

Ajyal Al Falah International School – Al Falah Early-Arrival Students & Late-Dismissal Students Procedure for Supervisors

1. Purpose

To ensure the safe supervision of all students who arrive early or remain on campus after dismissal, in accordance with ADEK School Safeguarding Policy requirements.

2. Roles & Responsibilities

2.1 Head of Supervision

- Creates and manages the **supervision duty rota** for all assigned staff.
- Ensures all supervisors are present on time and follow procedures.
- Reports any concerns to SLT and the Safeguarding Lead.

2.2 Supervisors

- Provide active supervision of students during early arrival and late dismissal.
- Ensure student safety, appropriate behavior, and proper handover to parents/bus supervisors.
- Communicate immediately with reception in case of concerns, delayed pickups, or safety issues.

2.3 Reception Team

- Supports supervisors by **calling parents** of late-dismissal students.
- Records late pickups and communicates patterns of concern to SLT / Social Worker.
- Supports safe handover to authorized persons only.

3. Early-Arrival Supervision Procedure (7:00 a.m. – 7:30 a.m.)

3.1 Timing & Location

- Supervision begins at 7:00 a.m. in the main reception area.
- Gates open at 7:30 a.m.; before this time, all students remain indoors in the supervised reception area.

3.2 Supervisor Duties

- Arrive at 7:00 a.m. to be ready for student arrival at 7:00 a.m.
- Ensure students remain in the designated supervised area and do not roam the building.
- Monitor behavior, maintain safety, and ensure no student is left unsupervised.
- At 7:30 a.m., guide students toward pods and morning assembly areas safely.

4. Regular Dismissal Supervision (2:30 p.m. – 2:50 p.m.)

4.1 Gate Opening

- Afternoon gates open at 2:30 p.m.
- Students leave with:
 - Parent/guardian
 - Authorized pickup person

4.2 Teachers' Responsibilities

- Homeroom, KG, and Elementary teachers supervise students until they are collected or until 2:50 p.m.
- Last-period teachers supervise for Grades 6–12 until 2:50 p.m.
- Teachers must ensure proper handover to authorized persons only.

5. Late-Dismissal Supervision Procedure (After 2:50 p.m.)

5.1 Transition to Supervisor

- At **2:50 p.m.**, any student still waiting is escorted to the **main reception area**.
- From 2:50 p.m. to **4:00 p.m.**, students are **under the supervision of the assigned supervisor on duty**.

5.2 Supervisor Duties (2:50 p.m.–4:00 p.m.)

- Maintain a sign-in list of students in late supervision.
- Ensure students are seated safely in the reception waiting area.
- Prevent students from roaming around the school building.
- Ensure safe handover to the authorized adult upon pickup.
- Communicate to reception any student who remains for an extended period.

5.3 Reception Responsibilities

- **Call parents** immediately at 2:50 p.m. for any student still on campus.
- Document:
 - Time parent was contacted
 - Name of the person collecting the student
 - Actual pickup time
- Inform the Head of Supervision and Social Worker about repeated late pickups.

6. End of Supervision

- Supervision ends strictly at **4:00 p.m.**, as per ADEK's requirement for supervision 90 minutes after school hours.
- Any student not collected by 4:00 p.m. must be reported immediately to:
 - Head of Supervision
 - Social Worker

- SLT
for further action as a potential safeguarding concern.

7. Handover & Safety Requirements

- No student may be released to an unauthorized person.
- Parents ID must be checked for any adult not known to the school.
- Any safety concern or incident must be documented and reported immediately.

8. Communication to Parents

Parents must be informed that:

- Students should not arrive at school before **7:00 a.m.**
- Students must be picked up by **2:50 p.m.** unless attending an official after-school activity.
- Late pickups will be recorded and may require a meeting with SLT if repeated.

Appendix 1: Early Arrival Sign-In Sheet (7:00–7:30 a.m.)

Date: _____ Supervisor on Duty: _____

Early Arrival Student Log

#	Student Code	Name	Class	Time Arrived
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Supervisor Signature: _____

Time supervision ended: _____

Appendix 2: Late Dismissal Sign-In Sheet (After 2:50 p.m.)

Date: _____ Supervisor on Duty: _____

Late Dismissal Student Log

#	Student Code	Name	Class	Time Sent to Reception	Parent/Guardian Name	Pickup Time	Note
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Supervisor Signature: _____

Time supervision ended: _____