



STUDENT DISMISSAL PROCEDURES

Document Information			
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All throughout these documents the schools known as International School of Creative Science will be referred to as 'The Creative Science Schools' or CSS for short.

Description

These procedures are to be utilized by all school staff when dismissing students from our school. All staff responsible for the dismissal of students will receive training on these procedures on an annual basis, they will also be updated during safeguarding briefings and departmental newsletters/updates. **There are NO exceptions to these procedures.**

To emphasize the importance of ensuring student safety and accountability, all school staff will properly educate parents and family members of these procedures.

1. Early Dismissal Schools Procedures

1. Parents are required to give prior notice to the school via phone or formal communication that they will be picking up their child early.
2. At the start of each School Year, an Emergency Form will be sent out to families via Firefly. This must be filled in by the parent via their Firefly account for verification.
3. When a parent/family member arrives at the school to pick up a child for early release, they are to report directly to the Reception of their building. Parents/family members should not be permitted go to the student's classroom or any other secure areas of the building.
4. Office staff will ask the parent/family member to present a positive their parent lanyard, or an Emirates ID which matches that of the school database. If the individual does not have an ID in their possession, office staff should direct them to retrieve it. If this poses a problem, office staff should get the principal involved to intervene and reiterate the "no dismissal without an ID" procedure.
5. The photo on the ID must match the individual and the name on the ID must match the name listed on the student's iCampus profile.
6. If the names and/or photo do not match, the student is not to be released. A member of the SLT should be called to confirm whether it is ok to proceed and call the registered parent/guardians on the system for confirmation.
7. Parents will be asked to complete an online form sent to their registered email address via SchoolPost.

Non-Bussed Students – Normal Dismissal Time

1. For students in EYFS, Y1, Y2 & Y3, students must only be released to their registered parent or guardian as per their iCampus profile. Students may be picked up by their nanny.
2. Any adult picking up their child must be wearing the school lanyard. Teachers should double check the family number and students' names on the lanyards, especially if it is a parent/nanny who picks up their child irregularly.
3. To ensure the safety of students, all form tutors should be present at dismissal time to ensure the safe handover of students. If the form tutor is absent, teaching assistants should be present for handover alongside the substitute teacher.
4. If, after the dismissal of all children has concluded, no adult is there to pick up a child, teachers should proceed to their nearest reception or phase supervisor who will call the parents. The child should not be left in the care of security unless there has been strict permission provided by the Head of School.
5. For students who remain for more than 1 hour after dismissal time, the Head of School will raise the concern with the Vice Principal or Principal who will provide instructions on next steps.

Bus Student Dismissals

1. To ensure the safe dismissal of bus students, they will board the bus before the main gates are opened for parents to access the school site, or non-bus students are released.
2. NO parent may remove a student from the bus line for dismissal; they must report to their building's reception to be cleared.
3. Students from EYFS, Year 1 – Year 4 will be escorted to the bus by their designated bus attendant. All other students independently make their way to the bus and are registered in accordance with the school's bus protocols.

Dismissal for Extra Curricular Activities

4. On days that students have extra curricular activities, students will finish typically 1 to 1.5 hours after their regular school day
5. Children will be picked up from the location of the club. Please stay in this location for at least 25 minutes after the club finish time.
6. If after this time, students still have not been collected, please take them to your department's designated late zone, where they will be supervised by a member the leadership team to manage late pickups.