

GLS / C / 549-22

CIRCULAR
Own Transport Arrangement

26th August 2022

Dear parent,

We are delighted to welcome back all our students after the long summer break. We hope you have all had a refreshing and relaxing time with your family and friends.

As we prepare to welcome our students to the next academic session, we would like to inform you about some of the changes in the own transport arrangements.

April to June 2022, being the first academic session, all Own Transport (OT) parents were permitted to drop off and pick up their wards to and from their respective classes. Considering that our students are now familiar with the school premises and with a view of making our younger students more self-reliant and independent, we have made a few alterations to the Own Transport schedule and arrangements with effect from 29th August 2022.

Please note that parents/guardians dropping or picking up their child /children must wear the parent ID without fail. In case you do not have the parent ID, please contact the STS office for the same.

Arrival of OT students:

- All parents are requested to drop off their child at **Gates 1 or 3 in Primary Campus** between **7:10 and 7:40 a.m.** and **Gate 7 in Secondary campus** between **7.10 and 7.30 a.m.** Our staff will guide and escort the younger students from the gate to their respective classes, while the older students would move to their classes on their own.
- The gates will close at 7:45 a.m. as the regular assembly and lessons commence at 7:40 a.m. We encourage all our students to be regular and punctual so that they do not miss out on their class assemblies and lessons. A delay of 5 to 10 minutes will be permitted occasionally, but not on a regular basis. We earnestly seek your support and co-operation in ensuring that we instil this discipline of punctuality in our students.
- Please note that parents of newly admitted students will be permitted to escort their wards to the class only for the first week of school.

Dispersal and collection of OT students:

Kindergarten

All Kindergarten OT students will need to be collected from the allotted OT rooms between 12:05 and 12:30 p.m. from Monday to Thursday. Students waiting beyond 12:30 p.m. will be shifted to day-care for which charges will be applicable. On Friday, all OT students need to be collected from school between 11.45 and 12.15 p.m. beyond which day care charges will be applicable.

The details of the OT rooms are as specified below:

KG - Monday – Thursday- Dispersal at 12:05 p.m.		
Grade/ Section	OT Rooms	Closest Gate
KG1 A – L	KG1 Q & KG1 R	Gate 1
KG1 M – W	KG1 S & KG1 T	Gate 1
KG2 A – L	KG2 U & KG2 V	Gate 3
KG2 M – T	KG2 W & KG2 X	Gate 3
KG2 U - Ff	KG2 Y, KG2 Z & KG2 Aa	Gate 3
KG2 Gg - Rr	KG2 Bb & KG2 Cc	Gate 3

KG - Friday- Dispersal at 11:45 a.m.		
Grade/ Section	OT Rooms	Closest Gate
KG1 A – L	KG1 I	Gate 1
KG1 M – W	KG1 O	Gate 1
KG2 A – L	KG2 J	Gate 3
KG2 M – T	KG2 O	Gate 3
KG2 U - Ff	KG2 Ee & KG2 Ff	Gate 3
KG2 Gg - Rr	KG2 Mm	Gate 3

Primary – Grades 1-5

All OT Students from Grades 1-5 will need to be collected from the allotted OT rooms between 2:05 and 2:30 p.m. from Monday to Thursday. Students waiting beyond 2:30 p.m. will be shifted to day-care for which charges will be applicable. On Friday, all OT students need to be collected from school between 11.45 and 12.15 p.m. beyond which day care charges will be applicable.

The details of the OT rooms are as specified below:

Grades 1-5 - Monday to Thursday – Dispersal at 2:05 p.m.		
Grade	OT Rooms	Closest Gate
Grade 1	1C/1D/1E/1F/1G	Gate - 1
Grade 2	KG1I, KG1J, KG1K, KG1L, KG1M	
Grade 3	KG1F, KG1G, KG1H	Gate - 1
Grade 4	KG2T, KG2U, KG2V	Gate -3
Grade 5	KG2W, KG2X	

Grades 1-5 - Friday – Dispersal at 11:45 a.m.		
Grade	OT rooms	Closest Gate
Grade 1	1C/1D/1E/1F/1G	Gate - 1
Grade 2	2P/2Q/2R/2S/2T	
Grade 3	3A/3B/3C	
Grade 4	4L	Gate - 3
Grade 5	5B	

Middle School – Grades 6 & 7

All OT Students from Grades 6 and 7 will need to be collected from the allotted OT rooms between 2:05 and 2:30 p.m. from Monday to Thursday on non-day-boarding days. On Friday, all OT students need to be collected from school between 11.45 and 12.15 p.m. Please note that on the Day-boarding days all students of Grades 6 and 7 will disperse at 3:55 p.m. The day-boarding details will be shared with you shortly.

GLS - Secondary Campus						
Own Transport Dispersal Details						
Monday to Friday						
Grade	OT Room details		Gate Number		Day/s	Time
	Room No.	Description	Entry	Exit		
6	E 026	Language Room	7	8	Monday to Thursday	2:05 p.m.
6	E 026	Language Room	7	8	Friday	11:45 a.m.
7	E 027	Islamic Room	7	8	Monday to Thursday	2:05 p.m.
7	E 027	Islamic Room	7	8	Friday	11:45 a.m.

Please note that if you need to collect your child from school early due to an unavoidable reason, the early pick-up requests for both School Transport and Own Transport students must be communicated to the class teacher/ STS / Reception before 11:00 am for KG students and 1:00 p.m. for students of Grades 1-7 from Monday to Thursday. Please note that on Fridays, since the whole school disperses early, requests for early pick-up if any need to be made before 10:30 a.m.

Looking forward to your support and co-operation as always.

Warm regards,



Asha Alexander

Principal

Executive Leader - Climate Change

آشا ألكسندر

مديرة المدرسة

الرئيس التنفيذي - تغير المناخ