



REF: EFIA/PLCY -009/2023-24

Issue Date: 05/04/2023

OBEJECTIVE

For the health, safety, and security of our entire community, access to Emirates Future International Academy during this academic year will be through four gates. These gates are numbered on the outside of the school building.

PROCEDURES

The following procedures must be followed when entering the building:

- Students/Staffs must be wearing their student ID to enter the building.
- The Contractor shall, in advance, define and submit the necessary provisions and procedures to minimize injuries and/or damage in the event of possible emergencies, geared to his own activities.
- The contractor must comply with all other Health, Safety and Environmental legislation as determined by the relevant authorities especially the COVID protocol announced by the respective authorities.

REQUIREMENTS

- Visitors' entry into campus is from 8:00 am to 3:30 pm during weekday and from 9:00 AM to 1:00 PM during weekends.
- Persons should enter their details in the log book in the entrance.
- All visitors should be issued a visitor badge. They are used as temporary identification for visitors, guest, contract workers, etc.

Entrance

Revision Date: 31/04/2024

Shabiya-10, Musaffah, Abu Dhabi (P.O. Box 1285)

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Table 1: School Entrance Policy

CATEGORY	ENTRY		EXIT	
	GATE NO:	TIME	GATE NO:	TIME
KG-1 (BUS)	3	7.15AM - 7.45AM	2	12.10PM – 12.30PM
KG-1 (OT)	3 & 6	7.15AM - 7.45AM	3	12.10PM – 12.30PM
KG-2 (BUS)	3	7.15AM - 7.45AM	2	12.10PM – 12.30PM
KG-2 (OT)	3 & 6	7.15AM - 7.45AM	6	12.10PM – 12.30PM
PRIMARY&SECONDARY (BUS)	2	7.15AM - 7.45AM	2	02.30PM – 03.00PM
PRIMARY&SECONDARY (OT)	2 & 6	7.15AM - 7.45AM	2,6 & 7	02.30PM – 03.00PM
STAFF – TEACHERS	2	7.30AM - 7.40AM	2	03.00PM
STAFF – ASST. TEACHERS	2	7.15AM - 7.25AM	2	03.00PM
STAFF – HOUSEKEEPING	2	6.45AM – 7.00AM	2	06.00PM
ADMIN	2	7.30AM -7.40AM	2	04.00PM
VISITORS	1	08.00AM	1	03.30PM

DECLARATION PROTOCOL

Declaration Protocol is duly signed and received from all contractors.

