



مدرسة جيمس رويال دبي الخاصة  
GEMS Royal Dubai School

# PARKING, DROP OFF AND COLLECTION POLICY (COVID) GRDS 2020-21

Review Date: February 2022  
Charlotte Grieves Vice Principal

## **STAFF PARKING**

Allocated parking for staff is available in the front car park. Staff parking inside the school should arrive no later than 7am. The Principal shall park in Space 12.

### **Procedures for entry and exit for student drop off and pick up.**

Only students and staff are allowed on the school site, exceptions are made for parents with students in FS1, FS2 and Year 1 where classrooms have outside exit and entrance to classrooms. Parents and drivers must remain in their cars in the car park. The school entry and exit timings are as follows:

Sunday to Wednesday timings

FS1 – 08.20am to 12.30pm (direct to and from external classroom doors)

FS2 – 08.00am to 2pm (direct to and from class external classroom doors)

Year 1 - 07.50am to 2.10pm (direct to class external doors on EYFS lower floor or MPH)

Year 2 – 07.45am to 2.10pm (rear drive through drop off, collection from Tiger Turf)

Year 3 – 07.35am to 2.30pm (rear drive through drop-off, collection from FS front steps)

Year 4 – 07.40am to 2.20pm (front drive through, collection from Basketball court A)

Year 5 – 07.30am to 2.30pm (front drive through, collection from Basketball court B)

Year 6 - 07.20am to 2.40pm (front drive through, collection from Bistro)

Thursday Timings

FS1 – 08.20am to 12.30pm (direct to and from external classroom doors)

FS2 – 08.00am to 12.40pm (direct to and from class external classroom doors)

Year 1 - 07.50am to 12.50pm (direct to class external doors on EYFS lower floor or MPH)

Year 2 – 07.45am to 1.00pm (Rear drive through drop off, collection from Tiger Turf)

Year 3 – 07.35am to 1.10pm (Rear drive through drop-off, collection from FS front steps)

Year 4 – 07.40am to 1.10pm (Front drive through, collection from Basketball court A)

Year 5 – 07.30am to 1.20pm (Front drive through, collection from Basketball court B)

Year 6 - 07.20am to 1.30pm (Front drive through, collection from Bistro)

### **How parents will access the school site?**

Morning drop-off for all students will be staggered between 07.20am and 08.20am to allow for social distancing and safe entry to the building.

Collection is between 12.30pm (FS1) to 2.40pm (Year 6). Siblings have been accommodated.

It is extremely important the parents adhere to the 10-minute window to ease traffic congestion outside of school and to avoid overcrowding in the school corridors. There will be no late room collection option.

Only one family member or a guardian is allowed to enter the school car park to drop off/pick up his/her child. People with compromised medical conditions, including the elderly, should not come for drop off and pick up.

If truly needed, parents/guardians can only visit the school by prior appointment. Appointments will not happen during drop off, pick up, and break time to avoid crowding. Appointments must be made via the main school reception.

Parking is available at the front of the school for parents who are visiting the school with an appointment. Parents can also utilize the Arabian Centre mall carpark. Entry at the front of the school is through the right hand gate only.

Alternatively parents may use the “stop & drop” system at the front and rear of the school.

### **Front of School – Stop and Drop**

Cars enter through the top gate (Gate 1), passing through the staff carpark. Students should only exit from the left side of vehicles, onto the path. Vehicles should make their way along to stop as close to the main entrance as possible. Pedestrians are not permitted to walk through the top gate (Gate 1) where cars are entering. Cars will then exit through the Gate 2, past the parking area and onto 11A Street. Security guards and other RDS staff will be available to direct the flow of traffic and pedestrians.

### **Rear of School – Stop and Drop**

Cars enter through the top gate and follow the direction of drop off to the bottom right corner of the car park. Parents are not permitted to park in any area of the back car park. Cars exit through the lower gate onto the street. The Gate opens at 7:35 or once all buses are on site or departed.

### **MORNING BUS DROP OFF**

The lower portion of the rear car park is designated for RDS School Buses. Bus Guardians (nannies) will escort FS children to the FS indoor waiting area area using the footpath where supervision will be available. Year 1 to 6 students are escorted off the bus where they make their way to the relevant year group meeting point.

### **AFTERNOON PARENT PICK-UP**

Parents collecting Foundation Stage children should park in the front outside parking and collect their children directly from the classroom/base.

Parents collecting Year 1 to Year 6 children should park in the mall.

Year 1 to Year 6 students are escorted to the meeting point by their teacher where parents are waiting. **Young children are not released to Primary aged siblings**

### **Primary children may not leave unaccompanied under any circumstances or wait outside the school gate.**

### **AFTERNOON BUS DROP OFF**

Bus children shall be taken by the nanny/ class assistants directly to the bus where they will meet their Bus Driver and Guardian. Once all students are seated and have their seat belts fastened, the bus will pull away from school. **Early Collection must be emailed to the Receptionist, The Head of STS Bus Department and the class teacher.**

**If the School Nurse sends a bus child home due to illness, the Nurse must complete an exit pass, including any bus details which is handed to reception. STS staff will collect the exit pass and make note of that change.**

**PARENTS ARE ENCOURAGED TO DROP OFF AND PICK UP CHILDREN AS SWIFTLY AS POSSIBLE DUE TO THE LIMITED PARKING.**

**TWO DISABLED PARKING SPACES ARE AVAILABLE BY THE FRONT GATE FOR THOSE WITH RESTRICTED MOBILITY.**

**WE WILL NOT RUN A LATE BUS SERVICE  
AFTER ACTIVITIES.**

Next Review date: February 2022

