

# **Student Delivery & Reception (pick up & drop off) Mechanism**

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# مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

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## Student Delivery and Reception Mechanism

**Reviewed Date:**

### **1. Purpose**

To ensure a safe and orderly process for delivering and receiving students at New Horizon School, in compliance with the organizational guide for security and safety procedures in private educational institutions in Bahrain.

### **2. Scope**

This mechanism applies to all students, staff, parents, guardians, and authorized individuals involved in the drop-off and pick-up procedures at New Horizon School.

### **3. Arrival Procedures (Morning Drop-Off)**

- **Designated Drop-Off Area:** Parents and guardians must use the designated drop-off area identified by clear signage to ensure safe entry for students.
- **Staff Supervision:** Trained staff members will be stationed at the drop-off area to assist students, monitor traffic, and ensure a smooth process.
- **Time Frame:** Designated drop-off times will be communicated to parents to stagger arrivals and reduce congestion.
- **Student Check-In:** Upon arrival, students must check in with staff to confirm their presence at school. Digital or physical attendance records should be maintained.

### **4. Dismissal Procedures (Afternoon Pick-Up)**

- **Designated Pick-Up Area:** Parents and guardians will be required to pick up students from a designated area to maintain order and safety.
- **Scheduled Pick-Up Times:** Specific pick-up times will be provided to guardians to facilitate efficient dismissal and prevent overcrowding.
- **Authorization List:** Parents must provide a list of individuals authorized to pick up their children. Any changes must be communicated to the school in advance.



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- **Staff Supervision:** Staff will supervise the pick-up area to ensure that students are picked up by authorized individuals only.

## 5. Late Pick-Up Procedures

- **Protocol for Late Pick-Up:** In the event that a student is not picked up on time, the school will follow a specific protocol to ensure student safety, including contacting guardians and designated emergency contacts.
- **After-School Care Options:** Information about after-school care options will be provided for families who may require extended supervision.

## 6. Emergency Procedures

- **Response Plan:** A clear response plan will be in place for emergencies that may affect student safety during drop-off or pick-up times (e.g., inclement weather or security threats).
- **Communication:** Parents will be informed immediately via SMS, email, or school communication apps in case of an emergency affecting pick-up or drop-off operations.

## 7. Training and Awareness

- **Staff Training:** Staff members will receive training on safety and security protocols related to student delivery and receiving procedures.
- **Guardian Education:** Parents and guardians will receive information about the protocols during orientation sessions and via school communication channels.

## 8. Review and Evaluation

- **Annual Review:** The delivery and reception mechanism will be reviewed annually to assess effectiveness and compliance with updated safety regulations.
- **Feedback Mechanism:** A feedback mechanism will be established for parents, guardians, and staff to report any concerns or suggestions regarding the procedures.



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## 9. Conclusion

This mechanism is designed to prioritize the safety and security of students during their arrival and departure from school. All stakeholders are encouraged to cooperate fully with the established procedures to ensure a safe environment for all.

### Approval:

Mrs. Vishnu Vandana

Date: