

Department of PR/Communications

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Dear Parents,

Student Safety

The following measures are in place for the security of your children:

- Any students leaving school during school hours must have a **Gate Pass** to leave. Please inform your child's Class Teacher by writing a note in your child's Home School Communication Book/ by email and collect the Gate Pass from the Pre and Primary School Secretary Miss Deniz. The Gate Pass must be signed by the Campus Coordinator, Campus Curriculum Coordinator or the Pre/Primary Deputy Director.
- The person collecting children at the end of the day should collect from:
 - The green courtyard for Primary.
 - The EYFS playground for Pre School/Reception.

Students must be picked up from one of these places: please ensure that drivers/nannies/others do not wait outside the school gate for the children. Please do not wait in the Pre/ Primary corridor as this causes congestion at the end of the day.

- We require written permission from you for your driver or nanny or other person to collect your children on a regular basis. Please complete the attached form and return it to Miss Deniz. Please note that we require this signed form even if the same person has been collecting your child for several years.
- For occasional changes to your pick up routine, you must write a note in the Home-School Communication Book/ email your child's Class Teacher to allow another person to collect your child. They will need to pick up the Gate Pass from the Pre and Primary School Secretary, Miss Deniz.
- Students using our Bus Service will go home on the same number bus that they come to school. If you wish to occasionally change the bus routine we will need your permission in writing; you must write a note in the Home-School Communication Book/ email your child's Class Teacher.

Yours faithfully,

BISI Communications