

Arrival & Dispersal Policy

General

1. GD Goenka Global School , pays utmost attention to the safety and wellbeing of the students and staff. To streamline the movement of children at the time of arrival and dispersal, a detailed duty chart has been prepared.

Duties at the time of arrival

2. The school opens at 08:15 am for the students. At the main gate, we have two support staffs (female) who assist the children of private transport to get down from the car/private vehicle and enter the school building. For the children arriving at school, we have one support staff (female) placed at glass door no 2 where the bus drops the children. The support staff in the bus along with the staff at bus gate ensures that the children get down from the bus and enter the school building with all their belongings. The Operations Manager supervises this movement along with admin staff on duty . The children then punch their ID cards at the RFID machine installed in the passage and then enter the classroom area.

3. Two classrooms at each floor are designated for the children to settle down when they arrive. The HRTs are on duty in these classrooms. (Please see arrival dispersal duty list) The Specialist teachers are on duty at the landings at ground floor, first floor and the second floor along with at least one support staff at each landing. The movement of children inside the school building is supervised by the Operations Manager / Admin Head .

4. The children are made to assemble and be seated in the first two classrooms of each floor. As the HRTs of each class arrive, they come to these classrooms and take their respective class children to their classes. We strictly follow that no student is left unattended in class without the teacher at all times.

5. Children sit in the Ground floor class room till 8.20 am supervised by Didi's and arrival duty teachers. After this they are escorted to respective floors by the designated teachers.

Duties at the time of Dispersal

4. The dispersal bell is rung at 2:30 pm. At this time ,Pre Nursery ,Nursery students move to the dispersal areas. The students of Peaches , Grade 1 (First floor students) along with their HRTs and support staff are allowed to move from the first floor to the predefined areas for dispersal in accordance with their bus routes / private dispersal as applicable. It is the duty of the HRTs to ensure that all students of the class are dropped in their respective bus route's rooms and the students of private transport are dropped in the cafeteria with the teachers who are on private dispersal duty.

5. Another bell for dispersal is rung at 2:35 pm. At this time, the students of second floor (Grades 2-5) along with their HRTs and grade support staff are allowed to move from second floor to the predefined areas for dispersal in accordance with their bus routes / private dispersal as applicable. It is the duty of the HRTs to ensure that all students of the class are dropped in their respective bus route rooms and the students of private transport are dropped in the cafeteria.

6. The time for private dispersal for the classes is as under :--

(a) Strawberry - 12:30 pm / 2:45 pm

(b) Plums - 2:45 pm

(c) Peaches - 2:45 pm

(c) Grade 1 - 2:45 pm

(d) Grade 2 onwards - 3:00 pm

Note: The aim of having staggered dispersal timing for peaches and above is to ensure smooth dispersal of children under supervision of staff as well as smooth movement of traffic at the approach road.

7. The school has designated route wise classrooms at the ground floor and first floor where the students assemble at the time of dispersal. The teacher In charge of the bus takes attendance of the students in the bus register. On hearing the announcement of their respective bus, the students along with the teacher in charge and the support staff assemble near the admin office. At this time, the students punch their RFID (ID cards) at the RFID machine, while the Operations Manager and the HR in charge (admin staff on duty) checks and counts the number of children and tally it with the register. After this check is done, the children are made to board the bus and the seat belts are fastened by the support staff. Thereafter, the buses are allowed to leave the school premises.

8. At the bus stop parents / guardian show the pick up card and then the child is handed over after punching the RFID in the bus. Children will be brought back to school in case parent does not have pick up card.

8. The parent cards have been made and issued to the parent / guardian of each and every child studying in GDGGS. The Parent card has the picture of the mother, father and guardian of the student. In case of private dispersal, the parent/guardian is supposed to present this card to the teacher in charge to take the children along with them. In case the parent does not get the parent card, then he/she is supposed to get an out pass made through the reception, duly signed by the Principal, to take the child. The out pass made is to be given at the out gate (cafeteria) to the admin staff on duty and thereafter, the parent is allowed to take the child from the school premises.