



DROP-OFF, PICK-UP AND PARKING PROCEDURE

Policy Name	Drop-off, pick-up and parking procedure
Policy Identifier	NASAAbuDhabi-001
Version Number	V1.0
Date of Validation	August 2025
Date of Review	August 2026
Nord Anglia International School Abu Dhabi	

1. Policy Statement

Nord Anglia International School Abu Dhabi is committed to maintaining a safe, secure and orderly system for traffic management, parking, drop-off and pick-up procedures. The purpose of this policy is to safeguard students, staff, parents and visitors while ensuring compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations, UAE road safety law, and Nord Anglia Education safeguarding standards.

2. Scope

This policy applies to all parents, guardians, authorised adults, staff, contractors, visitors, bus operators and taxi drivers who enter the school campus. It governs all students from FS1 to Year 12, and covers daily drop-off, pick-up, after-school activities and bus transport.

3. Designated Access Points

The school operates several controlled entrances. The Main Reception is accessible to parents, visitors and staff and is monitored by security checks. The EYFS Reception is reserved exclusively for FS1 and FS2 students and their parents or guardians. Gate 1 provides entry for taxis and contains a designated taxi waiting lane. Gate 4 is strictly reserved for school buses and is not accessible to private cars, taxis or pedestrians at any time of the day. Certain entrances are reserved for staff car parking only to minimise vehicle movement during peak traffic hours. Other access points around the building remain locked and are only opened by security during official arrival and dismissal times.

4. Parking Regulations

Parking on campus is restricted and must be used only in accordance with school guidance. Staff must register their vehicles in advance and display the school-issued car sticker at all times. Parents are provided with designated parking areas, which are clearly marked on the school parking map. Vehicles may not park in unauthorised areas, block emergency exits or engage in double-parking. Engines must be switched off when stationary in the school parking areas.

The current designated Complaints Coordinator is

4.1 Drop-Off Procedures

Morning drop-off is staggered between 7:30 am and 8:30 am to reduce congestion. Security personnel and school staff supervise all entrances and parking areas during this period. Parents must use only their assigned gates and follow the directions of security and supervising staff. Students are not permitted to enter the campus before the official supervision period begins.



Bus students are escorted from their vehicles directly into the building under the supervision of bus nannies.



4.2 Pick-Up Procedures

Collection times are strictly observed. Foundation Stage students are collected at 2:30 pm, while students in Years 1 to 12 and Foundation Stage students who attended an after school activity are collected at 3:30 pm, for those Foundation Stage students with older siblings wrap around care will be offered from the teaching staff. Students participating in after-school activities are collected at 4:30 pm. On Fridays, FS and Year 1 students may be collected at 11:30 am, while Years 2 to 12 are collected at 12:00 pm. School buses depart at 3:45 pm and 4:45 pm daily. Students will only be released to parents, guardians or individuals listed on the authorised Pick-Up Authority Form maintained by the school. Security and reception staff reserve the right to request identification at any time. Students under the age of 11 must always be collected by an authorised adult.

In the event that a student is not collected on time, Foundation Stage children remaining after 2:30 pm and Years 1 to 12 remaining after 3:30 pm will be escorted to the school Reception, where staff will immediately contact parents. If a student remains uncollected after 4:30 pm, they will be placed in the Late Room under the supervision of the Senior Leadership

Team until they are collected. Persistent late collection will be considered a safeguarding concern and may lead to a written warning and referral to ADEK.

4.3 Supervision and Security

The school maintains a staff duty rota to ensure supervision of entrances, parking areas and traffic zones at all peak times. Security guards are stationed at all gates, as well as in identified high-risk areas, and all gates remain locked outside designated hours. The campus is monitored by CCTV and security patrols. All adults on campus must wear an official lanyard or visitor pass.

Parent lanyards are issued upon request and must be worn visibly at all times while on school premises. Parents must ensure that nannies and drivers who collect children also hold a lanyard. Any individual who is not wearing a valid lanyard or visitor pass will be denied access to collection areas and directed to the Main Reception for verification. Failure to use or display a lanyard is considered a breach of this policy.

5. Bus Procedures

Buses operate exclusively through Gate 4, where bus parking is provided. Bus nannies escort students from their classrooms and after-school activities to the buses and ensure they are safely boarded. At home drop-off points, students under the age of 11 must be received by an authorised adult. Where no authorised adult is present, the student will be returned to school for safeguarding. Daily attendance logs, safety checklists and trip records are maintained for all bus journeys.

6. Parent Volunteers

Parent volunteers may support the School during drop-off and pick-up to help maintain a safe and efficient traffic flow. All volunteers act under the supervision of NAS Abu Dhabi staff and follow the School's Health & Safety Policy and Parking & Drop-off Policy. Their role is supportive only: they may remind parents of the rules but are not permitted to enforce compliance or engage in confrontation.

Any refusal to follow instructions or unsafe behaviour by drivers will be escalated directly to School staff and may result in the withdrawal of parking privileges. Parent volunteers are registered with the School, issued a lanyard and safety vest for identification, and have signed the NAS Abu Dhabi Parent Volunteer Agreement and Code of Conduct.

7. Compliance and Enforcement

All parents, staff, visitors and service providers are required to comply fully with this policy. Repeated or serious violations, such as unsafe driving, unauthorised use of parking areas, or attempts by unauthorised individuals to collect students,

will result in written warnings. The school reserves the right to suspend on-campus parking privileges and report serious breaches to ADEK or local authorities.

7. Monitoring and Review

The Operations Manager and the Health and Safety Manager are responsible for monitoring daily compliance. Termly reviews are conducted with input from the Safeguarding Committee and the Parent Committee. The policy will be updated as necessary to reflect ADEK regulations and school operational requirements.

Approved by:

Liam Cullinan
Principal

Date:

20.08.2025

Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
August 2025	V1.0	Liam Cullinan	New Document

