Victory Heights Primary School

City of Arabia

Drop-Off, Collection and Parking Policy

Version Date: September 2026

Last review date: August 2026
Next review date: August 2027
Responsible SLT: Principal

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Equal Opportunities Statement

Victory Heights Primary School City of Arabia is committed to ensuring that every child, regardless of gender, nationality, ability, background, or additional needs, has equal access to all aspects of school life. This policy applies equally to all students and families, and reasonable adjustments will be made for students, parents or carers with disabilities or additional needs (for example, priority access to accessible parking and support at the gates).

Policy Vision

At VHPS-COA, the start and end of the school day set the tone for everything in between. Our vision is for every child to arrive and leave school safely, calmly and confidently, supported by a community of families and staff who share responsibility for keeping our roads, gates and walkways safe. Smooth, well-managed arrival and dismissal routines also help our children to become more independent and ready to learn.

Aims of the Policy

This policy aims to:

- Keep student safety the highest priority at all times during arrival, dismissal and on school grounds.
- Maintain safe and steady traffic flow within and around the school site and the wider City of Arabia community.
- Ensure children are only ever released to authorised adults, in line with our Safeguarding and Child Protection Policy.
- Promote independence and confidence in students during arrival and dismissal.
- Set out clear, consistent expectations for parents, carers, drivers, staff and visitors.
- Ensure clear communication and cooperation between families and the school.

General Expectations

- All drivers must follow the instructions of school staff and security, comply with UAE traffic law and observe all school signage.
- Parents, carers and drivers must not gather or wait in roadways, drop-off lanes, gates or access points.
- Children must never be left unattended in vehicles.
- All passengers must wear seatbelts, and younger children must use car seats appropriate to their age and size, in line with UAE law.
- Mobile phone use while driving is not permitted.
- Parents, carers and nominated drivers must wear or display their school ID at all times when on site.
- Courtesy, patience and cooperation are expected from all members of the school community. Staff and security must be treated with respect at all times.

Arrival and Drop-Off Procedures

- Drop-off times and gate opening times are published by the school and must be followed. Children must not be left on site before supervision begins.
- Designated drop-off areas must be used at all times. Drop-off is a quick stop only: no parking or waiting in the drop-off lane.
- Students should be ready to leave the vehicle immediately, with bags and belongings prepared.
- Students should exit the vehicle on the side closest to the pavement.
- Vehicles must not be left unattended in the drop-off lane.
- Students arriving after the gates close must be signed in at Reception by a parent or carer, in line with our Attendance and Punctuality Policy.

Drop and Go

Drop and Go is available for children in Year 1 and above, and families are encouraged to use it wherever possible to support traffic flow:

- Parents and drivers remain in their vehicles at all times.
- Children exit the vehicle quickly and safely.
- A brief goodbye in the car is encouraged to keep traffic moving.
- Staff will be on duty to welcome children and support their safe entry into school.

Early Years (FS1 and FS2)

It is compulsory for all FS1 and FS2 children to be walked to their classroom and handed over to a member of staff by a parent, authorised adult or responsible older sibling. Early Years children must not be dropped off on their own via Drop and Go. Parents and

adults dropping off Early Years children should use the designated parking areas rather than the drop-off lane.

Dismissal and Collection Procedures

- Dismissal is managed by staff to ensure a safe and controlled release of students.
- All children must be collected in person by an authorised adult. Children will not be sent out to cars on their own, and there is no drive-through collection.
- FS1, FS2 and Year 1 children are collected from their classrooms.
- Children in Years 2 to 6 are collected from the Multi-Purpose Hall (MPH) or their designated collection point.
- Parents and carers collecting children must park in the designated parking areas and walk to the collection point. Vehicles must not be left in drop-off lanes, roadways or access points.
- Waiting in restricted areas, roadways or access points is not permitted.
- Authorised adults must wear their yellow lanyard at all times when on site.

