



INTERNACIONAL
ARAVACA



International
Schools
Partnership

SAFE ARRIVAL POLICY

This policy establishes the procedures and guidelines that ensure students' safe arrival to school, including designated entry and exit points and protocols to follow for their protection.

2nd Review: July 2025

ARRIVAL AT THE CENTRE BEFORE 8:45 AM: Morning classroom and Baccalaureate students

- The Centre will be opened by maintenance staff at 8:00 a.m.
- Students arriving between 8:00 a.m. and 8:45 a.m. from Infant, Primary and Secondary School will be in the morning classroom, together with a teacher responsible for it.
- REGISTRATION: Students in the morning classroom will sign in on the designated sheet each day, and the morning classroom teacher will be responsible for this.
- At 8:45 a.m., the morning classroom teacher will take the Infant students to their classrooms, and the Primary and Secondary students will go directly to their classes.
- Sixth form students will enter the school grounds at 8:00 a.m. through the main gate and go directly to their classrooms.
- Baccalaureate teachers will take attendance at 8:05 a.m., noting any absences on the Platform.
- Sixth form students who arrive late must always enter through the school office and wait for the next class, informing the office that they have arrived late.

ARRIVAL AT THE SCHOOL FROM 8:45 a.m.: Infant, Primary and Secondary School Students

- Students usually arrive at 8:45 a.m. Classes begin at 9:00 a.m. for all Infant, Primary and Secondary students.
- All Infant and Primary teachers must arrive at 8:45 a.m. to be in their classrooms at that time and welcome the pupils.
- All secondary school teachers must be in their classrooms to start classes at 9:00 a.m.
- From 9:00 a.m. to 10:00 a.m., Infant, Primary and Secondary teachers will take attendance via the ISAMS platform, noting any absences. These absences may have been previously communicated to the form tutor or the school office and justified by the families, in which case the justification will be specified on the platform.
- From 10:30 a.m. to 11:00 a.m., the secretary's office will call those families whose children have not come to school and whose absence is not justified. In addition, once the teacher or secretary has entered the absence on the platform, a notification will automatically appear on the platform for the families.
- All students arriving after 9:00 a.m. (Baccalaureate at 8:00 a.m.) will enter through the main door and report their arrival at reception so that their absence can be removed.
- READ the school transport arrival protocol. [LINK](#)

ACCESS TO THE SCHOOL:

- INFANT I2: Access through the bus gate; parents accompany students to the classroom.
- INFANTIL I3-I5: Access via the left-hand side garden or the bus gate. Parents hand their children over to the Infant teachers, who take them directly to their classrooms.
- At the INFANT entrances, there is a member of the Infant team controlling family access to the centre. On rainy days, access through the main gate will also be enabled. There will be one member of the Infant team in the hall and another on the emergency stairs leading to the Infant playground.

SAFE ARRIVAL AT SCHOOL FY26

- PRIMARY SCHOOL: Direct access for pupils through the emergency door near the car park. At the sliding door on St Bernardita Street, from 8.45am to 9am, a member of staff will be controlling the entrance of pupils to the school.
- SECONDARY SCHOOL: Access through the main entrance. Reception staff will be monitoring access at this entrance.
- BACCALAUREATE: Access through the main door. Reception staff are monitoring entry at this door.
- ROUTES: Students on external routes enter through the route gate directly with their monitors. Students on internal routes (VITOS) enter through the car park gate accompanied by the drivers.

LEAVING THE SCHOOL:

- Classes end at 5:00 p.m. for all students, except for sixth form students, who finish at 3:00 p.m.
- INFANT I2-I3-I4-I5: Families may access the centre through the main gate and collect students from their classrooms. Students will be handed over to their parents or authorised personnel. The collection by authorised personnel will be communicated by members of the secretariat to the teaching staff via chat.
- PRIMARY SCHOOL: Families may enter the school through the sliding door on Calle Sta Bernardita and pick up their children in the primary school playground (each class has a designated pick-up area). Each class will come down with their teacher at the end of the school day. Pupils will be handed over to their parents or authorised personnel. The secretarial staff will notify the teaching staff of such pick-ups by authorised personnel via chat. There is an authorisation for those families who allow their primary school children to leave alone.
- SECONDARY SCHOOL: pupils leave alone at 5 p.m. through the sliding door of the infant school.
- BACCALAUREATE: Students leave alone at 3:00 p.m. through the nursery playground door that opens onto Santa Bernardita Street. The door will be opened by cleaning staff, and the last-period teacher is responsible for this exit.
- ROUTES: Nursery school pupils on the route will be picked up at 4:50 p.m. by school staff. Primary and secondary school pupils will go to the route gate on their own: External routes will leave through the route gate where the monitor will be waiting, and internal routes (VITOS) will be accompanied by the driver waiting at the PK gate.
- READ the school transport arrival protocol. [LINK](#)

PICK-UP DURING SCHOOL HOURS

Students of all ages may not leave the Centre during the school day, including recess, unless there is a written justification from their family members and it is presented to their tutor or corresponding coordinator.

- When a pupil needs to be collected from the Centre at a time other than the end of the school day (3 p.m. or 5 p.m.), the family must inform the Centre's Secretariat or tutor by written note, email or telephone call, always indicating the approximate time and the person who will be collecting the pupil at the Secretariat. It is important to inform parents that they must always pick up their children between classes so as not to interrupt the class.



- This departure will be recorded by the tutor or the Secretary on the Platform accessed by families.

EXTRACURRICULAR ACTIVITIES

- The collection of pupils to begin the extracurricular activity is organised as follows:
 - INFANT SCHOOL: Activity teachers collect pupils from their classrooms.
 - PRIMARY SCHOOL: Activity teachers collect students from the designated areas within the school when they come down with the teachers for the general departure.
 - SECONDARY SCHOOL: At 5:00 p.m., students go on their own to the place where the activity takes place.
- Families can pick up their children by entering through the blue sliding door that leads to the school car park, which opens at 5:55 p.m.
- The extracurricular activity DEPARTURE is at 6:00 p.m. The teachers of each activity wait in the assigned space for families to pick up their students. The collection areas are where the activities take place.

