

Dear Parents and Guardians,

Welcome back! On behalf of the entire faculty and staff, I would like to extend a warm welcome to all of our students and families as we begin this exciting new school year. We wish all our students a successful, enriching, and safe academic journey ahead.

As part of our ongoing commitment to student safety and efficient school operations, we have reviewed and updated our arrival and dismissal procedures. Please carefully review the following guidelines that will go into effect immediately:

Arrival Procedures:

Arrival Time: 6:30 AM – All gates will open at this time. Please ensure your child arrives on time.

Grades 1–4 Girls

- o Gate 1 will be used for entry.
- o Students will go directly to two designated classrooms supervised by staff.

Grades 1–4 Boys

- o Gate 2 will be used for entry.
- o Students will proceed directly to their assigned classrooms under supervision.

Grades 5–12 Girls

- o Gate 6 will be used for entry.
- o Students will go directly to the school gymnasium until 7:00 AM, then proceed to their classrooms.

Grades 5–8 Boys

- o Gate 3 will be used for entry.
- o Students will go to the side canteen, where supervision will be provided

Grades 9–12 Boys

- o Gate 3 will also be used for entry.
- o Students will go directly to the main boys' canteen under supervision.

Dismissal Procedures:

Grades 1–4 Girls and Boys

- o Parents are required to collect their children from their classrooms.
- o Gate 1 will be used for girls, and Gate 2 for boys.

Grades 5–12 Girls and Boys

- o Students will be dismissed from the same gates used for arrival:

Gate 6 for girls

Gate 3 for boys

Important Note:

The **reception area will not be used to collect students** under any circumstances. Please follow the designated gate procedures to ensure safety and efficiency.

We kindly request parents to follow these procedures strictly to ensure smooth and safe transitions during arrival and dismissal times. Your cooperation is essential in maintaining safety, minimizing congestion, and supporting an organized school environment.

Should you have any questions or concerns, please do not hesitate to contact the school Administration.

Thank you for your continued support.

Warm regards,

Sameer Alfetyani

School Principal