



**Resumption of Arrival and Dispersal of Own Transport Students**  
**(FS to Year 10)**

Dear Parents,

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

We have now completed the initial settling phase provided to students and parents during the first week of onsite learning in Term 3. Now, we need to **resume back** the regime of “Arrival and Dispersal” in a proper and timely manner. Kindly adhere to the following procedures **with effect from Monday, 4th May 2026**.

**Arrival Time:**

**Monday to Friday**

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

- Students must be in their respective classrooms **before 7:30 AM**.
- Registration takes place from **7:30 AM to 7:40 AM**.
- Students arriving after 7:30 AM must report to the **Reception Bay** to obtain a **Late Arrival Slip**.
- The slip must be signed by the respective **Section Head** before the student is allowed into class.
- Parents will receive notification for late arrivals.
- After **three late arrivals**, parents will be contacted by the Section Head to discuss the matter.

**Dropping Time:**

- All parents must drop children at **designated drop-off points** within the school premises.
- Parents will not be allowed beyond the drop-off point starting **Monday, 4<sup>th</sup> May 2026**.
- Own Transport (OT) students from **Year 2 to Year 10** will proceed independently to their classrooms.
- **FS and Year 1** students will be escorted to class by assistant teachers and support staff like earlier. Also, students are encouraged to develop independence and responsibility as always.
- Adequate adult supervision will be available to ensure children safely reach their classrooms.

**Dispersal Time:**

**Monday to Thursday**

Classes	School Gate opens	Dispersal for OT students
FS	<b>11:30. A.M.</b> (Parents may wait in the designated shaded area until students are ready for collection. Ideally keeping the high temperatures in mind, parents must adhere to the dispersal timing and come to school only by 11:40 am)	11:45AM
Year 1 – Year 10	<b>2:20. P.M.</b> (Parents may wait in the designated shaded area until students are escorted to their respective waiting rooms. Ideally keeping the high temperatures in mind, parents must adhere to the dispersal timing and come to school only by 2:30 am)	2:35PM

**Friday Timings**

Classes	School Gate opens	Dispersal at
FS	<b>11:10AM</b>	11:15AM
Year 1 – Year 10	<b>11:10AM</b>	11:20AM

**Collection points during dispersal time:**

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

**OLD BUILDING**

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

**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)	Year 5A



**Kindly Note:**

- 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.
- 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.
- 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 procedures will be implemented from **Monday, 4th May 2026**.

We seek your cooperation in ensuring a smooth, safe, and efficient system for all students.

Kind Regards,

*Pretty Khosla*

Pretty Khosla  
Principal