



# PICKING UP AND DROPPING OFF POLICY 2023

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<b>Policy Date:</b>	September 2023	<b>Version: 1</b>		
<b>Policy Review Dat</b>	September 2024	Ibrahim Patel	<i>J.P</i>	25/07/23
<b>Ratified by Madrasah Committee:</b>				
Mawlana Shabir Ahmad		<i>S.S</i>		25/07/23

## Introduction

This policy outlines the procedures and expectations for dropping off and picking up students at the Madrasah. The policy aims to ensure the safety and well-being of all students and staff, as well as to promote a smooth and efficient operation of the madrasah. The policy applies to all students, parents, staff, and authorized nominees who are involved in the drop off and collection process. The policy also covers the situations where a student is late, absent, or requires alternative arrangements for transportation.

## Drop Off Procedure

1. Students should arrive at the madrasah between 4:50pm and 5:00pm
2. Parents or authorized nominees should park their vehicles in the designated parking area and escort their children to the madrasah entrance.
3. Parents or authorized nominees should inform the staff of any important information, such as medical conditions, allergies, medication, or changes in contact details.
4. Parents or authorized nominees should ensure that the staff are aware of their children's presence before leaving the madrasah premises.

## Pick Up Procedure

1. Students should be collected from the madrasah between 7:00 pm and 7:05bpm, unless otherwise arranged with the staff.
2. Parents or authorized nominees should park their vehicles in the designated parking area and wait by the gate to collect their children.
3. Parents or authorized nominees should ensure that the staff are aware of their children's departure before leaving the madrasah premises.
4. Parents or authorized nominees should ensure children collect all their belongings, such as books, bags, and clothing.

## Late or Absent Students

1. If a student is going to be late or absent from the madrasah, the parents should notify the staff as soon as possible, preferably before 4:55pm
2. If a student is late for the madrasah, the parents or authorized nominees should accompany the student to the madrasah office.
3. If a student is not collected by 7:10pm, the staff will contact the parents or authorized nominees to confirm the reason and the expected time of arrival. The staff will supervise the student until they are collected.

4. If the staff are unable to reach the parents or authorized nominees by 7:20 pm, they will contact the emergency contacts listed on the enrolment form and ask them to collect the student.
5. If the staff are unable to reach any of the contacts by 7:30 pm, they will report the situation to the local authorities and follow their instructions.

## Alternative Arrangements

- The parents should provide written consent for their children to use alternative modes of transportation, specifying the details and conditions of the arrangement.
- The staff should be informed of the alternative arrangements and the expected time of arrival and departure of the students.
- The students should follow the road safety rules and the madrasah code of conduct when using alternative modes of transportation.
- The staff may revoke the permission for alternative arrangements if the students fail to comply with the rules or if there are safety concerns.

## Waiting Area and Supervision

1. The madrasah has a separate waiting area for the girls and the boys, to ensure their comfort and privacy.
2. The girls will wait on the side nearest to the girls entrance, where a female teacher will supervise them until they are collected by their parents or authorized nominees.
3. The boys will wait near the bicycle shed, where a male teacher will supervise them until they are collected by their parents or authorized nominees.
4. The staff will ensure that the students are safe and well-behaved while waiting in the designated area, and will intervene if there are any issues or concerns.

## Review and Evaluation

This policy will be reviewed and evaluated annually by the madrasah management and staff.