



Title	:	School Entry Exit Policy
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## SCHOOL ENTRY/ EXIT PLAN

As a school, we value our partnership with our parent community, as we endeavor to work collaboratively in order to create a safe and caring environment for our children. This includes creating a safe and caring journey to and from school as well as within our school day, for our students and families.

Student safety is paramount as students come to and from school. We want to ensure our parents and guardians are aware of all the applicable regulations as they come to drop off and pick up their children.

The following information is in an effort to communicate expectations for our community regarding entry and exit procedures and security with our school building.

**KINDLY ADHERE TO THE GUIDELINES GIVEN BELOW.**

### Morning Entry Procedures:

Supervision at our school begins at 7:00 am. Our first bell rings at 7:30 am and students will enter the school through their designated gates/doors at this time.

- Primary and Boy Section's Own Transport students enter the campus via Gate No: 3 and use Door No:1 to move to their classes. Parents must drop their wards at Door No: 1 and are not allowed to go beyond the door.
- Primary and Boy Section's School Transport students enter the campus via Door No:10.

- Grade 1 (4 sections) School Transport and Own Transport students enter the campus via Door No: 6.
- Own Transport students of KG and Girl Section enter the campus via Gate No: 6.
- From the bus area, KG and Girl Section Bus Transport students move all the way to their classes via Door No: 7.
- Girl's Bus Transport students will move to the first floor by taking the stairs at Door No:7.
- Girl's Own Transport students will move to the first floor by taking the stairs at Door No: 5.
- The Gate Nos: 2 and 5 are closed always; opens for emergency use only.
- At 7:55 am, all the gates except Gate No:1 will be closed.
- When a student is late, students must enter through the Gate No: 1 and report to our front office to receive a late slip prior to entering their classroom as attendance has already been completed at this time.

### **Afternoon Exit Procedure**

After school, all students will be dispersed through their designated doors. No students will walk around to the front of the school building to meet parents for pickup.

- At 2:00 pm, the Gates 3 and 6 will be kept opened for the parents to pick up their wards after school. These Gates will be opened till 3 :00 pm only.
- Initially, at 11:00 am, KG students who use School Transport will be dispersed via Door No: 7 and will be moved all the way to the bus area in a line along with their bus supervisors and class teachers.
- Own Transport students of KG will be seated in Room No 6 (KG 1) and Room 7 (KG 2). Later on, the students will be taken by their parents via Door No: 4, after signing in the Own Transport Register.
- Secondly, Primary Section School transport students followed by Boy's section School Transport students will be dispersed through Door No: 10 and will be moved all the way to the bus area in a line along with their class teacher.
- Next, Primary Section Own Transport students will be shifted to Room No: 35 (Grade 1), Room No: 36 (Grade 4), Room No: 39 (Grade 3), Room No: 40 (Grade 2). The students will exit via the Door No: 2 along with their parents after signing in the Own Transport Registers.

- At 2:15 pm, all the remaining Primary Own Transport students will remain seated in Room No: 36 with a teacher in charge.
- Later on, Boys section Own Transport students will be shifted to Room No: 137 with a teacher in charge, from where they will exit the campus via Door No:1 with their parents.
- Simultaneously, students from Girl's Section who uses School Transport will be dismissed via Door No: 7 and will be moved all the way to the bus area in a line along with their class teacher.
- Girls Section students who use Own Transport will be moved out via Door No:5 and exit the campus via Gate No: 6 along with their parents.
- The Door Nos: 8, 9, 11 and 12 entrances will be opened only for school staffs and students in the morning, at recess and during the noon hours for the easy access to the school building.
- The Gate No: 1 will be closed from 7:00 am to 8:00 am and from 2:00 pm to 3:00 pm.

#### **SCHOOL PROCEDURES FOR ALL PARENTS:**

Parents are a vital and welcome partner in our school community. We request them to assist us in maintaining a safe school upon their arrival.

#### **Parents and Visitors:**

- Visitors are always welcome to The Royal Academy. The main door is reserved for parents and visitors during school hours, but MUST report to the front office to receive permission to be on the school property.
- All parents and visitors are required to sign in upon arrival and sign out when leaving. A Visitor/Volunteer name tag must be visible at all times. Such procedures minimize disruptions and ensure a degree of safety for our children.
- Parents/visitors that do not have a visible visitor tag, will be redirected back to the front office to ensure safety and security protocols have taken place.
- Parents picking up their children during school hours (in case of emergency only) from school are asked to report to the front office, and their child will be called to the front office at this time upon filling the exit pass.
- Parents who want to pick their wards (School Transport) during the school hours must report to the front office 30 minutes prior to dispersal (at 2:00 pm).

- Parents who come to pay fees or for any other related tasks must enter/ exit via Gate No: 1 ONLY.
- NO parents are allowed to enter in any of the sections in any case, as it may affect the proper functioning of the school.
- Parents who want to meet any teachers are requested to take prior permission from the front office.
- During dispersal, parents are not allowed in the bus parking area without obtaining a Student Out Pass from the front office.
- The Door Nos: 8, 9, 11 and 12 entrances will be opened only for school staffs and students in the morning, at recess and during the noon hours for the easy access to the school building.
- All parents are requested to enter and exit ONLY through the assigned entrances. With the exception of the main entrance, all outside doors leading into the school building will be locked for most of the day to ensure maximum amount of security for your children.

Approved by  
Principal

