



BELVEDERE
INTERNATIONAL SCHOOL

TRANSPORT AND DISMISSAL GUIDELINES

2025-2026

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Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	12/9/2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	12.09.2025

Aim

The aim of these guidelines is to ensure a safe, efficient, and organized arrival and dismissal process for all students. By clearly outlining procedures for morning drop-off, afternoon pickup, transportation, and security protocols, the school seeks to maintain a secure environment, improve flow of movement, and support student well-being through timely supervision and accountability.

Own Transport (Car)

Morning Arrival

- **Gate Access:**
 - Gate 1 (Own Transport) opens at 6:50 a.m.
 - Gate 2 opens from 6:50 a.m. to 7:45 a.m.
- Parents must stay with their children until the gates open.
- Students should arrive no later than 7:40 a.m.
- Parents may escort children to classrooms for Nursery to FS2 only
- Students arriving after 7:40 a.m. must report to Reception with their parent/guardian to complete a Late Entry Form.

Afternoon Arrival

- **Dismissal Times:**
 - FS2: 1:40 p.m.
 - Year 1–11: 2:20 p.m.
- **Pickup Locations:**
 - Nursery & FS1: 1:30–3:15 p.m. from Gate 1
 - FS2–Year 2 (Primary): 1:40–3:15 p.m. from Gate 2
 - Year 3–5 (Primary) & Year 6–9 Boys: 2:20–3:15 p.m. from Gate 1
 - Year 6–9 Girls: 2:20–3:15 p.m. from Gate 2

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- **Supervision:**
 - FS2–Year 2: Remain in classrooms with teachers until 2:30 p.m.
 - Year 3–5: Escorted by staff to the middle play area (Gate 1).
 - Year 6–11 Boys: Escorted to the middle play area (Gate 1).
 - Year 6–11 Girls: Escorted to the middle play area (Gate 2).

- **Late Collection:**
 - Students not collected by 2:30 p.m. will be supervised in a designated Year 3–6 areas until picked up by parents/guardians.

Parent Pass Procedure

1. **Issuance:** Parent Passes will be issued to authorized parents/guardians.

2. **Pickup:** Parents/guardians must present their Parent Pass at pickup to the security team and duty teachers.

3. **Verification:** School staff will verify the Parent Pass before releasing the child.

4. **Benefits:**
 - Ensures children are released only to authorized individuals.
 - Speeds up the dismissal process and reduces delays.

Responsibilities:

- **Parents/Guardians:** Must present the Parent Pass at pickup.
- **School:** Responsible for issuing and verifying passes.

Parking

- **Staff Parking:** Marked as S-01, S-02, ...
- **Parent Parking:** Marked as 01, 02, ...
- **Bus Lane:** Reserved for buses only.

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Bus Transport

Morning Pickup

1. Buses arrive at the designated pickup point on time.
2. Students board in an orderly manner, assisted by the driver/attendant.
3. Safety checks: All students seated and wearing seatbelts (**mandatory**).
4. Buses arrive at school by **7:45 a.m. latest**.

Afternoon Drop-off

1. **Collection & Departure Times:**
 - Bus Nos. 1–3: Collection at **2:05 p.m.**, departure at **2:10 p.m.**
 - Other buses: Collection at **2:15 p.m.**, departure at **2:30 p.m.**
2. Bus students are escorted by supervisors/assistants to the **bus assembly area (Plaza)**.
3. Students line up by designated bus area.
4. Supervisors confirm attendance and verify each student.
5. Bus Coordinator authorizes boarding.
6. Safety Officer checks students before dispatching buses.
7. **At drop-off:**
 - Students disembark in an orderly manner.
 - Driver/attendant ensures all students are accounted for.
 - Students are handed over to authorized parents/guardians.
 - If no authorized person is present, the student will be returned to school.

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