



مدرسة جيمس ميلينيوم الخاصة
GEMS Millennium School
Sharjah

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| | Student Dispersal Policy Pre-KG to Grade 12 |
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REVIEWED BY SENIOR LEADERSHIP TEAM

APRIL 2025

GEMS USE ONLY



Effective from: April 2025

Purpose

To ensure the safe, timely, and orderly dispersal of students at the end of each school day, in alignment with GEMS safeguarding protocols and local regulations.

Objective:

To ensure a safe, orderly, and supervised exit for students using their own transport or walking home alone.

Exit Timing:

- All students will be dismissed in a staggered manner by year groups to reduce congestion.
- Own transport and students walking home will exit last to ensure roads and gates are clear.

Designated Exit Points:

- **Gate 1:** Students using own transport (pick-up/drop-off by family/private driver).
- **Gate 2:** Students walking home alone.
- **Gates 3&4:** Students using school transport.

Supervision:

- Staff will be stationed at both gates to monitor student movement and ensure safety.
- Students will scan their ID cards as they leave.
- In case the ID card is missing, students must produce an exit slip duly signed by his/ her supervisor.

Parental Communication:

- Parents must provide written consent for students walking home alone.
- All students using own transport must be registered with vehicle details for security.
- Parents must provide an undertaking for students using private transport. Details of the authorised person must be shared with the respective supervisor.



Dispersal Procedure

PreK – KG2

- Parents must:
 - Present their Parent ID card at the gate.
 - Sign the Daily Dispersal Register maintained by KG teachers.
 - All parents must wear the official yellow lanyard while on campus
- Designated class teachers or teacher on duty verify the ID, escort the child, and obtain the signature.
- Any change in authorized person for pickup must be communicated in writing on the same day.

Grades 1–12

- Parent ID cards must be presented at the security gate.
- All parents must wear the official yellow lanyard while on campus.
- Security verifies ID before allowing entry; only authorized individuals may collect students.
- Students are assembled in the school multipurpose hall.
- Duty staff and class teachers supervise student movement toward the exit gates.

Independent Dispersal – Students walking alone

- Students permitted to walk home alone (Grades 6 and above) must:
 - Wear a designated light blue lanyard for easy identification.
 - Have an official email or written permission letter from the parent on record.
- Students without lanyards or permissions are not allowed to exit alone.
- Security staff verify the lanyard color and grade level before granting exit.

Bus Dispersal – Grades 1-12

- Bus students report to the bus bay area immediately after their last lesson. In case of delay in buses returning from the previous trip, a P.A. announcement will be made.
- Bus Monitors check names against the daily bus list.
- Students scan their ID cards as they enter the buses.
- Final clearance is provided by the Transport Coordinator and SLT member on duty.
- Buses depart promptly by 12:15 p.m. / 2:20 p.m. / 4:10 p.m.

Late Pick-Up Procedure

- Students not collected within 15 minutes of their scheduled time are taken to the reception.
- Parents are contacted via the school reception.
- Repeated late pick-up incidents are tracked and referred to the Section Supervisor.
- After 3 repeated instances, a meeting is arranged with the Vice Principal or Head of Section.



Security Measures:

- No student is allowed to loiter outside the gate.
- Security personnel to remain on post until the last student has exited safely.

Lanyard System:

- **Yellow** – Authorized parents/guardians
- **Light Blue** – Independent walkers (with written consent)
- **Red** – Own transport students
- **Dark Blue** – Bus transport students and Staff
- All gates are CCTV monitored and a duty roster for SMT ensures supervision.
- Gate duty rosters are maintained dispersal is monitored by MSO and AMSF.

Emergency Dispersal Protocol

- In the event of extreme weather, safety incidents, or delays:
 - Students are held in designated indoor zones.
 - Parents are alerted via SMS and Communications.
 - Dispersal resumes only under instruction from the Principal's Office.

Crowd Flow Management

- Use of barricades or cones during peak exit times to manage parent waiting areas and pedestrian flow.
- Signages to guide parents and students to correct exit gates.

SEND Student Dispersal

- Dedicated exit route/support for students with SEND or mobility challenges.
- Designated staff assigned to individually support these students during dispersal.
- Secure handover to parent/guardian with written record (if needed).

Digital Tracking

- Parents and students must scan their ID at the security gate and in the bus if using school transport.
- This enhances safety, provides real-time logs, and supports quick data retrieval during audits.

Incident Log

- **End-of-day debriefing (5 minutes)** by SLT/Section Heads to check for:
 - Late pickups



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- ID mismatches
- Any security or behavior incidents
- Track student dispersal with Bus scan reports

Gate Pass for Early Pickup

- A policy for early departures during school hours:
 - Requires a Gate Pass approved by the Supervisor or SLT.
 - Security allows exit only with this stamped document.
 - Staff and students dispersing early will follow this procedure.

Continuous Improvement & Parent Feedback

- Conduct periodic parent surveys to gather feedback on pick-up experience.
- Use suggestions to refine flow, gate assignments, or timing.

| STAGGERED DISPERSAL TIMINGS / ROUTE FOR OWN TRANSPORT STUDENTS | | | |
|---|-----------------------|--|---|
| GRADE LEVEL | DISPERSAL TIME | EXIT ROUTE/ GATE | SUPERVISION LEAD |
| PREK- KG2 | 12:10 p.m./ 2:10 p.m. | Imaginarium/ fab lab entrance Exit - Gate No 2 | KG HoS Teachers on Duty AMSF & support staff Security personnel |
| GRADES 1&2 | 2:10 p.m. | Exit from class at 2:00 p.m. and reach School Multipurpose Hall with Teaching Assistants Exit Gate – No 1 | Vice Principal Supervisors Staff on Own transport Duty Security personnel |
| GRADES 3-12 | 2:10 p.m./ 4:10 p.m. | Students exit through turf/ bus bay area and reach the multipurpose hall Exit Gate – No 1 | Teachers on Duty Support Staff |
| During examinations grades 3-12 will disperse at 12:10 p.m. Information will be shared with parents | | | |



| STAGGERED DISPERSAL TIMINGS / ROUTE FOR BUS TRANSPORT STUDENTS | | | |
|---|-----------------------|--|--|
| GRADE LEVEL | DISPERSAL TIME | EXIT ROUTE/ GATE | SUPERVISION LEAD |
| PREK- KG2 | 12:10 p.m./ 2:10 p.m. | Exit from class at 11:45 a.m. using KG/ primary corridor. Exit Gate – No 3&4 | Principal BBT staff Transport Coordinator Security personnel |
| GRADES 1&2 | 2:00 p.m. | Exit from class at 2:00 p.m. and reach bus bay with support staff. Exit Gate – No 3&4 | Principal BBT Staff Transport Coordinator Security personnel Teachers on Duty Support Staff |
| GRADES 3-12 | 2:10 p.m./ 4:10 p.m. | Students exit through turf/ bus bay area and reach the bus bay Exit Gate – No 3&4 | Principal BBT Staff Transport Coordinator Security personnel Teachers on Duty Support Staff |
| During examinations grades 3-12 will disperse at 12:10 p.m. Information will be shared with parents | | | |

Date of next review – March 2026