



Alumni Entry Policy

2025-2026

We welcome our alumni as valued members of our school community. To ensure a safe, respectful, and well-managed environment for all, the following guidelines apply to alumni visiting the school campus:

1. Prior Permission Required

- Alumni must request entry at least 2 days in advance by contacting the school vice principal by email (vp@iisajman.org) with all details (including no.of students,name, contact numbers and purpose of the visit).
- Visits without prior notice may not be accommodated.

2. Purpose of Visit

- Visits should have a clear purpose such as:
 - Meeting with faculty or administration
 - Attending alumni events
 - Guest speaking or mentoring (Require MOE Approval)
 - Collecting documents or certificates

3. Identification and Entry

- All alumni must present a valid ID at the gate.(preferably Emirates ID).
- The Alumni must produce the Visit approval email communication at the security point.
- A visitor badge will be issued, which must be worn at all times on campus.
- The staff or team whom the Alumni are visiting should be available in reception on the time slot given for their visiting ,so they can be addressed at the earliest and crowd can be managed.

4. Code of Conduct

- Alumni are expected to adhere to school policies and maintain respectful behavior during their visit. Alumni should follow photography restriction guidelines and should not breach the school code of conduct.
- Entry to classrooms or student areas is not permitted without staff approval.

5. Visiting Hours

- Visits are permitted only on Second & Fourth Friday of the month between the time 12.45 pm to 2.15 pm.

6. Security and Safety

- The school reserves the right to deny entry to any individual at its discretion to ensure safety and smooth operations.
- Some areas of the campus may be restricted to alumni, and they may be required to follow specific rules regarding access to these areas.

7. Alumni Events

- For organized reunions or alumni programs, prior coordination with the Alumni Coordinator or School Office is mandatory.



PRINCIPAL
Ms. Qurat Ul Ain

APPROVED BY PRINCIPAL