

# Doha Academy

## Student Drop-off & Collection Policy (Private transportation)

Revised: September 2023

### Rationale:

The health and safety of our students is obviously our first priority, and so ensuring students of all ages arrive and depart from school safely is paramount. This policy outlines the procedures in place for

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students arriving to our Al Waab campus by private transport. Parents who utilize the school's bus provision should also refer to our school **Bus Policy**.

### **Drop-off and collection by private transportation:**

The school operates a "red-zone" around the perimeter of the school freeing all available parking areas for Parents / Guardians to use. Staff parking is not permitted in the "red-zone". The school employs a team of Security Guards whose role during student drop-off and collection times is to oversee students' safe entry to and from the school campus.

A pedestrianized area exists at the front and sides of the school, with the left front side a designated drop off area. There are separate entrances for students to Block A (Secondary Boys), Block B (Primary including KG and Reception classes), and Block C (Secondary Girls). Secondary students arriving with Primary siblings can use the Block B main entrance. The entrance gates are closed by 7.45am.

### **Student drop-off:**

#### **1. EYFS (KG and Reception):**

- The school gates open at 6.20am and students are supervised by staff either in the main reception area or outside Building B depending on the temperature. Parents are welcome to remain with their children during this time.
- Entry to the EYFS section is from 6.40am, with Teacher Assistants escorting the children. Parents / Guardians are also welcome to drop their child to their classroom.
- Students, Parents / Guardians arriving after this time can also use the designated EYFS entrance to the right of the main entrance.
- Bus students arrive to the front main gate by 6.45am and are escorted to classrooms by the Bus Supervisors.
- The Primary Senior Leadership Team (SLT) supervise student arrival on the ground floor.

#### **2. PRIMARY (Years 1 – 6):**

- The school gates open at 6.20am and students are supervised by staff either in the main reception area or outside Building B depending on the temperature. Parents / Guardians are welcome to remain with their children during this time.
- Entry to the main building is from 6.45am. During the first two weeks of Term 1, Parents / Guardians may escort their child / children to their classrooms. After this time, Parents / Guardians are not permitted to enter the Primary building without an appointment and until collection time.

- Bus students arrive to the front main gate by 6.45am and are escorted directly into the building by the Bus Supervisors.
- The Primary Senior Leadership Team (SLT) supervise student arrival on each floor.
- Students arriving after 7.45am are issued with a yellow late card and recorded late on iSAMS. Parents of students arriving after 8am are contacted by the Secretary.

### 3. SECONDARY (Years 7 – 12):

- Students can enter from the main and side gates (relevant to their section) from 6.30am onwards, and are expected to move directly and independently into the building.
- As stated above, Secondary students with primary siblings can escort their sibling to the Primary Building.
- Secondary Bus students arrive by 6.45am and are dropped in the pedestrian area at the front of the school, and are directly immediately into the campus.
- Students arriving after 7.25am and during lesson 1 (7.25am – 8.25am), who do not have a late note from their parent, are directed to a supervised study room so as not to disturb the learning of others. These students then join lesson 2. Students without a legitimate excuse arriving after the commencement of lesson 2 are internally suspended from classes for the day and the parents informed.

## Student Collection:

### 1. EYFS (KG and Reception) classes:

- Parents / Guardians can enter the section from 12 midday to collect their child. Parents / Guardians sign out their child from the class teacher. Normal collection time is between 12 midday and 12.30pm.
- Parents / Guardians wishing to collect their child early are required to report to the main reception desk in the Primary building.
- EYFS children who are not collected by 12.30pm are supervised in a 'late room' until Parents / Guardians collect them; the school permits late collection due to large number of siblings in the Primary and Secondary sections.

- Bus students are collected at 12 midday and escorted by staff to the bus departure point, leaving school by 12.10pm.
- Designated SLT members help oversee student collection.

## 2. PRIMARY (Years 1 – 6):

- Parents / Guardians can enter the section from 1.10pm midday to collect their child, and wait in the main reception area, which is supervised by staff.
- At 1.15pm Parents / Guardians are allowed into the Primary section to collect their child. Parents / Guardians complete a sign-out form, which is with the Class Teacher.
- At 2pm any uncollected students are taken to a “late room” (the Primary Canteen), which is supervised by staff according to a Late Duty rota. Similarly, Parents / Guardians sign-out their child from there.
- Secondary students with Primary siblings are issued with a “Sibling Pass” and can collect their sibling from the “late room” at 2pm.
- Primary bus students are collected from classrooms at 1.30pm. Bus students meet in the main reception area to complete the bus register, and are then escorted by the Bus Assistants to their bus outside the main entrance.
- Any Parents / Guardians wishing to collect their child early complete an online form before 9am. Early pick-up takes place between 10am and 10.30am, and all early collections need to be approved by the Head of Primary section.

## 3. SECONDARY (Years 7 – 12):

- Secondary students depart independently from the building at 2pm. At this time students are permitted to use a mobile phone to contact their Parent / Guardian to coordinate collection at either the Boys’ or Girls’ side of the school or main entrance if there is a Primary sibling.
- Parents / Guardians are informed that the responsibility, including for use of taxis, is with them for the safe collection of their child. Secondary parents are permitted to collect their child from the Secondary building if they wish.
- A late room is in operation for Secondary students whose Parents / Guardians who are unable to collect their child at 2pm and who have notified the school. Parents / Guardians are provided with the contact numbers of the Secretaries and Receptionists if they are late to collect their child.

- Bus students also leave the building at 2pm and depart the premises at approximately 2.05pm.
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This policy was last updated: September 2023.  
Next update: August 2024 or in light of additional requirements.