Authorised Adults

- An authorised adult is a parent, guardian or other carer who holds a school yellow lanyard and has been authorised by the parent. At collection, the authorised adult acts in loco parentis and takes on responsibility for the child's care.
- Students will only be released to an authorised adult wearing their yellow lanyard.
- Parents must inform the school in writing in advance if someone other than a usual authorised adult will collect their child. Without this, the child will not be released and the school will contact the parent.
- Staff may ask for identification from any adult collecting a child. This is a safeguarding measure and families are asked to support it.
- Changes to collection arrangements on the day must be communicated to the class teacher or Reception as early as possible.

Late Collection

- Any delay in collection should be communicated to Reception as soon as possible.
- Children not collected within 10 minutes of their collection time will be taken to Reception, where they will be supervised by staff and parents will be contacted.
- Children not collected within a further 10 minutes will be taken to Aftercare. Parents will be charged the ad hoc (daily) Aftercare rate, regardless of how long the child remains in Aftercare.

- Repeated late collection will be followed up by the school and may be referred to the Designated Safeguarding Lead.

Parking Guidelines

- These guidelines apply to all parents, carers, visitors and staff parking at or around the school, at all times.
- Parking must be safe and considerate, without obstructing others, and only in designated bays.
- Parking in restricted areas, emergency lanes, access points, or on pavements and verges is strictly prohibited.
- No parking is permitted in the drop-off lane.
- Disabled parking bays are reserved exclusively for authorised users displaying a valid permit.
- Drivers must follow one-way and directional flow systems where in place.
- Parents should be considerate of our neighbours in the City of Arabia community and must not park across driveways or residential access points.
- Staff must follow the school's internal staff parking arrangements.

Safety Responsibilities

All drivers on or around the school site must:

- Ensure children are properly secured in vehicles at all times.
- Remain alert in school zones and always prioritise pedestrian safety.
- Strictly observe speed limits within and around the school premises.
- Respect pedestrian crossings at all times.
- Follow all directional signage and staff guidance, particularly during busy periods.
- Never use a mobile phone while driving within school grounds.

Pedestrians, including parents walking with children, should use designated walkways and crossings, keep children close and holding hands where appropriate, and model safe road behaviour.

Roles and Responsibilities

The Principal is responsible for the overall implementation of this policy and for ensuring arrangements are safe and effective.

The Senior Leadership Team is responsible for organising duty rotas, overseeing arrival and dismissal, and addressing concerns or repeated non-compliance.

Reception is responsible for maintaining records of authorised adults, managing late arrivals and late collections, transferring uncollected children to Aftercare, and communicating changes to class teachers.

Security staff are responsible for managing gates, vehicle access and traffic flow, and for supporting staff on duty.

Staff on duty are responsible for supervising students during arrival and dismissal, directing traffic and pedestrians where required, and releasing children only to authorised adults.

Class teachers are responsible for knowing each child's collection arrangements and passing on any changes.

Parents and carers are responsible for following this policy, keeping authorised adult details up to date, briefing any nominated drivers or nannies on these procedures, and modelling calm, courteous behaviour.

Students are responsible for following staff instructions, entering and leaving school promptly, and walking safely on site.

Non-Compliance

Failure to comply with this policy may result in:

- Verbal or written warnings.
- A meeting with a member of the Senior Leadership Team.
- Restriction of vehicle access or access to school premises.
- Further action as deemed appropriate by the school leadership.

Any behaviour that places children at risk will be dealt with immediately.

Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Attendance and Punctuality Policy

Monitoring and Compliance

The implementation and effectiveness of this policy will be monitored regularly in line with the Policy Review Policy, including through feedback from staff on duty, security and parents. This policy will be reviewed annually, or sooner in response to changes to the school site, traffic arrangements, or guidance from KHDA or the relevant authorities. Updates and changes will be documented in the Version Control Table below.

Version Control Table

Policy Title: Drop-Off, Collection and Parking Policy
Policy Owner: Principal
Last Approved By: Primary Leadership Team

Version Number	Date Approved	Approved By	Changes Made	Next Review Date
1.0	September 2026	PLT	Initial policy release	August 2027