



NEW INDIAN MODEL SCHOOL, AL AIN

NIMS STUDENT DISMISSAL PROCEDURE 2025-26

Issue Date: April 15, 2025

This procedure is reviewed annually (or whenever change is mandatory) to ensure compliance with current regulations

	Date	Name and Signature
Last reviewed:	March, 2025	Principal
To be reviewed:	March, 2026	Principal

1.0 Purpose:

The purpose of this procedure is to ensure a safe, organized, and efficient process for the dismissal of students at [School Name]. This procedure is designed to comply with ADEK and OSHAD requirements, ensuring the safety and security of students, staff, and visitors during dismissal time.

2.0 Scope:

This procedure applies to all students, staff, parents, and visitors involved in the dismissal process. It includes protocols for managing traffic, student supervision, and communication with parents and transportation providers.

3.0 Definitions:

- Authorized Person: An individual designated by the school, typically a teacher or staff member, responsible for overseeing the dismissal process.
- Pick-Up Area: Designated areas where parents or guardians collect their children.
- Bus Supervisor: A staff member responsible for ensuring the safe boarding of students onto school buses and monitoring bus safety.
- Dismissal Time: The scheduled time for the end of the school day when students are released from their classes.

4.0 Roles and Responsibilities:

4.1 Principal/Authorized Person:

- Ensure that the dismissal process is conducted in a safe and orderly manner.
- Communicate any changes to the dismissal procedure to staff, students, and parents.
- Monitor the overall dismissal process and address any issues or concerns.

4.2 Teachers and Staff:

- Supervise students in their classrooms or designated areas until they are picked up or board their buses.
- Ensure students are dismissed only by authorized individuals.
- Monitor and manage student behaviour during dismissal to maintain safety.

4.3 Bus Supervisors:

- Verify that students board the correct bus safely.
- Ensure that students remain seated and follow bus safety rules.
- Communicate any issues or concerns to the Principal or Authorized Person.

4.4 Security Team:

- Manage traffic flow around the school premises and ensure the safety of students and parents in the parking and pick-up areas.
- Monitor all entrances and exits to prevent unauthorized access.
- Assist in managing any issues or emergencies that arise during dismissal.

4.5 Parents/Guardians:

- Follow the designated pick-up procedures and respect traffic rules on school premises.
- Ensure that they or the designated pick-up person have the required identification for student release.
- Arrive on time to pick up their children and communicate any changes in pick-up arrangements to the school in advance.

5.0 Dismissal Procedures:

5.1 General Dismissal Guidelines:

1. Classroom Dismissal:

- Teachers should keep students in the classroom until the designated dismissal time.
- Ensure students are organized and ready for dismissal.

2. Staggered Dismissal:

- Implement staggered dismissal times for different grade levels to avoid congestion.
- Announce dismissal times clearly over the PA system or other communication methods.

3. Student Identification:

- Students should wear their school IDs during dismissal.
- Teachers must verify the identity of individuals picking up students using the approved pick-up list.

5.2 Car Pick-Up Procedure:

1. Designated Pick-Up Areas:

- Assign specific pick-up areas for each grade level or section to streamline the process.
- Parents/guardians must remain in their vehicles and display pick-up card or identification.

2. Traffic Management:

- Security staff will direct traffic and ensure that vehicles follow a one-way flow around the pick-up area.
- Ensure that no vehicle is left unattended in the pick-up zone.

3. Student Release:

- Students should remain in the classroom or designated waiting area until their name is called.
- Staff members will escort students to their vehicles once the parent/guardian has been verified.

5.3 Bus Dismissal Procedure:

1. Bus Boarding:

- Students will be escorted to the bus boarding area by their teachers or designated staff.
- Bus Supervisors will check student attendance and ensure they board the correct bus.

2. Bus Safety:

- Bus Supervisors will remind students of bus safety rules and ensure they remain seated with seatbelts fastened.
- Report any incidents or safety concerns to the school administration.

5.4 Walkers and Cyclists:

1. Designated Exit Points:

- Assign specific exit points for students walking or cycling home.
- Ensure students are aware of traffic safety rules and are supervised as they leave the premises.

2. Parental Permission:

- Ensure that parents have provided written permission for their child to walk or cycle home.
- Keep a record of students who are authorized to leave the school on their own.

5.5 Late Pick-Up Procedure:

1. Holding Area:

- Students not picked up on time will be taken to a designated holding area supervised by school staff.
- Parents will be contacted immediately to arrange for pick-up.

2. Documentation:

- Record the names and contact details of students and parents for late pick-ups.
- Repeated late pick-ups should be reported to the school administration for further action.

6.0 Security and Safety Measures:

1. Identification Verification:

- Staff must verify the identity of anyone picking up a student who is not listed on the authorized pick-up list.
- If there are any concerns about a person's identity or authorization, contact the principal immediately.

2. Emergency Dismissal:

- In case of an emergency that disrupts regular dismissal procedures, follow the Emergency Response Plan.
- Communicate changes to parents and guardians through the school's communication channels.

3. Visitor Control:

- Visitors are not allowed in pick-up or bus loading areas during dismissal time unless authorized.
- Security staff will monitor entrances to prevent unauthorized access.

7.0 Communication:

7.1 Internal Communication:

- Use the PA system or designated communication tools to coordinate the dismissal process.
- Teachers and staff should use school-approved methods to communicate any changes or issues during dismissal.

7.2 External Communication:

- Inform parents of any changes to the dismissal procedure through the school's communication channels (email, SMS, school app).
- Provide regular reminders to parents about the pick-up and drop-off procedures to ensure smooth operations.

8.0 Training and Drills:

- Conduct regular training sessions for staff on the dismissal procedure and their roles and responsibilities.
- Perform mock dismissal drills to ensure all staff are familiar with the procedures.

9.0 Documentation and Record Keeping:

- Maintain records of all dismissal procedures, including any incidents or issues that occur.
- Document training sessions and drills conducted for staff related to the dismissal procedure.

10.0 References:

- ADEK Health and Safety Guidelines
- OSHAD SF – Mechanism 7.0: Emergency Preparedness and Response
- UAE Fire and Life Safety Code of Practice

