Drop-off, pick-up, and parking Policy

1. Introduction

This policy outlines the procedures and expectations for student drop-off, pick-up, and parking at GEMS Founders School, Dubai (GFS). Its purpose is to ensure a safe, calm, and efficient environment for all students, parents, staff, and visitors.

The policy is guided by best practice in school safety, traffic management, and student safeguarding. All members of the school community are expected to follow these procedures consistently to support smooth daily operations.

2. Purpose of policy

Student safety is the highest priority at all times.
Maintain safe and steady traffic flow within and around the school.
Promote independence and confidence in students during arrival and dismissal.
Ensure clear communication and cooperation between families and staff.

3. General expectations

- All drivers must follow school staff instructions and comply with traffic regulations.
- Do not gather or wait in roadways, drop-off lanes, or access points.
- Students should enter and exit the school promptly.
- Children must never be left unattended in vehicles.
- All passengers must wear seatbelts, and younger children must use appropriate car seats.
- Mobile phone use while driving is not permitted.
- Courtesy, patience, and cooperation are expected from all members of the school community.

4. Drop-Off procedures

- Drop-off should be quick, calm, and orderly to minimise congestion.
- Students should be ready to leave the vehicle immediately with all belongings prepared.
- Parents are encouraged to use a “Drop and Go” approach where possible to support traffic flow.
- Drop-off is limited to a quick stop only (no parking or waiting).
- Students should exit the vehicle from the side closest to the sidewalk.
- Parents must not leave vehicles unattended in the drop-off lane.
- Drop-off times must be adhered to, as communicated by the school.
- Designated drop-off areas must be used at all times.
- Parents and students must wear their school ID at all times.

5. Drop and Go Expectations

- Parents should remain in their vehicles at all times.
- Children should exit the vehicle quickly and safely.
- A brief goodbye is encouraged to help maintain flow and reduce delays.
- Staff and volunteers may be available to assist students and ensure safe entry.

6. Pick-Up procedures

- Pick-up is managed to ensure a safe and controlled dismissal of students.
- Parents should follow staff guidance and allow space for smooth movement of children and vehicles.
- Waiting in restricted areas or roadways is not permitted.
- Parents must use the designated pick-up zones only.
- Drivers must remain in their vehicles and avoid blocking traffic or pedestrian walkways.
- Identification or pick-up authorisation procedures must be followed.
- Students will only be released to authorized individuals recorded in school records.
- Parents must wear their school parent ID at all times.
- Vehicles should not be left unattended in pick-up zones.
- Any delays in collection should be communicated to the teacher or FOH team.

7. Parking option and guidelines

- Parents who require additional time may use designated parking areas and escort their child as needed.
- Parking must be done safely and considerately, without obstructing others and only in designated areas.
- Parking in restricted areas, emergency lanes, or access points is strictly prohibited.
- Disabled parking bays are reserved exclusively for authorised users.
- Drivers must adhere to local traffic laws, school staff and school signage at all times
- No parking is permitted in active drop-off or pick-up lanes.
- Drivers should be mindful of others and follow directional flow systems where in place.
- Staff must follow the internal parking regulations.

8. Safety Responsibilities

- Ensure children are properly secured in vehicles at all times.
- Remain alert in school zones.
- Always prioritise pedestrian safety.
- Follow school staff instructions during busy periods to support the safety of all students.
- Follow all directional signage and staff guidance to maintain flow.
- Speed limits within school premises must be strictly observed.
- Pedestrian crossings must be respected at all times.
- Mobile phone use while driving within school grounds is prohibited.

9. Additional Support

- School staff may be present during peak times to support safe movement and supervise students.
- Parents are encouraged to model positive, calm behaviour during drop-off and pick-up.

10. Non-Compliance

Failure to comply with this policy may result in:

- Verbal or written warnings

- Restriction of access to school premises
- Further action as deemed appropriate by the school administration

11. Monitoring and review

This policy will be reviewed periodically to ensure continued effectiveness and alignment with safety requirements.

Signed …… Date 26 August 2026
Manager School Operations

Signed ..... Date 26 August 2026
Whole School Vice Principal

Signed ..... Date 26 August 2026
Executive Principal/CEO/Vice President of Education

Next policy review date:
August 2027