



Arrival and Dispersal Procedures

(FS to Year 10)

Dear Parents,

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

To ensure the safe, smooth, and orderly arrival and dispersal of all students, the following procedures and staff deployment arrangements will be in place.

Arrival Procedures

Bus Students

1. Bus students will be directed through the designated pathway at the bus bay by staff members.
2. FS and KS1 bus students will be accompanied by the nannies to their respective classrooms.
3. Academic staff will be stationed along the corridors to guide students to their respective classrooms.

Own Transport Students

1. The school gates will open at **7:15 a.m.**
2. Students arriving by own transport will be received by designated administrative and academic staff.
3. Parents are requested to drop off their children and leave immediately. Gathering near the school gates during arrival and dispersal will not be permitted. Strict adherence to this procedure is expected. Parents will be politely requested to leave the premises after dropping off their children, and this will be overseen by the security guard and designated staff members.
4. Younger students in FS and KS1 will be guided to their classrooms by the FS Assistant Teachers and designated staff.
5. Students in other year levels will be ushered to their respective classrooms by the staff on duty. Corridors and classrooms will remain under the supervision of assigned staff to ensure student well-being and maintain discipline.

Dispersal Procedures

FS Students

1. Dispersal of FS students will begin at **11:30 a.m.**
2. Parents or guardians will collect their children directly from their respective classrooms.

Own Transport Students

1. Dispersal of own transport students from **Years 1 to 10** will begin at **2:00 p.m.**
2. Parents and guardians of own transport students from **Years 1 to 6** will be permitted to collect their children from their **respective classrooms** between **2:00 p.m. and 2:20 p.m.**



3. **After 2:20 p.m.** students who have not been collected will be moved to the designated waiting rooms as follows:
 - **Year 1 – 1D**
 - **Year 2 – 2A**
 - **Years 3–4 – MPH**
 - **Years 5–6 – Maker Space Room**
 - **Years 7–10 – PE Room**
4. Students in the waiting rooms will be supervised by designated teachers **until 2:45 p.m.**
5. Students who are still awaiting collection after **2:45 p.m.** will be escorted to the **area near the conference room** and supervised there until they are collected by their parents. Parents are expected to adhere fully to the school's arrival and dispersal guidelines.

Bus Students

1. Bus students will be escorted by teachers to the bus bay by **2:20 p.m.**

Emergency Procedure

In the event of an alert from MOI, dispersal will be suspended immediately. All students, staff, and parents on campus will remain in the designated safe zones until the alert has been officially lifted.

Thank you for your cooperation and support in ensuring the safety and well-being of all students.

Kind Regards,

Pretty Khosla

Pretty Khosla
Principal