



22.10.2017

Dear Parents,

For the safety of our students, parents, and staff, we kindly request your cooperation in the implementation of the new pick-up and drop-off procedures starting Wednesday, 25th October 2017.

Morning Drop-off

- All parents of students from grades 1-12 are requested to drop off their children in the designated drop off areas, which are gates 6, 7 or 8.
- Teachers and students with physical challenges may enter through gate 2.
- Parents who have children in different divisions are kindly requested to drop-off their KG students at gate 3 first, then proceed to gates 6, 7 or 8 to drop-off their grade 1-12 children.
- Students who live within walking distance of the school are requested to enter through gates 6, 7 or 8.
- No students are allowed to enter the school premises before 7:30 AM, as there are no supervisors available before that time.
- Students that arrive late to school without a valid excuse will be subject to disciplinary action, as per the school's policies, and are expected to enter through gate 7.
- Please note that gates 6 and 8 will be closed at 8:10 AM sharp. As mentioned previously, late students are expected to enter through gate 7.
- In the case of an emergency, parents should inform the school before 8:00 AM.

Afternoon Pick-up

- All students must be picked up from gates 6 or 7.
- Children of staff members are expected to wait for their parents, till 3.10pm, in the Primary School waiting room, where supervisors will be present.
- Children of non staff members who do not leave at 2:10 pm are expected to wait for their parents in the Primary School waiting room until 3:00 pm. Please refer to the tuition section on the school's website in regards to associated fees.

We understand the importance of parent-teacher cooperation for the welfare of all our students. However, we kindly request that you make an appointment with any staff member that you intend to meet with, so that no unnecessary disruptions occur during school hours, and to make sure the staff members parents request to see are available at the time. Please note that parents will be expected to enter the premises through gate 2.

We thank you in advance for your cooperation and hope you have a lovely week.

Mohammad Yousef
CEO