



## PARENTAL ACCESS RESTRICTION POLICY

Reference: ADM12

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## **1. General Principles**

The school is committed to ensuring the safety and well-being of all students while maintaining a structured and secure environment. Restricting a parent's access to the school is not a decision taken lightly; it is a last resort to safeguard the well-being of the school community. This policy outlines the procedures for student drop-off, pick-up, emergencies, communication, and participation in school-related activities for parents under such restrictions.

## **2. Drop-Off and Pick-Up Procedures**

Parents must drop off and pick up their child(ren) at the designated point stipulated in the official communication addressed to them. This must be done at the agreed time to ensure a smooth transition. If a parent arrives late during drop-off and no school staff is present at the designated point, the parent must bring the child(ren) to the school reception, where a staff member will take the necessary measures to escort the student to class. If a parent is late for pick-up by more than 30 minutes, the Management Office will contact the parent. If the parent does not respond, the school reserves the right to contact the police to ensure the child's safety.

## **3. Delegation of Drop-Off and Pick-Up**

Parents may authorize another parent, a driver, or a nanny to drop off or pick up their child(ren) on their behalf. In such cases, the parent must provide written authorization along with a copy of the ID of the designated individual to the school's management office in advance.

### **a. Absence Notification**

If a child is absent, the parent must inform the School Life Coordination team as soon as possible so that school records can be updated accordingly.

## **4. Emergency Procedures**

### **a. School-Initiated Emergencies**

In the event of an emergency during school hours such as a medical situation, fire, environmental hazard, or force majeure, the school will immediately contact the parent. The parent must collect the child from the designated meeting point as instructed by the school.

### **b. Parent-Initiated Emergencies**

If a parent faces a personal emergency such as hospitalization, bereavement, or legal matters, they must notify the school as soon as possible. In such cases, the school will release the child(ren) at the designated meeting point, provided that the parent has communicated in advance. If the parent cannot collect the child personally, they may delegate a representative to do so. The representative's ID and details must be provided to the school in advance.



## **5. Incident Reports and Medical Emergencies**

Parents can access incident reports, if applicable, related to their child(ren) through Pronote. In case of a medical emergency, the school will contact the parent immediately and take appropriate action.

## **6. Parental Attendance at School Events and Meetings**

### **a. Mandatory Events**

Parents may only attend mandatory school events upon direct invitation by name. If parents are not legally divorced or widowed, both parents must be present for such events.

### **b. Non-Mandatory Events**

Parents under restricted access are not allowed to attend non-mandatory school events.

### **c. Parent-Teacher Meetings**

For online parent-teacher meetings via Zoom, both parents must be present. For in-person meetings, only the parent who is not subject to restricted access may attend physically.

## **7. Elected Parent Representative Status**

If a parent under restricted access is an elected Parent Representative, their status will no longer be recognized by the school. They will also be prohibited from running for this position until further notice by the school.

## **8. Compliance with the Policy**

This policy is strictly enforced to ensure the safety, security, and well-being of all students. Any violations of these regulations may result in further disciplinary action or legal consequences.

For any exceptional circumstances or further clarifications, parents may contact the school's management office.