

School timings, drop-off, pick-up and parking at GEMS Founders School, Dubai (GFS)

#WeAreAllResponsible

Make sure your child(ren) have their reusable water bottle, sun hat and sunscreen with them every day.

FS1 & Y7-Y9 & Y13 Form rooms are in **phase 3**.

FS2 & Y1-Y6 & Y10-Y12 Class/Form rooms are in the original building which is called **phase 1** (front section of existing building) & **phase 2** (rear section of existing building).

Key Messages

Dubai Police: We have requested support from Dubai Police during drop-off and pick-up times at the key junctions as well as the front and rear parking areas.

STS: Currently have 90 buses and are always working to increase this number and add new routes. At dispersal, buses take priority to reduce the amount of time the students are on the bus and to reduce the risk and likelihood of an accident/injury whilst buses exit the rear of the school. Students who are collected by their parents from the rear of the school are kept inside the building until the buses have left. They will be brought to the collection areas just before the gates open, so this may cause some delays to the gates opening if buses get held up during boarding.

Working together: We are a large community but one that has worked very well together in the past. We welcome constructive feedback and suggestions regarding all our procedures. Please always drive with consideration for others, follow the routes and guidance of our teams working in the heat to assist you and most importantly, be kind, be courteous and smile.

#GFSTogether

Protect yourself: During drop-off, you don't need to park. We are there to help take your children to the gates/doors. Just drop off, say goodbye and drive away before the traffic gets busy. During pick-up, please stay in your car, in the shade and AC until the gates/doors open – this will help prevent health emergencies and overcrowding. **#WeAreAllResponsible.**

UAE law: Please do not leave your children unattended in the car.

GFS location: <https://goo.gl/maps/ptYGytY9EkmRDe7r6>

Morning Drop-off

If you have children across different year groups, **all of your children can follow the drop-off procedures for the youngest child** & will be directed by staff when on-site.

Lanyards must be worn at all times, access to the school site is not permitted unless it is worn.

Gates will open at **7:00 am** Secondary students should be in before the start of registration at 7:20 am. **Please arrive early to avoid queues and delays.**

FS1 parents can enter through **gate 4 at the front of the school**, and either park or drop-off their child outside the FS1 reception (phase 3). If you park and would like to drop your child at their classroom, please enter the building via the FS1 reception.

FS2 parents can enter through **gate 1 or gate 4 at the front of the school**, and either park or drop-off their child outside the FS2 play area (phase 1). If you park and would like to drop your child in their classroom, please enter the building via the FS2 play area.

Y1 parents can enter through **gate 1 at the front of the school**, and drop-off their child outside the year 1 entrance (phase 1) where the children will be guided to their classroom by staff.

Y2, Y3 to 6 and Y10-12 parents can use the drop-off area at the rear of the school behind phase 2. Parking is not permitted during drop-off to help prevent traffic congestion. There is a long stretch for drop-off, so please always drive to the furthest part of the line and keep to the right to make room for others behind you. Limit your time in drop off to less than 1 minute. Make sure your children have their bags with them and that they only exit the car on the right-hand side where the pedestrian path is – this is so they can exit quickly and safely. It is recommended that the driver remain inside the car to prevent any unnecessary delays. Parent/visitor access to the school site is not permitted at drop-off, so staff members will be present to assist your child to their class. **Students will enter the school site via gate 9** and be directed to their entry point by staff.

Y7 to 9 and Y13 parents can use the drop-off area at the rear of the school behind phase 3. Parking is not permitted during drop-off to help prevent traffic congestion. There is a long stretch for drop-off, so please always drive to the furthest part of the line and keep to the right to make room for others behind you. Limit your time in drop off to less than 1 minute. Make sure your children have their bags with them and that they only exit the car on the right-hand side where the pedestrian path is – this is so they can exit quickly and safely. It is recommended that the driver remain inside the car to prevent any unnecessary delays. Parent/visitor access to the school site is not permitted at drop-off, so staff members will be present to assist your child to their class. **Students will enter the school site via gate 6** and be directed to their entry point by staff.

Waiting and parking are not permitted in the drop-off zone.

Afternoon Pick-up

Lanyards must be worn at all times. Access to the school site is not permitted unless it is worn.

Remain in your car until the gates/doors open as long queues will increase the risk of heat stroke.

Parent access: Gates 1 and 4 only (front of the school). There is no access to parents through any other gates unless overflow is required at the back of the school. If this is required, access will be through **gate 9 and restricted until after the buses have left.** Gates will only open once the students have assembled in their designated collection area.

Departure times are staggered to help ease the traffic and foot flow, making the pick-up procedures safer for the whole GFS community. Please follow the timings closely to help us manage the flow safely. Air-conditioned or shaded areas are provided for children awaiting collection and the hot weather policy is followed.

FS1, FS2, Y1 and Y2 Parents can **collect** their children in these year groups from inside the building. FS1 and FS2 parents, please enter the building in the same location you used for drop-off. Y1 and Y2 parents, please enter the building via the Y1 entrance at the front of the school.

Parents with children in both Secondary and Primary can complete the 'sibling form' and place it in their child's(ren's) lanyard/IDs. This grants permission for your child in the secondary school to be responsible for exiting the school site with their siblings. The sibling form is available for you to download and print from GEMS Connect. Students can only leave the school site once they have confirmation their parents are waiting in the car park.

Secondary students without sibling passes are not permitted to leave the front of the school and must use the rear gates (6 and 9) for collection.

