



10 September 2025

001/Par/24

Collection of students from school

Dear Parents,

I hope you are well. May I clarify the policy of the school on the entering and collection of your children at the start and end of the school day. We have 5 gates for this, depending on the section of the school your child is in. **Primary Gate for children KG1 to Grade 5.** At the end of school all children are taken to the doors and sit with their teachers until the designated person collects them. This allows senior staff to monitor their departure. Faculty members stand at the outside gate and also together with other faculty members in the car park direct traffic and ensuring the safety of your children. **Gate G7 and Gate G6** staff monitor and supervise student arrivals at the exits next to Middle School both in the car park and also the inside waiting area. Ms Nicola Kelly and her team are also in the car park ensuring the children reach cars safely. **Gate opposite Seniors- Ms Jonine- Deputy Head Seniors** monitors **Grade 8 and Grade 9** boys and girls on entry and exits. **Main Gate -Deputy Head Seniors Ms Lisa** monitors the exit of Grades 9-12. Meanwhile in the senior car park, **Mr Mamdouh-Senior Teacher**, Mr Fareed faculty member and ancillary staff ensure the safety of students and adults in the senior car park.

How students are collected is age specific, as requirements differ and it is the responsibility of the school to keep your child safe until they have left the campus and car parks. Currently some older children are being sent to collect young brothers and sisters, this is not the school system as my senior staff are not able to monitor the students in their care. In cases of emergency during the school day parents should call the school mobile 0504345358 or Whats App to indicate the issue and we will collect the children.

May I request your continued support in keeping our students safe. Thanking you for your attention to this matter.

Yours sincerely,

Jan Brettingham Ms

Principal