



# SCHOOL DEPARTURE PROCEDURES

## (Safeguarding Policy)

### **Purpose**

To ensure the safe and orderly dismissal of students at the end of the school day.

### **General Guidelines**

#### **Communication:**

Parents and guardians will be informed of the school's departure procedures at the beginning of the school year and reminded periodically.

#### **Dismissal Time:**

Dismissal time is 2:45 PM.

#### **Staggered Dismissal Times:**

If necessary, dismissal times may be staggered to reduce congestion and ensure safety.

#### **Staff Supervision:**

16 staff members are assigned to supervise different areas during dismissal.

### **Procedures for Different Departure Methods**

#### **1. Bus Riders:**

- Students will be escorted to the school bus parking area by their teachers.
- Students must board their assigned bus promptly and follow the bus driver's instructions.
- Staff members will verify that all students board the correct buses.

#### **2. Car Riders:**

- Parents and guardians must display a school-issued car tag with their child's name for identification.
- Students will wait in a designated area until their name is called.
- Staff members will assist in loading students into their cars safely.
- Private vehicle dismissals occur outside in front of the school.

#### **3. Walkers:**

- Students who walk home will be dismissed from a specific exit.
- Younger students may be paired with older "walking buddies" for safety.
- Crossing guards will be stationed at key intersections to assist walkers.

#### **4. After-School Programs:**

- Students enrolled in after-school programs will be escorted to the designated program area.
- Program staff will take attendance and ensure students are accounted for.





## Special Circumstances

### Early Dismissal:

- Parents/guardians must notify the school office in advance if their child needs to leave early.
- Parents/guardians must sign out their child from the office and show proper identification.

### Changes in Dismissal Plans:

- Parents/guardians must inform the school of any changes to their child's dismissal plan by 12:00 PM to ensure the message is communicated to the teacher and student.

### Inclement Weather:

- The school will follow specific procedures for early dismissal or cancellation due to inclement weather.
- Parents/guardians will be notified via phone call, WhatsApp, and email.

## Safety and Security Measures

- All visitors picking up students must show proper identification.
- Only authorized individuals listed on the student's emergency contact form are allowed to pick up the student.
- Staff members will receive training on departure procedures and safety protocols.

## Emergency Contacts

- **June Keith M. Mariano**  
Health and Safety Officer  
0502293879
- **Mark Anthony R. Biscocho**  
Health and Safety Member  
0502950737
- **Dev Giri**  
School Security Guard  
0561534468

## Alignment with ADEK Policy

- These procedures are designed to align with the Abu Dhabi Department of Education and Knowledge (ADEK) policies on student safety, security, and *orderly school operations*.

## Review and Revision

- These procedures will be reviewed annually and updated as necessary to ensure they meet the safety and operational needs of The Philippine School.

Review Date:	August 24, 2024
Next Review Date:	August 14, 2025

Approved By:

  
**Jesus S. Ostos Jr**  
School Principal

