Student Drop Off and Pick Up Policy

Al-Baqir Centre

Review Date: 1st September 2026

Introduction:
At Al-Baqir Centre, the safety and well-being of our students is of utmost importance. This policy outlines the guidelines and expectations for student drop off and pick up, ensuring a secure and organised environment for everyone.

Road Safety:

Parents and guardians are requested to adhere to road safety regulations while approaching and leaving the premises. Please drive carefully, obey traffic rules, and prioritise the safety of pedestrians and other road users.

Timings:

1. Students should not be dropped off at the Centre more than ten minutes before the scheduled start of their lessons. This helps us maintain a smooth flow of traffic and ensures that students are under proper supervision during their stay.

2. Students must be picked up within five minutes of the lesson's scheduled end time. Prompt pick-up helps prevent congestion and ensures the safety of students as they transition from the premises. Students will be sent out as soon as a parent arrives for pick-up to minimise traffic build-up.

Drop Off/Pick Up:

1. Parents and guardians should park their car appropriately during drop off and pick up.
2. Do not stop in the middle of the road.
3. Do not block any driveway including the Centre's and its neighbours.
4. Do not turn your car around in front of the Centre.
5. Do not use drop off or pick up as a time to meet staff
6. Maintain respect and *adab* for all road-users.

This will *InshAllah* prevent unnecessary traffic and allow for efficient movement of vehicles**.**

Communication:

In case of unforeseen delays, parents or guardians must inform the Centre at the earliest convenience to ensure the safety and comfort of their children.

If the allocated parent is unable to collect their child, then the administration office should be informed of the alternative arrangement as soon as possible.

Courtesy and Patience:

We request the cooperation of all parents, guardians, and drivers to exercise patience and courtesy while dropping off or picking up students. This contributes to a positive atmosphere and ensures the safety of everyone involved.

Please note any rudeness to staff will not be tolerated and may result in the removal of the student from the Centre.

Compliance:

All parents and guardians are expected to comply with this policy to ensure the safety and well-being of students and the smooth functioning of the Centre.

By adhering to these guidelines, we collectively contribute to a safe and organized environment for our students. We appreciate your cooperation and commitment to the well-being of our community.

For any further information or assistance, please contact:

Phone: 07494 757840

Email: admin@albaqir.co.uk

Disclaimer:

This document is intended for informational purposes only and does not constitute legal advice. Al-Baqir Centre retains the right to make changes to the Student Drop Off and Pick Up Policy at its discretion. Parents and guardians are advised to refer to the latest version of the policy available on the Centre's official website.