



Entry and exit policy for children at school

Entry and Exit Policy – Oxford English School (2026–27)

Purpose:

To ensure the safety, security, and smooth movement of students during arrival and dismissal times, while fostering responsibility and cooperation among staff, parents, and students.

Entry Procedures

- **School Timings:**
 - Gates open at 6:30 AM.
 - Classes begin promptly at 7:00 AM.
- **Supervision:**
 - Duty staff and security personnel stationed at all entry points.
 - Students must be dropped off only at designated gates.
- **Transport:**
 - Bus students escorted by bus monitors to classrooms.
 - Private transport students handed over directly to gate staff/security.
- **Late Arrivals:**
 - Students arriving after 7:30 AM must report to reception for a late slip.
 - Repeated lateness will be communicated to parents.

Exit Procedures:

- **Dismissal Timings:**
 - Regular dismissal at 12:30 PM (EYFS) and 1:00 PM (PRIMARY).
- **Supervision:**
 - Teacher assistants escort students to designated exit points.
 - Security ensures orderly movement and prevents congestion.
- **Transport:**
 - Bus students guided to buses under staff supervision.
 - Private transport students released only to authorized guardians/drivers.
- **Early Pick-Up:**
 - Parents must notify the school office in advance.
 - Students released only with an official early-exit slip.
 -

Safety & Security

- **Authorized Collection:**
 - Parents must register names and IDs of authorized persons for pick-up.
 - No child will be released to an unlisted person.
- **Identification:**



Oxford English School

مدرسة أكسفورد الإنجليزية ذ م م

- Security may request ID verification at dismissal.

- **Emergency Situations:**

- Emergency exits supervised by staff.
- Parents notified immediately of any changes in dismissal procedures.

Monitoring & Compliance

- Daily attendance recorded before 8 am.
- Exit logs maintained for early pick-ups.
- Regular review of procedures by Admin Manager and Principal.