Foundation Stage (FS) | Monday – Thursday

07:00	Gates Open
07:10	Doors Open
07:40	School Starts
12:20	School ends – Doors open

Year 1 to Year 6 | Monday – Thursday

07:00	Gates Open
07:20	Doors Open *subject to change depending on weather
07:40 – 08:05	Primary Form Time
08:05 – 08:55	Lesson 1
08:55 – 09:45	Lesson 2
09:45 – 10:10	Break 1
10:10 – 10:35	Break 2
10:35 – 11:25	Lesson 3
11:25 – 12:15	Lesson 4
12:15 – 12:40	Break 3
12:40 – 13:30	Lesson 5
13:30 – 14:20	Lesson 6
14:20 – 14:45	End of day procedures

Year 7 to Year 13 | Monday – Thursday

07:00	Gates Open
07:20	Secondary Form registration
07:40 – 08:30	Lesson 1
08:30 – 09:20	Lesson 2
09:20 – 10:10	Lesson 3
10:10 – 10:35	Form / Assembly
10:35 – 11:00	Break 1
11:00 – 11:50	Lesson 4
11:50 – 12:40	Lesson 5
12:40 – 13:05	Break 2

13:05 – 13:55	Lesson 6
13:55 – 14:45	Lesson 7

Foundation Stage (FS) | Friday

07:00	Gates Open
07:10	Doors Open
07:40	School Starts
11:00 – 11:20	School ends – Doors open

Year 1 to Year 6 | Friday

07:00	Gates Open
07:20	Doors Open *subject to change depending on weather
07:40 – 07:50	Primary Form Time/Lesson 1
07:50 – 08:30	Lesson 2
08:30 – 09:10	Lesson 3
09:10 – 09:50	Lesson 4
09:50 – 10:10	Break
10:10 – 10:50	Lesson 5
10:50 – 11:30	Lesson 6
11:30	End of day procedures

Year 7 to Year 13 | Friday

07:00	Gates Open
07:40 – 07:50	Lesson 1
07:50 – 08:30	Lesson 2
08:30 – 09:10	Lesson 3
09:10 – 09:50	Lesson 4
09:50 – 10:10	Break
10:10 – 10:50	Lesson 5
10:50 – 11:30	Lesson 6

Morning Drop-off Procedures

Gates open	07:00
Front of the school	
Gate 1	FS2 & Y1
Gate 4	FS1
Rear of the school	
Gate 9	Y2 to Y6 & Y10 to Y12 – students only
Gate 6	Y7 to Y9 & Y13 – students only
Rear gates close	07:50

End of Day Procedures

Afternoon pick up FS to Year 13 | **Monday – Thursday**

Bus Dispersal 1 – rear of the school	
12:20	FS move to buses
12:30	1 st bus departs
Pick up 1 – front of the school	
12:50	FS1 & FS2 pick-up – collect from inside the school using the same entry point used at drop-off
Pick up 2 – front of the school	
14:20	Parents of Y1, 2 & 3 use gates 1 and 4 (front of the school)
	Y3 students assemble on FS2 Play area to meet parents, Y1 & 2 students collected from classroom
	Primary siblings of Y1 & 2 meet at classroom of youngest sibling
	Primary bus students and siblings of secondary students remain in class
14:35	Remaining Y3 students move to Primary Canteen
14:40	Parents of Y4, 5 & 6 use gates 1 and 4 (front of the school)
	Y4, 5 & 6 students that remain assemble on the MUGA to meet parents
14:50	Remaining Y4, 5 & 6 students move to Primary Canteen
Bus Dispersal 2 – rear of the school	
14:35	Year 1&2 snack/toilet break/move to buses
14:40	Year 3-6 snack/toilet break/move to buses
14:45	Year 7-13 move to bus
15:00	First bus out
15:15	Last bus out
Pick up 3 – front of the school	
14:45	Secondary siblings move to primary classrooms to collect siblings
Pick up 4 – rear of the school	
15:15	Gates 6 & 9 open to parents following departure of last bus from yard
	Secondary students who do not have siblings in Primary exit independently through gates 6 & 9

Afternoon pick up FS to Year 13 | Friday

Pick up 1 – front of the school	
11:00	FS1 & FS2 pick-up – collect from inside the school using the same entry point used at drop-off
Bus Dispersal 1 – rear of the school	
11:25	Primary students move to buses
11:30	Secondary students move to buses
11:40	FS students move to buses
11:50	1st bus departs
12:05	Last bus out
Pick up 2 – front of the school	
11:35	Parents of Y1, 2 & 3 use gates 1 and 4 (front of the school). Siblings of Y1 & 2 move to their youngest siblings' classroom Y3 students assemble on the FS2 Play area
11:35	Older siblings of Y3 students move to the FS2 Play area Secondary students take their younger siblings to the car (front parking)
11:40	FS2 Play area gate opens for parents to enter
11:50	Remaining Y3 students move to Primary Canteen
11:55	Parents of Y4, 5 & 6 use gates 1 and 4 (front of the school) Y4, 5 & 6 students that remain assemble on the MUGA
12:00	Older siblings of Y4, 5 & 6 move to the MUGA Secondary students take their younger siblings to the car (front parking)
12:10	Remaining Y4, 5 & 6 students move to Primary canteen
Pick up 3 – rear of the school	
12:05	Gates 6 & 9 open to parents following departure of last bus from yard Secondary students who do not have siblings in Primary exit independently through gates 6 & 9

Access Points & Pick-up Locations:

- Please follow the directions of Security and GFS staff for the safety of the GFS community.

Front of school

Rear of school

