



The International School
of Choueifat – Dubai

Dismissal Time Procedures



DISMISSAL TIME PROCEDURES

MONITORING AND REVIEW

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Signed:

ISC DUBAI
School Director

This policy was last reviewed by the School Management in August 2026 and will next be reviewed no later than August 2027, or earlier if significant changes to the systems and arrangements occur, or if legislation, regulatory requirements, or best practice guidelines are required.



PRE-K TO GRADE 2

Parents of children in KG1 to Grade 2 must collect their children promptly at dismissal time; **2:45 pm** (Monday to Thursday), and **10:55 am** on Friday (**11.30 pm** for Gr.2).

KG1 to Grade 2 children may be collected from their classrooms.

It is the parent's duty to pick up their child on time as the school does not provide after-school hours childcare/ supervision.

Afternoon lateness will be recorded, and the same conditions will apply as per Morning lateness. Please notify the school/supervisor immediately if you think you will be late to collect your child due to an unforeseen event/emergency.

Parents must contact the school if their child has permission to be collected by another unknown adult, please provide details of this approved adult in advance of dismissal time, as it may cause confusion and delay in your child's pick up whilst we verify with the guardian. Please also specify a time frame; if this person is permitted to pick up the child that day alone or for a specific time period.

Collection after 2:45 pm is not considered as late if an older sibling is collecting their younger sibling once their class finishes at 3:30 pm. Students who are waiting for their older siblings will be allowed to wait in the classroom, however their sibling must arrive promptly, no later than 3:40 pm.

If the older sibling is in Grade 4 or 5 and parents would like for them to collect their younger sibling, then parents must inform the school, once the school Director/Head supervisor approves the request, they will be sent a Letter of Agreement to sign and return.

Siblings in Grades 6 and above do not need to complete this agreement. However, please note that the responsibility for the safety of the younger sibling lies with their older sibling once the sibling has been collected from the classroom. Therefore, we advise parents to ensure that the older child is mature and responsible enough to take good care of the younger child.

Afternoon Lateness is recorded for children who are not waiting for an older sibling to collect them from **3:00 pm** (Monday to Thursday) and **11:15 am** Friday (**11:45 pm** for Gr.2).

Lateness is considered unexcused/excused at the discretion of the School Management. If it is unexcused, then lateness will be recorded, parents will be notified, and further consequences will apply, in line with the morning tardiness procedures.



GRADES 3 TO 12

The school day will finish for Grades 3 to 12 at 3:30 pm from Monday to Thursday, and on Fridays the school day will finish at 11:30 am. Students in Grade 3 and above may leave school through the designated dismissal gates at home time. Grades 3 and 4 will be collected from their classrooms through Gate #1.

For Grades 3C–3F, parents may use the stairs leading to the KG1 corridor to reach the classrooms.

For Grades 3A–3B, parents may use the stairs leading to the infant playground to reach the classrooms.

Grades 3G–3H parents may use the staircase of Grade 4.

Grade 4A–4F parents may use the stairs of Grade 4.

Grade 4G–4H parents may use the stairs of Grade 5.

Clear signs will be posted to guide parents through the dismissal procedures.

Students in Grades 3 and 4 may also be collected from their classroom by an older sibling (Grade 7 or above) at 3:30 pm, provided a Letter of Agreement has been signed by the parents.

For Grades 5 and 6, students are to exit the school premises through Main Gate #2.

Students in Grades 3 to 6 may use the Back Gate only if they are eligible for a Back Gate Pass and are accompanied by an older sibling in Grade 7 or above, who is also eligible. Parents must sign a Letter of Agreement/Undertaking for this arrangement.

Students from Grade 7 to Grade 12 may use the Back Gate provided they meet one of the following requirements:

- They use the Dubai Metro to travel to and from school.
- They live in the residential campus located directly behind the school.
- Their parents work in the buildings located behind the school.

Eligible students or their parents may apply for a Back Gate Pass by completing the designated application form. The application must be reviewed and approved by the school.



LATENESS

Afternoon tardiness will be recorded after 3:45 pm (Monday to Thursday) and 11:45 am (Friday), and the same protocols as morning tardiness will apply.

UNFORESEEN CIRCUMSTANCES

In case of delays or emergencies, please notify the school administration or the concerned supervisor promptly.