



SHAIKH KHALIFA BIN ZAYED BANGLADESH ISLAMIA PRIVATE SCHOOL

DROP OFF AND PICK UP POLICY

2025-26

General Guidelines

Before you leave the house remember to take the temperature of your children. Stay at home if they show any signs of fever (37.5°C or above), cough, body ache, fatigue, shortness of breath, sore throat, runny nose, diarrhea, nausea.

Make sure your children have enough food and water for the whole day, and that they carry their personal hygiene bag with them every day containing their own personal things. Please also pack their hat, sunglasses and sunscreen.

Morning Drop-off

If you have children across different year groups, all of your children can follow the drop-off procedures for the youngest child & will be directed by staff when on-site.

Gates will open at 6:45am. The national anthem will play at 7:45, and students will need to be in their classroom before 7:35 to be considered on time. Arrival to class after 8am will be considered late and marked accordingly. Please arrive early to avoid delays.

Parents can enter at the front of the school, and either park or drop-off their child outside the reception. If you park, please drop your child(ren) off within 5mnts and do not make any traffic block.

Make sure your children have their bags with them and that they only exit the car on the side where the pedestrian path is – this is so they can exit quickly and safely. It is recommended that the driver remain inside the car to prevent any unnecessary delays. If you need to park, please use the designated parking spaces and the designated crossing points only. Parent/visitor access to the school site is not permitted at drop-off, so security and teachers will be present to assist your child to their class.

Waiting and parking are not permitted in the drop-off zone.

Afternoon Pick-up

Remain in your car until the gates/doors open

Departure times are staggered to help ease the traffic and foot flow, making the pick-up procedures safer for the whole school. Please follow the timings closely to help us manage the flow safely. Children are kept in air-conditioned or shaded areas and the hot weather policy is followed.

Secondary students are permitted to exit the school without their parents but must do so only when they have confirmation their parents are waiting in the car park.

Parents with children in Secondary and Primary can complete the 'sibling form' and place it in their child(ren). This grants permission for your child in the secondary school to be responsible for exiting the school site with their siblings. Students can only leave the school site once they have confirmation their parents are waiting in the car park.

CLASS	TIME
KG1 AND KG2	12PM
GRADE 1	1.30PM
GRADE 2 TO GRADE 12	2PM

SCHOOL ADMINISTRATION

Review date: 01/01/2026

