



# **NEW INDIAN MODEL SCHOOL, DUBAI**

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**CIRCULAR**

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Welcome Back to School!

As excited as we are to welcome our students back on campus and it is also a great time to review our pick-up and drop-off procedures for our **Own Transport** students at the very start of this term. This way we can minimize confusion and maximize children's safety.

As observed yesterday, we noticed several late arrivals and late pick-ups of Own Transport students in the afternoon and in the evening. Students who arrive late miss Assembly and the beginning of their first lesson; this means that they miss important information and often disrupt the teaching and learning of others. We would be grateful for the absolute support of all parents/guardians in ensuring that their child leaves home early enough each morning to get to school on time and in encouraging them to be punctual.

**The protocols and procedures are in place for the arrival and dispersal of students, and we expect all our students and parents to adhere to the following:**

**1. Gate number 2 is to be used for Arrival by Morning and Afternoon Section and Dispersal by Afternoon section (Grades 6-12) respectively.**

**2. Gate number 3 will be used for Dispersal by Morning Section.**

**3. Gate number 2 will be used for Dispersal by Afternoon Section (Grades 3-5).**

**4. Parents of KG and Primary are specially requested to drop their children at Gate no:3 and hand them over to the Nanny assigned to take them to their respective classrooms.**

**5. School Reception will only receive and allow access to Parents coming for Admission purposes, General enquiries and Fee deposits. The reception will remain out of bounds for parents coming to drop their children at school.**

**6. The reception will also remain closed from 12:15 pm-1:15 pm at the time of dispersal of the FN Session to avoid congestion in the reception.**

**7. Students will be marked as Late Arrival after 7:15 am for Morning and 12:45 for the Afternoon section. Late arrival students will be allowed to attend school only after registration of their names at Gate number 2 with the attendant. Parents are requested to strictly adhere to the school rules about punctuality. Parents must not create congestion outside Gate 2 with their vehicles. There are parking slots clearly marked outside near the pavement and a big parking area opposite to the school. We request parents to demonstrate model behavior for their children and set a good example for them and the school community.**

**8. Another regular practice is the late pick up by Parents of Own Transport students. The children are seen waiting for long hours in the night after school dispersal, especially for the AN section. Parents are requested to arrange for pick-up of students within half an hour of school dispersal. Safety and security of the child will be at parents' responsibility for any child seen in school after 6:30 pm.**

Thank you once again for your continuous support and cooperation.

Kind regards,

  
**Stephen DaCosta**  
Principal