

## Student Safe Arrivals and Departures Policy

### Purpose

Blyth Academy is committed to ensuring the safety and well-being of all students, staff, and visitors. Specific procedures are in place to record attendance, supervise arrivals and departures, and maintain student safety during school hours and transitions to and from school.

### Student Attendance

Regular attendance and punctuality are essential components of the learning process and contribute directly to student success. Teachers record attendance daily, and attendance and tardiness are reflected on report cards. **Excessive absenteeism or lateness may lead to academic or disciplinary intervention.** High School students who have more than 15 absences in a course will be removed from the class and will not receive credits for that course.

### Procedures for Attendance

- For Grades JK–9, teachers must complete attendance in PowerSchool by 7:45 a.m.
- Reception will be informed of student absences.
- Parents are requested to contact the school by email or telephone to inform the school of their child's absence at [info@blythacademyqatar.com](mailto:info@blythacademyqatar.com)
- Reception will cross-reference teacher attendance lists and parent notifications.
- Students marked 'Absent' without prior notice will trigger a call home to confirm parental awareness.

### Safe Arrival Procedures

- School gates open at 7:00 a.m.; however, students are encouraged to arrive between 7:15 a.m. and 7:20 a.m.
- There is no supervision before 7:00 a.m. and gates will remain closed.
- JK–6 students enter through Gate 2 and proceed to the playground.
- Grades 7–12 students enter through Gate 3 and proceed directly to Block B.
- At 7:20 a.m., JK–6 students line up in their designated areas; teachers escort them to class.
- National anthems and announcements begin at 7:25 a.m., and classes begin promptly at 7:30 a.m.
- Parents dropping off students are asked to park in designated areas only and to walk their children safely to the entrance gate.
- Vehicles must not be left idling, unattended, or parked in restricted areas.
- Bus students will disembark in the designated bus parking area.

### Procedures for Departure

Blyth Academy does not provide after-school supervision for students after dismissal. Security guards are not responsible for student supervision.

**Afterschool Pick-Up Times:**

Sunday – JK–6: 2:10 p.m. (3:15 if in activities); Grades 7–12: 2:15 p.m. (3:15 if in activities)

Monday – JK–6: 2:10 p.m.; Grades 7–12: 2:15 p.m.

Tuesday – JK–6: 12:10 p.m.; Grades 7–12: 12:10 p.m.

Wednesday – JK–6: 2:10 p.m. (3:30 if in activities); Grades 7–12: 2:15 p.m. (3:30 if in activities)

Thursday – JK–6: 12:10 p.m.; Grades 7–12: 12:15 p.m.

- Students not picked up on time will wait in Reception.
- Playground and athletic areas are off-limits after school hours.
- Once the final administrator leaves, remaining students will wait outside the school gates for pickup.
- Staff children may remain under direct parental supervision.

**Early Dismissal Procedures**

- **Students are not permitted to leave campus during the day without prior parental consent.**
- Parents must email the High School Lead or Head of School to request early dismissal.
- Students will receive a permission slip from Reception, which must be presented to the security guard at the gate.
- Students leaving for scheduled appointments, illness, or family emergencies must sign out before departure.
- For off-campus class trips, students may not leave the group without written parental permission approved by administration.
- Dismissal times and procedures may vary on exam days.

**Leaving School Premises**

- Students are not permitted to leave the school during the school day unless accompanied by a teacher, parent, or legal guardian.
- **Written permission** from a parent or guardian is required prior to leaving the school premises at any time before dismissal.
- Students must sign out at the Reception desk before leaving school grounds.
- Any unauthorized departure from the school premises is considered a serious safety and disciplinary violation under the school's Behaviour Policy.