



AICS /C/09-2025

Circular

August 29, 2025

Arrival and Dispersal of Own Transport Students
(FS to Year 10 – AY 2025-26)

Dear Parents,

Greetings from **The Apple International Community School**.

We have come to an end of the settling phase provided by the school to students and parents for a week. Now, we need to have a required regime of “Arrival and Dispersal” in a proper and timely manner. Kindly follow the below w.e.f Monday, 1st September 2025.

Morning Arrivals

Arrival Time:

Monday to Friday

Classes	School Gate opens at	Students must arrive by	Registration	Late Arrival	School Gate Closes at
FS - Year 10	7:15 AM	7:25AM	7:30AM – 7:40AM	7:30AM – 7:40AM	7:30 AM

Arrival Time is 7:15 AM – 7:25AM.

All the Students must be in their respective classes before 7:30AM. The registration time is from 7:30 am – 7:40 am, Parents and children arriving later than 7:30AM must go to the reception bay to fill the late arrival slip which should be carried by the student to the respective section head. The student will be allowed inside the classroom only with the signed copy from the section head. After 3 late arrival slips, the parents will be called by the section head to discuss students tardiness.

Dropping Time:

Since the children have settled well and are aware of the location of their classrooms, all parents are requested to **drop their children at the drop off points marked within the school premises**. Parents would not be permitted to drop their children beyond the drop off point in school from **Monday 1st September 2025**. From the drop off point, Own Transport (OT) children of Y2-Y10 will go on their own to their classes. Exceptions will be given to Year 2 new students for one more week. Only FS children and Year1 children will be escorted to the classes by the assistant teachers and support staff from the drop off point. It is pertinent to encourage our children to be independent and responsible.

Rest assured, there will be sufficient adult support provided to the children to reach their respective classrooms.



Dispersal Time:

Monday to Thursday

Classes	School Gate opens	Dispersal at
FS	11:40AM	11:45AM
Year 1 – Year 10	2:20 PM (Parents can wait in the shaded area till the students reach their OT waiting rooms)	2:40PM

Friday Timings

Classes	School Gate opens	Dispersal at
FS	11:30AM	11:35AM
Year 1 – Year 10	11:30AM	11:35AM

Collection points during dispersal time

PFB the class wise collection points at the time of dispersal.

OLD BUILDING

Class/ Year	Collection Point
Year 1 A ,1 H	Year 1A
Year 1 B, 1 C	Year 1C
Year 1 A, 1 D	Year 1D
Year 1 E, 1 G	Year 1 E
Year 1F, 1H	Year 1 F

Class / Year	Collection Point
Year 2A,2E,2F	Year 2 A
Year 2B,2C,2D	Year 2 B
Year 3	MPH
Year 4A, B	FS2 H
Year 4 C, D	Year 1H

NEW BUILDING

Class / Year	Collection Point
Year 5A, 5B, 5C	Maker Space Room
Year 6A, 6B, 6C	Year 6A
Year 7 to 10 (OT student)	PE room
Year 7 to 10 (Self Walkers)	Miscellaneous Room



Kindly Note:

1. Kindly refrain from getting late as teachers on dispersal duties need to board the school transport by 2:35 pm. In case parents are delayed due to any reason (not on a regular basis) those children will be asked to sit in the designated area in the clinic corridor.
2. Parents to refrain from engaging teachers on duty about their personal concerns or queries at dispersal time as all duty teachers need to safeguard the children under their care at that time. Parents can ask the teacher for a specific time when they can call or meet to address and share their concerns and queries in person.
3. Kindly be informed that any parent found coming later than 3 PM to pick their child / children, **on a regular basis for 5 consecutive days will have to pay AED 250/ (per month) to avail the facility of keeping their children under adult supervision till the parent/ guardian arrives. Kindly understand that** we need to pay extra amount to the person who can be put on this duty every day to supervise these children until their parent's arrival.

The above-mentioned will be implemented with effect from **Monday, 1st September 2025**. Seeking your support for the smooth transition and safety of our students.

Kind Regards,

Pretty Khosla

Pretty Khosla
Principal