



Delhi Private School Dubai

مدرسة دلهي الخاصة - دبي

Division/ Department: Administration

Reference Number: DPSD/ADMN/058/2025

Subject: Gate Pass Issuance Policy (Pre day)

Issue Date: December 2025

Aim of the Policy

The aim of this policy is to establish a clear, safe, and systematic procedure for issuing gate passes RFID is lost / forgotten at home to ensure student safety, accountability, and effective communication between school departments and parents.

Expected Outcomes

By implementing this policy, the school will ensure that:

- Gate passes are issued only by authorized personnel.
- Student safety is maintained during dispersal and movement out of the school campus.
- Timely communication is ensured between Phase Heads, parents, Reception, Health & Safety Officer, and bus staff.
- All student exit records are accurately maintained for safety and audit purposes.

Guidelines to Be Followed Strictly

1. Students Using Own Transport (Forgotten/ Lost RFID Card)

- If a student has lost/forgot their RFID card, the Phase Head must first inform the parent.
- After parent confirmation, the Phase Head may issue the gate pass.
- A copy of the gate pass must be submitted to the Reception immediately.
- Simultaneously, an electronic message must be sent to the Health & Safety Officer.
- The reception will compile the report and submit it to the Health & Safety Officer before the end of the school day.

2. Students Using School Transport (Forgotten/ Lost RFID Card)

- Phase Heads may issue a gate pass only upon a recorded (email / WhatsApp) parent request.
- A copy of the gate pass must be sent to the Reception before 1:00 pm.
- This ensures the bus driver is informed that the student will not be boarding the bus that day.

For any reason if the student is unable to contact phase leader, the only authority to issue gate pass is either Parent Laison Officer or Vice Principal

3. Procedure for Students Who Miss the Bus

- If a student misses the school bus, the child must be sent to the Health & Safety Officer.
- The Health & Safety Officer will speak with the parent to confirm pickup arrangements.
- Only after parent verification will the Health & Safety Officer issue the gate pass.

Compliance

All staff members must strictly follow the procedures listed in this policy. Any deviation or concern must be reported immediately to the Principal.