



MODEL PRIVATE SCHOOL, ABU DHABI

P.B. NO. 25723, TEL. 02-5527200

Cir/015/Gen./2025-'26

Circular

Dt.03.10.2025

Sub:- Late Arrival and Entry/Exit Procedures

Dear Students and Parents,

In order to ensure student safety, smooth operations, and compliance with ADEK regulations, the school has established strict guidelines regarding **late arrivals** and the use of **entry/exit gates**.

1. Late Arrival

- The official school start time is **6:55am for Forenoon shift and 12:15pm for afternoon shift**. All students are expected to arrive at least **5 mins before this time**. Students arriving after the gate closes will be considered **late**.
- Late-arriving students must **report to the reception/security desk** and register in late arrival register before entering their classroom.
- Frequent lateness will be monitored, and Action will be taken as per mentioned in the Cir 014 ACAD 2025-26.

2. Entry & Exit Gates

- Students must enter and exit only through the **designated school gates** as directed.

Morning shift Entry

Grades	Gate no.
KG1 & KG2	Gate no. 3 (Gate will close at 7:00 am)
Grade 1 to 12	Gate no. 2
Bus students' entry	Gate no. 6

Afternoon shift Entry

Grades	Gate no.
KG1, KG2, Grade 1 & 2	Gate no. 4
Grade 3 to 12	Gate no. 6
Bus students' entry	Gate no. 6

Morning shift Exit

Grades	Gate no.
KG1, KG2	Gate no. 2
Grade 1-2	Gate no. 3
Grade 3 to 6	Gate no. 1
Grade 7 to 12	Gate no. 2
Bus students Exit	Gate no. 6

Afternoon shift Exit

Grades	Gate no.
KG1, KG2	Gate no. 4
Grade 1 & 2	Gate no. 2
Grade 3	Gate no. 4
Grade 4 & 5	Gate no. 3
Grade 6 to 12	Gate no. 1
Bus students exit	Gate no. 6

- Parents/guardians are requested **not to drop off or pick up children from unauthorized gates or on the roads** to ensure student safety.

- **Drop-off:** Gates will be open from **6:30 am** for forenoon shift and **11:45am** for **afternoon shift** until the start of school.
- **Pick-up:** Gates will be open from **11:50am** for forenoon shift and **5:30pm** for **afternoon shift** (except gate no. 4, **KG dispersal time is 5:00pm**). Parents are requested to collect their children promptly.
- **Early Departure:** If a student must leave before dismissal, parents must **submit early exit form** at the reception and obtain approval before the student is released.

3. Parent Cooperation

- Please ensure that your child leaves home early enough to arrive at school on time.
- Parents are reminded to follow traffic safety rules around school gates to maintain a safe environment for all students.

The school seeks your full cooperation in maintaining punctuality and safety. By working together, we can provide a secure and disciplined environment for our children.

Warm regards,



Principal