2:15 pm – Second dismissal

Bus Assistants will be picking the bus students up from their classrooms except for Middle & High School.

KG Department

1st Dismissal

SSA will collect the Bus student in her class at 11:00 am and bring them to their designated bus.

Non-Bus students will be assisted by their Homeroom Teacher to line up near the KG Entrance.

In any case where there will be a late parent/guardian, students of KG 1 & 2 will stay in the **KG Canteen area** with the Teacher.

2ND Dismissal

Bus Students will be collected by the Bus Assistant at 2:15 pm for 2nd dismissal

Non-Bus students will be assisted by their Homeroom Teacher to line up in the KG Entrance.

In any cases where there will be a late parent/guardian, students will stay in the **KG**

Canteen area with the Teacher.

Elementary Department

- Bus Student will be collected by the Bus Assistant 10 min. prior the dismissal time at 2.15pm they will use the Block D fire exit.
- Non-Bus students for Grades 1 to Grade 5 will be assisted by the Homeroom teacher in the **Green area** for pick-up of the parents/Guardian.

Middle & High School Department

- Bus students need to be dismissed at 2:25pm by the teacher.
- Girls Non-Bus student will be assisted by the last subject teacher to the waiting area and they will use Block E corridor exit.
- Parents will be signing a dismissal waiver for the student to go to the waiting area to be fetched by the Guardian.
- A female **Security Guard** will stay in the Waiting Area Door to make sure that the student will be picked up by their Guardian.
- Boys Non-Bus students will be assisted by the last subject teacher and will exit from the Boys' entrance. In any case there will be late parent/guardian, students will stay in the Activity Room with the respective Teacher.

Teachers from Both **KG & Elementary Department** will be provided by QAD with a list of Guardian Dismissal Forms for them to check/tick off names of Non- Bus Students and keep a track of who picks them up. In cases where the person who presents for pick up is not on the list, a copy of their ID will be requested and must be confirmed by the RAKAA receptionist.

Teachers on Duty will be assigned in different locations in the school during dismissal time to supervise all students and in provide assistance as needed.

Any parent who insists they are happy for their child to go to the gate and wait for the driver will sign a Waiver Agreement stipulating this is their request and they accept responsibility. Students will line up and be spaced 2 meters apart and Security will be issued with a list of the names of these students who have a 'waiver' and will keep a watchful eye on this.

Staff Arrival

SSA will arrive 6:00 am and will used Gate No. 1 to enter.

Administration and Teachers: 7:00am to 7:15 Arrival time

KG Teachers will enter from Gate No. 7 and will sign in the machine in the KG Entrance. Their temperature will be check by the Thermal scanner located near the entrance.

Admin., Elementary and Middle & High School teachers will use the Main Gate/Gate No.1 to enter.

Elementary teacher will use the fingerprint machine located near the Elevator.

Admin. & Middle & High School teachers will use the machine located near the entrance of the Admin area.

Hand Sanitizer is located near the Fingerprint machines; staff must sanitize their hands in respect to the next user.

Staff Dismissal

Administration and Teachers will be dismissed by 3:30 pm and SSA will be leaving by 4 pm. Staff must sanitize their hands in respect to the next user after the sign out.